

**ST. MARY'S**  
**EPISCOPAL SCHOOL**  
— SINCE 1847 —

**STUDENT HANDBOOK**  
**2019-2020**

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## MISSION

**The mission of St. Mary's Episcopal School is to provide a superior educational experience for girls which will encourage and enable each student to reach her individual potential.**

St. Mary's Episcopal School is an independent college preparatory school for girls [2 years old] through twelfth grade. It is a school for students from diverse socio-economic, ethnic, and religious backgrounds. **St. Mary's does not discriminate on the basis of race, religion, ethnic or national origin in admission or in any other activities or programs of the School.**

## ACCREDITATION AND MEMBERSHIPS

St. Mary's Episcopal School maintains dual accreditation from the Southern Association of Independent Schools (SAIS) and AdvancEd. St. Mary's is a member of the National Association of Independent Schools (NAIS).

## ST. MARY'S SCHOOL PRAYER

### Prayer

Almighty God, Fountain of all wisdom, be with us, we pray thee, in our work today. Endue all the teachers with a sense of their responsibility and with grace and strength for its fulfillment. Keep the students in health of mind and soul and body; make them diligent in study, guard their inexperience, and save them through all temptations. Bless the patrons and alumnae of this school, and enable us all, more and more each day, to advance in that knowledge which is eternal life. Through Jesus Christ our Lord, Amen.

*This prayer was written for the school by The Right Reverend Thomas F. Gailor, Bishop of Tennessee from 1898 to 1935.*

### Day by Day

Day by Day, Dear Lord, of thee three things I pray:  
To see thee more clearly,  
Love thee more dearly,  
Follow thee more nearly.  
Day by Day.

### Alma Mater

St. Mary's, St. Mary's, shine thy guiding light  
Down every dark pathway, and lead us aright;  
Let thy truth eternal illumine our way,  
And grant us thy wisdom to guide us each day.  
--Lauren McMahon, Class of 1969

## SCHOOL COLORS

Blue and White

## SCHOOL MOTTO

"Light and Life"

## SCHOOL MASCOT

Turkey

## EPISCOPAL IDENTITY & WELCOMING COMMUNITY

St. Mary's seeks to express the Christian faith in the Episcopal tradition, providing an environment in which Christians and non-Christians can affirm together God, who transcends all creeds and

religions. Being strong and comfortable in one's faith, while being knowledgeable and respectful of the faith of others, may be more important today than ever.

St. Mary's helps students to delve more deeply into the Christian faith in a way that simultaneously deepens one's knowledge and love of Jesus, while expanding one's appreciation of the ways in which God finds expression in the faith traditions of non-Christians. In such an environment, Christians and non-Christians are encouraged to find God at work in each other and to find truth in places they might otherwise not have looked.

The Middle and Upper School community gathers daily for worship according to the Book of Common Prayer, while the younger students attend weekly chapel services that are age appropriate. St. Mary's seeks to be an Episcopal School where love and respect for others are demonstrated through respectful behavior and service learning. In such a community, acts of kindness and community service are expected.

Such depth of personal commitment and expansiveness of spirit cannot be learned from books alone. Instead, these are things one learns from living, working and worshipping in a community of faith and service. At its best, this is the kind of community St. Mary's seeks to be.

### STATEMENT ON DIVERSITY, EQUITY, AND INCLUSION

St. Mary's Episcopal School is committed to creating, maintaining, and nurturing a diverse and inclusive educational environment. Students, families, alumnae, faculty, and staff from diverse backgrounds, beliefs, and experiences collaborate in the often challenging and courageous work of understanding and respecting each other. Our diverse school community not only furthers the goals of an excellent education, but it creates an environment essential to the development of respect, responsibility, empathy, and unity.

### CHARACTER EDUCATION

The Character Education program is an integral part of both the Early Childhood curriculum and the Lower School curriculum and is designed to promote spiritual and moral growth in our students.

The goals of the program are to:

- Sustain, nurture, and promote moral development.
- Provide reference points for cultural and ethical choices.
- Teach children to use universal virtues as their anchor.
- Teach children to use universal virtues for decision-making.

We call this program the "Bridge to Caring." The Bridge is held up with two pillars: Respect and Responsibility. Using these values as the pillars to the bridge, faculty and staff focus on the following eight virtues as monthly themes:

- **Respect:** Showing consideration for myself and others
- **Responsibility:** Doing what you have to do when you have to do it, whether you want to or not
- **Thankfulness:** Being grateful for the things that we have, the kindness showed, and the world around us.
- **Kindness:** Responding to the needs of others without expecting something in return.
- **Self-Control:** Thinking before acting and speaking
- **Courage:** Being strong enough to do what is right
- **Honesty:** Being truthful and fair to myself and others
- **Cooperation:** Working and playing well with others

## HONOR COUNCIL/HONOR CODE

The St. Mary's Honor System is an institution by which the students and faculty interact in an environment of trust. In Middle School, the honor system is administered by the Middle School Head. In Upper School, the Honor Council, composed of class representatives elected by the students of each grade, hears cases of possible infractions. Members of the St. Mary's community are responsible for bringing suspected infractions to the attention of the Council by reporting to a class representative or the President of the Honor Council. All meetings of the Honor Council are private, and all dealings of the Honor Council are kept strictly confidential. Infractions of the Honor Code include lying, stealing, cheating, and plagiarism. Failure to report an infraction may lead to penalties imposed by the Honor Council. All students and faculty will sign the following pledge at the beginning of each year.

## HONOR CODE PLEDGE

I, \_\_\_\_\_, pledge to uphold the Honor Code of St. Mary's Episcopal School by not engaging in or supporting actions which would involve lying, cheating, stealing, or plagiarizing.

## CORE VALUES

St. Mary's Episcopal School is committed to upholding the standards of **EXCELLENCE** and **INTEGRITY** in everything we do. We approach teaching and learning with an intentional blend of **TRADITION** and **INNOVATION**. Our **EPISCOPAL IDENTITY** and **CHRISTIAN FOUNDATION** compel us to cultivate a **DIVERSE COMMUNITY** devoted to lives of **FAITH** and of **SERVICE**.

## SCHOOL/HOME PARTNERSHIP

St. Mary's Episcopal School has found it helpful for the School and home to enter into an agreement by which we articulate the reasonable expectations we have of each other so that a partnership between the School and home is actualized and relationships clarified to benefit the students in our School.

### School Responsibilities -- Faculty, Staff, and Administration

General:

- Encourage and enable each student to meet her potential.
- Provide a safe environment which is conducive to learning.
- Instruct students in a constructive, focused, and creative manner following principles of best practice.
- Exhibit sensitivity to each student's needs and interact with students in positive, caring ways.
- Explain and promote the honor code and values taught through character education.
- Set the highest attainable standards for students.

Communication:

- Be available and approachable to answer questions and discuss academic or other concerns with any student or parent.
- Provide a student handbook to students and parents.
- Assess student performance and progress, fairly and promptly, giving appropriate feedback to students.
- Communicate progress to students and parents using the divisional reporting system.
- Model civility in all student/parent contacts.

### Home Responsibilities - Parents or Guardians

General:

- Encourage and enable each child to meet her potential.
- Provide a supportive, encouraging home environment with adequate time and place for studying and completing homework.
- Support the school's mission, honor code, and policies.
- Participate in school activities.
- Discussion of and support for applicable school policies with child.

Communication:

- Be available and accessible to discuss problems.
- Provide information which is necessary to help the teacher understand the child's needs.
- Contact the teacher in a timely manner when concerns arise.
- Provide positive feedback when appropriate.
- Use proper channels to communicate with the school
  1. Teacher
  2. Division Head
  3. Assistant Head of School
  4. Head of School
- Model integrity and civility in all school contacts.

### **Student Responsibilities**

General:

Come to class prepared to learn with materials ready and assignments complete.

- Work diligently.
- Uphold standards of the honor code.
- Show respect and give support to all members of the SMS community.
- Recognize and accept your responsibility to self, family, and school.
- Accept responsibility for your actions.
- Maintain a healthy balance between academic and extracurricular pursuits.
- Maintain a healthy lifestyle conducive to lifelong learning.

Communication:

- Ask questions when help is needed and be receptive to help when it is offered.
- Model integrity and civility in all school contacts.

### **DRESS CODE**

St. Mary's Episcopal School allows each girl to express her individuality while also modeling and teaching good decision-making. In any given day, St. Mary's girls are actively participating in discussions with teachers and community leaders, working collaboratively on projects with classmates, greeting speakers and other guests, giving presentations in classes, and addressing the school in chapel. A student's dress should allow her to do all of these things comfortably and presentably. St. Mary's students are expected to be neat, well-groomed, and modestly dressed for the challenges of a dynamic, engaging, and first-class educational environment. Teaching girls to make good decisions about appropriate attire based on context is part of the educational process; parents and school personnel must partner together to guide appropriate decision-making.

St. Mary's has an approved uniform skirt available for purchase online at [Land's End](#). Click on "shop by school" and enter our school number: **900187329**. The uniform skirt is optional.

**See division-specific dress code guidelines in the division sections that follow.**

### **STATEMENT ON LEARNING DIFFERENCES**

In keeping with our stated mission, St. Mary's is committed to teaching girls in ways in which they learn best. As part of encouraging and enabling each student to reach her individual potential, we recognize that individual students learn in different ways. Therefore, we use varied teaching strategies and activities in order to help each student excel and experience success.

Because students possess different strengths and weaknesses, and because students develop at different rates, St. Mary's strives to create an environment in which faculty appropriately challenge and support individual students. Even within a single classroom, St. Mary's faculty may differentiate instruction so as to best meet the needs of all students. Some students have diagnosed needs that may

require short or long-term academic accommodations. In this case, the Learning Specialist or Director of Studies, teachers, and parents will meet and create a Personal Education Plan for the student. Each academic department and division regularly discuss the strategies and accommodations which are available and work best in their area. In determining how to allocate time or make other accommodations, everyone must understand that “fairness” is defined by the individual need of the student.

Ultimately St. Mary’s goal is to offer a superior educational experience: accordingly, our curriculum presents a set of skills and concepts we expect a college-bound student to master. How each student arrives at that goal may vary as we help each girl to discover her learning style and find her own gifts to complete that challenge.

## **ATTENDANCE POLICIES**

### **Attendance Expectations**

St. Mary’s faculty members in every division highly value the presence and participation of students in the classroom. For this reason, attendance is required for all students in all classes on all school days. Because classes at St. Mary’s move quickly and much of the learning takes place in the class, it is difficult for a student to do well if she is absent.

### **Arrival**

Although school hours vary by division, we ask students to arrive on time for school. Excessive tardiness is disruptive to our learning community and tardies are reported on report cards. We offer early drop-off beginning at 7:15 a.m. at the **ECC porch** for all students in SMP-5th grade. Students in grades 6th-12th may arrive as early as 7:00 a.m.

### **Dismissal**

Students are expected to be picked up within 20 minutes of the end of the school day. The professional responsibilities of our faculty make it impossible for them to supervise students after school unless the student is involved in a special activity, such as athletics, rehearsals, academic assistance, or After3.

### **Participation in After-School Sports and Activities**

Students must attend a full day of school in order to participate in any after-school activity including athletics, performing arts rehearsals, After3, tutoring, and specialty classes, club and committee meetings, and school dances. Participation in school-sponsored events is contingent on a student’s academic and behavioral standing. The school reserves the right to evaluate a student’s participation in extracurricular or co-curricular activities if we feel that it is impacting or will interfere with a student’s academic progress.

### **Absences**

Please call the appropriate division office before 9:00 a.m. if your daughter will not be able to attend school because of illness or family emergency. If you know in advance of a planned absence, please notify your teachers and the division head prior to the absence date. We are required by state law to check the attendance of each student daily.

### **Excused Absences**

Absences are considered EXCUSED for the following reasons:

- School-sponsored extracurricular activity
- School-sponsored travel
- Medical appointment or Illness (with a doctor’s note)
- Religious holiday
- College visit (with approval from the College Counseling Office)
- Family emergency



To be approved for a planned excused absence, students must have a parent call the appropriate division or send in advance a note signed by a parent or guardian. The student should also notify her teachers and make arrangements for missed work. In the case of medical absence or family emergency, please notify the school as soon as possible. Appointments with doctors and dentists should be scheduled outside of school hours or during free periods.

### **Unexcused Absences**

An absence without advance permission for any reason other than illness or family emergency is considered unexcused. Among reasons that are not valid are: sleeping in, staying home to complete assignments or delay taking a test, running errands, or leaving early or returning late from school vacations.

### **Extended Absences**

Parents intending to request permission for a student to miss class over an extended period of time (more than two days) for reasons other than illness should notify the division head in writing in advance so that she may determine whether the absence will be excused or unexcused.

**See division-specific attendance guidelines in the division sections that follow.**

## **SCHOOL SAFETY AND SECURITY**

To maintain the safety of our campus, we ask all visitors to sign-in at main entrances and parents wear display name tags at all times while in the buildings. In addition, security cameras are located throughout the school and record the movements of people in the building and cars around campus.

We have regular drills throughout the year to ensure our emergency preparedness. Our faculty and staff are well trained and our students quickly learn exactly what to do during these drills. Should there be an emergency at school, parents would be notified via the school messenger system.

## **RESPONSIBLE TECHNOLOGY ACCEPTABLE USE POLICY**

*As a St. Mary's student, you understand that you must:*

1. Respect and agree to live by the principles of the Honor Code, and the mission of the school.
  - You will communicate only in ways that are kind and respectful.
  - You will not post any type of media that would represent yourself or your school in an inappropriate manner.
  - You will report any threatening or inappropriate communications, posts, and other materials to a teacher.
  - You will not intentionally access, transmit, copy, or create material that violates the school's mission or Honor Code (such as messages that are rude, threatening, harassing, bullying, discriminatory, or inappropriate).
  - You will not intentionally access, transmit, copy, or create material that is illegal (such as stolen materials, or illegal copies of copyrighted works).
  - You will not send spam, chain letters, or other mass unsolicited messages from your St. Mary's email account.
  - You will not buy, sell, advertise, or otherwise conduct business from your St. Mary's email account, unless approved in advance by your division head as a school project.
  - You will not access social networking sites (such as Facebook, Instagram, Snapchat etc.) while in class. We encourage you to use your time at school wisely and to refrain from using technology for entertainment during school hours.
  - You will not waste or abuse school provided computer, network, or printer materials (for example, you will not print unnecessary copies).
  - You will not waste or abuse school provided internet access (for example, you will not stream video for entertainment purposes).

2. Respect and protect the privacy of others.
  - You will use only the assigned accounts.
  - You will not view, use, share, or copy passwords, data, or networks for which you are not authorized.
  - You will not create or upload any post or media that includes a St. Mary's staff or faculty member's name or image.
  - You will not distribute private information about yourself and/or others. This includes passwords and personal information such as addresses, the name of your school, and telephone numbers. If you believe that someone else knows or has shared private information, you will report that to a faculty member immediately.
3. Respect and protect the integrity, availability, and security of all electronic resources.
  - You will report security risks and any misuse of computers or computer resources to a faculty member or the technology department. Misuse would include (but is not limited to) unauthorized access to other people's files or passwords, theft of data, passwords or equipment, vandalism, or spreading of viruses.
  - You will not destroy, damage, or modify data, networks, or other resources that do not belong to you.
4. Respect and protect the intellectual property of others.
  - You will not infringe on copyrights (for example, making illegal copies of images, text, music, games, or movies).
  - You will attribute sources appropriately.

### **Consequences for Violations of this Policy**

Violations of these rules will result in disciplinary action, which may include the loss of a student's privileges to use the school's information technology resources. Furthermore, St. Mary's students who access, transmit, copy, or create material that violates the school's mission, handbook or Honor Code, such as messages that are rude, threatening, harassing, bullying, discriminatory, inappropriate, or pornographic will be subject to disciplinary action that may result in suspension or expulsion as well as civil and criminal legal action.

### **CIPA, Filtering/Monitoring and Privacy**

St. Mary's is in compliance with the Children's Internet Protection Act (CIPA). CIPA mandates that all access to the Internet and digital communications be filtered and monitored to protect students from inappropriate online content and communications.

To this end, users of St. Mary's computers, systems, and accounts should have limited expectations of privacy to any data, including personal, that is, or was, stored or transmitted on a St. Mary's device, network, cloud-based storage solutions, or any school issued applications and are given no guarantees that data will be retained or destroyed.

### **Third Party Vendor Access**

St. Mary's shares specific student data with third-party applications/vendors when appropriate to provide various services and products to assist with achieving the mission of St. Mary's. This includes, but is not limited to, Google's G Suite for Education Core Apps, G Suite Additional Apps, Senior Systems, Flik Dining Service, Typing Pal, Reflex Math, Adobe Creative Cloud, EduCreations, Glogster, PowerSchool (Haiku), School Messenger, Tech Pilot, Wixie, School Docs, Naviance, and Aerohive.

## **COMMUNICATIONS, VIDEO, RECORDINGS, AND SOCIAL MEDIA**

### **Communications**

The Communications Department manages the brand reputation of St. Mary's Episcopal School. This includes social media profiles and handles, online account names and URLs, and any other form of public representation. Please see more details in the following sections.

Use of the School's identity (formal or informal, print or digital) must run through and be approved by the Communications Department. Any communications/media incorporating the St. Mary's name, logos, or communicating school-related information must be approved by the Communications Department. This includes invitations, stationery, letterhead, letters, flyers, posters, banners, signs, publications, t-shirts, items sold for fundraising, Gobble Gear merchandise, and anything created by coaches, faculty, staff, parents, or students with the St. Mary's name, logo, or athletic logo. All St. Mary's t-shirts and clothing items that have a logo, including athletics, or the school name must be approved by the Communications Department. Please contact us for school logos and a current Style Guide.

### **Photography of Students**

St. Mary's respects the privacy of its students and families; therefore, we ask for permission to use students image in the School's marketing, including print and digital. Families, as well as students in Upper School, may opt out of having their photos used by the School and can be added to the "no shoot list." **Voice and video recordings of meetings and conferences on campus will need permission from the division head.** Photography, videography, and school marketing is handled by St. Mary's Communications Department.

### **Social Media and Publishing**

We ask that you show consideration when posting images captured at school events, especially of fellow students, in social media outlets. Please note that only the St. Mary's Communications Department is authorized to establish and manage social media profiles and accounts on behalf of the School. ***Please check your social media accounts to ensure reference to St. Mary's is NOT included in your handle name/profile pictures, etc.***

St. Mary's students are expected to uphold the Behavior Expectations/Discipline/Responsibility standards set forth in the school handbook while interacting on social networks. Online conduct should be consistent with the school's ideals, philosophy, and mission. Use good judgment online when posting personal information or your opinions. As a member of the St. Mary's community, your reputation, as well as that of the school, may be affected by your posts, uploads, tweets, photos, and comments. Published content that detracts from the reputation of the school, its personnel, or its students will be treated as misconduct and students may face disciplinary consequences.

### **Newsletters**

St. Mary's main communication is a weekly, all-school newsletter. The email newsletter provides updates on what is happening on campus as well as important information by division and even grade levels. In younger classrooms, teachers send frequent email communications designed to give you a lively snapshot of what is happening in the classroom.

### **Snow Day and Inclement Weather Announcements**

St. Mary's will make an independent decision regarding any school closures, late starts, or early dismissals. Announcements about school closures and emergency early dismissals will be communicated on the homepage of the St. Mary's website, through text message, the school messenger system, and push notifications via the school app. In the event of an unscheduled early dismissal, pick-up procedures will be communicated to parents this way, as well. In order to maintain an orderly dismissal, please do not come to the school until the school has communicated the best pick-up procedures.

In the event of severe weather (with or without warning sirens) during unloading or loading of carpools and dismissal of older students to their cars, we will keep girls in our care, having all students go to the pre-arranged Severe Weather Drill areas. Carpool lines and school dismissal will be paused, especially when lightning is present until it is safe to resume.

## Communication with Teachers

St. Mary's is strongly committed to timely personal communication with parents to support the success of each student. We believe that the best results can be achieved when families and teachers work together toward specific goals. If you need to speak with a teacher, their email addresses are listed in the directory as well as online on the St. Mary's website. Please allow a teacher 24 hours to address your inquiry. If you need more immediate attention, please contact the division office.

## PARENT TEACHER CONFERENCES

Each division sets up school-scheduled parent conference days to review progress. Conferences are critical to the parent-teacher partnership and we hope you will prioritize these days. A parent may be asked to attend additional conferences in response to situations that arise at school. **To ensure good communication, separated and divorced parents are expected to attend the same conference.**

## HEALTH AND WELLNESS POLICIES

### Immunization Requirements

Following the Episcopal Church's Executive Council's Immunization requirements, all students must be vaccinated in accordance with the United States Centers for Disease Control and Prevention's (CDC) Immunization Schedule. A student may be exempted from this vaccination requirement only by presenting a certificate from a licensed physician to the staff stating that due to the physical condition of the participant one or more specified immunizations would endanger the participant's life or health.

All new students, rising Senior Kindergarten and rising 7th graders must provide the school with an up-to-date Tennessee Immunization form before the start of school. Out of state or foreign Immunization records will not be accepted.

The following are guidelines from the Centers for Disease Control and Prevention, Shelby County Health Department, and the St. Mary's Health Center.

What you can do at home to be prepared for illness:

- Check your daughter for illness before sending her to school.
- Have a reliable thermometer on hand to check for fever.
- Teach your child to cover her coughs and sneezes, wash hands often, to not touch her face, and not share food or drink.
- Plan now for childcare at home before your child becomes ill.
- Check first with your family's healthcare provider if your daughter is showing signs of illness.
- Call or email your daughter's division office if she is sick at home.
- Let us know what illness your daughter has so we can be on the watch for that illness in the classroom.

General Illness – Do not send your daughter to school with these symptoms:

- Fever 100 degrees or higher
- Vomiting and/or diarrhea
- Strep throat
- Unexplained rash
- Skin Infections
- Undiagnosed redness or swelling of the eye
- Severe Congestion
- Productive cough
- Feeling unwell and not up to a day at school

Returning to School – Your daughter may return to school:

- 24 hours after being fever free without the aid of acetaminophen and/or ibuprofen
- 24 hours after last vomiting or an episode of diarrhea and back eating regular food
- 24 hours after starting antibiotics for pink eye, strep throat or other bacterial infections

- 24 hours after regaining strength and normal activity
- 24 hours after being discharged from the hospital or emergency department
- With doctor's note after treatment of severe bacterial infection of the skin

If your daughter returns to school too soon she may slow her own recovery, infect her classmates, or catch another infection more easily. We will send your daughter home if she returns to school too soon, for her health and the health of her classmates.

Remember, if your daughter is not well enough to be at school, she is not well enough to attend birthday parties, sleepovers, sports practices/games, or activities that put her into contact with other children. Working together, we can slow and possibly stop the spread of many communicable illnesses. Please contact the St. Mary's Health Center if you have any questions.

Judy Bearman, RN  
 Director of Health Services  
 jbearman@stmarysschool.org  
 537-1457

Lindsay Adams, RN  
 ECC/LS Nurse  
 ladams@stmarysschool.org  
 537-1457

Caroline Williams, RN and Barbara Guyton, RN  
 MS/US Nurses  
 msusnurse@stmarysschool.org  
 537-1433

### **Food Allergy Policy**

St. Mary's Episcopal School recognizes that food allergies can cause serious life-threatening conditions for some students. To keep our students safe so that they can focus on learning and development, St. Mary's will strive to limit those foods that have been determined to cause life-threatening allergic reactions in these students, and while we cannot make any guarantees, we will do the best we can to limit exposure.

Peanuts and tree nuts can be an especially difficult food to limit; however, St. Mary's will strive to be a nut sensitive environment on both the north (Early Childhood and Lower School) campus and south (Middle School and Upper School) campus. St. Mary's will strive to be nut free in the cafeteria programs and at all receptions, programs, or special events during normal school hours.

#### South Campus:

- Individual students, faculty, and staff may bring nuts and nut/peanut products for lunch and snacks for their personal consumption only.
- Foods served at receptions, fundraisers, birthday celebrations or food that is to be shared with other students must be nut/peanut free.
- Each student with a diagnosed food allergy will have a comprehensive Individualized Health Plan developed to meet her health needs; this will include an Action Plan to treat possible reactions to food allergies.

#### North Campus:

- No foods, for personal consumption, celebrations or classroom use will contain nuts/peanuts, have been processed in a facility with nut/peanuts, or contain any nut/peanut oils, butters, or other nut/peanuts byproducts.
- Foods served at receptions, fundraisers, birthday celebrations or food that is to be shared with other students must be nut/peanut free.

- Each student with a diagnosed food allergy will have a comprehensive Individualized Health Plan developed to meet her health needs; this will include an Action Plan to treat possible reactions to food allergies.

### **Medication Administration**

**Policy:** To support the student who must receive medications during school hours to promote optimal wellness. Whenever possible, medications, both prescription and non-prescription, should be dispensed at home.

**Protocol:** The school nurse, or those who have been trained by the school nurse, may assist the student in the self-administration of both prescription and non-prescription medication(s).

**Procedure:** The following steps must be taken for a medication to be dispensed at school.

No student may have prescription or non-prescription medication(s) on their person, in their purse or bookbag, or in their locker. The only exceptions are:

- Asthmatics may keep inhalers on their person for self-administration as needed, per doctor's orders.
- Those with severe allergic reactions to food, insects or other agents may keep an antihistamine (such as Benadryl) and an EpiPen on their person, per doctor's orders.
- Diabetics may use an insulin pump which is attached to their person, per doctor's orders.

The parent must supply and deliver to the Health Center all medications taken at school. Medications may not be sent to school in the student's book bag.

#### Non-Prescription Medication:

- The medication should be brought to school in its original container.
- The dosage information must be legible.
- The container must be labeled with the student's name and grade.
- The Non-Prescription Medication Authorization form must be completed and accompany the medication.

#### Prescription Medication:

- The medication must be brought to school in its original container.
- Prescription label must be intact with:
  - Student's name
  - Name of medication
  - Medication dosage
  - Route of medication
  - Time(s) to receive medication
  - Any alerts or warning labels must be legible
- The Prescription Medication Authorization form must be completed and accompany the medication.
- Prescription Medication Authorization forms are available in each division office, the Health Center, and on the St. Mary's website.
- Medications will be kept locked, in the St. Mary's Health Center for students on the Moss Hall campus, or in the MS office and in the US office, respectively, for that division's students.
- A record of medication administration will be kept in the respective division's Health Center or on the student's SchoolDoc site and will include: student's name, medication, dosage, date, and time of administration.
- At the end of the school year, the parent must pick-up the medication(s) from the respective Health Center.

The nurse, or in her absence a member of the St. Mary's staff, will distribute all medications according to these procedures. All medications will be kept in a locked cabinet and a record will be kept for each child any time a medication is dispensed. Teachers will be supplied with first aid supplies such as Band-Aids for the classroom. Teachers may not administer any medication in the classroom except EpiPen or assist with metered-dose inhalers.

### COUNSELING SERVICES

As a component of its wellness program, St. Mary's has implemented non-disciplinary student assistance services to provide prevention, intervention, and referral for students who are having emotional, academic, or family difficulties.

- Prevention/education activities
- Consultations for parents and faculty
- Individual counseling for students
- Referral to appropriate professional services

Students and parents may seek confidential consultation or make inquiries about available services by contacting your division school counselor.

### Bullying

Bullying is defined as a behavior in which another person is **repeatedly** teased, intimidated, frightened, hurt, or excluded. Bullying is not acceptable behavior at St. Mary's. We, as a school, address these behaviors through our counseling services and in our Character Education program. If you or your daughter feel as though she is being bullied by another person on our campus, please notify your daughter's classroom teacher, Counselor, and/or Division Head immediately.

If a student is reported for bullying the investigation process is as follows:

- The Counselor and/or Division Head will take responsibility for investigating any unwelcome behavior reported by students, teachers, or parents.
- If the behavior is determined to be bullying (not just being bossy or unfriendly), the Counselor and/or Division Head will contact the parents of students who are the targets of bullying as well as those students being investigated.
- All incidents of bullying will result in appropriate consequences at the discretion of the head of each division. Repeated bullying will result in a mandatory parent conference with the student at fault and her parents with additional consequences at the discretion of the head of each division.
- **Please note that the school is not at liberty to discuss the disciplinary actions taken in response to a reported offense.**

### PARENT VOLUNTEERS/FIELD TRIPS

Field trips will be scheduled when they are appropriate to our curriculum. If you are driving or assisting with a trip **please do not bring siblings**. Each driver is responsible for the Child Passenger Restraint Law located on the Tennessee Department of Safety website. <http://www.tennessee.gov/safety>. The school requires proof of insurance and driver's license for all drivers of field trips.

### AUXILIARY PROGRAMS

Auxiliary Programs at St. Mary's offers after-school care (After3), academic and non-academic activities (Specialty Classes), tutoring, and music lessons for St. Mary's students. In all divisions, After3 is available until 6:00 p.m. each regularly scheduled school day. All students receive a snack and engage in a wide range of activities including indoor and outdoor games, arts and crafts, reading, free time, and for our older girls, dedicated homework and study time. For all divisions, this program provides students with a safe and structured environment after school. During the school year, Auxiliary Programs offers a variety of Specialty Classes. If your daughter participates in a Specialty Class, she may attend After3 free of charge until her class begins. Pickup for classes is within 15 minutes of the end of the class. If

your daughter is not picked up within 15 minutes, she may stay for the daily drop-in rate of \$20. During the school year, all programming concludes at 6:00 p.m. Please pick your daughter up on time to avoid late fees. All offerings and information on how to register is located on the St. Mary's website under Auxiliary Programs. For questions regarding any Auxiliary Programs, please contact Raquel Capocaccia, Director of Auxiliary Programs, at 901-537-1485.

#### **LOST AND FOUND**

Lost and Found items will be stored temporarily in the lost and found bins in each division office. Unclaimed items will be given to charity at the end of each quarter.

#### **DINING SERVICES**

FLIK Independent School Dining is pleased to be a part of the St. Mary's Episcopal School community. They pride themselves in preparing high-quality dishes from fresh ingredients. The menus are constantly changing and may be found online through the St. Mary's website and app.

#### **LEGAL POLICY**

St. Mary's seeks to support each student and her parents in matters related to school through regular and appropriate communication that informs while following legal guidelines. Because St. Mary's values the partnership with parents, all communications generated by the School will be distributed to all parents and legal guardians within legal guidelines. All divorced families will need to file a Permanent Parenting Plan with St. Mary's. In all matters, legal directives regarding custody issues, visitation, and communication will be followed.

#### **COMPLIANCE WITH FEDERAL, STATE, AND DIOCESAN REGULATIONS**

St. Mary's Episcopal School complies with Federal, State, and Diocesan regulations concerning reporting suspected cases of child abuse or sexual harassment. The school also complies with child custody decisions, environmental safety regulations, and asbestos abatement and OSHA regulation. Employment background checks and fingerprinting are required for all school personnel.



# EARLY CHILDHOOD DIVISION

71 N. Perkins Road  
Memphis, TN 38117  
901.537.1456

Laura Hutton  
Head of Early Childhood

Jacinta Miller  
ECC Administrative Assistant

### ARRIVAL/DISMISSAL

Classrooms open for St. Mary's Place girls at 7:30 a.m. and for PK, JK, and SK girls at 7:50 a.m. The school day begins at 8:00 a.m. An early drop-off is available beginning at 7:15 a.m. on the Marlene R. Shaw Early Childhood Center porch and the girls are supervised in the Gilmore Lynn Room until it is time to transition to classrooms.

### EARLY CHILDHOOD LUNCH TIMES

SMP: 12:00 p.m. in their classrooms

PK: 12:20 - 12:50 p.m. in their classrooms

JK & SK: 12:40 - 1:10 p.m.

We are delighted to have you dine with us! Because lunchtime is unstructured social time, it provides a wonderful opportunity for your daughter to chat with friends. Therefore, we ask that you limit your lunches to the occasional visit. Please remember that you will need to sign in at the Early Childhood front desk and wear a nametag. Lunch may be brought from home or purchased in the cafeteria. If you bring a lunch for your child, please do not bring soft drinks or candy and remember our north campus cafeteria is nut free. The designated Guest Table is a wonderful place for you and your daughter to sit and eat together; please do not invite other friends to sit with you. We look forward to seeing you!

### DRESS CODE

Please send your daughters to school in comfortable play clothes that can be managed independently. Our EC girls are active participants every day in their classrooms. While we try to make sure that glue, paint, markers, etc. stay on writing surfaces and not on your daughter's clothes, accidents happen! Please label your daughter's clothes with her full first and last name; no initials, please.

- For safety, tennis shoes and socks are required daily. All tennis shoes must be appropriate for active play. Shoes must have laces, Velcro closures, or another secure closure. Please do not send your daughter in backless or open-toed shoes.
- Shorts should be an appropriate length.
- T-shirts with the St. Mary's logo or other appropriate logos are permitted.
- Blue jeans, jean shorts, or blue jean overalls are not permitted except on a designated Blue Jean Day. Denim dresses, jumpers, and skirts are always permitted.
- On P.E. day, children should wear pants, skorts, or shorts. If your daughter wears a dress on P.E. day, please wear shorts underneath it.
- Hair accessories and jewelry can be distracting in the classroom and unsafe during movement activities. We encourage girls to keep these items to a minimum and leave it to a teacher's discretion regarding whether certain accessories should be worn during the school day or not. Only small stud earrings are allowed. The school will not be responsible for loss of jewelry worn to school.

### OUTDOOR PLAY

Children play outdoors daily and wait for carpool outside unless it is raining or exceptionally cold. Please provide appropriate clothing each day, including gloves or mittens and hats for cold weather play. As we are unable to supervise children who are recovering from an illness, we ask that you keep your child home until she is well enough for outdoor play.

### ITEMS FROM HOME

We ask that you not allow your child to bring toys from home. Conflicts often arise over sharing special possessions, and children are distracted from investing in the classroom materials and activities set up by the teachers. A blanket or "lovie" for rest time is welcome. We ask that it fit in your daughter's book

bag. A book bag is provided by St. Mary's for students in SMP through SK and should be brought to school daily.

## ACADEMIC POLICIES

### Curricular Approach

Beginning with our very youngest learners, our program encourages the development of social competence and emotional growth. Your daughters are guided to engage in cooperative problem solving, to exchange ideas, and are supported in taking on new challenges. Respect for the child is at the core of our program, promoting a positive self-concept, a tolerance for differences, and an investment in the classroom community. We consistently encourage the children to model good manners and extend simple courtesies to others. These include responding appropriately to a greeting, remembering social amenities such as "please," "thank you," and "excuse me," and "holding their thoughts" when others are speaking. We understand that forming habits of grace and courtesy takes practice and ask for your support in reinforcing these behaviors at home.

A great emphasis is placed on the development of all areas of literacy: written language, spoken language, and listening. Focusing on beginning writing and reading readiness skills, we also introduce our girls to a wealth of literature and give them opportunities to engage in the creative process of telling their own stories. Our math program is a developmental program that encourages an interest in mathematical concepts. Basic concepts are introduced and taught through interactive experiences that emphasize the use of mathematics every day. This "hands on" approach to math has proven to be both effective and enjoyable. Technology is integrated into and supports every aspect of our program in a meaningful and appropriate way. Our program is enhanced by special subject areas that include Religion, Spanish, Physical Education, Creative Movement, Music, Art, Science, and Library.

### Make-up Work

Because your child's teacher can best explain classroom assignments, make-up work will not be sent home before or during any absence. In the case of a lengthy illness (5+ days), your daughter's teacher may contact you about essential make-up work.

## BEHAVIOR EXPECTATIONS

Grounded in the Bridge to Caring, the Early Childhood Center is a warm and nurturing place where girls develop socially and emotionally, as well as academically. With the Bridge to Caring as our foundation, we have two overriding expectations for our girls:

- We keep our hands and feet to ourselves.
- We do what we are asked to do, the first time we are asked.

## DISCIPLINE

Because young children like to please the adults in their lives, our teachers acknowledge and reinforce appropriate behaviors and accomplishments. We believe that children need and deserve reasonable, consistent guidelines every day. We do our best to be clear and positive in our directions and expectations as we help children make appropriate choices, learn to use language to settle disagreements, and take increasing responsibility for their actions. As in all areas of a young child's life, it is important that parents and teachers work together to help each child become a productive and considerate member of a group.

The welfare and safety of the ECC girls is our primary concern. The ECC's Discipline Policies address the actions the staff will take if an incident takes place. We expect your daughters to know that name calling, spitting, biting, hitting, using intimidating words, or hurting another child is not acceptable.

Although the impulse to hurt another may be different for each child, effective strategies can be introduced to help eliminate this in the classroom and at home. These include:

- Modeling language for the children to use when angry or frustrated.
- Maintaining close and constant supervision in order to deflect an incident or interaction that may lead to an incident.
- The incident, if witnessed in action, will be immediately interrupted.
- The injured or upset child will be comforted.
- A teacher will remove the instigating child from the situation.
- The parents of both children will be notified by email of the initial incident.
- If there is a second occurrence, an incident report will be written, sent home, signed by a parent, and returned. It will be placed in the secondary folder of the instigating child.
- In the unusual circumstance that a third incident occurs, a meeting will be scheduled and attended by the parents, the learning support team, the classroom teachers, and the division head to share strategies, explore interventions, and devise a behavior modification plan that can be implemented at school and at home.

Learning to accept and profit from a reprimand is one of life's most important lessons. Please note that the school is not at liberty to discuss the disciplinary actions taken in response to a reported offense.

### **Potty Training Policy:**

Beginning in PK, we require that our students be fully potty-trained to the extent that they can take care of their own toileting needs with a minimum of assistance and do not require pull-ups at rest time. We understand that a child may occasionally have a potty accident and may regress in potty training at the beginning of the school year. However, if your daughter has more than one accident in a day, more than 2 accidents a week, or should she need a more thorough cleaning than her teachers can provide, you will be called and asked to come get her. All girls should bring an extra set of clothing and shoes that can stay in her cubby in case of a potty accident.

### **BIRTHDAYS AND NOON SPECIALTY CLASSES**

We love celebrating birthdays in the ECC. Parents are invited to bring a simple snack for the birthday girl and her classmates on this special day. Please be sure the snack is nut free. Please do not send goodie bags or favors. Your daughter's teacher will be in touch to coordinate a day and time that works with the school's schedule and yours.

### **Birthday Pencils**

St. Mary's Birthday Pencils are given in chapel every Wednesday for girls celebrating their birthdays during the week (Sunday to Saturday).

### **Individual Birthday Parties and Invitations**

We know that birthday parties are as individual as our girls! If you decide to have a party, please remind your daughter of the importance of not discussing her party plans and guest list at school where she could be overheard and feelings could be hurt. Invitations should be mailed if your family decides to have a small party; if a party includes all the girls in the class, invitations may be distributed at school.

### **Noon Specialty Classes**

Auxiliary Programs offers noon Specialty Classes each semester for girls in Pre-Kindergarten and Junior Kindergarten. Girls will eat lunch in the cafeteria, attend class, and then return to their classrooms or leave for the day at a special 1:15 p.m. carpool. Space is limited in these classes and requires pre-registration through the Auxiliary Programs office. Girls must attend school the day of the class to register. Class offerings and descriptions are available on the St. Mary's website under Auxiliary Programs. If you have any questions, please contact Raquel Capocaccia, Director of Auxiliary Programs, at 901-537-1485.

# LOWER SCHOOL DIVISION

41 N. Perkins Road  
Memphis, TN 38117  
901.537.1400

Hilary Davis Robinson '90  
Head of Lower School

Barbara Leach  
LS Administrative Assistant

## ARRIVAL / DISMISSAL

Classrooms open for students at 7:50 a.m. The school day begins at 8:00 a.m. An early drop-off is available beginning at 7:15 a.m. on the Early Childhood Center porch where students are supervised in the Gilmore Lynn Room until 7:30 a.m. At 7:30, Lower School girls in early room will transition to the Moss Hall Kelsey Zehring Library. At 7:50 a.m., the girls move to their classrooms and begin class promptly at 8:00 a.m. Please reference the North Campus carpool protocol and map for further information.

## LOWER SCHOOL LUNCH TIMES

Grades 1, 2, and 3: 11:30 a.m. - 12:00 p.m.

Grades 4 and 5: 12:00 - 12:30 p.m.

We are delighted to have you dine with us! You are welcome to join your daughters during their lunchtime. Please remember that you will need to sign in at the Marlene R. Shaw Early Childhood front desk. Lunch may be brought from home or purchased in the cafeteria. If you bring a lunch for your child, please do not bring soft drinks or candy, and please do not bring lunch for your child's friends. Please sit with your daughter at the guest table and do not invite school friends to sit with you. Remember that lunch is a wonderful opportunity for your daughter to interact with her friends. Therefore, we ask that you limit your lunches to the occasional visit.

## DRESS CODE

In a world full of "sameness" we, at St. Mary's, value and promote individuality! One way we encourage this is through our dress code. Choosing what to wear to school enables your daughter to express her unique style. To help her select appropriate school clothing, guidelines are in place so that she can represent both herself and St. Mary's with pride. The neatness of appearance has a positive effect on work habits, behavior, and attitude towards schoolwork.

- Tennis shoes and socks are required daily in grades 1-4. Shoes must have laces, Velcro closures, or another secure closure. For 5th grade girls, any shoe with a back or strap is permitted.
- Dresses, skirts, and shorts must be fingertip length when the student's arms are extended by her sides. Leggings must be covered by a skirt or a dress. T-shirts with the St. Mary's logo or other appropriate logos are permitted.
- Blue jeans, jean shorts, or blue jean overalls are *not* permitted except on Fridays. Denim dresses, jumpers and skirts are always permitted.
- On P.E. or Creative Movement days, children should wear pants, skorts, or shorts. If your daughter wears a dress on P.E. day, please wear shorts underneath it.

**Hair color outside of the natural range of hair colors will not be permitted in the lower school. This includes hair extensions that are outside of the natural color range. Please be mindful of this as you get ready to return to school.**

For safety reasons, no jewelry should be worn to school. Only small, stud, pierced earrings are allowed. The school will not be responsible for the loss of jewelry worn to school.

## OUTDOOR PLAY

Children play outdoors daily and wait for carpool outside unless it is raining or exceptionally cold. Please provide appropriate clothing each day, including gloves or mittens and hats for cold weather play. As we are unable to supervise children who are recovering from an illness, we ask that you keep your child home until she is well enough for outdoor play.

## ABSENCES

### Make-up Work

Make-up work will not be sent home before or during any absence unless it is an extended illness. Upon return, the teacher will provide the student with the necessary make-up work. Make-up work can never adequately replace the learning time that was lost. The student may be required to make up work during breaks or after school. Occasionally, a tutor may be needed.

### Absences due to Trips / Vacations

If a vacation is scheduled during the school year, parents must notify the Division Head stating the reason for the absence and the dates involved. Upon return, the teacher will provide the student with the necessary make-up work. Students must complete all work missed in a time frame equal to the number of days absent. Both parent and student share the responsibility for the student getting make-up work completed and turned in on time. Some in-class work is not possible to make-up.

### Absences due to Medical Appointments

For academic consistency, please try not to make doctor, dentist, or orthodontist appointments during the school day. If a student must leave school, parents should contact the school as no later than 7:50 a.m. on the day of the appointment. If your child returns to school following the appointment, a parent must sign her in at the Moss Hall front desk.

## ST. MARY'S SIBLING SPECIAL EVENT CHECKOUT POLICY

Let Mrs. Robinson, Mrs. Leach, and your child's teacher know two days prior to the check out day that you will need to check out your daughter. Departure and return times should be included in your email. Please do not check out your daughter for parties, celebrations, or field trips. No teacher needs extra students in her room for class parties, nor does your daughter need to miss classroom instruction for sibling parties. Recognitions and recitals are fine reasons to support siblings. *Contact the Division Head if special considerations need to be made.*

### Please do not bring siblings to any off-campus events, namely field trips.

- The safety of our girls is of utmost importance, and bringing extra children into the mix makes it harder to keep track of the girls for whom the trip was designed.
- Lower School students do not attend the birthday snack of the sibling unless that sibling is in SK. SK birthday snack is considered a family event.

## BEHAVIOR EXPECTATIONS

Lower School is a happy, comfortable, nurturing place. There are behavior expectations in place to foster appropriate academic and character development. These expectations help the girls learn to show respect for themselves and others around them and to develop their gifts in the classrooms enabling them to reach their unique individual potential. Children function best with consistency in an orderly, safe environment in which expectations are clear and gently, but firmly, upheld. At the heart of our behavioral expectations is the Golden Rule, which is promoted through the Character Education program and guidance from classroom teachers.

In the event that a child has consistent difficulty in following the expectations of her teachers, appropriate steps will be taken to help her learn to make better choices. These steps could be in the form of reminders-either verbal or written, a time-out, loss of privileges, conduct slip, or a visit to the Division Head. A conduct slip requires a parent's signature. At times, parents will receive a call so everyone can work together to help use the situation as a learning and growing experience for their child.

## CELL PHONES

Students may not use cell phones in school. Students who need to call home from school may ask a teacher or Mrs. Leach if they are permitted to use the school phone. Please send a note to your daughter's teacher if you must send her to school with a cell phone, and make sure that she

understands that the cell phone must be kept in her backpack, turned off, and not taken out of the backpack while she is in school. Students who are seen with a cell phone during school hours will have the phone confiscated. Confiscated cell phones may be picked up by parents in the school office.

## **BIRTHDAYS**

We love to celebrate birthdays at St. Mary's Lower School! Parents are welcome to send a simple special snack for the "Birthday Girl" and her classmates at morning break. Please notify your daughter's teacher two days ahead so that she can coordinate treats in the event that two girls share the same day. Please be sure the snack is:

- Peanut and Tree Nut free (check labels)
- Ready to serve (no slicing or cutting)
- No candles or party favors, please
- Portion size – only one portion per student

Fourth and fifth grade students share birthday treats at lunch. Because of this, we ask that you bring a treat that can be shared with the entire grade. Donuts, cupcakes, and rice krispy treats are favorites.

## **Birthday Parties**

We know that birthday parties are as individual as our girls! If you decide to have a party, please remind your daughter of the importance of not discussing her party plans and guest list at school where she could be overheard and feelings could be hurt.

## **MORNING SNACK**

- First and second graders are required to purchase a morning snack provided by FLIK Dining
- Students in grades three through five should bring a healthy snack and bottled water to school. No other drinks are permitted.

## **TEACHER REQUESTS - CLASS COMPOSITION**

Class placement for each student is done with a great deal of thought and is based on what makes the best class combination for all children. Due to the limited number of sections for each grade, we cannot honor parent requests for certain teachers.

## **CURRICULUM**

Reflecting the school's mission statement, the Lower School curriculum enables each student to reach her individual potential through a course of study that promotes intellectual curiosity, critical thinking, and self-confidence in the learning process. The Lower School program is enriched by the teaching of special subjects and the collaboration between Specialists and classroom teachers through project-based learning. Our dynamic educational program employs many different teaching strategies that encourage each girl to be a curious thinker, a risk taker, and a self-confident learner.

## **TECHNOLOGY**

Students at St. Mary's have the opportunity to use a variety of technology tools such as iPads, digital cameras, video cameras, laptops, and desktop computers. In order to maintain the equipment and the safety of students as they use the Internet, Google Apps, PowerSchool (formerly Haiku) and other web programs, each student and parent is required to sign a Responsible Use Policy. There are two different policies, one for grades 1-2 and another for grades 3-5, based on their use of technology. Students in grades 3-4 also participate in Savvy Surfing lessons throughout the year to discuss online safety, etiquette on the web, and other pertinent technology issues. Students who violate the Responsible Use Policy may face disciplinary action.

## **HOMEWORK**

Homework is an integral part of the learning process. For young children, it serves as reinforcement through practice and an opportunity to complete independent assignments that have been discussed in



class. To best support and reinforce learning, daily homework time should take precedence over extracurricular activities.

Students in grades 1-4 have a blue assignment folder to assist with the organization of homework tasks and to provide parents with explicit information about homework requirements and your child's performance. Papers are sent home regularly for parents' signatures, thus giving parents another avenue for keeping up with their daughter's progress.

Fifth grade students are expected to organize themselves more independently. They use a homework portfolio, and subject area teachers may require graded tests be signed and returned.

Should you have any concerns as you observe your daughter's study habits please communicate these to her teacher. Together, teachers and parents can determine how to best support her learning.

### **Forgotten Homework**

Parents should not bring forgotten homework, books, or projects to school unless specifically requested by a teacher. Classrooms will remain open until 3:30 p.m. if your daughter forgets her assignments, books, or other items of importance. In this event, you must sign your daughter in at the front desk, and the Administrative Assistant will escort her to her room.

### **BALLET/CREATIVE MOVEMENT**

First through third graders will need leather or canvas ballet slippers for ballet class. Students may choose pink shoes or shoes that match their skin tone. Shoes can be purchased at Cordova Dancewear or Barbara's Dancewear. Please put your daughter's name in her ballet shoes.

First through third graders will dance in their school clothes. They should wear shorts or a skirt with shorts or leggings underneath on ballet days.

Fourth and fifth graders do not need ballet shoes. They will need to wear shorts or a skirt with shorts or leggings underneath on creative movement days.

### **ATHLETICS**

The following team sports are offered for third, fourth, and fifth graders: cross country, swimming, and lacrosse.

# MIDDLE SCHOOL DIVISION

60 Perkins Extended  
Memphis, TN 38117  
901.537.1410

Katherine House  
Head of Middle School

Jeanne Miller  
MS Administrative Assistant

## ACADEMICS

Please refer to the Middle School Course/Teacher guide linked on our website under Academics/Middle School.

### Grades

While the measure of a St. Mary's student is certainly much more than any letter grade can capture, ultimately teachers must provide students and their parents with an assessment of the student's work. St. Mary's reports grades as the following letters: A+, A, A-, B+, B, B-, C+, C, C-, D, and F.

The following letter grades are also used in some courses:

E (Excellent)    S (Satisfactory)    N (Needs Improvement)    U (Unsatisfactory)

Middle School students receive Upper School credit for Algebra I, Honors Geometry, and successful completion of Latin B, Spanish 8B, or French B.

### Homework

Teachers assign homework because it provides essential practice and reinforcement. The amount of time needed to do homework varies with each student and may vary from day to day. Homework is not optional. When St. Mary's teachers assign homework, they expect their students to complete it to the best of their ability.

Lastly, students should be responsible for their own assignments and not have to confer with classmates or parents, unless otherwise instructed by the teacher. The only way a teacher can know what a student comprehends or what she doesn't is if the student does her own work. Remember always that independence and integrity are more important than a "right" answer or a grade.

## MIDDLE SCHOOL HONOR CODE

- A. Every Middle School student is on her honor not to engage in lying, cheating, plagiarizing, and/or stealing.
- B. Every student is expected to report Honor Code infractions to a Middle School teacher or the Middle School Head. It is considered an Honor Code infraction not to report a known Honor Code infraction.
- C. Any student who observes an Honor Code offense is held responsible for not discussing the offense with any other students. Consequences will be imposed for a violation of this rule.
- D. Each 6-8th grade student will be expected to sign an Honor Code pledge on tests, quizzes, papers, and projects that indicates the student has neither given nor received help. In addition, all 7th and 8th grade students will also sign a pledge that they have not witnessed a violation of the Honor Code on the particular assignment being turned in:  

"I have neither given nor received help on this exam (6th),  
nor have I witnessed a violation of the honor code (7-8th)."
- E. Each student is expected to make sure she understands the Honor Code and what is expected of her behavior under the Honor Code. Any questions about the Honor Code from students or parents should be directed to teachers or the Middle School Head as soon as they arise.
- F. Each student is reminded that she is responsible for doing all work on her own both in class and outside of class UNLESS the teacher gives different directions. Students are especially

reminded that working together on homework through e-communication via computer or cell phone is not acceptable.

- G. The Honor Code governs use of the Internet for school assignments. Copying documents or statements without properly citing sources shall be considered plagiarism and is a violation of the Honor Code.

### **Honor Code Amendment I: Use of Reading Assistance Materials**

Because it is important for students to encounter an author first-hand through his/her writing rather than merely second-hand through what teachers, scholars, classmates, or reading guides say about a particular author or work, St. Mary's has a policy governing reading assignments.

The following are prohibited by the Honor Code unless otherwise directed by a teacher or as a part of an approved accommodation for a learning difference.

1. *Cliff's Notes, Monarch Notes, Spark Notes* or any similar guides, whether hardcopy or online.
2. The use of movies, videos, audio books and the like prior to or as a substitute for a complete reading of the book.
3. Dependence upon fellow students for summary or interpretation.

It is the student's responsibility to secure from her teacher answers to any questions in applying this policy and any other questions regarding the Honor Code.

### **When a Question of Honor Arises**

If a teacher or the Middle School Head becomes aware of a possible honor offense, the faculty member involved will discuss it with the student(s) in as discrete a manner as possible. If the faculty member believes that an honor violation has, in fact, been committed, she will meet with the Middle School Head, who will then determine a time for the teacher and the student(s) in question to meet with the Head as immediately as possible.

In the Middle School, all honor offenses are treated as an opportunity for guidance. The consequences for an honor offense are determined by the Middle School Head and the faculty member involved. The consequences vary with the age of the student and the nature of the offense, but they are always intended to help the student learn from the experience and avoid the same problem in the future. Repeated violations will result in more serious consequences.

### **DISCIPLINE**

St. Mary's Episcopal School is a community bound together by high standards of personal conduct such as honesty, integrity, and mutual respect. Principles governing student conduct are applicable to every aspect of the community, including behavior on school grounds, at school-sponsored and other MAIS events, school travel, and in ways that students represent the school in the larger community. It is the responsibility of the school to guide young women as they learn to make appropriate choices, and it is the responsibility of the students to behave in a manner that reflects positively on themselves, their families, and their school. St. Mary's students are expected to be familiar with all school policies and rules and to abide by them.

While no listing of rules or situations can be completely comprehensive, the following examples of misconduct, whether occurring on or off the school campus, may lead to disciplinary action (including, but not limited to loss of leadership positions or privileges, disciplinary probation, in-school suspension, out-of-school suspension or expulsion):

- Honor infractions such as: theft, lying, or plagiarism.
- Possession\*, use or distribution of drugs (including, but not limited to prescription medicine), alcohol, tobacco, or related paraphernalia.
- "Vaping" prohibited and will be considered the equivalent of a smoking offense unless the device is found to contain a controlled substance.
- Possession of a weapon or a weapon facsimile, whether functional or not.
- Violation of the school medicine policy.
- Vandalism.
- Invasion of privacy of students and/or school personnel.
- Inappropriate physical contact.
- Assault, threat of bodily harm, or bullying of school personnel or other students.
- Open or continued defiant attitude, willful disobedience or vulgar, profane or rude remarks (whether spoken or written) toward a member of the school staff or other students.
- Being in an unauthorized area without permission, including parking in unauthorized areas, and unauthorized entrance to the school facility.
- Reckless or improper use of a motor vehicle on school grounds, designated parking area, or at a school-sponsored event.
- Inappropriate use of electronic media.
- Tampering with grades, exams, or other graded material, or report cards.
- Misuse of the school email.
- Committing any offense in violation of accepted local, state, or national laws.
- Any other violation of school rules or regulations or a series of violations that makes the presence of the student in school disruptive to the educational process and/or a danger to persons or property.
- Any action deemed inappropriate by the Middle School Head and/or Head of School.

***\*Possession means on your person, in your purse, book bag, or other belongings, in your locker, or in your car on school grounds.***

### **Procedures Governing Discipline**

The faculty, Head of the Middle School and/or the Head of School shall determine the appropriate discipline for a student violation of the St. Mary's policies, school rules, or other behavior infractions. Disciplinary action may be warranted for off-campus student misconduct whenever the conduct is deemed to have a detrimental effect on the health, safety, or welfare of other students, or if the behavior is such as to negatively affect the reputation of St. Mary's Episcopal School in the community.

St. Mary's adheres to the Code of the Memphis Association of Independent Schools which states in part that: Misbehavior on any independent school campus by students of any independent school (particularly misbehavior involving the use of alcohol and other drugs) will be reported by the administrator of the school in which other involved students are enrolled. The concerned school administrator will acknowledge awareness of the misbehavior and follow through with appropriate discipline of those involved in the misbehavior, including notifying parents of the students cited.

In the event that a student uses, possesses, or is under the influence of tobacco products, alcohol, drugs, or other vaping devices at school or school-sponsored MAIS activities, disciplinary action will be initiated. If a student is found guilty of an infraction, the minimum consequence is suspension, during which the student may be required to undergo an assessment by a professional specializing in addiction. Results of the assessment will then be shared with the school before the girl may return to classes. Other consequences, including but not limited to probation or expulsion, may be imposed and will be determined on a case-by-case basis.

## DRESS CODE

- Overall neatness: Excessively wrinkled, frayed, torn, or oversized clothing is too casual for school. All clothing worn to school should be appropriately hemmed and tailored, even on jeans/shorts days. Students should not wear clothing with holes.
- Tights, leggings, or jeggings may only be worn as pants on designated Spirit Days. They may be worn under a skirt or dress any day. They should also be ankle length and should be accompanied by a top which covers the wearer's "front-hind and behind."
- T-shirts: Students may only wear solid color or print t-shirts to school, that is, t-shirts which are completely free of writing. T-shirts worn to school should look nice and not be overly faded, worn or wrinkled. \*On designated Spirit Days, students may wear St. Mary's, college, or community-related t-shirts.
- Clothing length: Skirt and dress lengths vary as fashions change, but as a general rule, clothing should be no shorter than four inches above the top of the knee. Undergarments should not be visible at any time; this includes shorts under dresses or skirts.
- Shoes: Because of all the running around and climbing up and down stairs that we do on the South Campus, we want students in shoes that are comfortable and safe.
  - Please do not wear flimsy rubber "flip flops" or shower shoes.
  - Students are not to wear platform shoes or shoes with heels higher than one inch.
- Jeans and shorts are not to be worn to school except on announced spirit days.
- Athletic wear and sleepwear, including sweatpants and flannel pants, are generally considered too casual for school.
- Tank tops and midriffs are not acceptable at school. Also, students should make certain that the clothing they wear covers their bra straps.
- Student hair color is to fall within the traditional range of natural hair color. Students are not to come to school with hair dyed in unnatural shades.

## CELL PHONES

Students may bring a cell phone to school in order to make calls after school, but under no circumstances should a student use her cell phone during school either to text, access the Internet, or make a call. Cell phones are to remain out of sight and turned off from 7:50 a.m.-3:15 p.m. Use of a cell phone during school without permission from a teacher or the Middle School Head will result in significant disciplinary consequences. Cell phones equipped with cameras may only be used while on campus to take photos for school approved use.

## AFTER-SCHOOL HOURS

Middle School students may use the library after school until 3:45 p.m. to check out books or perform research on school-related assignments. The library is NOT to be used as a place to wait for late pick up after school. Students who are not picked up by 3:45 p.m. will be automatically dropped into the After3 program.

## FOOD AND DRINK

Except for the mid-morning snack break, eating and drinking are not allowed in classrooms, commons, or hallways unless by special permission from the Middle School Head.

As a general rule, individual students are not allowed to run their own community service projects at school. While such activities are noble and exactly the sort of behavior St. Mary's wants to encourage, it is simply impossible to allow every student in the Middle School to have, for example, her own car or coat drive. In addition, students are not to make door-to-door solicitations for the school.

## INVITATIONS TO SOCIAL EVENTS OUTSIDE OF SCHOOL

Students should not give out invitations to social events at school unless everyone in the particular grade is invited.

## LOCKERS

Students in grades 6-8 are assigned lockers and are responsible for keeping them reasonably orderly and clean both outside and inside. Students should keep lockers closed to keep their belongings secure, as well as to keep commons areas passable. In compliance with the Honor Code, a student should never open another student's locker or take anything without permission.

## MORNING ANNOUNCEMENTS

Announcements are made daily via intercom, shortly after the 7:50 a.m. bell rings.

## PARENT VISITORS

If parents are visiting campus during the school day, they are requested to sign in at the main reception area in Windland Smith Rice, receive a visitor's badge, and sign out when leaving. Any items dropped off during the day for a student should be left at the main entrance desk in Windland Smith Rice.

## ATHLETICS

The following team sports are offered for 6th-8th graders: soccer, volleyball, golf, lacrosse, tennis, cross country, track, swimming, and basketball.

## YOUTH LEGISLATURE

Purpose: To teach Middle School students to participate in a simulated activity in which they will create new laws for the state of Tennessee and argue for their passage.

Eligibility: Students in the 7<sup>th</sup> and 8<sup>th</sup> grades may apply to participate. A teacher recommendation may be required. Students must attend a training session held by the YMCA on another campus, and they will be required to attend six to eight sessions at St. Mary's. Students who wish to participate in another activity (track or middle school play) will need to have special permission to participate in Youth Legislature.

## MODEL UN

Purpose: Students develop confidence and leadership skills through the experience of research, public speaking, teamwork, writing skills and negotiating skills while role playing UN delegates.

Eligibility: Students in the 7<sup>th</sup> and 8<sup>th</sup> grades may participate. Students will work on campus and participate in an off-campus event.

## MATH & SCIENCE

### Mathcounts

Purpose: An enrichment opportunity for girls who love math and challenges.

Eligibility: Interested 7th and 8th graders may attend Mathcounts sessions during school hours. Scores on practice tests determine team membership. Four girls participate in competition as a team, and four are chosen as alternates. Team and individual awards are presented at the competition.

### Robotics

Purpose: To provide interested 6th-8th grade girls an opportunity to work in greater depth with robotics.

Eligibility: Girls must be willing to commit to the time required for preparing for weekend robotics competitions. The competitions can take place locally and outside of Memphis.

## PUBLIC SPEAKING/DRAMA

### Speech Team

Purpose: To help students develop and continually improve their public speaking skills and eloquence on both a personal and competitive basis.

Eligibility: 7th and 8th graders can participate. Participation in tournaments approximately four times a year is expected. There are two mandatory after-school practices per tournament.

### **Middle School Play**

Eligibility: All Middle School students are eligible to audition. The play is in the spring. Girls chosen can expect to rehearse many days after school dismissal until 5:00 or 5:15. Students cannot participate in spring sports and the play.

## **PUBLICATIONS**

### ***Belles Lettres***

Purpose: To display the talents of the student body through writing and art.

### ***Belles Melodies***

Purpose: To publish a compact disc with performances of students, faculty, and staff, and to provide means to present and support instrumental, dramatic, and choral performances in the St Mary's community.

All Middle School students (grades 6-8) are encouraged to submit to these publications throughout the year. Upper School students make up the staff of each publication. Respective staffs choose material to be published.

## **WRITING COMPETITIONS**

### **Mays Writing Contest**

Eligibility: This is an in-school writing contest, which is sponsored by the Mays family. All students are eligible to submit pieces.

### **NCTE Promising Young Writer**

Eligibility: The 8th grade English teacher chooses five students to write impromptu essays. One student is chosen and must submit the essay plus one prepared piece.



# UPPER SCHOOL DIVISION

60 Perkins Extended  
Memphis, TN 38117  
901.537.1420

Carrie Steakley, Ed. D.  
Head of Upper School

Carla Evans  
US Administrative Assistant

## ACADEMICS

### Minimum Graduation Requirements

English.....	4 credits
Mathematics.....	4 credits
World Language (3 years in sequence).....	3 credits
History.....	3 credits
Science.....	3 credits

Fine Arts.....	1 credits
Religion.....	1 credits
Wellness .....	1 credits
Electives.....	1.5 credits
Online course.....	0.5 credits

**Grading (Grades 9-12)**

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

Each semester consists of two quarters. In addition to two quarter grades, most courses require a semester exam that counts one-fifth of the semester grade. Any variation should be approved by the Department Chairman and the US Head. Semester grades average to determine the final grade.

**Honor Roll**

The Honor Roll is tabulated at the end of each quarter and semester. The criteria for Honor Roll status is:

- Honors**..... No grade lower than a B-
- High Honors**..... Three A's, the rest B's in academic subjects
- Highest Honors**..... All A's in academic subjects

**Academic Reports**

At the midpoint and end of each quarter, faculty members will complete a report on each student. For the current school year, the schedule is as follows:

**Mid-Quarter Reports (MQR's)**

- September 13
- November 8
- January 31
- April 9 (seniors)
- April 17

**End of Quarter Report Cards**

- October 9
- December 13
- March 5
- May 1 (seniors)
- May 14

**First Semester Exams:** December 16-20

**Second Semester Exams:** May 18-22 (Seniors Exams: May 4-8)

**Exams**

Students are expected to take semester exams during the week in which they are scheduled. Please note exam schedule above, and do not plan out-of-town trips, appointments, etc. during exam week. Two weeks prior to exams, students who have more than one exam per day are given the opportunity to move one of the exams. Once that opportunity passes, exam changes are made for emergencies only.

**Senior Exam Exemption**

Seniors who have 3 or fewer excused absences and no unexcused absences are eligible for exam exemption second semester, if they meet the grade requirement for each class (set by the department). It is important to note that family trips are unexcused absences and count against exam exemption. Approved college visits and school-sponsored events do not count against exam exemption.

### **Placement in Advanced Courses**

A student's eligibility for placement in Honors, AP, or other advanced courses is determined by the following: grades in pre-requisite courses, teacher and departmental recommendations, testing data, overall course load, and administrative approval.

### **Course Changes**

Because classes at St. Mary's move quickly, students may add classes only during the first two weeks of school. Students may drop a course prior to the first mid-quarter provided they remain enrolled in a minimum of five (5) courses per semester. Courses may not be dropped or added without the permission of the Director of Studies and/or the Upper School Head. Students in online courses must adhere to the add/drop policy of the online provider.

### **Make-up Work / Tests**

Students who are too ill to be at school by the beginning of the day are encouraged to remain home for the full day. However, if a student does check in or is tardy to school and misses an assessment or assignment, the student must see the teacher that same day to schedule a make-up time. Likewise, if a student checks out of school, she is expected to make arrangements with teachers whose classes she will miss prior to departure.

### **Free Periods and Study Halls**

Students who are not assigned to a class during the first period of the day must sign in at the Upper School Office by 7:50 a.m.. Freshmen who have a free period will be assigned to a study hall. Additionally, any teacher may assign any student to study hall for a specified period of time. Sophomores, juniors, and seniors who are not assigned to a study hall during their free periods may work quietly in the library, breezeway, or designated quiet rooms, but students may not stay in the hallways or engage in conversation outside of classes in sessions. Seniors may also use the Senior Den. **Quiet study spaces include the breezeway, area outside of the Head's office, and the message board.**

### **Academic Support**

The daily schedule allows time each day for students to meet with teachers and/or other students for academic support. One of the greatest strengths of St. Mary's academic program has always been the willingness of the faculty members to provide extra time for students who need additional help. If a teacher believes it necessary, she may require a student's attendance at a help session, in which case it would take priority over any other activity in which the student may be involved. Additionally, members of the Beta Club volunteer as peer tutors for St. Mary's Upper School Students during ALAPP and "O" periods.

### **Academic Probation**

Any student who earns a quarter grade of D or F will be placed on Academic Caution. Any student who earns a semester grade of D or F will be placed on Academic Probation. While on Academic Caution or Probation, students are assigned to study halls during free periods. Additionally, seniors lose lunch/errand check out privileges. The Director of Studies and the Upper School Head will hold a conference with the parent(s) of the student placed on Academic Probation and may require the student to repeat a course and/or do summer work. Under rare circumstances, St. Mary's may accept credit for remedial work satisfactorily completed in summer school. If a student remains on Academic Probation after one semester, that student's contract will be reviewed to determine if continued enrollment at St. Mary's is in that student's best interest.

### **UPPER SCHOOL HONOR CODE**

The purpose of the St. Mary's Honor System is to create an atmosphere of honesty and integrity among students and faculty members. Infractions of the Honor Code shall include any form of stealing, lying, plagiarizing, cheating, receiving help on a test or divulging information concerning tests to those who have not yet taken the test, and failing to report any infraction of the Honor Code. Any student who is

suspected of committing one of these infractions shall be called upon by the Honor Council President to account for her actions.

Each student is expected to make sure she understands the Honor Code and what is expected of her behavior in each class. Any questions about the Honor Code from students or parents should be directed to teachers or the Honor Council Sponsor as soon as they arise.

For more specifics on the Honor Code including infractions, reporting infractions, and consequences, please see the ***Constitution of the St. Mary's Honor Council and Honor System*** found on the St. Mary's website.

### **DRESS CODE**

While this dress code allows girls to make choices about their dress, the faculty and administration reserve the right to make the final decision regarding appropriateness for school. Here are some specifics to keep in mind:

- Overall neatness – Frayed, torn or over-sized clothing are not acceptable. For example, students may wear jeans of any color as long as they are not torn.
- Appropriate coverage and length – Dresses, skirts, and tops should be modest in length and coverage. Backless, tank, crop, and spaghetti straps are not allowed. Undergarments may not be visible at any time (this includes shorts under dresses/skirts).
- Athletic wear and sleepwear, including yoga pants, leggings, spandex, sweatpants, and flannel pants are not allowed.
- T-shirts with writing and all sorority/fraternity attire are not allowed.

Dress code violations will be handled on an individual basis. The first violation is an educational opportunity to discuss the matter with the division head. Repeat offenders will be asked to call home for a change of clothing before returning to class. Continued disregard for the dress code will be considered defiance and may result in suspension.

### **BOOKS**

Unless otherwise directed, students are required to purchase “student editions” of assigned textbooks, and write their names in the books. No student should be in possession of a “teacher edition” of the text. Books are to be stored in lockers; they may not be left on the floor, benches, or in study areas.

### **BACKPACKS**

Books may be transported to and from school in backpacks, but during the day the students are required to store their backpacks in their lockers. No backpacks, purses, books, etc. are to be left on the floor.

### **LOCKERS**

Lockers will be assigned at the beginning of the school year. No student should open or remove anything from any other student's locker. Students who “borrow” books from friends without permission may be committing an Honor Offense.

### **FOOD AND BEVERAGES**

Students are expected to assist in keeping the school clean. Food and drinks are not allowed in hallways and may not stay overnight in lockers. During lunch, students are allowed to eat outside or in classrooms, if teachers permit, but all trash must be deposited in receptacles by the end of the lunch period.

### **ALAPP POLICIES**

All students must be present in ALAPP by **10:20 a.m.** and may only sign-out after announcements to:

- meet with a teacher
- complete make-up work with a teacher
- go to the library or a classroom for a specific academic purpose

All students who have signed out of ALAPP must return before the bell rings to end the period. Seniors may sign-out to the Senior Den on Mondays only.

### CELL PHONES

While students are allowed to access cell phones silently during free periods, cell phones are not permitted in the chapel, dining hall, or classrooms, including ALAPP, and should be turned off and stored in lockers during chapel, lunch, and academic time. Calls using cell phones are not permitted during the school day. Students who need to make calls must use the phone in the Upper School office. If cell phones are brought to chapel, lunch, or class or used to make calls during the school day, they will be confiscated and sent to the Upper School office to be stored until 3:15 p.m. Repeated violations of the cell phone policy will result in disciplinary action.

### OFF LIMITS FOR STUDENTS

Students are not permitted in the following locations:

- Conference rooms except for scheduled meetings
- Middle School except for scheduled meetings
- All Church facilities except for scheduled meetings
- Faculty Workroom
- Hallways during class times
- Morrow Room Kitchen
- Alumnae Room

### SENIOR PRIVILEGES

With parent permission, seniors who are in good standing (no grade below C-, less than 5 absences/tardies, and no behavior violations) earn the following senior privileges:

- Late Arrival – Seniors who are free the first period of the day (meaning they are not in a class or assigned to a study hall) may delay arrival until 8:30 a.m. Upon arrival, seniors must sign in at the Upper School Office. Failure to do so will result in loss of privileges.
- Early Dismissal – Seniors who are free the last period of the day (meaning they are not in a class or assigned to a study hall) may leave campus as early as 2:30. Prior to departure, seniors must sign out at the Upper School Office. Failure to do so will result in loss of privileges.
- Lunch/Errand - Seniors may sign-out for lunch from 12:50 – 1:25 and for a 30-minute errand during a free period once a week. All seniors MUST sign-out and back in the Upper School Office. Failure to do so will result in loss of privileges.
- Senior Den - Only St. Mary's seniors are allowed in the Senior Den. Seniors are responsible for keeping the den clean. The Upper School Head and/or the Senior Class Sponsor will monitor the Senior Den for cleanliness and may close the den at any time.

### PARKING LOT

Every student must register her car and display an SMS parking sticker in order to park on campus. The parking lot is off-limits during school hours unless permission is granted by the Upper School Office. For safety, we require that cars be locked. Parking privileges may be revoked for parking violations and/or careless or reckless driving.

### STUDENT VISITORS

Student visitors are generally only allowed as guests of the Admissions Office or for special occasions. All visitors must be approved in advance by the Upper School Office and must sign-in upon arrival.

### WINDOWS AND DOORS

Students may not open windows or prop open doors in any building.

### AFTER-SCHOOL CARE

On typical school days, our librarians supervise students in the library until 4:30 p.m. We require that Upper School students remaining on campus after 3:45 p.m. report to the library. On half days such as PSAT and exam days, Auxiliary Programs will be offering special care days. Please contact Raquel Capocaccia, Director of Auxiliary Programs, at 901-537-1485 to register.

### ATTENDANCE

#### **Morning Attendance Procedures:**

First period teachers will check roll promptly at 7:50 a.m. and list any student not present. A student who arrives after 7:50 a.m. must go to the Upper School Office for an admit slip. Students with a free period must sign in with the office. Failure to sign in will result in detention.

#### **Absences**

Absences from school will either be categorized as excused or unexcused.

**Excused Absence:** An excused absence is an absence due to personal illness, serious illness in the family, a death in the family, religious holiday, school-sponsored activity, medical appointment, or one of three college visits for juniors and seniors. A parent must call the Upper School Office no later than 8:00 a.m. on the day of the absence, if the absence is not planned in advance. Absences due to illness for longer than three days will require a doctor's note.

**Short-term Absences Planned in Advance:** For a planned absence (excused or unexcused), a student must submit written notice signed by one of her parents to the Upper School Office at least three school days prior to the absence. The student must pick up a yellow absence form from the office, which she must complete, have her teachers approve, and return to the Upper School Office by the deadline specified on the form. The student is responsible for all work, including tests, assigned during her absence. Work not completed by the specified deadlines will be considered late and penalties for overdue work will apply. Exceptions to this rule can be made only by the Upper School Head. For planned absences over an extended period of time, see Extended Absence Policy.

**Unexcused Absences:** Unexcused absences are subject to disciplinary action, which may include loss of privilege to make up the work missed during the absence. In the event of an out-of-school suspension, the student may receive a grade of zero on all work missed. Family vacations during the school year are considered unexcused. However, if students follow the procedure for a planned absence as described above, they are allowed to complete work missed as specified by the teacher.

**Partial Day Absences:** Students must sign in and out in the Upper School Office. For example, when a student leaves campus during school hours, she must sign out in the Upper School Office and sign in upon her return. Failure to do so may result in disciplinary action. If a student is in school for any portion of a day, she is responsible for all work that was due that day. For example, if a student checks in late and misses a test, she is required to make arrangements with her teacher to take the test that same day, unless otherwise approved by the teacher. Likewise, the student is obligated to hand in any work that was collected during the class that she missed. Please note that if a student is repeatedly absent on days of assessments, she will be asked to provide a doctor's note for future absences.

**Long-Term Assignments:** Long-term assignments should be emailed to the teacher on the due date, if the student is absent. Late penalties will be applied if long-term assignments are not submitted on time,

whether the student is present at school or not. Extenuating circumstances must be approved by the Upper School Head.

**Appointments:** Any request for dismissal during school hours must be submitted to the Upper School Office by 8:00 a.m. on the day of the appointment. Appointments with dentists, orthodontists, doctors, etc. should be made during non-academic time or after school. Except for medical emergencies, students should not ask to be excused from classes for appointments.

For permission to leave school during the day, a student must follow these steps:

- Bring a note from a parent or guardian stating the reason for the appointment.
- Bring the note for approval to the Upper School Office no later than 8:00 a.m. on the day of the appointment. Earlier notice would be greatly appreciated.
- The student must report to the Upper School Office to sign-out when she leaves and to sign-in when she returns. Students will not be allowed to sign out without a parent's permission.

**Illness at School:** If a student becomes ill at school, she should report to the school nurse. If she needs to go home, her parents will be called and she can be picked up in the Upper School Office.

**College Trips:** Juniors and seniors are allowed three days of excused absences, for the school year, for college trips. In rare instances, the Upper School Head may excuse additional days for required auditions, scholarship interviews, or orientations. For the absence to be excused, a pink college visit form must be initialed by the teachers, signed by a parent or guardian, signed by the College Counselor and turned in to the Upper School Office before the trip. Following the absence, the student must discuss the visit with the College Counselor.

**Excessive Absences:** Students should not miss more than five days of class in any one nine weeks grading period. If a student misses five days in a nine weeks period, she will be required to meet with the Upper School Head and one percentage point may be deducted from the nine weeks grade for each day missed above five. These points reflect lost participation opportunities to the student and for her classmates. Students with excessive absences may also be placed on an attendance contract and may be suspended from extracurricular activities and leadership positions. Exceptions to this rule will be official school related absences and illnesses excused with a doctor's note. Students who miss 15 or more days in a semester course or 30 or more days in a full year course (excused or unexcused) will not receive credit for the term. This represents approximately 20% of the course. If half or more of the absences are school related, or are the result of one catastrophic event (illness, accident, etc.), the student may appeal to the Upper School Head for a waiver to this rule.

**Extracurricular Participation:** Students must not miss any part of an academic day in order to participate in any extracurricular activity that same day. (Extenuating circumstances must be approved by the Upper School Head.)

### **Tardies**

A student will be marked late after 7:50 a.m. Students arriving after 7:50 a.m. must report to the Upper School Office for an admit slip. Students with unexcused tardies will report to "O" period detention. A student earning 5 tardies per quarter will be referred to the Discipline Committee, and disciplinary action may include in-school-suspension. If a student is tardy to school and misses a test, the student must see the teacher that same day to schedule a time to make up the test.

### **Extended Medical Leave Absence Policy**

Extended absences due to medical or emotional issues will be addressed on an individual basis but will follow the guidelines set forth in the following Extended Medical Leave Absence Policy:

- As soon as it is known that a student will have an extended absence due to medical reasons, the parent is to contact the Division Head and present medical documentation.
- The Division Head will convene the Medical Leave Committee. This committee will determine the details of the leave and make recommendations to the Head of School for final approval.
- The length of the leave will be determined by the Medical Leave Committee and may vary from several days to one month. However, the absence may not extend beyond 30 days. If the student must miss more than 30 days, the student will need to withdraw from St. Mary's and reapply for the following year. The time frame, up to one month, will be determined after consulting with the appropriate health care professional. The objective is to allow the student the time and opportunity for appropriate healing.
- If, during the time frame established by the committee, it becomes obvious that it will be unlikely that the student will fulfill her academic obligations, St. Mary's may recommend that the student withdraw from school in order to allow time to concentrate on healing.
- Any student who withdraws will be given every opportunity to reapply for admission the following year.
- All students who wish to return from Medical Leave must first provide documentation from their healthcare professional that they have made the necessary recovery and are ready to return to school.
- When a student returns to school, there will be a meeting with the Division Head, the student and her parents(s) to discuss the proper support for that student.

## DISCIPLINE

St. Mary's Episcopal School is a community bound together by high standards of personal conduct such as honesty, integrity, and mutual respect. Principles governing student conduct are applicable to every aspect of the community, including behavior on school grounds, at school-sponsored and other MAIS events, school travel, and in ways that students represent the school in the larger community. It is the responsibility of the school to guide young women as they learn to make appropriate choices, and it is the responsibility of the students to behave in a manner that reflects positively on themselves, their families, and their school. St. Mary's students are expected to be familiar with all school policies and rules and to abide by them.

While no listing of rules or situations can be completely comprehensive, the following examples of misconduct, whether occurring on or off the school campus, may lead to disciplinary action (including, but not limited to detention, loss of leadership positions or privileges, disciplinary probation, in-school suspension, out-of-school suspension or expulsion):

- Honor Infractions such as: theft, lying, or plagiarism.
- Possession\*, use or distribution of drugs (including, but not limited to prescription medicine), alcohol, tobacco, or related paraphernalia.
- "Vaping" is likewise prohibited and will be considered the equivalent of a smoking offense unless the device is found to contain a controlled substance.
- Possession of a weapon or a weapon facsimile, whether functional or not.
- Violation of the school medicine policy.
- Vandalism.
- Invasion of privacy of students and/or school personnel.
- Inappropriate physical contact.
- Assault, threat of bodily harm, or bullying of school personnel or other students.
- Open or continued defiant attitude, willful disobedience or vulgar, profane or rude remarks (whether spoken or written) toward a member of the school staff or other students.
- Being in an unauthorized area without permission, including parking in unauthorized areas, and unauthorized entrance to the school facility.
- Unexcused absence from school or class, including leaving school grounds without permission.
- Accumulation of offenses such as school and class tardiness.
- Reckless or improper use of a motor vehicle on school grounds, designated parking area, or at a school-sponsored event.



- Inappropriate use of electronic media.
- Tampering with grades, exams, or other graded material, or report cards.
- Misuse of the school email.
- Committing any offense in violation of accepted local, state, or national laws.
- Any other violation of school rules or regulations or a series of violations that makes the presence of the student in school disruptive to the educational process and/or a danger to persons or property.
- Any action deemed inappropriate by the Upper School Head and/or Head of School.

***\*Possession means on your person, in your purse, book bag, or other belongings, in your locker, or in your car on school grounds.***

### **Procedures Governing Discipline**

The faculty, Head of the Upper School and/or the Head of School shall determine the appropriate discipline for a student violation of the St. Mary's policies, school rules, or other behavior infractions. Disciplinary action may be warranted for off-campus student misconduct whenever the conduct is deemed to have a detrimental effect on the health, safety, or welfare of other students, or if the behavior is such as to negatively affect the reputation of St. Mary's Episcopal School in the community.

St. Mary's adheres to the Code of the Memphis Association of Independent Schools which states in part that: Misbehavior on any independent school campus by students of any independent school (particularly misbehavior involving the use of alcohol and other drugs) will be reported by the administrator of the school in which other involved students are enrolled. The concerned school administrator will acknowledge awareness of the misbehavior and follow through with appropriate discipline of those involved in the misbehavior, including notifying parents of the students cited.

In the event that a student uses, possesses, or is under the influence of tobacco products, alcohol, drugs, or other vaping devices at school or school-sponsored MAIS activities, disciplinary action will be initiated. If a student is found guilty of an infraction, the minimum consequence is suspension, during which the student may be required to undergo an assessment by a professional specializing in addiction. Results of the assessment will then be shared with the school before the girl may return to classes. Other consequences, including but not limited to probation or expulsion, may be imposed and will be determined on a case-by-case basis.

### **Search Policy**

St. Mary's lockers are property of the school and, therefore, can be searched at the discretion of the school administration. Random searches of all lockers may happen at any time. Additionally, there may be times when a student's purse, book bag, cars parked on campus, etc. may need to be checked for identification purposes or searched if reasonable suspicion of violation of school policies and rules exists.

### **Detention**

In the event of student misconduct or violation of school policies or rules, any faculty member or administrator may issue a detention to the student. Detention will be served during "O" periods with the Upper School Head or faculty member. Attendance at detention takes precedence over all other activities, either school-oriented or personal. Students who miss detention or accumulate more than 5 detentions in one quarter will be referred to the Disciplinary Committee for further disciplinary action. Such discipline may include, without limitation, exclusion from all student activities and privileges, and/or in-school suspension.

### **In-School Suspension (ISS)**

Assignment to in-school suspension will be made only by the Upper School Head or the Head of School. Students in ISS are expected to get assignments in advance and come to the ISS room prepared to work in isolation the entire day. No phones are permitted, and students may not sleep, watch movies, use social media or misbehave in any other way. The student will be responsible for all classwork missed during the time of the suspension. Students who do not adhere to the rules of ISS will be assigned out-of-school suspension (OSS).

### **Out-of-School Suspension (OSS)**

The Upper School Head and/or the Head of School will make assignments to OSS. Students will be removed from school and all school-sponsored activities for the duration of the OSS assignment. Students will not be allowed on school campus or at school activities, on or off campus, during the assignment of OSS. During the time of the OSS a student may receive a grade of zero on all work missed. When a student is assigned OSS for disciplinary reasons, the school's policy is to report the suspension to the colleges to which the student applies or will attend. This practice is consistent with the Principles of Good Practice of the National Association of College Admissions Counselors, of which St. Mary's is a member.

### **"Out-of-School" Suspension (OSS) Forgiveness Policy**

As educators, we recognize that students mature and develop at differing paces. Students in lower grades make mistakes and commit wrongs that they would not repeat as they mature into the upper grades. Recognizing that developmental reality, the school reserves the right to seal the records of wrongs committed in ninth or tenth grade when students demonstrate that they have learned from their mistakes, grown, and changed. We will continue to report major disciplinary violations that occur in the eleventh and twelfth grades to colleges, because they represent the student's current attitude and actions.

Students who receive out-of-school suspensions in grade nine or ten will be eligible for review of their suspension record after one year. No sooner than one year following the suspension the student may request, via written letter, to the Upper School Head that a review committee meet. If a suspended student has kept a clean record and has demonstrated substantial personal growth, a review committee may recommend that the suspension be sealed in St. Mary's records and not reported to colleges and universities. In the event that violations continue after awarding forgiveness, all prior behavior is unsealed, taken into account when considering disciplinary consequences, and is reportable to colleges.

We consider students in grades eleven and twelve to be sufficiently mature that their actions define who they are at the time the school makes reports to colleges. To conceal the discipline record would be a breach of the trust between St. Mary's and the colleges, and would violate standards of good practice.

### **Disciplinary Probation**

A student whose pattern of behavior is unsatisfactory may be placed on disciplinary probation. During the probation, the student will be excluded from all extra-curricular activities, including athletics, school plays, clubs, dances, etc. Parents are expected to cooperate with the school to resolve disciplinary issues with students, paying attention to school concerns about students, communicating in a timely manner, and supporting the school. In some cases, the school may require that a student receives a satisfactory psychological evaluation, at the parent's expense, before returning to school. Failure to honor these expectations may result in dissolution of the contract. The disciplinary record of the student will be reviewed each semester to determine the advisability of her continuing as a St. Mary's student.

### **Off-Campus Behavior**

The school will not act as a "policeman" for off-campus activities; nor does it believe that it should remove this responsibility from parents. When an issue arises, we urge parents to work directly with their children and to try to resolve the issue with the parents of other St. Mary's students who may have been involved. We will not, however, ignore reported behavior that poses physical risks to our students or brings discredit to the school's name in the community.

Being involved in any incident in which alcohol or drugs are known to have caused injury or to have posed danger to students (due to overdose, DUI, or other factors), or in which the scope of the activity is such as to bring dishonor to St. Mary's in the wider community (for example if police, emergency workers, or the press are present or investigating) may result in suspension or expulsion.