



St. Anne's-Belfield School

2019 - 2020 STUDENT & FAMILY HANDBOOK





2019 - 2020 ADMINISTRATION

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ALL-SCHOOL INFORMATION

HISTORY

St. Anne's-Belfield School is a co-educational, independent school for students in Pre-School through Grade 12. The School also offers a five-day and a seven-day Residential Life Program for students in Grades 9 - 12. The School's present structure is the result of the merger of St. Anne's School, a girls' boarding school founded in 1910 by the Reverend Dr. Henry Bedinger Lee, Rector of Christ Church (Episcopal) of Charlottesville, and Belfield School, a co-educational elementary school established in 1955. Situated on two campuses totaling more than 50 acres, St. Anne's-Belfield School graduated its first class in 1974.

CORE PURPOSE

To inspire and prepare the next generation of exemplary citizens and visionary leaders.

CORE VALUES

- **Integrity:** Cultivating responsible, honorable, ethical behavior
- **Curiosity:** Fulfilling our desire to question, to know and to learn for a lifetime
- **Diversity:** Seeking to know, learn from and value one another
- **Creativity:** Expecting imaginative, critical and divergent thinking
- **Agency:** Empowering students to own their learning
- **Impact:** Accomplishing meaningful, significant work for the greater good

PHILOSOPHY

We at St. Anne's-Belfield School believe that our students will become exemplary citizens and visionary leaders because of the inspiration of exceptional teachers and the nourishment of every child's innate curiosity. Our mission is to feed this curiosity through exceptional, innovative teaching and learning in an intentional Pre-School through Grade 12 community in which close relationships provide the foundation for achievement and where every child is known well. Curiosity—that desire to grow, know, ask, create, and solve—is both the fuel of learning and an essential ingredient to success in an ever-changing world; it must be encouraged from the earliest years and throughout life. Our goal is to nourish our students' curiosity about themselves, their world, and the diverse people around them, in an educational experience that inspires, challenges, and stimulates innovative, empathetic, and creative thought. We pose compelling questions and seek answers through inquiry, application of core skills, development of essential habits, thoughtful reflection, collaboration with others, and the appropriate use of technology. The questions we ask and the answers we seek reflect our commitment to the cultivation of responsible, honorable behavior and to a mindfulness of the needs of others.

We strive to equip our students with the knowledge, skills, habits, and attitudes that will allow them to pursue their dreams in a rapidly changing and increasingly technological world, and to be exemplary citizens in life and work. Ours is a challenging yet charitable community distinguished by superior instruction that is cutting edge and student driven; by exceptionally knowledgeable and highly-trained teachers who are the most supportive and dedicated educators in their field; and by an environment that exalts growth over grades by providing a culture of intellectual candor and rich feedback. Our community strives for excellence in all aspects of School life and encourages students to discover and develop empathy, diversity of perspective, adaptability, flexibility, resilience, agency, self-efficacy, and inventiveness. We embrace uncompromisingly high expectations for ethical, selfless behavior and hold firmly our commitment to inclusion, civility, and kindness.

NON-DISCRIMINATION POLICY

The School admits qualified students of any race, color, national origin, place of birth, ancestry, sex, religion, gender, gender identity, sexual orientation, mental or physical disability, or any other status protected by applicable law, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, national or ethnic origin, ancestry, sex, religion, gender identity or expression, sexual orientation, mental or physical disability, or any other status protected by applicable law in the administration of its admissions, scholarships, and loans, and its educational, athletic, and other programs.

DIVERSITY & INCLUSION STATEMENT

The St. Anne's-Belfield School community is united in its commitment to diversity and inclusion, both as a moral imperative and an essential part of our educational promise, for we know that the most enduring teaching and learning happens in an environment where everyone — student, teacher, staff member, parent, alumnus/a, and friend of the School — feels safe, valued and known. We believe our students will live their most fulfilling, rewarding, and purposeful lives when they include everyone equitably in any endeavor and embrace difference as an opportunity to learn, grow, and improve the human condition for all. We expect our students will leave us eager to learn about and from the uniqueness of others, to recognize our commonalities, and to have the courage and skills to speak out against actions that compromise anyone's human dignity.

VAIS ACCREDITATION

The Virginia Association of Independent Schools (VAIS) is a recognized accrediting agency in the Commonwealth of Virginia. It was established in 1973 through the merger of the Virginia Association of Preparatory Schools and the Virginia Association of Independent Elementary Schools. Its membership includes more than 70 independent schools. St. Anne's-Belfield School was one of its founding members. Membership is voluntary and is granted to those independent schools that have met the VAIS standards for membership.

GOVERNANCE

The School is governed by a self-perpetuating Board of Trustees. It is the responsibility of this body to plan, develop, and establish policy and to assess the performance of the School consistent with the School's mission and philosophy. The Board of Trustees is responsible for the selection of the head of School and works in close collaboration with the head of School, though the head of School is responsible for the implementation of policy and the day-to-day operations of the School.

DRUG, ALCOHOL, & SEX EDUCATION PHILOSOPHY

We take our responsibility seriously and teach an age-appropriate curriculum throughout the School. At all levels, this curriculum covers the scientific data relevant to issues of sexuality and drug and alcohol abuse, and at the middle and upper levels, also addresses the social and moral aspects of substance abuse and sexuality. We believe students are not ready to handle the physical or emotional implications of involvement with drugs, alcohol, or sex. Therefore, as part of our instruction, students will hear that we believe no level of involvement with drugs or alcohol is appropriate at their age. Students also will hear that we believe there is no such thing as "safe sex" for young people their age. We ask faculty to discuss, but not to impose, their opinions on moral issues. We encourage students to discuss the material of the curriculum with their parents. In teaching students about the effects of drugs, alcohol, and sex, we realize we must establish clear rules that support our instruction. Students who choose to possess, use, or distribute alcohol or drugs, or who abuse any controlled substance, including prescription drugs while under school supervision, may be asked to leave school. Students who choose to engage in sexual activity while under school supervision may also be asked to leave school.

TWO SACRED TRADITIONS

As an inevitable reflection of its philosophy, St. Anne's-Belfield School binds to its academic and athletic programs two sacred traditions essential to the School's mission: Chapel and the Honor Code.

Since the origins of the school in 1910, weekly Chapel services have been a central pillar of the St. Anne's-Belfield experience and express the School's commitment to nurturing students in the spiritual dimension of life. Each week, over 900 students and teachers observe the lighting of candles, struck by an ageless fascination with an eternal flame. Chapel provides an invaluable opportunity to listen to the sacred spirit among us.

Chapel

Dating back to our founding in 1910, our weekly Chapel services are a treasured time in the life of the School during which students and faculty gather around a common experience; that is, a personal story from a community member that offers a moral lesson, inspires self-reflection, sparks thoughtful dialogue, and opens a window into the diverse perspectives and experiences of others. Our chapel tradition embodies the heartbeat of our community, providing a shared time and place where we celebrate student and faculty voices and attend to the spiritual dimension of our lives. The School has not been

affiliated with a specific church or religion in over 30 years, and our is a community of students, teachers and families of all faith backgrounds, and beliefs.

Honor Code

The Honor Code simply states: “A student is not to lie, cheat or steal.” The Honor Code preserves an environment in which honorable behavior is the standard for all conduct. It embodies a system which judges each case individually and which presumes each student to have acted honorably unless proven otherwise. For its genesis, tradition, and maintenance, the Honor Code depends upon firm student conviction in order to affirm that honorable behavior is encouraged and nurtured, while dishonorable behavior is not tolerated.

SCHOOL MEETINGS & ASSEMBLIES

One of the School’s most cherished attributes is its sense of community and the emphasis its schedules places on it. In addition to Chapel, students and faculty meet in a variety of ways, including Morning Meeting (Grades K - 4), Monday Meeting (Grades 5 - 8), Community Lunch (Grades K - 8), Advisory (Grades 5 - 12), Community Meetings and Forums (Grades 9 -12), and more.

MAJOR SCHOOL RULES

Violation of the following rules may result in dismissal on the first offense:

- The possession, use, or distribution of drugs or alcohol, or inappropriate sexual behavior on campus, during school-sponsored activities or while under school auspices.
- Arrival at either of the St. Anne’s-Belfield campuses or at a school-sponsored, off-campus function displaying evidence of drug or alcohol use.
- Possession of weapons of any sort on the School campus or at a school-sponsored, off-campus function.

Policy for Disclosure of Disciplinary Incidents

The School may disclose the circumstances of any disciplinary incident to the School community, for the purpose of educating its students about sound, ethical behavior and providing clarity regarding disciplinary decisions. Therefore, students who are subject to disciplinary action, including violations of the Honor Code, should not have an expectation of privacy when they are found in violation of the School’s rules and expectations and are subject to disciplinary action.

Other Important Rules

- Any student who accidentally damages or destroys School or personal property will be expected to pay the replacement cost. In addition, any student who willfully damages School or personal property will face disciplinary action.
- Involvement in fighting and/or bullying may result in suspension or dismissal on the first offense.
- Students are strictly forbidden to smoke, use smokeless tobacco, or use electronic vaping products.
- Leaving campus without permission during the school day (or during a School function) is considered a serious offense.
- Day students may not go to the dormitory without special permission from a member of the Residential Life staff. (See **Guests on Dorm**)

OFF-CAMPUS & ONLINE BEHAVIOR

Any action, whether committed on our campus, at a School-sponsored event, in cyberspace or elsewhere, that brings discredit to the School and violates our core values and School policy, will be considered a major rule violation.

HARASSMENT & BULLYING

It is everyone’s right to attend school or work in an environment free from discrimination and conduct that can be considered harassing, coercive, bullying, or disruptive, including sexual harassment. The School defines bullying as a repetitive act intended to humiliate, intimidate, or ridicule another individual. Furthermore, the position of St. Anne’s-Belfield School is that sexual harassment is a form of misconduct which undermines the integrity of the School’s community. Any unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, is prohibited. Any individual who engages in any of the above misconduct may be subject to disciplinary action up to and including dismissal.

EXPULSION/ WITHDRAWAL

A student may be dismissed from St. Anne's-Belfield School for the remainder of the current school year. Students may have the opportunity to re-apply for the following school year at the discretion of the head of School. Students who have been dismissed may not come onto campus or to any school events.

GETTING HELP

Students who become involved in substance abuse are encouraged to seek help. If a student is apprehended off campus in violation of the School's alcohol, tobacco, and drug policy by any faculty or staff member or, as a result of an investigation based upon reasonable suspicion the student is found to have been in violation of the School's alcohol and drug policy, either prior to or subsequent to his or her seeking help, then the student is subject to the penalties of both the School's disciplinary system and the athletic and extracurricular activity participation rules. However, if a student voluntarily seeks help for substance abuse, or if a student's family seeks help on a student's behalf, then, at the discretion of the head of School, the following conditions may apply provided that the student is not already involved in a disciplinary action due to a violation of the School's policies concerning substance abuse and possession:

- The student cooperates fully with the School counselor.
- The student submits to periodic drug testing, the results of which must be negative in order that the student remain at St. Anne's-Belfield School.
- The student is under the care of a counseling professional approved by the School. This option does not apply if the student has been involved in a substance-related infraction subsequent to the seeking of help.

If the above conditions are met, then the student may not be subject to disciplinary action or the School's participation rules.

PARTICIPATION RULES

Participation in extracurricular activities is a privilege afforded to all students in good standing. Students who participate in extracurricular activities represent St. Anne's-Belfield School as elected officials, Honor Council members, or on athletic teams or in a play are expected to respect the School's rules concerning drugs, alcohol, tobacco, smokeless tobacco, and vaping (the participation rules).

Anyone who violates the participation rules may be removed from the office, team and/or play, temporarily or permanently. For school officers, class officers, and Honor Council members, the participation rules must be acknowledged in writing by the student and parent(s), and prefects, and this acknowledgment will cover the entire school year. For athletes and artists, the participation rules must be acknowledged in writing by the student and parent(s), and this acknowledgment will be effective from the beginning to the end of each season.

If a student who has been found in violation of the participation rules is found to be in violation, then:

- The student will be suspended from the office and/or activity for a period of time to be determined by the head of School, after the violation is reviewed by a group appointed by the head of School.
- The student will be allowed to retake the office or rejoin the activity only after meeting certain conditions set forth by the head of School. These conditions will include the student's full cooperation with the School counselor or educational psychologist, and may include satisfactory drug testing and professional counseling.
- A second violation in any given school year will result in the student's inability to participate in extracurricular activities for the remainder of the school year.
- An elected official, athlete, or artist is considered to have violated the participation rules when:
 - The student is seen by a School administrator, faculty member, or coach clearly exhibiting behavior indicative of intoxication.
 - The student is seen purchasing or attempting to purchase, possessing, or consuming alcohol, drugs, or tobacco by a School administrator, coach, faculty member, or a law enforcement agent.
 - The School is notified by the student and/or the student's parent(s) that the student has violated the rules.

HAZING

The School will not permit hazing in any form. Hazing occurs when one part of a group of students sponsored by or affiliated with the School requires or pressures others who are or seek to be members of the group to behave in a manner that is

unlawful, dangerous, embarrassing, humiliating, derogatory, or otherwise prohibited by School rules, or to do anything that the remaining part of the group is exempt from doing by virtue of seniority or other “privileged” status. Individuals and groups who engage in hazing are subject to disciplinary actions. This policy does not apply to benign behavior and requirements.

ALL SCHOOL DRESS CODE & PHILOSOPHY

Students are expected to be dressed appropriately in attire that supports and enhances the important purpose of each school day. What every student wears must reflect a seriousness of purpose, a commitment to learning, and a respect for everyone in our community. St. Anne’s-Belfield School does not believe a student’s school attire is an opportunity for individual expression. Rather, it is a visual representation of each individual’s participation in the community’s shared purpose: learning. Like an athletic team in uniform, a chorus in tuxedo and black dress, and a cast in period costume, each student is expected to share the common purpose of learning, and how we dress during the school day reflects this.

The following uniform dress code serves as a guideline for students and their families. Any student who chronically violates the letter and spirit of the dress code will be dismissed from the School.

All-School Uniform Dress Code

The St. Anne’s-Belfield School uniform dress code deepens our sense of community while allowing students the freedom to focus on their passions and pursuits.

In 2011, the School moved to a uniform dress code, working with Lands’ End to establish dress requirements and clothing options that are worn across all three divisions (with the exception of Pre-School students, who do not wear uniforms).

Lands’ End has established a custom website for St. Anne’s-Belfield School that provides an interface to browse and purchase clothing items that have been approved by the School. It will be available all year, so families may purchase items as children grow and seasons change. Below are the requirements for the all-school uniform dress code. Please visit www.stab.org/uniforms for more information and the link to Land’s End.

All students in Grades K - 12 are required to wear clothing that appears on the Lands’ End website, and they may do so in any combination that they choose. The only exception to this general rule is that clothing in the “Activewear” category (t-shirts and mesh shorts) is only to be worn for Physical Education (PE) classes in Grades 5 - 12. See each division’s section for full dress code descriptions.

Each year, the Parents’ Association collects and resells gently used School uniforms at very reasonable prices. They typically host a back-to-school sale, as well as additional season specific pop-up sales throughout the year. Donations of uniforms that your children have outgrown are always welcomed, and can be dropped off in the bins at each division’s main entrance. Sale details will be shared via the Weekly Digests. For more information please email consignmentstore@stab.org.

RESPONSIBLE USE POLICY

The primary purpose of the St. Anne’s-Belfield School’s computer network is to support students and teachers in the process of teaching and learning, and to support the business operations of the School. Therefore all computers whether the property of students or the School are to be used for ACADEMIC PURPOSES ONLY.

Specific Rules & Guidelines:

1. The Honor Code applies to all activities
 - Lying, cheating, and stealing are wrong no matter how they are done
 - Plagiarism, whether from print or electronic sources, is cheating
2. Some activities on the internet are illegal. They include, but are not limited to:
 - Making threats
 - Harassing others
 - Committing fraud
 - Viewing, downloading, or transmitting pornography
 - Illegally copying music, videos, and software

3. Bandwidth is a community resource. Therefore, your choices impact others:
 - You may not stream audio/video for non-academic purposes, e.g. YouTube, Pandora, ESPN, etc.
 - If you listen to music while you work, you must provide your own music
 - You may not listen without headphones
4. No games during free periods.
5. Think before you post:
 - Anything on the School's Network should be considered public
 - Anything posted on the internet should be considered permanent
6. Rules are in effect anytime you are on campus

PARENT ORGANIZATIONS

Parents' Association

The Parents' Association seeks to enhance the vision and goals of the School through volunteers, by providing opportunities for parents to connect, and by various fundraising activities. All parents are members of the Association by virtue of having a student enrolled at the School. The Association is served by a Board whose role is to coordinate many, varied activities. These activities include: the Fall Family Picnic, an afternoon of sports, fun and food for the entire family co-sponsored by the Athletic Boosters; special school events such as Parents' Nights, Grandparents' and Special Friends' Day, and Class Days; and finally, the many classroom and divisional volunteer opportunities that abound at the School, coordinated by the Division Representatives and Volunteer Coordinators. Parents are strongly encouraged to check their email and the School website often for updates and information.

The Parents' Association hosts many fundraising activities throughout the year. In the past, these have included fall and spring sportswear sales, class photo sales, and auctions. Through these activities, the parents provide many benefits to the School.

The Parents' Association Board urges all parents at the School to get involved. It is easy – just complete the online volunteer form. Board meetings are held monthly and are open to all.

Arts Boosters

Part of the Parent's Association, this is a group of parents who support the arts programs of the School through fundraising activities and other supportive activities. The Arts Boosters hosts multiple major fundraising activities each year: the Wearable Art Runway Show, A Cappella Fest, and the spring plant sale, in addition to providing assistance for other student performances. Parents interested in being members should contact the president of the Arts Boosters or the chair of the Arts Department, or complete the online volunteer form.

Athletics Boosters

The Athletics Boosters is a part of the Parent Association which supports the athletic programs of the School through fundraising activities and other supportive activities, including serving as team parents, staffing the concession stand at athletic events and assisting with the spring athletic awards ceremony. A board is elected annually from members present at the meeting. Parents interested in being members should contact the Chair of the Boosters Executive Board or the director of athletics, or complete the online volunteer form.

Additional parents' groups and organizations may be formed at the discretion of each division head.

SCHOOL COMMUNICATIONS

School-wide communication centers around the St. Anne's-Belfield School website. School news and announcements are updated frequently on the homepage and in our student, parent, and faculty and staff portals. Important documents, such as handbooks and forms, are also available in the portals. Students and parents are strongly encouraged to check the homepage and login to their portals often for new information. The login button for the portals is located at the bottom right of every School website page.

Website and Portals

The **School website** is home to many resources, including but not limited to news stories, curriculum guides, and athletic information. The website also houses the **parent and student portals**, which contains links to handbooks, parent volunteering, opportunities, forms, and more.

Media

Our **In the News** page contains information about recent press releases, mentions of the School in local, regional, and national media, and School news. The **publications page** offers a digital archive of past issues of many School publications.

Social Media

The School posts frequently to **Facebook**, **Twitter**, **Instagram**, **Vimeo** (video), and **SmugMug** (photos). Links to all accounts may be found in the footer of all School webpages. Feeds from each of these sources, including the head of School blog, can be found on the **Community page**.

News & Notes

Monthly, our News & Notes newsletter is emailed to all parents and students in Grades 5 – 12. Take a look for our top news stories, student profiles, moments of the month, and more. Special editions may also be sent throughout the year, including during the summer.

Publications

The School produces a suite of publications for the community. Major publications include *Impact: Philanthropy in Action*; School Profile; and all-School materials such as the Viewbook and brochures. All publications are also available online.

Campus Signs

The School uses large signs and banners at the entrance to each campus as a reminder of upcoming events.

Occasional Letters

As necessary, the head of School or division head will write letters or emails to parents explaining issues of interest to the School's community. These letters might explain the thinking behind a curricular decision, updates/announcements important to the community or explain how a particular social trend affects the School.

School Calendar

The School calendar is updated daily at www.stab.org/calendar. Divisional and other calendars are also available in Veracross.

School Directory

The School Directory is published and distributed to interested parents and faculty soon after the start of each academic year. It includes various School numbers, lists of students and faculty, and parent volunteers. The contact information of St. Anne's-Belfield students and faculty is not to be used for any purposes other than those authorized by the School. Electronic student, parent, and faculty directories are available in the portals.

Weekly Digests

Each Sunday afternoon (or Monday if there are no classes on Monday), families will receive the Learning Village Digest for Pre-School - Grade 8 students and/or the Upper School Digest for Grades 9 - 12 students. These newsletters contain recent announcements, upcoming events, and many important links and are a must read every week. All parents are automatically signed up for these emails, but may opt out using the unsubscribe button included in each email.

STUDENT PUBLICATIONS

The yearbook staff, made up of Upper School students and a faculty advisor, produces an all-School yearbook every year. Yearbooks are offered as an optional charge, to be paid at the same time as yearly tuition. Other student publications such as the School newspaper Belfield Banter and Plum Art Magazine are published periodically.

ACTIVITIES

Convocation: Convocation is celebrated the second Friday after the first day of school and serves as the opening of the academic year. Students in Grades 4 - 12 are required to attend and the senior class is recognized as they process in,

accompanied by their parents. All parents are invited to attend the event with their children, and students should wear Chapel dress. Classes are not held on this day. Families should plan for a late start and 11:15 a.m. dismissal. More details will be sent via email prior to the ceremony.

Fall Family Picnic: Sponsored by the Athletics Boosters, Fall Family Picnic is a major all-School event that takes place each October. The picnic includes dinner, a variety of fun family activities such as face painting, and moon bounces, silent auction, and most varsity fall athletic teams compete at home throughout the evening. Dress is casual, and parents are responsible for supervising their children.

Halloween

Pre-School Programs: Students may wear costumes to School in conjunction with Halloween celebratory events. The Two's Program participates in a pumpkin hunt on the playground and a small party in their classrooms. The Pre-School Students participate in a special Pumpkin Patch celebration with the head of School. The Junior Kindergarten Program has a special pumpkin hunt and party in their classroom. The Pre-School Class and Junior Kindergarten class participate in a show of costumes parade at the Middle School during morning classes.

Wearing costumes is optional as some children do not like to wear them. However, if they choose to do so, the costumes should be appropriate for young children (not scary, no masks, no swords or weapons, etc.). Please choose and/or design your student's costume with the day's activities in mind. Costumes must be easily managed in School and class as they must be able to use the toilet etc., on their own. Students should wear School-appropriate shoes, nothing with a heels or wheels, and no flip flops. All Pre-School families are invited to attend the Pumpkin Patch celebration with the head of School.

Grades K - 4 & Grade 8: Students may wear costumes to School in conjunction with Halloween celebratory events, including the parade. If they elect not to participate with a costume or are in Grades 5 - 7, they must be in their regular uniform. Students wearing costumes should make sure they are appropriate for young children (not scary, no masks, no crazy clowns, no swords or weapons, etc.). Please choose and/or design your student's costume with the day's activities in mind. Costumes must be easily managed in School and class as they must be able to sit at their desks without altering their costume. For example, no inflatable costumes, nothing with feathers or excessive glitter that can molt or shed should be worn. Students should wear School-appropriate shoes, nothing with a heels or wheels, and no flip flops. All families are invited to attend the Halloween Parade.

Upper School: Seniors are invited to dress up and participate in Trick-or-Treating around the Upper School and to join in the Learning Village's parade. Grades 9 - 11 students are also allowed to dress up. All students must follow the costume guidelines listed in the Learning Village section.

The Booth Family Inspiration Speaks Series: *The Booth Family Inspiration Speaks Series* brings prominent speakers and thought leaders to campus and the Charlottesville community. These events are scheduled throughout the year, more information is available at www.stab.org/inspiration.

Lessons & Carols: Each December prior to Winter Break, the School holds a Lessons & Carols service in the Conway Convocation Center. This event, based on the traditional Kings College, Cambridge service, features holiday lessons read by our students and carols performed by our choirs. Students in Grades 1 - 12 are required and families are invited and encouraged to attend. Students should wear Chapel dress and will not have classes that day. Families should plan for a 11:15 a.m. dismissal. More details will be sent via email prior to the ceremony.

Madame Day: Madame Day is a special tradition for girls in the Upper School. Each female student has the option to draw the name of her "Day Child." Each Madame keeps her identity from her "Day Child" and writes anonymous notes to her throughout the week before Winter Break. On the Thursday before break, Mesdames give small presents throughout the weekday. Mesdames reveal themselves and gifts are exchanged on the morning of the Lessons & Carols service.

Kids 4 Kids: An annual fundraiser for the Learning Village, a new charity is selected each year. Students in Grades K - 4 participate in a morning of jumping rope, shooting hoops, and dancing. Students in Grades 5 - 8 exchange chores or homemade goods for money to go toward the charity.

Grandparents' & Special Friends' Day: Held in April for students in Pre-School - Grade 4, this event allows grandparents to

see their grandchildren during the school day and in a classroom setting. Students who do not have a grandparent that can attend invite a special friend. Formal invitations are mailed directly to grandparents and special friends. Parents are invited to attend as volunteers.

South African Festival: The South African Festival is a tradition that takes place every spring. Led by the fifth grade, students in Grades 5 - 8 celebrate South African culture through food, music, decoration, and a Chapel service. Parents are invited to attend.

Upper School Prom & Senior Figure: The junior class organizes and sponsors a prom held on a Saturday evening in the spring in the Lee-DuVal Dining Hall. Juniors and seniors and their dates attend, but it is not unusual for students in the ninth and tenth grades to be invited to the prom by the upperclassmen. The Senior Figure, a promenade, is performed by the senior boys and their mothers and the senior girls and their fathers or a special guest if a parent is unavailable, just before the beginning of prom.

Field Day: Field Day is a time-honored tradition at the School where the maroon and white team compete against each other in athletic events one afternoon before the end of the year. Grades K - 12 families are assigned a team (siblings will be on the same team), and students should wear a maroon or white shirt and athletic shoes that day. Sunscreen and water bottles are also encouraged. Parents are invited to attend. If Field Day is canceled, students should report to school for a normal day in their uniforms.

Divisional Moving Up Chapels: These Chapels celebrate the closing of the school year by division, and symbolize students' advancement to the next grade level, or graduation, in the case of the senior class in the Upper School.

Upper School Class Night: Class Night is an opportunity to recognize students for their academic achievements and their contributions to the life of the School. Sophomore, Junior and Senior students are expected to attend the presentations in Chapel dress. Families of seniors are invited and encouraged to attend this ceremony.

Grade 8 Class Day & Exhibitions: Class Day is held after final exams and the last day of classes, and honors eighth grade students for their achievements and for their overall contributions to the life of the School and Learning Village. Eighth graders also participate in exhibitions that day where they compose and present a personal reflection on their years in the Learning Village and a passion, challenge, and/or a defining moment. Their families are invited and encouraged to attend.

Commencement: Graduation takes place in the Conway Convocation Center. A final senior class Chapel service is held prior to the graduation ceremony in the Greenway Rise Auditorium. Following the exercises, seniors, their families, and guests gather for a reception.

Curriculum Nights: Parents have an opportunity to meet teachers and to learn more about the various programs the School offers at Curriculum Nights during the fall in each division of the School. The programs focus on courses and issues of the current school year. Parents meet their child's teachers, visit classrooms, and are presented an overview of the course of study for each class.

Lunch Chats & Brown Bags: The head of School hosts several parent chats throughout the year to engage parents on current activities, announcements, and topics of interests. The division heads also host chats with parents as needed.

Moon Party: Kindergarten students and their families come to School one evening during a full moon wearing pajamas to celebrate the end of their study of the moon. The night includes games, activities, snacks, and a special performance by the students.

Leaf Festival & Sensory Fair: Junior Kindergarten students invited parents to a special party to share the end of the unit observations including interactive play with parents and children and a special performance by the students.

Spirit Weeks/Days

Learning Village: Grades 5 - 8 students are invited to participate in Spirit Week in the spring leading up to the student vs. faculty basketball game. Spirit days include representing favorite sports teams, wacky dress, and themes by advisory. Grades K - 4 students may be invited to participate in one or more days of dress, the details of which will be shared through the weekly Learning Village Weekly Digest.

Upper School: Two weeks full of School pride, Spirit Week takes place in the Upper School in the fall and again in the spring. The weeks include themed dress days (Wacky Tacky Day, Decades Day, and Twin Day), Advisory Wars, and more.

Trike-a-Thon: The annual Trike-a-Thon is a beloved tradition that engages our Pre-School and Junior Kindergarten students in a morning of biking, and play in support of a local charity. Parents are invited to watch.

COUNSELING & DIAGNOSTIC SERVICES

The counselor is available to Learning Village and Upper School students who may need support and guidance. The Learning Village counselor's office is located in the East Wing and Upper School counselor's office is located in Randolph Hall. Students may drop in or set up a mutually convenient time to talk about issues including, but not limited to, peer relationships, depression, eating issues, school problems, or substance abuse. Unless the issues presented by the student are considered life-threatening, all discussions between the counselor and the student will remain confidential. The counselor's primary role is to listen to and provide support for students; she does not engage in psychotherapy. If it is clear that a referral to an outside therapist is necessary, the student and the student's parents (if appropriate) will meet with the counselor to discuss the options available.

The counselor is a trained health professional who, in addition to being a resource for students and their families, provides in-service training for advisors so that they can more effectively communicate and work with their advisees. In addition, the counselors provide parenting and health seminars throughout the school year for parents and teachers; they also teach the Life Skills courses in Grades 5 - 10.

For those students who require additional academic or emotional support, the School offers a variety of approaches. In cases of academic difficulty, we believe that the first step should always be a conference with parents and advisor and/or teachers and, if possible, any problem should be resolved within the context of the classroom. If necessary, the divisional academic and learning support specialist will assist parents in developing appropriate awareness and systems of support. Referrals for assessment will be made through the respective academic and learning support specialist.

SUMMER READING

Because we believe the habit of reading is essential for those hoping to lead informed lives, we encourage our youngest students to develop the habit and our eldest to perfect the habit. Each summer, all rising Grades 1 - 12 students are asked to read, though book selection and reading requirements vary by grade. In the Upper School, some Advanced Placement (AP) classes require students to read the first chapters of the textbook or other assigned texts prior to the start of school. Specific summer reading requirements for each grade are shared at the end of the school year and posted on www.stab.org/summerreading.

SUMMER PROGRAMS

Information regarding camps and class offerings held during the summer months is available each spring. Visit www.stab.org/summer for more information.

ACADEMIC ACCOMMODATIONS

The following is a listing of the possible accommodations the School will make for students. *Accommodations marked with an asterisk will be made only for students who have documented learning disabilities. Accommodations are listed by division, as different accommodations are appropriate at different grade levels.*

Learning Village Grades K - 8

- Varying nature of assignments
- Shortening length of assignments (classwork and homework)
- Using verbal and visual instructions
- "Chunking" directions or giving directions in parts
- Slowing down teacher speaking rate
- Providing preferential seating

- Giving extended time for standardized tests*
- Giving extended time for classroom tests*
- Using audio books and materials*
- Using laptops, computers, or iPads (in class and at home)
- Providing progress reports or meeting with parents on a regular basis
- Teachers monitoring assignment books
- Granting spelling exemptions on in-class assignments
- Administering medications
- Granting athletic exemptions or alternatives

Upper School Grades 9 - 12

- Reducing course load*
- Varying nature of assignments*
- Shortening length of assignments (classwork and homework)*
- Using verbal and visual instructions
- “Chunking ” directions or giving directions in parts
- Slowing down teacher speaking rate
- Providing preferential seating
- Giving extended time for standardized tests*
- Giving extended time for classroom tests*
- Using audio books and materials*
- Using laptops, computers, or iPads (in class and at home)
- Providing progress reports or meeting with parents on a regular basis
- Granting spelling exemptions on in-class assignments
- Administering medications
- Recording lectures or classes

ACCOMMODATIONS OF RELIGIOUS HOLIDAYS

Students should have uninterrupted time to observe significant religious holidays, and we look to faculty to take the lead in creating an inclusive community, and accommodating students’ religious beliefs and cultural values is a must. Therefore, the School asks teachers to be flexible and adjust as necessary due dates for homework, projects, quizzes, tests, and the like for the pertinent student(s) with no penalty. Faculty will collaborate with the student to create a plan designed so that the student should not be put at a disadvantage relative to the rest of her/his peers.

The responsibilities of the advisors and homeroom teachers are:

- To make students comfortable in asking for accommodation as students and families take time to observe holidays
- To be responsible for gathering pertinent family information during parent conferences at the beginning of the year
- To send email reminders to the teachers of those students who wish to honor a holiday of importance to their family

TRANSGENDER & GENDER-NONCONFORMING STUDENTS POLICY

Philosophy

St. Anne’s-Belfield School believes that only individuals can determine their appropriate gender identity. As such, the School shall accept, respect, and welcome all students according to the gender identity that they assert. Moreover, the School will not require medical, legal, or other “proof” of any student’s claimed gender identity; there is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected by the School. Finally, the School believes that students who contemplate their gender identity each travel a unique path; as such, the School will endeavor to customize support to optimize each student’s transition to gender identity.

Privacy

All students have a right to privacy, and this includes the right to keep one’s transgender status private at school. No School employee or volunteer shall disclose any information that may reveal a student’s transgender status to others, including to parents or guardians, unless legally required to do so or unless the student is exhibiting symptoms of being a danger to him/

herself or to others. In the rare instance that the School is legally required to disclose a student's transgender status or there exists a concern for that the student is a danger to him/herself or others, the School will provide the student an opportunity to make that disclosure; additionally, the School will seek to provide the student with any support that the student would need to make the disclosure in a safe and supportive environment. The School will endeavor always to maintain the safety and welfare of the student, and assess the best path for the health of the student.

Transgender and gender-nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information. The fact that a student chooses to use a different name, to transition at school, or to disclose their transgender status to adults or other students in the school community, does not authorize the School to disclose a student's personally identifiable or medical information.

Communication & Documentation

When contacting the parent or guardian of a transgender or gender-nonconforming student, the School will use the student's legal name and the pronoun corresponding to the student's gender assigned at birth and/or on file unless the parent or guardian has specified otherwise. If the student has previously been known at school by a different name, the administration will direct school personnel to use the student's chosen name and appropriate pronouns at school, even if/as official communications continue to use the student's legal name. For transcripts and other official school documents, the School will maintain the student's legal name and gender unless/until the student's name has been legally changed. When the student's chosen name and appropriate pronouns do not align with the student's legal name and gender, it is assumed that this will trigger conversations between the student and the trusted faculty in the student's life, who agree to keep the administration current.

Athletic Participation

Participation in competitive athletics, athletic teams, competitions, and contact sports shall be facilitated in a manner consistent with the student's gender identity asserted at school and the aforementioned Philosophy. It is important to note that the following guidelines of the Virginia Independent Schools Athletic Association (VISAA), may not be in accordance with our stated philosophy. The VISAA guidelines reads:

“Schools with a student(s) who identify as a gender other than what is on their birth certificate must maintain on file and submit to the Executive Committee upon request:

- A written statement from the student affirming the consistent gender identity and expression of which the student relates
- Documentation (letters) from parents and/or teachers which affirm that the actions, attitudes, dress and manner demonstrate the student's consistent gender identification and expression
- A complete list of all the student's prescribed, non-prescribed, or over the counter treatments and/or medications
- Written verification from an appropriate health-care professional (doctor, psychiatrist, and psychologist) of the student's consistent gender identification and expression.”

Facilities

With respect to restrooms, locker rooms or changing facilities, students shall have access to facilities that correspond to their gender identity. In all buildings, the School will endeavor to maintain as many individual (gender-neutral) restrooms as is practical. The School may continue to maintain separate restrooms, locker rooms and changing facilities for male and female students, and students should determine which facilities are consistent with their gender identity. Any student who is uncomfortable using a shared, gender-segregated facility, regardless of the reason, shall, upon the student's request, be provided with a safe and non-stigmatizing alternative as the School's facilities will allow.

With respect to students who reside in the dormitory, dormitory rooms and associated facilities (including dormitory restrooms, showers and changing facilities), students will be placed in facilities that correspond to their gender identity. Students must give the School ample lead time in order to accommodate the student's wishes, and the School will make every effort to offer accommodations that align with the student's gender identity.

The School will make every effort to accommodate transitioning transgender students and gender-nonconforming students according to their gender identity, but structural and facilities constraints (i.e., availability of a dorm room) may render the School incapable of fulfilling this request until another dormitory room is made available, the timing of which is often beyond the School's control.

Helpful Resources

- “How Science Is Helping Us Understand Gender:” <http://www.nationalgeographic.com/magazine/2017/01/how-science-helps-us-understand-gender-identity/>
- “Gender Inclusive Language:” <http://gsws.pitt.edu/sites/default/files/Gender-InclusiveLanguageGuidelines.pdf>
- Gender in Schools: <https://www.genderspectrum.org/resources/education-2/>

MEDICAL INFORMATION

Virginia Law requires that parents file proof of immunization with the School on or before the first day of school. A student may not attend classes until the requirements have been met. Please check with your child’s pediatrician for up-to-date vaccination requirements for the state of Virginia. As a general guide, refer to Virginia’s School & Day Care Minimum Immunization Requirements.

School Nurse & Illness

There is a full-time School nurse who spends time each day on both campuses. The nurse evaluates students who become ill during the school day and contacts their parents as appropriate and is available five days per week. The nurse’s services are available from 7:30 a.m. - 3:30 p.m. The nurse is responsible for ensuring that all student medical forms are current and on file.

All students in Grades K - 12 may visit the nurse during her office hours on that specific campus with consent from their teacher who will provide the student with a pass, unless it’s an emergency. If the student’s illness requires him/her to go home, the nurse will make the appropriate arrangements with the student’s parents/guardians.

Students who are sick cannot benefit from participation in school and are likely to spread illness if they attend. Please be considerate of your child’s classroom friends and teachers when making the decision about sending your child to school. Please note: children must be kept home if they do not feel well enough to participate in all of our indoor and outdoor activities. Students may not attend school if they have a fever (of 100° F or higher) within the previous 24-hour period.

Guidelines

If a child becomes ill during the school day, parents will be notified and are asked to arrange to pick up the ill child immediately. If parents cannot be reached, then an emergency contact will be called. Parents will be notified if a child:

- Has a temperature over 100°
- Experiences diarrhea or is vomiting
- Has discolored nasal discharge
- Consistently complains of not feeling well, e.g. nausea, earache, cough, etc.
- Acts lethargic and is unable to participate in normal routines

Parents also will be notified if a child has symptoms of:

- Strep: Strep is not always in the throat. Sometimes it develops in the nose producing “pimple-like” bumps under or above the lip. Children should stay at home for at least 24 - 48 hours after strep has been diagnosed and an antibiotic has been administered.
- Chickenpox: After a child has been exposed, it is commonly 13 - 17 days before eruptions appear. Children should stay at home and be considered contagious until all the eruptions have scabbed over.
- Conjunctivitis: Redness of eyes, eyelids, discharge of pus
- Impetigo: Weeping sores
- Lice: See Lice Policy
- Ringworm: Ring-shaped sores
- Scabies: Red spots that itch and may have lines (warm areas of the body, between fingers, crotch, and/or belt line)

The child may return to School when:

- The student has been free of fever for 24 hours without the aid of a fever reducer
- The student has been free of symptoms of nausea, diarrhea and vomiting for at least 24 hours without the aid of medication

The nurse will notify parents and the School divisional administration if there are more than ten visits to see the Nurse in a grading term.

Administering Medication

Students may not carry any medications, including over the counter cold/sore throat/cough remedies while at school with the exception of inhalers for asthma and severe allergy medications. A doctor's order must be on file with the School nurse in order for the student to self administer an inhaler and/or severe allergy medications (EpiPen).

Parents must fill out and complete the Authorization to Give Medication and/or Authorization for Over-the-Counter Medication forms, which are available through MagnusHealth, in order for medications to be administered at school. All prescription medications must be delivered to the School Nurse in the original pharmacy labeled bottle with written permission from a parent/guardian. All non-prescription medications must be delivered to the School Nurse in the original package and accompanied by a note from the parent/guardian to administer the medication. All medication is kept in a locked cabinet. Only emergency medications such as inhalers or EpiPens are administered in the Pre-School and ASEP program. If the student will be attending ASEP programs and require emergency medications, the ASEP program is required to house its own supply of emergency medications separate from the School and the School Nurse.

Authorized members of the School staff may dispense medication provided that:

- The School has authorization from the parent on file
- The medication is in the original container with the prescription label affixed stating: patient's name, name of prescription, dosage, and time(s) to be administered

Insurance

The School does not carry accident and health insurance on students. All students should take the necessary precautions to protect their personal property since the School's insurance does not cover personal losses.

Sports Physicals

Each year, all students in Grades 7 - 12 are required to have full physicals before participating in the athletic program. Students with injuries should have a physical before participating in an upcoming season. All Residential Life students must have a full physical each year. During the summer, the Athletic Department sends a letter to students in Grades 7 - 12 informing them of their sports physical requirements for the upcoming school year.

Concussion Policy

St. Anne's-Belfield School has adopted an official Concussion Policy. Please see the **Athletics & Physical Activity section** for more information.

Lice Policy

Head lice are a common community problem. An estimated 6 - 12 million lice infestations occur each year in the United States, most commonly among children ages three to 11 years old. Live lice feed on human blood and live close to the human scalp. They are not dangerous and do not transmit disease, but they do spread easily and can be a nuisance.

Head lice often infest people with good hygiene and grooming habits. Children attending preschool or elementary school, and those who live with them, are most commonly affected.

Head lice are wingless insects that cannot jump or fly. They move by crawling, and are most often spread by direct head-to-head contact. It is also possible, but uncommon, to spread head lice by contact with clothing (such as hats, scarves, coats) or other personal items (such as combs, brushes, towels).

Based on the guidelines of the Center for Disease Control (CDC), American Academy of Pediatrics (AAP), and the National Association of School Nurses (NASN), students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. The AAP and NASN advocate that "no-nit" policies should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as casings
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people
- The burden of unnecessary absenteeism to the students, families, and communities far outweighs the risks associated with head lice
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel

Based on the guidelines of the CDC, AAP, and NASN, St. Anne's-Belfield School will adhere to the following procedures when managing head lice in the School:

- The School will not conduct routine screenings.
- If a student is suspected of having head lice, the parent (or designee) will be informed by email or telephone. The parent(s) are encouraged to follow the treatment plan for treating head lice by their pediatrician. Routine cleaning and vacuuming procedures will be followed in the classroom.
- The student will not be asked to miss school due to head lice.
- The division head (or designee) may determine if a general notification to parents of classmates is warranted.
- Faculty will remind students to avoid sharing hats, scarves, and hair accessories and to avoid head-to-head contact.

References

- Centers for Disease Control and Prevention (www.cdc.gov)
- American Academy of Pediatrics (www.aap.org)
- National Association of School Nurses (www.nasn.org)

FIELD TRIPS

The School supports field trips as a supplement to the regular academic program. Parents will be provided information in advance regarding the trip (transportation, supervision, activities, cost, etc.). In order for a student to participate in a field trip, parents must sign the special permission form provided by the School and return it to the School prior to the date of the trip. Field trips must be approved in advance by the appropriate division head. Pre-School students do not go on field trips.

EMERGENCY OR SNOW CLOSING POLICY

On days which present bad driving or emergency conditions, the head of School or their representative will determine whether or not to delay or close school. In order that a full day of classes not be lost, a delayed opening schedule will be used whenever possible. School closings or delayed openings will be announced over the local television stations, on the School's website, and via email or the parent alert system. Whether as a text message or a recorded phone call, parent alerts from school are indicated by the numbers 309-39 and followed by specific alert information. If there is no announcement, a regular schedule will be followed. If School is closed early or for the entire day, afternoon activities will be cancelled including After School Enrichment Program, SKOLA, rehearsals and athletic practices.

Parent alerts may be sent via text message, voicemail, or email during emergency situations. Weather delays and unexpected School closures will be communicated via text message to all parents via our ParentReach notification system (indicated by the number 309-39). Emails are not routinely sent for inclement weather notifications. In the event of a broader emergency situation, parents should expect to receive text messages and/or voicemails in the first instance, with potential follow-up information communicated via email. Parents do not need to sign up for ParentReach, as contact information will be added automatically at the start of each school year.

SEMESTER OR SCHOOL YEAR AWAY REQUESTS

St. Anne's-Belfield believes that academic opportunities beyond the School's campuses can be rich cultural and educational experiences for students. In order to ensure all qualifications are met by all parties, there are a number of details that students, families and the School must attend to far in advance of a student's time away. Communications about a student's interest in a semester, trimester, or year away should begin as soon as possible, and often at least by the January preceding the academic year of the proposed off-campus study experience to ensure that the student's time away meets all academic expectations. All students must be in residence and enrolled at St. Anne's-Belfield for their senior year in order to earn a diploma from the School.

SCHOOL STORE

The School Store is located in the Conway Convocation Center on the Belfield Campus. The store sells a variety of clothing, healthy snacks, and novelty items to meet the needs of students and faculty. During the school year, store hours are from 1:00 - 5:00 p.m. on Monday - Thursday and 1:00 - 3:30 p.m. on Fridays when classes are in session.

Changes to the schedule and other special announcements from the store such as sales, discount days, and new inventory, are announced in the Weekly Digests. In the summer, textbook buybacks are offered through the School Store with the dates and times announced in advance.

Textbooks are now available for students in Grades 5 - 12 through an account with **MBS Direct**, our online bookseller. Use of this provider is not mandatory; however, St. Anne's-Belfield has a secure account by which parents and students can select and purchase used and new books for their classes.

LEAVING CAMPUS

Students are not allowed to leave campus with a driver other than a parent or guardian unless they have written permission from the parent or guardian stating the conditions under which the student may leave.

VISITORS TO CAMPUS

For the safety of our students, our visitor policy includes parents, family members, alumni, and visitors from outside of the School community. Upon arrival, all visitors are requested to check in at the academic office of the division they are visiting to obtain a visitor's badge that should be worn while in building. Special events for an entire class and all School meetings are exceptions to this policy.

SECURITY

The School is dedicated to providing a secure and safe environment for students. With a full-time security staff comprised of retired law enforcement, all doors on both campuses are secure throughout the day and may only be opened with a security key fob provided to staff. Parents visiting the school during normal school hours will be asked to press the buzzer and be helped by one of our divisional administrative assistants. Upper School students also receive picture IDs to allow them to easily go between Upper School academic buildings throughout normal school hours. After school, all doors are locked. Students are not to be in academic buildings after hours unless participating in athletics, supervised by faculty or taking part in an approved School-sponsored activity.

REQUESTS FOR TRANSCRIPTS

No transcripts, written or verbal recommendations, or acknowledgment of a student's performance at St. Anne's-Belfield School may be sent to another school without final approval from the Business Office. In the event that a student needs transcript and records sent to another institution, please contact the registrar in your division who will be able to assist you in the process.

GUM CHEWING

Gum chewing is not permitted by any student during school hours.

PRE-SCHOOL

FREQUENTLY ASK QUESTIONS

May I visit my child's classroom?

The hours spent at school have an important impact on a child's development. Therefore, it is beneficial that parents are aware of their child's daily activities. We welcome parents to visit with us so that they can share more closely in their child's learning and growth. We also enjoy having members of the child's extended family visit. These visits should be arranged in advance. Parents will be asked to sign in through our visitor management system when they arrive and received a visitor badge.

Are children allowed to bring toys from home?

Students may bring books, artifacts, and other interesting items to school to share, but toys must remain at home. If a child stays for after school programs, a small stuffed animal may be brought from home.

How can parents be involved with the School?

Every year, the Parents' Association, Athletics Boosters, and Arts Boosters solicit volunteers to serve the School in many ways. In addition to the Parents' Association volunteer opportunities, we have other special ways parents can assist in their child's classroom. Parents can learn more and volunteer at www.stab.org/parents.

What must I do if my child's routine changes?

Any changes in a student's routine must be communicated in writing. With advanced notice, we can anticipate the changes and answer your child's questions. (Examples: doctor's appointment, different pick-up person, etc.) We ask that parents be particularly careful to alert us if a child is to be picked up by a person unfamiliar to the Pre-School staff. This information must be given to the director of Pre-School Programs. Identification is required if School personnel do not know the person who is picking up your child.

WHOM DO I CONTACT ABOUT...

Advisory/Social Emotional Education – Stacey Gearhart, Assistant Head of the Learning Village for Student Life (PS - 4), sgearhart@stab.org

After School Enrichment Program (ASEP) – Elizabeth Lane, Director of ASEP, elane@stab.org, (434) 981-1369 (after school hours cell phone)

Arts – Victoria Redfearn Cave, Learning Village Arts Department Chair, vredfearn@stab.org

Attendance – Ashley Buford, Pre-School Programs Educational Support Assistant, abuford@stab.org

Change of address, phone number, or email – update in the [Veracross parent portal](#)

Chapel – Kathy Carpenter, Director of Pre-School Programs, kcarpenter@stab.org

Classroom Concern or Question – Teacher

Social & Emotional Well-Being – Lily Gumz, Learning Village Counselor, lgumz@stab.org

General Curricular Questions – Beth Miller, Associate Head of School for Academics, bmiller@stab.org

General Questions – Ashley Buford, Pre-School Programs Educational Support Assistant, abuford@stab.org

Planned Absence – Ashley Buford, Pre-School Programs Educational Support Assistant, abuford@stab.org

Registrar – Ashley Morris, Registrar (PS - 4), amorris@stab.org

Schedule – Ashley Buford, Pre-School Programs Educational Support Assistant, abuford@stab.org

School Store – Kristy Croll, School Store Manager, kcroll@stab.org

Security – Pat Crowson, Director of Security, pcrowson@stab.org

Technology – Mark Adair, Co-Director of Technology, madair@stab.org
Stephen Gagnon, Co-Director of Technology, sgagnon@stab.org
Michele Mathieson, Learning Village Innovation Coordinator, mmathieson@stab.org

Faculty and staff emails and phone numbers can be found on Veracross in the directory and on the School website. Generally, faculty and staff emails will follow this formula: firstinitiallastname@stab.org. Example: Sally Stannes = sstannes@stab.org.

ACADEMICS

The program provides periods of independent play, student-directed group activities, teacher-directed group activities and individual and group instruction in visual arts, language arts, mathematics, music, physical education, science, and social studies.

Contacting Teachers

Each family will have a contact teacher. This teacher will be the special link between school and home and will be the person parents see for conferences. Arrival and dismissal times are usually unprofitable times to engage teachers in conversation. Rather, parents should set up a specific time to discuss issues or concerns with the contact teacher. We ask that parents do not request a particular teacher, as this restricts flexibility in meeting individual and group needs.

Assessment

Students in all Pre-School programs are evaluated individually three times a year. Formal parent-teacher conferences are scheduled to coincide with the end of two of the marking periods. At these times, all students in Pre-School programs do not attend classes so that teachers may schedule uninterrupted discussions with parents.

Progress Reports & Communications

For our youngest learners, it is vital that families and the School communicate regularly to meet the needs of students. The School encourages families to make arrangements for visits and to speak directly to their students' teacher often.

Academic Communication Calendar

August	Partnership Meetings
September	Curriculum Night
November/December	Partnership Meetings
December	Trimester 1 Observations Posted
March	Trimester 2 Observations Posted
June	Trimester 3 Observations Posted

Partnership Meetings

Partnership meetings are held periodically (please refer to the School calendar for specific dates) and are extremely important forums for teachers and parents to exchange information about student progress. Students may sometimes participate in these conferences when specifically agreed upon by the teacher and parent in order to maintain effective, direct communication among teacher, parent, and student. Additional conferences may be scheduled at the request of parents or teachers at any time during the school year.

Promotion & Retention

We recognize that rates of progress and development can vary greatly from child to child, and we attempt to provide for this variation in our classrooms. In some cases, however, after a careful review of a child's physical, social, emotional, and educational progress and development, further thought and conversation may need to be given regarding proper grade placement. During the Pre-School 4 year, families, contact teachers and the director of Pre-School programs will discuss the best placement decision for the following year, choosing between a Junior Kindergarten or Kindergarten. Conversations regarding placement typically take place in January or February, and the School may hold a family's contract in order to wait until the spring before making a final placement decision. It is our practice to consult with parents in making a decision that

will best serve the needs of the child, but the final decision is made by the School.

For behavioral lapses, we will have a similar notification process by which the accumulation of numerous phone calls home and significant transgressions rises to the level of official warning and probation. Probations automatically place a child's status at the School on hold for the next school year, and such probationary status involves withholding a contract until the student's performance is examined by the administration in the spring. In all instances of warnings and probations, meetings with families and school officials occur, and those gatherings are followed by a letter.

Supports Policy

Students in Pre-School who qualify for Occupational or Speech & Language therapy may receive these supports during the school day if needed. This is dependent on the student's School schedule, which may vary year-to-year. Any support must be provided during a time that does not interfere with any scheduled classes or content. Please contact the director of Pre-School Programs if you have any questions. Additional therapies are arranged at the family's expense.

ATTENDANCE, ARRIVAL, & DISMISSAL

Early Morning Drop Off

Pre-School & JK: 8:00 - 8:15 a.m.

Two-Year-Olds: May arrive at 8:15 a.m. if they have siblings at the School

Class Start

Two-Year-Olds 8:30 - 11:30 a.m.

Pre-School 8:15 a.m. - 12:00 p.m.

Junior Kindergarten 8:15 a.m. - 3:00 p.m.

Parents may park and walk their student to the door. The walkway area is for drop-off only. The side parking lot is reserved for parents of students in the Two's program, as they are required to walk inside to drop off/pick up their student.

For students under age eight, you must comply with the Virginia Child Passenger Law with regard to required child safety seats and boosters. Due to licensing regulations, we can not allow a student leave in a vehicle that does not have the proper child restraint installed.

If your child is not attending school on any given day due to illness or an emergency situation, please make sure to inform the school. Children who are not in their classroom by 9:00 a.m. are marked absent. The Pre-School Programs Educational Support Assistant will call you after this time. This practice is for your child's safety and is a requirement of the Virginia Department of Social Services.

Two-Year-Old's Program

The Two-Year-Old's class day begins at 8:30 a.m. Children who have siblings in the building may ask for permission to arrive early at 8:15 a.m. The two-year-old program dismissing at 11:30 a.m.

Pre-School Class

Homeroom classrooms open at 8:00 a.m., and classes begin at 8:15 a.m. Weather permitting, the first 15 minutes from 8:15 - 8:30 a.m. is an outdoor recess time. Pre-School dismissal is 12:00 p.m. for any student not participating in after-school programming.

Junior Kindergarten

Homeroom classes open at 8:00 a.m. and classes begin at 8:15 a.m. Junior Kindergarten dismissal is 3:00 p.m. for any student not participating in after-school programming.

School Delays or Cancellations

Morning care/supervision will not be offered in the event of a delayed opening. Please do not drop off your child until the delayed opening time (9:15 a.m. during one-hour delays and 10:15 a.m. for two-hour delays).

After-School Programs

After School Enrichment Programs - located in the Pre-School Building

- PS Lunch Bunch: 12:00 - 1:30 p.m.
- PS Extended Day: 1:30 - 3:00 p.m.
- PS & JK ASEP: 3:00 - 5:30 p.m.

ASEP will be operational the first day of school and each day thereafter on which regular classes meet, as well as the last day of school. For more information please see the **Pre-School After-School Programs section**.

RECESS

Teachers supervise each recess. At recess, children are generally permitted to play on the playgrounds, trike blacktop and other areas at times such as the large turf field. All children are to be in sight and sound of a teacher at all times. Students follow the following guidelines when playing outside including but not limited to the following rules of safety for all playground activities. A goal for recess is to exercise, practice cooperating, learn to watch out for others, take turns and sharing, include others and practice problem solving together.

Some of the safety rules are:

- No jumping off of higher elevations of trains, nor standing on top of train.
- Be safe with sand and shovels and pails in the sandbox.
- No climbing on the basketball hoop as there is no safe fall zone underneath the structure.
- Slides are to be used by students one at a time.
- Avoid walking in front of or behind swings.
- If a student has indicated that they are unable to use a particular piece of equipment or area safely or is not playing well with others, the student will be asked to choose a different area in which to play.

LUNCHES & SNACKS

Peanut & Nut-Related Allergies

We have children with allergies to peanuts and nut related products. These allergies can be potentially life threatening. Please DO NOT pack peanut and tree-nut products in the lunches and snacks you send to school with your child. Many items that contain peanuts might surprise you. Please check the labels to find out whether they contain peanuts or were processed in a facility that processes peanuts. For example, some pretzel manufacturers indicate no peanuts or tree nut residues while others indicate that they have been cooked in a plant that also processes nuts. We ask that, for the protection of our students, you always double-check ingredients. Students may not bring candy or soft drinks for lunch or snack.

- **Two-Year-Old & Pre-School Program:** The School furnishes a daily snack. We serve a variety of fruits, vegetables, grains, cheeses and breads.
- **Junior Kindergarten:** Each day the students will bring a morning snack from home. Children should bring nutritious foods (fruits, breads, vegetables, cheeses, etc.) to help encourage good eating habits.

Pre-School Lunch Bunch

Only Pre-School students enrolled in any After School Enrichment Programs (Lunch Bunch, Extended Day, or Full Day) eat lunch at school. Each student that stays for these programs must bring a lunch from home. Lunch Bunch is an enrichment program that allows enrolled children to eat lunch together while adding to their day with activities based on science, math, language arts, and musical themes. You must sign up for the class in advance and are asked to select the number of days you plan to attend each week. Lunch Bunch is held from 12:00 – 1:30 p.m. Please see the **Pre-School After-School Programs section** for more details on Extended Day and Full Day programs. Both of these programs include Lunch Bunch.

Lunch & Drink Guidelines for Lunch Bunch & Junior Kindergarten:

- For space and safety reasons, please use soft nylon lunch containers rather than hard lunch boxes.
- Please pack items that do not need heating or refrigeration. To keep food cold, please include an ice pack.
- Please send food in containers that students can open independently.
- NO glass containers. Please, send reusable containers when possible.
- Remember to pack spoons or forks as needed.
- Pack water, milk, or 100% fruit juice for your student's drink (No Kool-Aid or Gatorade-type drinks).

- Water bottles with pull-up tops are easy for the students to handle.
- Juice boxes are okay to use if your student can manage the straws independently.
- NO glass, cans or carbonated drinks.

Junior Kindergarten Lunch

Students bring lunches from home, and they eat in their classrooms. These lunches must follow the nut-free policies as noted in the Pre-School lunch guidelines as noted above.

STUDENT BEHAVIOR

The Pre-School philosophy generally follows the guidelines offered in Systematic Training for Effective Parenting (STEP).

- We strive to let the child know what is expected, and we state these expectations positively at the beginning of school and daily. “Sand is for digging, balls are for throwing.”
- We strive to offer encouragement to promote appropriate behavior. “It was thoughtful of you to share the toy with your friend.”
- We strive to give valid reasons for our expectations. “Walking is the safe way to go someplace inside. Running is for outside.”
- We strive to closely observe the children and guide them when a difficult situation arises, rather than waiting until disciplinary action is required. “How can I help?”
- We strive to remind the child of our expectations and present “face-saving” choices. “You may clean up now or after you finish your snack.”
- Our method of management generally involves the use of natural and logical consequences. Natural consequences are those which permit children to learn from the natural order of the physical world; for example, not eating is followed by hunger. Logical consequences are those which permit children to learn from the reality of the social order; for example, children who do not clean up on time may be late going outside to play.
- We strive to be consistent but flexible! We listen to and respect each child’s feelings. “I can tell you really need more time to finish your block-structure. How about finishing after lunch?”
- We strive to encourage children to be decision makers and problem solvers. Independence is supported and encouraged.
- Most importantly, we systematically express faith in the children so that they can come to believe in themselves. “That was a difficult job, and you gave it your best effort.”

This philosophy guides us in creating a friendly, cooperative, and caring school community where each child can do his or her best work.

A great deal of our time in Pre-School is spent on a social curriculum helping students use their words and be safe with their friends; however, repeated discourteous and/or inappropriate behavior or conduct will be addressed by the head of the Learning Village and/or the assistant head of the Learning Village for student life, as shall any behavior which, in the opinion of the School, endangers the safety of any child. In all grades, a serious disciplinary offense or frequent warnings may result in out-of-school suspension, disciplinary probation or suspension. A student who continues to violate school rules may be dismissed from the School.

DAILY LIFE

Birthdays

In order to avoid misunderstandings and hurt feelings, invitations to private parties must be sent through the mail and not distributed at school. Also, gifts must be exchanged outside of school. For the same reasons, children who are forming groups to attend a party or another event must arrange a meeting place other than the School premises.

If parents would like to furnish drinks, special napkins, and cups for their child’s birthday, they should bring them to the Pre-School ahead of the child’s birthday. The School will provide the snack. Student birthdays are recognized in Pre-School Chapel. In addition, in the mixed age group Pre-School 3 & 4 classes, the Birthday Fairy arrives; a much beloved School tradition.

Fire Alarms & School Emergencies

When the fire alarm sounds, students should leave their classrooms without talking and leave the building through the specified exits. Students should stay with their own classroom groups and teachers while leaving the building. Once in the designated safe area, teachers will take roll. Additionally, students learn and practice procedures to follow in the event of a tornado or intrusion. Crisis plans are available for inspection upon request.

Gift Giving

Gifts from individual families to teachers are in no way required or expected. Collection of cash for these gifts needs to be organized by parents and not rely on school facilities or personnel for the collection.

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

Homeroom & Grade Coordinators

Every year, the Parents' Association solicits volunteers to serve as homeroom and grade representatives. The Pre-School seeks volunteers from all three levels. Coordinators begin their tenure in August, and generally assist the class and the School in the following ways:

- Assist with and coordinate class activities and parties.
- Maintain a current volunteer list for their teacher's classroom in Pre-School - Grade 4.
- Report to and meet with the Grade Level Representative (GLR) as needed.
- Serve as homeroom coordinator no more than once in any three year period in each division.

Library - "Miss Dolly's Storybook Garden"

Miss Dolly's Storybook Garden was named in honor of Dolly Johnson, a beloved faculty member who retired in 2017 after 30 years with the School. Miss Dolly was renowned for her nurturing and loving connection with our youngest learners through her love of books and music. The library is a cozy spot befitting of her legacy, welcoming both parents, students and siblings while they are visiting the Pre-School building. Located at the front entrance of the Pre-School building, parents may enjoy the library with younger siblings while waiting for older children to dismiss when classes are not using the room. Books may be signed out on a weekly basis by parents for students younger than Junior Kindergarten. Junior Kindergarten students may check out a book once a week during their library time. No food or drink should be brought into the library.

Lost & Found

All property, including clothing and lunchboxes that is worn or brought to school should be clearly marked with the student's name. The School cannot accept responsibility for the personal belongings of the students. Items marked with a name will be taken to the child's homeroom. If not marked, these belongings will be placed on the Lost and Found box in the Pre-School office. Items which are left unclaimed will be donated to a local charity immediately following Winter Break and at the end of the school year. Students should not bring valuable items to school. Toys and items that are dear to a child may be lost and can be distracting at school.

Toilet Training

In the Two's Program, the students are supported while toilet training. Some come to school in the process of learning and the teachers and staff assist this process. No child is asked to use the toilet before they are ready and this training is done with the support of family and school. If the students are not toilet trained, the school follows the guidelines of diaper changing as outlined by the Virginia Department of Social Services. Parents provide diapers, pullups, and wipes as needed.

Students in the Pre-School classes and beyond are expected to be toilet trained. We do understand that our youngest children have occasional accidents, so we ask that extra clothing be supplied. A child in these grades should not wear pull-ups or diapers to school as these classrooms do not have diaper changing areas. If a child consistently has accidents and is not adequately toilet trained, a plan for ensuring this level of self care will be developed between the director of the Pre-School programs and the parents.

Dress Code

Pre-School students are not required to follow the School uniform dress code. However, clothes must be free of large graphics (such as animated characters, logos, etc.). In addition, no Croc-type or slip-on shoes may be worn, and all shoes must be close-toed. In addition, clothes should be easily managed by those students who are just learning self-help skills. Elastic waist bottoms and velcro shoes are ideal for the youngest student.

GRADES K - 4

FREQUENTLY ASKED QUESTIONS

Should I help my child with homework?

Homework assignments are opportunities for students to practice or apply what is learned in school. Therefore, children should be able to complete homework assignments by themselves. If they need help, however, give minimal assistance and contact the teacher. Please review detailed information on our homework policy in the “Homework” section.

May I choose my child's homeroom teacher?

Each year grade-level teachers and the head of the Learning Village meet in June to determine the groupings of the students for the following year. Because of the varied and numerous factors considered in this lengthy process, faculty and administration determine student placement. Please review detailed information in the “Homeroom Sectioning/Class Placement” section.

Does the Honor Code apply to students in Grades K - 4?

The Honor Code applies to all children as members of the St. Anne's-Belfield School community. In K - 4, honorable behavior is taught and nurtured. The systems designed in the Upper School to teach students about honor and to weigh infringements of honor do not apply. Should a question about a student's honesty arise, the head of the Learning Village, a student's teachers, and parents will work together to show the student that dishonorable behavior will not be countenanced in our School community.

Does the School provide after school care?

The School operates an After School Enrichment Program (ASEP) until 5:30 p.m. Monday - Friday for students in PS - Grade 8. Details and fees for this program are described in the After-School Enrichment Program section.

May I visit in my child's classroom?

Parents may visit their child's classroom. Please call your child's teacher to arrange a time. The teacher will inform the students that a visitor is coming so they are not surprised and classwork is not interrupted. Parents may not visit a classroom the day of a test or quiz. All visitors must check in through the visitor management system and obtain a visitor's badge before coming to the classroom.

WHOM DO I CONTACT ABOUT...

Advisory/Social Emotional Education – Stacey Gearhart, Assistant Head of the Learning Village for Student Life (PS - 4), sgearhart@stab.org

After School Enrichment Program (ASEP) – Elizabeth Lane, Director of ASEP, elane@stab.org, (434) 981-1369 (after school hours cell phone)

Arts – Victoria Redfearn Cave, Learning Village Arts Department Chair, vredfearncave@stab.org

Attendance – Divisional Academic Secretary, lvattendance@stab.org

Change of address, phone number, or email – update in the **Veracross parent portal**

Chapel – Shannon Montague, Head of the Learning Village, smontague@stab.org

Classroom Concern or Question – Homeroom Teacher

Social & Emotional Well-Being – Lily Gumz, Learning Village Counselor, lgumz@stab.org

General Curricular Questions – Beth Miller, Associate Head of School for Academics, bmiller@stab.org

General Questions – Ashley Morris, Grades K - 4 Academic Secretary & Registrar, amorris@stab.org

Grade Level Curricular Topics & Class Trips – Learning Village Grade Team Leaders: Jamie Babcock (K), Jenny Kirkland (1), Milissa Cafarella (2), Mark Raffinan (3), Jen Miller (4)

Learning Challenges, Testing, & Accommodations – Sydney Wicks, Learning Village Academic Support & Learning Specialist, swicks@stab.org

Planned Absence – Ashley Morris, Grades K - 4 Academic Secretary & Registrar, amorris@stab.org

Registrar – Ashley Morris, Grades K - 4 Academic Secretary & Registrar, amorris@stab.org

Schedule – Ashley Morris, Grades K - 4 Academic Secretary & Registrar, amorris@stab.org

School Store – Kristy Croll, School Store Manager, kcroll@stab.org

Security – Pat Crowson, Director of Security, pcrowson@stab.org

Technology – Mark Adair, Co-Director of Technology, madair@stab.org
Stephen Gagnon, Co-Director of Technology, sgagnon@stab.org
Michele Mathieson, Learning Village Innovation Coordinator, mmathieson@stab.org

Faculty and staff emails and phone numbers can be found on Veracross in the directory and on the School website. Generally, faculty and staff emails will follow this formula: firstinitiallastname@stab.org. Example: Sally Stannes = sstannes@stab.org.

ACADEMICS

The following is an overview of the academic program of. For detailed information on each course, see the **Curriculum Guide**.

- Social Curriculum
- Reading and Language Arts
- Writing Workshop
- Mathematics
- Social Studies
- Science
- Spanish
- Library/Media
- Computer Science
- FAB Lab
- Visual Arts
- Performing Arts
- Physical Education

FAB Lab

An outgrowth of Fab Fridays in the 2014, FAB Lab is now a regular feature in the division's schedule. FAB Lab is our own version of Google's "20% Time," adapted to be developmentally appropriate for young children brimming with natural curiosity and plenty of questions.

During weekly FAB Lab mornings, teachers supplement curricular academics with the habits and skills of student-initiated learning. Children develop perseverance as they generate questions, solve problems, collaborate with peers, and delve into their natural curiosities and intellectual pursuits.

"Wonder Investigations" begin in Kindergarten, where classes work together to focus their curiosity and find answers to questions on everything from slugs to clouds. At each grade level students review and learn more about the research process, including information literacy and digital literacy skills. As they progress, students transition from class investigations to group work and self-directed, independent research.

Regardless of the research topics chosen, all Grades K - 6 students practice and master a variety of learning skills while

working on their FAB Lab projects. Planning, writing, researching, reflecting and revising, and presenting findings are all inherent in the project cycles, as are opportunities for collaboration, and giving, receiving, and utilizing peer feedback. Students are encouraged to consider how their acquired knowledge and skills can impact their communities, even at their relatively young ages.

An integral part of FAB Lab research is for students to share their findings and projects with others. This occurs both with on-campus audiences through presentations and performances, and also with the broader world via blogs, movies, and more. Considering the world around them, and how they can investigate and solve problems within it, is an overarching theme of students' FAB Lab investigations.

Homeroom Sectioning/Class Placement

Homeroom placement is heterogeneous at all grade levels. In arranging class placement each year, teachers and administrators create class lists with careful consideration given to students' academic and behavioral strengths. Factors in homeroom placement include maintaining a balance between boys and girls, and between new and returning students. It is School policy that the faculty and administration will make all class placement decisions and that we will not be able to accept parents' requests for class placement. All class placement decisions will be made with interest, care, and concern.

Homework

Our philosophy is that homework reinforces classwork and enhances learning. The main purpose of homework is to reinforce and review what has been taught, not to introduce new material. Students should attempt to complete homework by themselves, if possible. Whenever possible, parents should be available and supportive at homework time, yet should allow children to assume the responsibility for homework. Showing an interest in what your child is learning and listening to his or her explanations offer a positive and supportive model. Specifically, we encourage the following from parents:

- Establish a regular homework time and space
- Keep a large visible calendar in the study area that you and your students fill in together so that due dates and upcoming school events can be marked and anticipated
- Help to review for a test or quiz, e.g., call out math facts or spelling words. If a child experiences difficulty with homework, remind the child of concepts involved in the assignment
- Help locate materials and resources as needed for projects, but let each project reflect the child's work and creativity.
- Establish a place for those items which go to school (table by the front door, etc.) so that nothing is forgotten in the morning rush
- Contact the teacher if there appears to be a problem with homework

Listed below is the maximum amount of time by grade level that students should spend on homework each day. Parents should contact their student's homeroom teacher if homework is taking significantly longer than the times listed below. Time will vary depending on each child's concentration and work habits. Major tests and projects may require more preparation time.

Below are the anticipated minutes of homework per night in Grades 1 - 4. All students in Grades 1 - 4 are expected to read each evening. Additionally students in Grades 1 - 4 will practice math facts using the adaptive and individualized program, Reflex math. Students in Grade 4 will also be assigned math workbook pages Monday through Thursday. The following is the amount of time expected for math homework each evening.

- Grade 1: 10-15 minutes
- Grade 2: 10-15 minutes
- Grade 3: 10-15 minutes
- Grade 4: 30-35 minutes

Report Cards & Communication

Regular communication is essential to a healthy partnership between the School and home. Throughout the year, telephone calls are made and reports are posted for parents on Veracross Information System with an email notification sent at the time of posting. Formal parent partnership meetings are scheduled during the school year for families. On conference days, students do not attend classes so that teachers may schedule uninterrupted discussions with parents. In Grades K - 4, we use a non-graded system which assesses progress in academic and social skills.

Academic Communication Calendar

August	Homeroom Partnership Meetings
September	Curriculum Night; Homeroom Calls
October	Reading and Language Arts (RLA) Calls
November/December	Homeroom Partnership Meetings; Trimester 1 Comments Posted; Math Specialist Calls complete
February	Grades K - 4 RLA Partnership Meetings
March	Trimester 2 Comments Posted; Grades K - 4 Partnership Meetings
June	Trimester 3 Comments Posted

Partnership Meetings

Partnership meetings are held periodically (please refer to the School calendar for specific dates) and are extremely important forums for teachers and parents to exchange information about student progress. On conference days, students do not attend classes so that teachers may schedule uninterrupted discussions with parents, although on rare occasions students may sometimes participate in these conferences when specifically agreed upon by the teacher and parent. Additional conferences may be scheduled at the request of parents or teachers at any time during the school year.

Promotion Standards

We recognize that rates of progress and development can vary greatly from child to child, and we attempt to provide for this variation in our classrooms. In some cases, however, after a careful review of a child's physical, social, emotional, and educational progress and development, further thought and conversation may need to be given regarding proper grade placement. For our older students, consideration may be given to the potential value of spending a second year in the same grade. Conversations regarding placement typically take place in January or February, and the School may hold a family's contract in order to wait until the spring before making a final placement decision. It is our practice to consult with parents in making a decision that will best serve the needs of the child, but the final decision is made by the School.

For behavioral lapses, we will have a similar notification process by which the accumulation of numerous phone calls home and significant transgressions rises to the level of official warning and probation. Probations automatically place a child's status at the School on hold for the next school year, and such probationary status involves withholding a contract until the student's performance is examined by the administration in the spring. In all instances of warnings and probations, meetings with families and school officials occur, and those gatherings are followed by a letter.

Tutoring & Other Support

When students experience academic difficulty in Grades K - 4, it is our belief that parents and teachers can usually work together to alleviate the problem within the regular classroom and at home. If this is not successful, tutoring and/or referral to professionals within or outside the School might be recommended by the Learning Village academic and learning support specialist in partnership with the homeroom teacher. In Grades K - 4, tutoring is scheduled after school. Tutoring is arranged at the family's expense.

Students in K - 4 who qualify for Occupational or Speech & Language therapy may receive these supports during the school day if needed. This is dependent on the student's School schedule, which may vary year-to-year. Any support must be provided during a time that does not interfere with any scheduled classes or content time. Please contact the Learning Village academic and learning support specialist if you have any questions. Like tutoring, additional therapies are arranged the family's expense.

Standardized Testing

Kindergartners complete the Measure of Academic Progress (MAP) in January and May. Students in Grades 1 - 4 complete the MAP in September, January, and May. Together with classroom performance, teachers use this information to consider growth in reading and math over time. Please reach out to the Learning Village academic and learning support specialist if you have any questions regarding your student and standardized testing.

ATTENDANCE, ABSENCES, & TARDINESS

Homeroom classrooms open at 7:55 a.m., and classes begin promptly at 8:00 a.m. School hours are from 8:00 a.m. to 3:15 p.m., Monday - Friday. Children who are not in their classrooms at 8:00 a.m. are marked absent. The Grades K - 4 academic secretary will call you after 9:00 a.m. This practice is for your child's safety. Attendance that is not reported will be marked as

unexcused until the main office and the family connect.

Students are expected to be in school except for illness or serious emergency. Frequent or sustained absence may seriously hamper academic progress. For that reason, it is very important for parents and students to make every effort to be diligent about school attendance.

If your child is not attending school on any given day due to illness or an emergency situation, or is going to be late for any reason, please make sure to inform the Grades K - 4 academic secretary. Excused absences are those which arise from sickness, trauma, or crisis. You can either call the main office or email lvattendance@stab.org.

If a child will be late, please also call or email as soon as possible. If a child is late due to a medical appointment, please make sure to get a note from their doctor to present to the office when signing in for that lateness to be excused. Students should not be taken out of school for routine appointments; rather, parents should attempt to schedule appointments for days when school is closed or after school hours.

If a student must leave school before the regular dismissal time, parents should send a note to the homeroom teacher and the main office before 9:00 a.m. explaining the reason. Included in the note should be the exact time the student is to be picked up, who will pick up the child, and the estimated time the student is expected to return. Students, accompanied by a parent, must sign out and sign in at the Learning Village K - 4 Office whenever they leave school and return before the regular dismissal time, or parents may sign them out in the office. Children may not wait outside unattended to be picked up.

Absences for reasons other than illness or family emergency are strongly discouraged and are considered unexcused. If a student earns more than three unexcused absences or five unexcused tardies in a trimester, the family might be asked to meet with the head of the Learning Village for a conversation of how the School and the family can better partner.

An "anticipated absence" form is required for any pre-planned absence other than illness or a family emergency. These forms can be obtained in the Learning Village K - 4 Office, and must be approved by the head of the Learning Village at least 48 hours prior to the planned absence. If such an absence is expected, parents should also talk with the child's homeroom and reading/language arts teachers.

When students are absent, parents should call the office before 9:00 a.m. to request homework assignments. The assignments may be sent home with another child or can be picked up in the Learning Village K - 4 Office at the end of the school day, or until 4:30 p.m.

DAILY SCHEDULES

Regular daily schedules may be obtained from homeroom teachers.

Arrival & Dismissal

Early Morning Care	7:30 - 7:55 a.m.
Homeroom Begins	8:00 a.m.
Dismissal	3:15 p.m.

Students should be dropped off for school each morning in their designated areas. Please refer to the traffic pattern map for these locations. Please do not let your student out on the road or in any other undesignated spot where safety could be an issue. Students who arrive between 7:30 - 7:55 a.m. (before the opening of classrooms) must report to morning care situated in the 1 & 2 Commons.

Morning Meetings begin at 8:00 a.m. each day. If children are not in their homeroom by that time, they are marked tardy. Students are dismissed at 3:15 p.m. each day. On those occasions when a late pickup in the afternoon is unavoidable, we ask parents to contact the School. All students still at the School at 3:35 p.m. will be taken to the After School Enrichment Program at that time. See the After-School Programs section.

For students under age eight, you must comply with the Virginia Child Passenger Law with regard to required child safety seats and boosters. Due to licensing regulations, we can not allow a student leave in a vehicle that does not have the proper

child restraint installed.

There is a fair amount of traffic at arrival and dismissal times, and we ask your cooperation in adhering to the procedures described below. Parents of students in PS - Grade 4 will use one of the four arrival/dismissal areas designated on the traffic pattern map of the Belfield Campus. Each child will be assigned to one dismissal area on a permanent basis and parents should use the same location every day. The teachers on duty will supervise and assist at dismissal. Children may not leave their designated dismissal area to meet their ride. Parents who wish to park their cars, rather than wait in the dismissal line, must pick up their child at their child's assigned dismissal area and accompany him/her back to the car. Students may not wait for parents by the gym or at any other unassigned area. Failure to adhere to this policy compromises our ability to ensure the safety of the children. Car cards are crucial when going through the dismissal process.

School Delays or Cancellations

Morning care/supervision will **not** be offered in the event of a delayed opening. Please do **not** drop off your child until the delayed opening time (8:55 a.m. during one-hour delays and 9:55 a.m. for two-hour delays). On Chapel Days, if there is a need for a late start, Chapel will not take place. In case of a school closing, the schedule for the following day will change and will be noted on the School website.

Recess

Teachers supervise each break or recess. At recess children are generally permitted to play on the playground, blacktops, and specified playing fields; all other areas are off limits. Students must obtain permission from a teacher on duty to return to any building before the bell has rung. Students should observe all safety rules communicated to them by their teachers, including but limited to the following rules of safety for all playground activities:

- Only one person may swing on a swing at a time, and no one may jump out of a moving swing. Students must remain in a seated position on the swings. No other play is permitted in the swing area.
- Students must use lacrosse sticks in a safe manner, and play lacrosse on specified playing fields using tennis balls only. Checking is not allowed.
- Rough play is not permitted.
- Students should never retrieve balls from the road or school roof; instead, they should ask a teacher for assistance.
- All injuries and/or problems should be reported immediately to one of the teachers on duty.

After-School Enrichment Programs

Learning Village After School Enrichment Program -located next to the Tarring Gym
Grades K - 4: 3:15 - 5:30 p.m.

ASEP will be operational the first day of school and each day thereafter on which regular classes meet, as well as the last day of school. For more information please see the **After School Enrichment Programs section**.

SNACK & LUNCH PROGRAM

While students may bring their own lunch from home, a Pre-Paid Plan is available as a great option to provide a freshly made, well-balanced meal throughout the school year. Our mission is to create healthy, nutritious, and great tasting food. We actively support our local farmers, sustainable practices, and local economy. Most importantly, we seek to establish the foundation for a life of healthy food choices to the benefit of our students and the community in which we live.

Additionally, once a cycle, students enjoy Community Lunch. Students share the responsibility of cleaning the dining areas by picking up trash and washing the tables. Lunches for community lunch also may be brought from home or students may purchase a School lunch.

Students purchasing a school meal on a daily basis and not through the full year plan, will sign up each morning with their homeroom teacher. A pre-funded meal account is required in order to purchase lunches a-la-carte. If you have special dietary needs, you are encouraged to speak to our director of dining services so that we may work with you and your child to provide a safe dining experience.

Students who choose to pack a lunch should strive for a balanced meal and families are asked to avoid sugary treats or dessert-like foods, as our Dining Hall only provides dessert options on community lunch days. Students may never bring

candy or soft drinks for lunch or snack. Please make sure your student's lunch box and accessories are clearly labeled.

The School has students with allergies to peanuts and nut-related products. These allergies can be potentially life threatening. Please **DO NOT** pack peanut and tree-nut products in the lunches and snacks you send to school with your child. Many items that contain peanuts might surprise you. Please check the labels to find out whether they contain peanuts or were processed in a facility that processes peanuts. For example, some pretzel manufacturers indicate no peanuts or tree nut residues while others indicate that they have been cooked in a plant that also processes nuts. We ask that, for the protection of our students, you always double-check ingredients.

Each student in Grades K - 4 may take one of the following three lunch program options:

- A student may bring his entire lunch to school including milk, juice, or water
- A student may bring his lunch to school and purchase milk or juice
- A student may purchase a school lunch which includes milk, juice, or water. School lunches may be purchased a-la-carte or through a pre-paid Meal Plan.

Snack

There is a designated snack time for students each day. Parents should make sure to provide their children should bring a healthy morning snack. All snacks should follow the nut-free guidelines noted previously. We encourage students to use a reusable water bottle, containing water, milk or juice, for their drink and students do not have access to refrigeration, so please include an ice pack. Students also do not have a way to heat food for their snack. We encourage families to provide students with healthy options for snacks, including fruit, veggies, cheese and grains. Please avoid sending in sugary snacks or desserts. No food is to be eaten in the academic building without teacher permission and supervision

Funding School Meal Accounts

Cafeteria accounts must have money in them to be activated. You can pre-fund your child(ren)'s account before the first day of school or any time throughout the year in the following two ways:

1. Credit card payment online: myschoolbucks.com
2. Check payment made out to St. Anne's-Belfield Dining Services and given to the business office, division office, or handed to the lunch line attendant (Learning Village Grades 5 - 8 only). If you chose to send in checks, a [myschoolbucks](http://myschoolbucks.com) account is not needed.

Please note that accounts must have a positive balance to be used by your child(ren). Notices of low balances or negative balances will be sent to the email address provided in Veracross. [Myschoolbucks](http://myschoolbucks.com) accounts (myschoolbucks.com) can be monitored online to review funding and balances.

STUDENT BEHAVIOR

The faculty and administration strive to develop and maintain a system of positive discipline that is fair, consistent, kind, and firm. All teachers are trained in Responsive Classroom and strive to implement its process. It is our belief that limits and guidelines free children to develop intellectually and socially. We strive to provide an environment where students and faculty can attend to their schedules without unnecessary interference. This Handbook cannot list every rule or answer every question with regard to expectations, but the principles listed below should serve as a daily guide:

- Students are expected to abide by school rules, regulations, and policies.
- Students are expected to be honest at all times.
- Students are expected to treat all adults and peers with respect, dignity, and courtesy.
- Students are expected to respect the rights and property of others.
- Students are expected to accept responsibility for their own actions.

Repeated discourteous and/or inappropriate behavior or conduct will be addressed by the head of the Learning Village, as shall any behavior which, in the opinion of the School, endangers the safety of any child. In all grades, a serious disciplinary offense or frequent warnings may result in out-of-school suspension, disciplinary probation, or suspension. A student who continues to violate school rules may be dismissed from the School.

UNIFORM DRESS CODE

Lands' End has established a custom website for St. Anne's-Belfield School that provides an interface to browse and purchase clothing items that have been approved by the School. It will be available all year, so families may purchase items as children grow and seasons change. Below are the requirements for the uniform dress code:

- All students are required to wear clothing that appears on this website, and they may do so in any combination that they choose. Please make sure to clearly label all items!
- You may elect to have Lands' End print the School's seal on many of the items that you purchase, but doing so is not a requirement.
- Students are not required to have any particular items, and are not required to have all of these items.
- The first Thursday of each month "Blue Denim Day." Students may wear a blue denim jeans only (not shorts nor colored denim) that is in good condition without holes or tears.
- All girls' legwear must be School colors only: maroon, white, black, or gray. In addition, boys' socks must also be one of the School colors.
- In addition to regular winter jackets, students may wear School gear (sweatshirts, team jackets, etc.) as outerwear during the cold weather.

Chapel Dress on days when Chapels are scheduled:

- Grades K - 3 students wear normal uniform dress to Chapel.
- Grade 4 students are required to dress according to the following rules for Chapel:
 - Uniform dress code pants, skirt, jumper or shorts with a tucked in blue or white button-down shirt. Boys should also wear and a tie of their choice. No polo shirts are permitted.

Requirements for footwear:

- Students may wear sneakers or shoes as long as:
 - All shoes should be closed toe and have a back
 - No shoes with wheels may be worn
 - No flip-flops or other "pool" or "beach" shoes—shoes made of plastic or that have rubber straps—should be worn

DAILY LIFE

Birthday Parties & Class Parties

Students' birthdays are recognized each week in Chapel. Policies regarding birthday and class parties are as follows:

- Private Parties: In order to avoid misunderstandings and hurt feelings, invitations to private parties must be sent through the mail and not distributed at school. Also, gifts must be exchanged outside of school; this includes cards and presents. For the same reasons, children who are forming groups to attend a party or another event must arrange a meeting place other than the School's premises. Picking up a group of children at school, during the day or at dismissal, to take to a party results in hurt feelings and embarrassment unless all of the children in the class have been invited.
- School Birthday Parties: Students may celebrate their birthdays in school by bringing in a simple snack on or near that day. Parents should ask the child's homeroom teacher if they wish to do this. Please remember the peanut and nut-related allergies policy. We also discourage food items with food coloring due to allergies.
- Valentine's Day Party: If children wish to give Valentine cards, they must bring cards for all of the students in their homeroom.
- Class Parties: Small, informal class parties may be held with the homeroom teacher's permission and under the class parents' supervision at special times (Halloween, Christmas, etc.) during the year. Surprise parties for faculty are not to be held during the school day.

Cell Phones & Electronic Devices

Students are not allowed to carry cell phones with them during the school day. If a student has a cell phone it should remain OFF and stored in their backpack until the end of the day. Currently, wearable electronic devices, such as FitBits and Apple watches are allowed, as long as their communication and internet connectivity remain disabled during the day. We do not encourage the use of these for this age group as they work to learn to tell time. No other electronics, music players, handheld games, etc. are allowed at school. Students in Grades K - 2 may not bring an electronic device, iPad or Kindle for reading. Families of students in Grades 3 & 4 may consult with the Learning Village Academic Support and Learning Specialist if they

feel such an accommodation would be helpful. Students may also not bring electronic devices on field trips.

Community Service

The St. Anne's-Belfield Community Service Program is designed to educate students about their responsibility as members of a community, to empower the students to make a difference, and to introduce students to the possibilities for gratuitous service. Community service efforts are typically coordinated through homeroom teachers, grade levels and occasionally FAB Lab groups.

Fire Alarms & School Emergencies

When the fire alarm sounds, students should leave their classrooms without talking and leave the building through the specified exits. Students should stay with their own classroom groups and teachers while leaving the building. Once in the designated safe area, teachers will take roll. Additionally, students learn and practice procedures to follow in the event of a tornado or intrusion. Crisis plans are available for inspection upon request.

Gift Giving

Gifts from individual families to teachers are in no way required or expected. Collection of cash for these gifts needs to be organized by parents and not rely on school facilities or personnel for the collection.

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

Homeroom Coordinators

Every year, the Parents' Association solicits volunteers to serve as Homeroom Coordinators for each homeroom. This list is compiled so the Coordinators (two per homeroom) can begin their tenure in August. In general, these parents assist the class and the School in the following duties:

- Assist with and coordinate class activities, field trips, and parties.
- Maintain a current volunteer list for their teacher's classroom.
- Report to and meet with the Grade Level Representative (GLR) as needed.
- Serve as Homeroom Coordinator no more than once in any three year period in each division.

Lost & Found

All property, including clothing and lunchboxes that is worn or brought to school should be clearly marked with the student's name. The School cannot accept responsibility for the personal belongings of the students. Items marked with a name will be taken to the child's homeroom. If not marked, these belongings will be placed on the Lost and Found rack in the East Wing office. Items which are left unclaimed will be donated to a local charity immediately following Winter Break and at the end of the school year. Students should not bring large amounts of money or valuable items to school. Toys or personal electronic devices should not be brought to school without the teacher's permission.

Legner Learning Village Library

The Legner Learning Village Library was named for Etta Legner, who served as the head of Pre-School and Kindergarten from 1980 to 2007. Ms. Etta was a well known leader in child development and was beloved by all of the many families and children that benefited from her wisdom and guidance. Ms. Etta started the Pre-School in a cottage located on the Learning Village campus.

Students in Grades K - 4 visit the library regularly as part of their media classes. This provides an opportunity for students to work with our school librarian, read independently and check out books. No food or drink should be brought into the library under any circumstances. Students should read and work while respecting the right of others to do the same. The library may be used for group projects under the direct supervision of a faculty member. The circulation policy operates on the honor system: students check out books on their own and may borrow them for a two-week period. At the end of the two-week period, books must be either returned or renewed. Certain reference books and magazines may be checked out for overnight use. Students are responsible for the care of the books they check out, and for returning them promptly. Families will be charged for all books which students lose or fail to return to the library.

School Supplies

Families will be provided with a supply list in the Back to School packets during the summer.

Student Organizations

A variety of activities are available for students who want to pursue interests or passions. Offerings will be communicated to parents and students as they become available throughout the year.

Students participating in after school activities must be picked up by their parents after the meeting or practice in accordance with the procedure for dismissal specified by the advisor of the organization. Students may not go outside unattended by an adult to wait to be picked up.

GRADES 5 - 8

WHOM DO I CONTACT ABOUT...

Advisory/Social Emotional Education – Hunter Price, Assistant Head of the Learning Village for Student Life (5 - 8),
hprice@stab.org

After School Enrichment Program (ASEP) – Elizabeth Lane, Director of ASEP, elane@stab.org,
(434) 981-1369 (after school hours cell phone)

Arts – Victoria Redfearn Cave, Learning Village Arts Department Chair, vredfearncave@stab.org

Athletics – Dewayne Robinson, Director of Athletics, [drobinson@stab.org](mailto:drobenson@stab.org)
Mary Blake, Associate Director of Athletics, mblake@stab.org

Attendance – Divisional Academic Secretary, lvattendance@stab.org

Change of address, phone number, or email – update in the **Veracross parent portal**

Chapel – Doug Dodd, Chapel Coordinator (5- 8), ddodd@stab.org

Classroom Concern or Question – Advisor or Subject Teacher

Social & Emotional Well-Being – Lily Gumz, Learning Village Counselor, lgumz@stab.org

General Curricular Questions – Beth Miller, Associate Head of School for Academics, bmiller@stab.org

General Questions – Kelli Cangiano, Grades 5 - 8 Academic Secretary & Registrar, kcangiano@stab.org

Grade Level Curricular Topics & Class Trips – Learning Village Grade Team Leaders: Caitlin Thomson (5), Mark Gearhart (6),
Pam Grosch (7), Terry Lippmann (8)

Learning Challenges, Testing, & Accommodations – Sydney Wicks, Learning Village Academic Support & Learning
Specialist, swicks@stab.org

Planned Absence – Kelli Cangiano, Grades 5 - 8 Academic Secretary & Registrar, kcangiano@stab.org

Registrar – Kelli Cangiano, Grades 5 - 8 Academic Secretary & Registrar, kcangiano@stab.org

Schedule – Kelli Cangiano, Grades 5 - 8 Academic Secretary & Registrar, kcangiano@stab.org

School Store – Kristy Croll, School Store Manager, kcroll@stab.org

Security – Pat Crowson, Director of Security, pcrowson@stab.org

Technology – Mark Adair, Co-Director of Technology, madair@stab.org
Stephen Gagnon, Co-Director of Technology, sgagnon@stab.org
Michele Mathieson, Learning Village Innovation Coordinator, mmathieson@stab.org

Faculty and staff emails and phone numbers can be found on Veracross in the directory and on the School website. Generally, faculty and staff emails will follow this formula: firstinitiallastname@stab.org. Example: Sally Stannes = sstannes@stab.org.

HONOR CODE

The School is dedicated to the introduction and instruction of honorable behavior as defined by our Honor Code. At assemblies and smaller-group talks throughout the year in the Learning Village, the head of the Learning Village and the assistant head of the Learning Village for student life (5 - 8) address the students about the Honor Code and the importance of honor in our community.

When concerned that an honor violation has arisen, the student's advisor, teacher involved and assistant head of the Learning Village for student life (5 - 8) convene to explore the nature of the accusation and to interview the parties concerned. After careful investigation and deliberation, a judgment is made as to whether a violation has occurred. The final decision in all cases rests with the head of School and the head of the Learning Village.

Honor Violation Procedure

A student may be accused of an honor violation by another student, a faculty member, or a staff member. As a general matter, the accuser is encouraged to confront the student with his or her suspicion. In cases where the accuser does not feel he or she can speak directly to the student suspected of an honor violation, the accuser should take the matter directly to the assistant head of the Learning Village for student life (5 - 8), the head of the Learning Village, or his or her teachers. In consultation with the head of School, the administration, and the student's advisor, the head of the Learning Village will determine the appropriate response to a possible honor violation. The Upper School's Honor Council presidents may meet with a student to clarify what constitutes honorable behavior. A student's advisor, teacher, or the head of the Learning Village will attend such a meeting.

ACADEMICS

The following is an overview of the academic program of Grades 5 - 8. For detailed information on each course, see the **Curriculum Guide**.

These years represent an important transition in a student's growth. Increasingly, the students in these grades need opportunities to develop their independence and take more responsibility for themselves even as they continue to need the guidance and support of adults. The focus is on developing disciplined habits of mind and respectful honorable behavior. Our School seeks to teach and honor the following Core Values of St. Anne's-Belfield: Integrity, Curiosity, Diversity, Creativity, Agency, and Impact. Although during early adolescence, relationships among the teachers, the parents, and the students are changing, the partnership between the School and home remains vital to the success of each child.

In Grades 7 & 8, students may choose to continue with Spanish or French. They complete the equivalent of a high school level one course in their chosen world language over a two-year period. Any new eighth grade student who does not have the required world language experience will participate in a blended-learning class facilitated by a St. Anne's-Belfield School language instructor during the eighth grade language block during the day. These students study introductory Spanish through participation in the online learning platform, Middlebury Interactive. Eighth grade students who are English Language Learners may be placed in Language 8: English, which will focus on continued English language acquisition, American culture and academic skill development.

FAB Lab (Grades 5 & 6)

An outgrowth of Fab Fridays in the 2014, FAB Lab is now a regular feature in the division's schedule. FAB Lab is our own version of Google's "20% Time," adapted to be developmentally appropriate for young children brimming with natural curiosity and plenty of questions.

GRADE 5	GRADE 6	GRADE 7	GRADE 8
English/History 5	English 6	English 7	English 8
	World History	Humanities 7: English & History - “Our American Story”	Humanities 8: English & History - “Classical Foundations”
Introduction to Biology, Chemistry, & Physics	Biology, Chemistry, & Physics	Science 7: “The Big History of Earth”	Science 8: “The Big History of Life”
Math 5	Math 6	Math 7	Math 8
		Advanced Math 7	Advanced Math 8
Spanish 5	Spanish 6	Spanish 7	Spanish 8
French 5	French 6	French 7	French 8
		Latin 7	Latin 8
			Language 8
Physical Education/Health	Physical Education/Health	Team Sports Fitness	Team Sports Fitness
Life Skills	Life Skills	Life Skills	Life Skills
Strings Music & Movement Visual Arts Theatre Arts	Haydn Orchestra Choir Visual Arts Theatre Arts	Mozart Orchestra Sainted Voices Choir Studio Arts Theatre Arts	Mozart Orchestra Sainted Voices Choir Studio Arts Theatre Arts
FAB Lab	FAB Lab	Quests	Quests

During weekly FAB Lab mornings, teachers supplement curricular academics with the habits and skills of student-initiated learning. Children develop perseverance as they generate questions, solve problems, collaborate with peers, and delve into their natural curiosities and intellectual pursuits.

Students practice and master a variety of learning skills while working on their FAB Lab projects. Planning, writing, researching, reflecting and revising, and presenting findings are all inherent in the project cycles, as are opportunities for collaboration, and giving, receiving, and utilizing peer feedback. Students are encouraged to consider how their acquired knowledge and skills can impact their communities, even at their relatively young ages.

An integral part of FAB Lab research is for students to share their findings and projects with others. This occurs both with on-campus audiences through presentations and performances, and also with the broader world via blogs, movies, and more. Considering the world around them, and how they can investigate and solve problems within it, is an overarching theme of students' FAB Lab investigations.

Quests (Grades 7 & 8)

The Quest program is a component of the Learning Village curriculum in which course options are shaped around questions, with classroom teachers facilitating group explorations rather than leading a set syllabus.

Quests are student-driven in both choice and content. Students can choose a Quest that is project-based, problem-based, product-driven, skill-specific, service-oriented, or one that evolves with them. With new course options each trimester, students have the opportunity to explore multiple topics outside of the traditional curriculum, or follow one project through three courses with each building upon the last.

In the all-School curriculum, Quests provide a bridge in Grades 7 & 8 between the student-led Fab Lab in the Learning Village Grades K – 6, and the Upper School Intensives courses. All of these programs focus on topics outside of the typical curriculum.

Advisory

All students are assigned an advisor who is, in turn, assigned the responsibility for monitoring their academic and social well-being. The advisor serves as a first point of contact for parents and meets regularly with the advisee to cultivate a meaningful and supportive relationship. Advisories participate in community service projects, either initiating their own or contributing to School-wide or grade-wide projects.

Class Placement

In arranging class placement each year, teachers and administrators create class lists with careful consideration given to students' academic and behavioral strengths. Previous years' teachers make recommendations with regard to students who work well together as well as students who may work better when separated. We work to create class lists that are balanced in terms of gender, diversity, new/returning students, and academic and behavioral strengths. Many times the School schedule or course requirements dictate class placement.

It is School policy that the faculty and administration will make all class placement decisions and that we will not be able to accept parents' requests for class placement. All class placement decisions will be made with interest, care, and concern.

Homework

The discipline and responsibility of homework are important components of the Grades 5 - 8 program. Attending to the daily lesson, careful reading, clear writing, and useful note taking are all essential skills for the successful student. The purpose of homework is to reinforce learned material and to prepare students for the next day's class. Students are asked to write their nightly assignments, long-term projects and other reminders in their school-required planner. Assignments are also posted online in our Veracross portal.

Increasingly, the work assigned each night seeks to ask the student to consider, evaluate, explore, and ponder, as much as it presents a series of tasks to be mastered. Parents can help by providing the student with a well-equipped work space and by guiding their child to develop a consistent and efficient study schedule. With regard to drill exercises, such as learning math facts or vocabulary words, a parent can quiz the child and offer encouragement. If a child seems to be struggling with the material at home, urge him or her to meet with the teacher for extra assistance. Showing an interest in what a child is learning and listening to his or her explanations offer a positive model. Should your child have continuing difficulty with his or her work, either managing study time or understanding the material, parents are encouraged to contact the advisor or specific teacher to devise a homework plan.

Each student is provided with Study Hall within the rotating schedule. This allows for students to not only meet with teachers for questions and clarifications, but also for students who manage their time effectively to complete homework assignments.

Grade 5

Students in fifth grade are assigned nightly homework. Families should anticipate on average an hour a night, sometimes more, sometimes less. The expectation is that students will complete all assignments. If a student is not meeting homework expectations, the parents will be notified.

Grades 6 - 8

Families should anticipate on average an hour and a half a night, sometimes more, sometimes less.

These amounts vary depending on each student's concentration and work habits. Major tests and projects may require more preparation time. Weekend homework gradually increases, beginning in the fifth grade with regular weekend reading and occasional work on long-term projects. The discipline and routine of study time are vital habits to develop at this age level. Faculty are sensitive to the fact that major assignments of a long-term nature are common at the end of a term, but students must be aware of the need to plan ahead. Students are responsible for preparing homework assignments on time and for obtaining assignments promptly when they are absent from class. They should expect lateness to be penalized.

Academic obligations take precedence over other school activities. Participation in plays, athletic events, etc., does not relieve the student of responsibility for homework. He or she must obtain all assignments before leaving school and submit them when due. Students who repeatedly do not complete homework assignments may be asked to do their work during break, lunch, or be assigned to Friday morning homework study hall, which will be from 7:30 - 8:15 a.m. When students are absent, their homework will generally be accessible via their class pages. A parent may request that any paper handouts will be collected in the Learning Village 5 - 8 Office and may be picked up before 3:45 p.m. However, absence does not excuse a

student from being unprepared for class. The following guidelines should help students upon returning to school:

- Long-term assignments are due as previously scheduled.
- Tests and papers scheduled for the first day of absence are due the first day of return.
- It is the student's responsibility to connect with each of his/her teachers upon return to confirm missed work. Students may need to get class notes from classmates.
- Each student should be careful to follow the individual teacher's instructions concerning how much help in making up work he or she may get from his or her classmates.
- Students should not ask permission to make up work for one course during another class period.

Of course, in cases of illness, each of these provisions may be modified on an individual basis. In general, a student who misses school unavoidably will be given time to make up work equal to the time missed.

Report Cards, Progress Reports, & Communication

Regular communication is essential to a healthy partnership between the School and home. Throughout the year, telephone calls are made and written evaluative reports and grades are sent to parents. Parent conferences are scheduled two times during the school year for families. On conference days, students do not attend classes so that teachers may schedule uninterrupted discussions with parents. Students whose grades fall to the level of C- or below may be placed on a weekly report until their grades improve.

Academic Communication Calendar

August	Parent-Advisor Conferences
September	Advisor Calls to new families, Curriculum Night
October	Mid-Trimester 1 Progress Reports Posted as Needed
November/December	Parent-Teacher Conferences; Trimester 1 Grades & Comments Posted
January	Mid-Trimester 2 Progress Reports Posted as Needed
March	Trimester 2 Grades & Comments Posted; Parent-Advisor Conferences
April	Mid-Trimester 3 Progress Reports Posted as Needed
June	Trimester 3 Grades; Advisor Letter & Comments Posted

Parent-Advisor Communication & Conferences

Parent conferences are held periodically and are extremely important forums for teachers and parents to exchange information about student progress. On conference days, students do not attend classes so that teachers may schedule uninterrupted discussions with parents, although students may sometimes participate in these conferences when specifically agreed upon by the teacher and parent. Additional conferences may be scheduled at the request of parents or teachers at any time during the school year.

Grading

The School believes that numerical grades at the beginning of fifth grade generate undue academic pressure and tend to disregard the special needs of young adolescents. Therefore, numerical grades are not calculated until the third trimester of fifth grade.

The following grading rubric applies to students in Grades 5 - 12:

- "A" denotes excellence and mastery at a superior level. Hallmarks of this work are synthesis, originality, clarity, and depth.
- "B" denotes mastery of concepts and skills. Work at this level indicates strong understanding at a foundational level.
- "C" denotes adequate work. Work at this level shows some acquisition of basic skills and concepts, but not mastery. "C-" indicates a potential for difficulty at the next level in a sequential course.
- "D" denotes inadequate work
- "F" denotes failure to meet the minimal requirements of an assignment or a course.
- "Incomplete" denotes that work is missing in a course due to illness or absence. Unless a student is ill and incapable of doing so, all Incompletes must be made up within one week from the end of a grading period. If at that time work has not been completed, the missing work will be assigned a grade of "O" and will be averaged as such for the grading period.

Teachers may elect to assign numerical marks before calculating a letter grade. In all courses for Grades 5 - 12, the letter scale corresponds to the following numerical values:

A 93 - 100	B- 80 - 82	D+ 67 - 69
A- 90 - 92	C+ 77 - 79	D 63 - 66
B+ 87 - 89	C 73 - 76	D- 60 - 62
B 83 - 86	C- 70 - 72	F 0 - 59

Promotion Standards

In order to be assured of an invitation to return to St. Anne's-Belfield School and to be assured of promotion to the next grade level, a student must meet certain requirements. At the option of the School, a student who fails to meet either of the following criteria may not be permitted to proceed to the next grade or allowed to return to the School. The decision in each case will be made by the administration in consultation with the faculty. To progress to the next grade, a student must:

- Maintain a satisfactory achievement in course work
- Maintain a satisfactory citizenship record

Given a clear vision for academic and comportment expectations, we have consequences for breaching such standards.

- For below-standard academic performance, deficient Trimester One, Trimester Two Interim can bring a student's status to the level of official warning and probation. Typically, the appearance of two or more C- grades during a reporting period raises concern and can place a student on "warning." The appearance of a D+ (or below) and a C- or lower performance over the above reporting periods may bring a student to "probation," which generally places a student's status at the School on "hold" for the next school year, and such probationary status involves withholding a contract until the student's performance, including behavior, is examined by the administration in the spring. In all instances of warnings and probations, meetings with families and school administration occur and those gatherings are followed by a letter.
- For behavioral lapses, we will have a similar notification process by which the accumulation of numerous detentions and significant transgressions rises to the level of official warning and probation. Probations automatically place a child's status at the School on hold for the next school year, and such probationary status involves withholding a contract until the student's performance is examined by the administration in the spring. In all instances of warnings and probations, meetings with families and school administration occur, and those gatherings are followed by a letter.

Summer Work

Language and math skills are essential components of all disciplines. Students may need to do summer work for a variety of reasons, including reinforcement and remediation; therefore, summer work may be recommended or required by the faculty. If a student has a grade below C in English, French, Spanish, and/or mathematics, he or she may be required to complete summer work satisfactorily in order to proceed to the next level. If a course is retaken in summer school, or work is done through individual tutoring, the student may be asked to demonstrate competence on an assessment given by the School in August.

Tutoring

When students experience academic difficulty in Grades 5 - 8, it is our belief that parents and teachers can usually work together to alleviate the problem within the regular classroom and at home. If this is not successful, tutoring (individual or small group), referral to professionals within or outside the School, and/or remediation within the classroom might be recommended by the Learning Village Academic Support and Learning Specialist. Any tutorial work needs to be coordinated with the School so that the assistance can directly support the student in the academic setting. Tutoring is arranged at the family's expense. The schedule in Grades 5 - 8 provides specific times for students to work closely with teachers, during office hours and study hall and it is our belief that students should work directly and primarily with faculty. Therefore, students are not allowed to be tutored during office hours or study hall periods. Any outside tutor who comes to campus must register and complete a background check with the Business Office in advance of any tutoring sessions.

Standardized Testing

Students in grade five take the MAP in September, January, and May. Together with classroom performance, teachers use this information to consider growth in reading and math and over time. All children in Grades 6 - 8 are given ERB standardized tests each year. These tests give a profile of the child's intellectual growth and academic achievement over the years and complement a broader profile, which includes a child's trimester work and teacher feedback. Please reach out to the Learning Village academic and learning support specialist if you have any questions regarding your student and standardized testing.

ATTENDANCE, ABSENCES, & TARDINESS

Students are to be present and on time for all scheduled classes, activities, events, Chapel services, assemblies, or assigned appointments. Although illness and emergencies are often acceptable reasons for missing classes, any disruption to the daily school routines has the potential to hamper the learning process and negatively affect student achievement. Daily classwork is ongoing, and each day builds on the day before; therefore, any unnecessary absences are discouraged.

Children who are not in their advisory location at 8:20 a.m. are marked absent. The Grades 5 - 8 academic secretary will call you after 9:00 a.m. This practice is for your child's safety. Attendance that is not reported will be marked as unexcused until the main office and the family connect.

If your child is not attending school on any given day due to illness or an emergency situation, please make sure to inform the 5 - 8 Academic Secretary. You can either call the main office or email lvattendance@stab.org.

If a child will be late, please also call or email as soon as possible. If a child is late due to a medical appointment, please make sure to get a note from their doctor to present to the office when signing in for that lateness to be excused. Routine medical appointments should be scheduled to avoid the school day. A student who is late for the start of the day must report to the School office and sign in.

If a student earns more than three unexcused absences or five unexcused tardies in a trimester, the family might be asked to meet with the head of the Learning Village for a conversation of how the School and the family can better partner. Absences for reasons other than illness or family emergency are usually unexcused.

When a student must leave early from school, an official note, email or phone call from a parent stating the reason for the departure, departure time, and estimated time of return must be received by the Learning Village 5 - 8 Academic Office before 9:00 a.m. If you do not call ahead to arrange early release, please be aware there may be a delay in release while we locate your student. The student will then receive an Early Dismissal Pass from the Grades 5 - 8 academic secretary. A student with permission to leave school grounds must sign out at the School office and must sign in upon return.

All students are to remain on campus throughout the school day unless they are part of a school activity or are given permission to leave by a member of the administration. Cutting or skipping is considered a serious violation of the School's rules and will not be tolerated for any reason.

Unless special permission has been granted by the head of the Learning Village, a student must be in school all day in order to participate in athletic games and practices, play and concert rehearsals and performances, or any other extracurricular activities after school. Students may not attend after-school events if they do not attend school that day.

If a family anticipates an unavoidable absence extending for several days, the student must obtain an "Anticipated Absence Form" at least 48 hours in advance and follow this procedure:

- Fill in name, dates, and specific reasons for the absence.
- Parent must sign the anticipated absence form.
- Submit the form to the head of the Learning Village for signature and comment.
- Take the signed form to the teachers to inform them and gather any assignments that may be missed that must be completed.

If a student misses school for reasons other than illness or an emergency, the daily classwork that is missed will be neither graded nor recorded. Long-term papers or projects that are not completed or not turned in during a missed day will be required to be completed, but will generally be subject to a penalty of one full letter grade.

If a student in Grades 5 - 8 would like to attend a Pre-School or East Wing sibling's event during the school day:

- Parents must get permission from the teacher of the class that their child will be missing before allowing the student to attend.
- Students must sign in and out of the 5 - 8 academic office before attending the event.
- Parents must escort the student to the event.
- Students must sit with their parents during the event.

Performing Arts Performance Attendance Policy

Beginning in fifth grade, students involved in performing arts classes (choir, orchestra, theatre) may have required performances outside of normal school hours (8:00 a.m. - 3:30 p.m.). The School understands the importance of clarifying the responsibilities of the students and their families, as well as those of the teacher in regards to communication about these performances. Please see below the consequences of missing a required performance, and the procedure for handling conflicts created with School sports.

Responsibilities of the Student/Family

The student or the student's family is responsible for notifying the teacher via email at least four weeks in advance of any conflict. Failure to communicate in this manner about a conflict will automatically result in an unexcused absence. Illness and emergencies will always be treated as an excused absence.

These reasons would typically constitute an excused absence from a required performance:

- Illness
- Family emergency (death, illness, accident)
- Family wedding or graduation

The following are a list of some reasons that generally do not constitute an excused absence:

- Birthday party
- Family trip
- Non-School sports game, practice, or try-out
- College visit

**Most performances are already set at the beginning of the school year and will be communicated at that time.*

Consequence for Missing a Required Performance

Any student with an unexcused absence from a required performance will have his or her semester grade deducted one full grade level. For example: An A- would become a B-.

Conflicts with School Sports

While the School does its best to avoid any conflicts between sports and required performances, the occasional conflict does arise. The following are the guidelines the school will use to resolve the conflict:

- Sports practice – Performance takes precedence.
- Regular season game – In general, performance takes precedence. In the event of a regular season game that has a direct impact on whether a team will make the playoffs or not, that game should be treated as a playoff game.
- Varsity playoff game – Coaches and teacher, with appropriate division head(s) as mediator, will decide which the student should attend. The role of the student in both the team and the ensemble will be considered.

The appropriate division head, in consultation with the Performing Arts department chair, director of athletics, faculty member, and coach will make the final call in any unusual or exceptional circumstances.

DAILY SCHEDULES

The daily schedules for Grades 5 - 8 can be found within the Parents' and Students' portals on Veracross.

Early Morning Supervision	7:30 a.m.-8:15 a.m.
Office Hours	8:10 a.m.-8:20 a.m.
Advisory	8:20 a.m.
Dismissal	3:35 p.m. (not including athletics/after-school commitments)

Arrivals must be dropped off in front of the West Wing. Please do not bring students to school before 7:30 a.m., as no supervision is provided before then. Afternoon pick-up for Grades 5 & 6 will take place in front of the Learning Village Grades 5 - 8 entrance at 3:35 p.m. Afternoon pick-up for Grades 7 & 8 will take place in front of the Convocation Center at 4:10 p.m. Monday through Thursday, and 3:35 p.m. on Friday. The School provides inter-campus transportation in front of the Conway Convocation Center for students who need to travel to the Greenway Rise Campus for athletic practices. Students

not participating in a sport should be picked up at 2:45 p.m. in front of the Grades 5 - 8 main entrance.

Students may not be on the campus after school unless they have checked into the after-school program. Students who have left campus after school may not return without parental supervision. All drivers should follow the traffic patterns, always be aware of pedestrians, and park only in designated parking areas. Signs are posted in the “no parking” areas. **Please have your name cards prominently displayed on your car’s dashboard.** Dismissal is congested; therefore, it is important to stay with your car and to move forward with the traffic flow. During arrival and dismissal times, never park and leave your car along the roadside, even for a short period of time. This causes traffic backups and an irregular flow of traffic which can be dangerous to pedestrians. Parking in undesignated areas could prevent the passage of emergency vehicles. Faculty and staff are available daily to help facilitate a safe and efficient dismissal process. Please follow any additional instructions that they request.

School Delays or Cancellations

Morning care/supervision will **not** be offered in the event of a delayed opening. Please do **not** drop off your child until the delayed opening time (8:55 a.m. during one-hour delays and 9:55 a.m. for two-hour delays). On Chapel Days, if there is a need for a late start, Chapel will not take place. In case of a school closing, the schedule for the following day will change and will be noted on the School website.

After-School Enrichment Program

Learning Village After School Enrichment Program -located next to the Tarring Gym
Grades 5 - 8: 3:30 - 5:30 p.m.

ASEP will be operational the first day of school and each day thereafter on which regular classes meet, as well as the last day of school. For more information please see the **After School Enrichment Programs section.**

SNACK & LUNCH PROGRAM

Pre-Paid Lunch Plans are offered through our dining services department. Our mission is to create healthy, nutritious, and great tasting food. We actively support our local farmers, sustainable practices, and local economy. Most importantly, we seek to establish the foundation for a life of healthy food choices to the benefit of our students and the community in which we live. If you have special dietary needs, you are encouraged to speak to our director of dining services so that we may work with you and your child to provide a safe dining experience.

The Schools serves students with allergies to peanuts and nut related products. These allergies can be potentially life threatening. Please **DO NOT** pack peanut and tree-nut products in the lunches and snacks you send to school with your child. Many items that contain peanuts might surprise you. Please check the labels to find out whether they contain peanuts or were processed in a facility that processes peanuts. For example, some pretzel manufacturers indicate no peanuts or tree nut residues while others indicate that they have been cooked in a plant that also processes nuts. We ask that, for the protection of our students, you always double-check ingredients.

Students who opt into the Pre-Paid Meal Plan are offered a morning snack and lunch each day. Students can also bring their own lunch and/or snack or make purchases a-la-carte for morning snack and lunch. Students also have time set aside in the schedule for a snack in the afternoon. Families should be sure to pack a snack for their student each day. A few days a week, the School provides apples and cheese sticks to students in the afternoons to supplement the student-provided afternoon snack. No food is to be eaten in the academic building without teacher permission and supervision. We ask that parents pack well-balanced and healthy lunches and snacks for their child. Students may not bring candy or soft drinks for lunch or snack.

The School enjoys a Community Meal once every rotation, which is served family style. Students should not bring a packed lunch on Community Lunch days unless they have specific food allergies that cannot be accommodated by dining services. The menu is available in the Dining Hall and online. Students share the responsibility of cleaning the dining areas by picking up trash and washing the tables. All school-owned trays, dishes, and utensils must be returned to the cafeteria.

Funding School Meal Accounts

Cafeteria accounts must have money in them to be activated. You can pre-fund your child(ren)’s account before the first day of school or any time throughout the year in the following two ways:

- Credit card payment online: myschoolbucks.com

- Check payment made out to St. Anne's-Belfield Dining Services and given to the business office, division office, or handed to the lunch line attendant (Learning Village Grades 5 - 8 only). If you choose to send in checks, a myschoolbucks account is not needed.

Please note that accounts must have a positive balance to be used by your child(ren). Notices of low balances or negative balances will be sent to the email address provided in Veracross. **Myschoolbucks** accounts can be monitored online to review funding and balances.

STUDENT BEHAVIOR

The School seeks to promote disciplined, civil behavior within a compassionate system. The purpose of the School's disciplinary system is two-fold: to ensure an environment in which students and faculty can attend to the rigors of the academic schedule without unnecessary interference, and to direct children toward honorable and responsible behavior. All students are expected to be respectful and courteous toward adults and each other both in and out of the classroom. Discourteous behavior or conduct which continues to be disruptive will be addressed by the School administration, as shall any behavior, which in the opinion of the School, endangers the health, safety, or personal property. Students receive warnings when they have violated general school rules or when their behavior conflicts with the philosophy of the School. Students meet with the advisor and are guided toward responsible and self-disciplined behavior. After several warnings, a student may meet with the assistant head of the Learning Village for Student Life (5 - 8) or the head of the Learning Village. A parent conference may be called to discuss the issue. Any act of physical aggression may result in a suspension on the first offense.

In all grades, a serious disciplinary offense or frequent warnings may result in a suspension or in the head of school placing a student on disciplinary probation. Once on probation, a student who continues to violate school rules may be dismissed from the School.

Detention

In Grades 5 - 8, for each detention served, the assistant head of the Learning Village for student life (5 - 8) writes an email notifying parents and the advisor of the misconduct. Most detentions are served during morning break. Two detentions in one week equals a Friday afternoon "service" detention from 3:35 - 4:15 p.m.

Probation

Accumulating five detentions will result in a parent meeting with the advisor and the assistant head of the Learning Village for student life (5 - 8). A letter warning of probation and possible contract hold follows the meeting.

Cell Phones & Electronic Devices

Students may not use their cell phones in the School building at any time. Cell phones should be turned OFF and placed in lockers at the beginning of the day and taken out at 3:35 p.m. (or taken with them to Athletic practices). At no time can they be used in the classroom. Currently, wearable electronic devices, such as FitBits and Apple watches are allowed, as long as their communication and internet connectivity remain disabled during the day. Reading from iPads and Kindles is not allowed. Families may consult with the Learning Village Academic Support and Learning Specialist if they feel such an accommodation would be helpful.

Students should only use their laptops in spaces occupied by teachers. This means students should limit laptop use to classrooms only, and commons areas with explicit teacher permission only. Students are not allowed to use headphones to listen to music during the school day, nor can they play music from their device. Students may not stream audio/video for non-academic purposes (YouTube, Pandora, ESPN, Netflix, etc.). No online gaming, social media, texting, or streaming. Failure to comply with these rules may result in confiscation of a student's cell phone or laptop.

Public Displays of Affection

The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

Students who are overly affectionate in school create an environment that is not conducive to concentration and learning; therefore, students should refrain from inappropriate, intimate behaviors at School or at any school-related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension, if inappropriate behavior should continue after being warned.

UNIFORM DRESS CODE

Lands' End has established a custom website for St. Anne's-Belfield School that provides an interface to browse and purchase clothing items that have been approved by the School. It will be available all year, so families may purchase items as children grow and as seasons change. Below are the requirements for the uniform dress code:

- All students in the Learning Village 5 - 8 are required to wear clothing that appears on **this website**, and they may do so in any combination that they choose.
- The only exception to the above rule is that clothing in the "Activewear" category (t-shirts and mesh shorts) is only to be worn for Physical Education (PE) classes. Students in Grades 5 & 6 must wear the PE uniform in their Physical Education classes.
- You may elect to have Lands' End print the School seal on items that you purchase, but doing so is optional.
- Skirts and dresses cannot be more than 4" above the knee.
- Students may only wear School sweatshirts and sweaters that have been purchased either from Lands' End or the School Store. Jackets and other outerwear need not be purchased from Lands' End and may be worn over uniforms when the student is outside. Students may not wear their jackets in the classroom.
- The first Thursday of each month "Blue Denim Day." Students may wear a blue denim jeans only (not shorts nor colored denim) that is in good condition without holes or tears.
- Students do not need to tuck in polo shirts. If they choose to wear button-down-type oxford shirts, they are required to wear a belt and keep their shirts tucked in at all times.
- Friday has a specific Chapel dress code and requirements, please see below.

Chapel Dress (When Scheduled)

- All clothes are to be clean and in good condition.
- Students should wear uniform pants, dresses, or skirts and tucked in button-down dress shirts. Boys should also wear a belt and tie of their choice.
- No sweatshirts or outdoor jackets may be worn in Chapel for girls or boys.

Requirements for footwear:

- Sneakers and boots may be worn:
 - All shoes should be closed toe and have back.
 - No shoes with wheels should be worn
 - No flip-flops or other "pool" or "beach" shoes—shoes made of plastic or with rubber straps—are to be worn

DAILY LIFE

Birthdays & Parties

Students may bring in cupcakes or doughnuts to celebrate their birthday but please remember that there are some students who are seriously allergic to nuts and all peanut products. Inform your Advisor in advance if you plan to bring in a celebratory snack. Candy and all sodas are not permitted on the campus.

Advisors are able to have two advisory parties per year. The parties will be scheduled for a specific week in December and May. Aside from advisory lunches together where students bring lunch from dining hall or from home and a specific student's birthday treats, these should be the only advisory "parties" during the year. Students may volunteer to bring in items, but all students do not have to volunteer, and advisors will make sure students ask for permission/notify their families ahead of time. Advisors should not take their students off-campus during the school day or meet up on evenings and weekends for advisory gatherings.

Community Service

The St. Anne's-Belfield Community Service Program is designed to educate students about their responsibility as members of a community, to empower the students to make a difference, and to introduce students to the possibilities for gratuitous service. Community service efforts are typically coordinated through the Advisory program. Many teachers also incorporate

service components into their classes, where appropriate.

Dances

The Grade-Level Representatives for seventh and eighth graders hosts three seasonal dances throughout the year. Dates and ticket information will be shared via the Learning Village Digest. The following rules apply at all School-sponsored dances:

- Once they arrive at a dance, students are required to stay in the designated area where the dance is being held.
- School representatives will be present at all dances.
- Students may not leave the dance before it is over unless accompanied by a parent/guardian or other authorized person.
- If a student does leave the dance early, they may not return.
- Parents are encouraged to pick up students on time.

Fire Alarms & School Emergencies

When the fire alarm sounds, students should leave their classrooms without talking and leave the building through the specified exits. Students should stay with their own classroom groups and teachers while leaving the building. Once in the designated safe area, teachers will take roll. Additionally, students learn and practice procedures to follow in the event of a tornado or intrusion. Crisis plans are available for inspection upon request.

Legner Learning Village Library

The Legner Learning Village Library was named for Etta Legner, who served as the head of Pre-School and Kindergarten from 1980 to 2007. Ms. Etta, as she was called, was a well known leader in child development and was beloved by all of the many families and children that benefited from her wisdom and guidance. Ms. Etta started the Pre-School in a cottage located on the Learning Village campus.

Students in Grades 5 - 8 often visit the library with their English and/or history Humanities classes and can also visit the library during their breaks. No food or drink should be brought into the library under any circumstances. Students should read and work while respecting the right of others to do the same. The library may be used for group projects under the direct supervision of a faculty member. The circulation policy operates on the honor system: students check out books on their own and may borrow them for a two-week period. At the end of the two-week period, books must be either returned or renewed. Certain reference books and magazines may be checked out for overnight use. Students are responsible for the care of the books they check out, and for returning them promptly. Families will be charged for all books which students lose or fail to return to the library.

Lockers & Valuables

Students are provided with individual lockers, which must be kept closed at all times and should never be defaced. Personal materials are to be stored in lockers. Although trust is one of the pillars of our community, lockers must be kept locked, particularly with the prevalence of cell phones and laptops. School officials may open lockers if necessary. All items brought to school (books, uniforms, coats, calculators, laptops) should be clearly marked with the student's name. Valuable items, large sums of money, and electronics (apart from a laptop) should not be brought to school, or if they must, should be kept in the West Wing Office. A student should never open another student's locker. The area around lockers is students' responsibility and should be kept clean. With the exception of bottled water, food may not be kept in lockers. The School cannot be held responsible for loss of any items.

Lost & Found

All property, including clothing and lunchboxes, that is worn or brought to school should be clearly marked with the student's name. The School cannot accept responsibility for the personal belongings of the students. Items marked with a name will be taken to the child's homeroom. If not marked, these belongings will be placed in the West Wing office. Items which are left unclaimed will be donated to a local charity immediately following Winter Break and at the end of the school year.

School Supplies

Families will be provided with a supply list in the Back to School packets.

STUDENT ACTIVITIES & ORGANIZATIONS

A variety of activities are available for students who want to pursue interests or passions. Learning Village students at select

grades can participate in SKOLA classes after school, while Grades 5 - 12 can join clubs or organizations such as Destination Imagination, Ski Club, MUN, theatre productions, and more. Offerings will be communicated to parents and students as they become available throughout the year.

Ski Club (Grades 6 - 12)

Any student in Grades 6 - 12 interested in skiing may join the Ski Club. During the month of January, the club takes trips on Friday evenings to Wintergreen Resort. A fee is charged for participation in this club.

Student Government

Student Government consists of two representatives (one male and one female) from each grade. Grades 5 - 7 are selected by their grade level teachers, and in Grade 8, students self-nominate and are voted on by their peers. To be elected as an eighth grader, the student needs to write a speech which will be presented during an assembly. After the speeches, each rising eighth grader votes to elect the two representatives of their grade.

Members of Student Council, present the ideas of fellow classmates to the council, plan events and communicate information to classmates, find ways to improve the school environment and promote school spirit by more participation in school activities.

The Student Council meets once a week during the school year. Each year, the members of Student Council dedicate a great deal of time to the School and their mission for the school year. Past projects and activities of the student council:

- Help with school announcements
- Organize the Holiday Movie Night
- Run the Holiday Food Drive
- Organize various fundraising activities for Grades 5 - 8
- Meet with various leaders in the School

UPPER SCHOOL GRADES 9 - 12

As the final segment of a student's school years, the Upper School should be a time during which intellectual, physical, and social skills begin to approach capacity. As students fulfill their requirements for graduation, we hope they will find in their classes and activities challenges that will engage their energy and interest for life. We offer the following policies and procedures to ensure for our students a safe, engaging, and fulfilling experience at St. Anne's-Belfield Upper School.

WHOM DO I CONTACT ABOUT . . .

Advisory/Social Emotional Education – Blake Ware, Dean of Students, bware@stab.org

Arts – Beth Miller, Associate Head of School for Academics, will direct you to the appropriate faculty member or administrator, bmiller@stab.org

Athletics – Dewayne Robinson, Director of Athletics, [drobinson@stab.org](mailto:drobenson@stab.org)

Attendance – Divisional Academic Secretary, attendance@stab.org

Change of address, phone number, or email – update in the [Veracross parent portal](#)

Chapel – Bob Clark, Director of Religious Life, rclark@stab.org

Classroom Concern or Question – Advisor or Subject Teacher

Social & Emotional Well-Being – Sophie Speidel, Upper School Counselor, sspeidel@stab.org

General Curricular Questions – Beth Miller, Associate Head of School for Academics, bmiller@stab.org

General Questions –

Grade Level Curricular Topics & Class Trips – Upper School Grade Level Deans: Isabelle Reeves (9), Sara Moses (10), Kelly Hedgspeth (11), David Smith (12)

Learning Issues, Testing, & Accommodations – Alison Ruff, Upper School Academic Support & Learning Specialist, aruff@stab.org, or Ann Wicks, SSD Coordinator, awicks@stab.org

Planned Absence – Blake Ware, Dean of Students, bware@stab.org

Registrar – Blake Ware, Dean of Students, bware@stab.org

Residential Life Program – Antxon Iturbe, Director of Residential Life, aiturbe@stab.org

Schedule – Blake Ware, Dean of Students, bware@stab.org

School Store – Kristy Croll, School Store Manager, kcroll@stab.org

Security – Pat Crowson, Director of Security, pcrowson@stab.org

Technology – Mark Adair, Co-Director of Technology, madair@stab.org
Stephen Gagnon, Co-Director of Technology, sgagnon@stab.org

Faculty and staff emails and phone numbers can be found on Veracross in the directory and on the School website. Generally, faculty and staff emails will follow this formula: firstinitiallastname@stab.org. Example: Sally Stannes = sstannes@stab.org.

HONOR COUNCIL

The Honor Council interprets the Honor Code and enforces the Honor System. It is responsible for investigating possible honor violations and for recommending appropriate measures to the head of the Upper School. The Honor Council is also charged with the responsibility of maintaining the Honor System as an important part of school life and with making each student aware of the ways in which personal honesty ought to be demonstrated.

Election to the Honor Council is a high honor. Honor Council members are responsible for educating all students about the Honor Code. They also assume a great responsibility for leadership and for personal integrity. They are to be good examples to the community.

Honor Council Procedure

Honor Council Procedure

The Honor Council, comprised of students in Grades 9 - 12, interprets the Honor Code and enforces the Honor System. It is responsible for investigating possible honor violations and for recommending appropriate measures to the head of the Upper School. The Honor Council is also charged with the responsibility of maintaining the Honor System as an important part of school life and with making each student aware of the ways in which personal honesty ought to be demonstrated.

When concerned that an honor violation has arisen, the Honor Council convenes to explore the nature of the accusation and to interview the parties concerned. The faculty advisor to the Honor Council is present during the interviews. After careful investigation and deliberation, the Honor Council makes a judgment as to whether a violation has occurred. The Honor Council's position is advisory, not absolute. The final decision in all cases rests with the head of the Upper School.

What follows are some examples of standards of conduct, the violation of which might implicate the Honor Code:

- A student's work on examinations, tests, and oral and written class work should be his or her own, except in cases where teachers give students specific permission to work together.
- Written pages should be the original work of students except when credit is given, using proper documentary procedures, to the source. Plagiarism is an honor violation. When in doubt, students should ask the teachers to clarify this concept.
- Because a student's signature is his/her pledge, signing in or out of school or any school activity with the intent to deceive is an honor violation.
- The personal property of an individual is just that and may not be removed or used in any way without the permission of the owner. Any use or disruption of another person's property will be considered a violation of the Honor Code. This includes the resale or attempted resale of books, entering a student's locker, disturbing a teacher's desk or files, or any action involving a student's or faculty member's possessions which is done without the express permission of the owner.
- A student is not to lie, cheat, or steal. A student signature is a pledge of honor.
- The standards of honorable behavior extend to the use of computers. Electronic passwords, electronic mailboxes, and electronic files are forms of personal property; accessing, using, or tampering with them without explicit permission is theft. In addition, the use of computers for any deliberate misrepresentation or cheating constitutes a violation of the Honor Code. Students must attach their own names to any message they send, to misrepresent one's identity in electronic correspondence is considered a breach of the Honor Code.

Honest Scholarship

At St. Anne's-Belfield School, we try to encourage honesty in all aspects of a student's life. Whether a student is talking to a teacher or friend, writing a paper or presenting a speech, he or she is ultimately responsible for the validity of his or her word. The following focuses on the validity of words used in formal scholarship. It focuses on the kind of honesty that is vital to any academic discipline. All students should understand that there is a time for collaboration and a time for independent thought, a time for paraphrasing and a time for footnoting. In this section, we try to define these appropriate times and to make an essential distinction between those areas that are obvious infringements of honest scholarship and those areas that are, and always will be, clouded by individual interpretation. While the obvious issues should be the province of the Honor Council, the more nebulous issues should be the province of the teacher. This guide is the first step to dispelling that ignorance and informing all students about the proper and honest use of his or her own and others' words.

Every teacher is asked to establish clear policies about these issues and report any students who violate the guidelines once they have been explained.

Under obvious infringements of honest scholarship, we include:

- Any deliberate falsification of data. This includes falsifying scientific results as well as “padding” a bibliography or citing sources unread
- Deliberate copying of another student’s work
- Deliberate copying of a copyrighted computer program

Plagiarism

Under issues subject to the interpretation of the individual teacher, we include:

- “Collaboration” on homework
- “Collaboration” on laboratory work. This includes work in both the science and computer laboratories
- The use of SparkNotes or the equivalent
- The editing of a final draft for an English assignment
- The use of translations in a foreign language class

What is plagiarism?

The word plagiarism comes from the Latin word *plagiarius* meaning “kidnapper.” To plagiarize is to kidnap the words of another person or to take and use as one’s own the writing and ideas of another. Plagiarism gravely violates the academic integrity on which education depends and destroys the trust essential between a student and a teacher.

The thing to keep in mind is the debt that you owe to the fellow scholars who wrote the sources you are using. Footnoting is not a sadistic game designed to trap you or unnerve you: it is rather a simple courtesy that you extend to the people who “helped” you write your paper. Various uses of a source are possible: you may quote a passage (use its exact words), paraphrase it (put it into your own words), summarize it, or adopt its line or argument. Whatever the use—with or without quotation—each borrowing must be documented. Common knowledge need not be documented, however.

Any quotation— even one or two words, if distinctive— must be identified as a quotation. Ordinarily this is done by using quotation marks. A longer quotation (more than four lines of prose or two of verse) should be set off as a block quotation, indented. (With block quotation, quotation marks are omitted as redundant.) Quotations must be reproduced with letter-perfect accuracy, any additions or changes being carefully placed within brackets [like this] and any deleted matter being replaced by an ellipsis (...).

Documentation

While a parenthetical citation is the most familiar, acceptable form, there are a number of others, including footnotes. Proper documentation must show a book’s author, title, city of publication, publisher, and date of publication, as well as the page(s) where the borrowed material occurs. For a periodical article, documentation will indicate article author, article title, periodical title, volume number, year of publication, and the page(s) containing the borrowed matter. Documentation of online sources should include the URL. Intentional false documentation is, of course, dishonest. Some of these examples of quotation and paraphrase are acceptable; some are not. If a raised numeral concludes an example, assume that a proper footnote is appended.

- A direct quotation when documented is acceptable. For example: In *Pilgrim at Tinker Creek*, Annie Dillard describes a moment of epiphany as suffused with light: “I saw the backyard cedar where the mourning doves roost charged and transfigured, each cell buzzing with flame. I stood on the grass with the lights in it, grass that was wholly fire, utterly focused and utterly dreamed” (36).
- A quotation without quotation marks is unacceptable even though documented. For example: An epiphany is often described in terms of light, on enlightenment, as, for example, in Dillard’s memoir (36).
- A partial paraphrase documented with the brief quotation properly identified is acceptable. For example: An epiphany can be suffused in light, leaving the ordinary “charged and transfigured” (Dillard 36).
- A half-baked paraphrase, i.e., the original with a few words changed around, is unacceptable even though documented. For example: The tree where the mourning doves nest changed and metamorphosed, every part shining with light (Dillard 36).
- A complete paraphrase when documented is acceptable. For example: Annie Dillard portrays epiphany in a moment when she sees a cedar tree suffused with light, and everything in and around the tree seems aflame. She sees the light and is enlightened.
- Undocumented paraphrasing is unacceptable: For example: An epiphany is like seeing a tree suffused with light, and everything in and around the tree seems aflame. You see the light and are enlightened.

- When paraphrasing, taking an author’s idea and putting it entirely in your own words, you still owe the author credit for the idea itself. You do not need to use quotation marks because you haven’t used any of the author’s actual words, but you must footnote your paraphrase.

Paraphrasing can be tricky. The following guidelines should help you to use another’s ideas honestly:

- Read the author’s sentence or paragraph several times until you think you have a clear understanding of the author’s meaning and can restate it in your own words.
- When you understand the author’s meaning and can restate it in your own words, put aside the author’s version which you have been reading.
- Now, to the best of your ability, write your restatement of what you have read.
- Reread what you have written to see if it makes sense and if it clearly restates the author’s idea.
- Finally, and perhaps most importantly, compare your paraphrased version with the author’s version. Note all repetitions in your paraphrased version. Do not be surprised to find that you have repeated words and phrases. This can easily happen. However, you must now change the repeated words and phrases or put quotation marks around the irreplaceable word or phrase.
- Remember to cite the source of the paraphrased idea. It is still that author’s idea, not your own idea, and you must give him or her credit.

ACADEMICS

Advisors

Upon entering the Upper School, each student is assigned an advisor. The advisor is the faculty member who is assigned the responsibility for monitoring a student’s academic and social development during his or her years at the School. Students gather in advisory group meetings, and advisors meet with advisees on an individual basis. Considering advisors see their advisees most frequently, parents should generally first contact a student’s advisor with any questions about their child. Students will stay with the same advisor throughout their time in the Upper School.

Graduation Requirements

For a full list of graduation requirements, as well as information on both Independent Study and Capstone Thesis projects, please visit the [Upper School Curriculum Guide](#).

Homework & Tests

Though the length of homework assignments will vary, in general, students will be expected to prepare an average of 25 - 45 minutes per class period. Students are responsible for preparing homework assignments on time and for obtaining assignments promptly when they are absent from class. Faculty will be sensitive to the fact that major assignments of a long-term nature are common at the end of a term, but students must be aware of the need to plan ahead. Academic obligations take precedence over other activities. Participation in plays, athletic events, etc., does not relieve the student of responsibility for homework of any kind, though extensions may be granted at the discretion of the faculty in extenuating circumstances. The student must obtain all assignments before leaving school and submit them when due. When Upper School students are absent, they should check their class pages for assignments.

Grading System

The following grading rubric applies to students in Upper School:

- “A” denotes excellence and mastery at a superior level. Hallmarks of this work are synthesis, originality, clarity, and depth.
- “B” denotes mastery of concepts and skills. Work at this level indicates strong understanding at a foundational level.
- “C” denotes adequate work. Work at this level shows some acquisition of basic skills and concepts, but not mastery. “C-” indicates a potential for difficulty at the next level in a sequential course.
- “D” denotes inadequate work, though credit is earned in the Upper School for a final “D”.
- “F” denotes failure to meet the minimal requirements of an assignment or a course. No credit is earned in the Upper School for a final “F.”
- “Incomplete” denotes that work is missing in a course due to illness or absence. Unless a student is ill and incapable of doing so, all Incompletes must be made up within one week from the end of a grading period. If at that time work has not been completed, the missing work will be assigned a grade of “O” and will be averaged as such for the grading period.

Teachers may elect to assign numerical marks before calculating a letter grade. In all Upper School courses, the letter scale corresponds to the following numerical values:

A 93 - 100	B- 80 - 82	D+ 67 - 69
A- 90 - 92	C+ 77 - 79	D 63 - 66
B+ 87 - 89	C 73 - 76	D- 60 - 62
B 83 - 86	C- 70 - 72	F 0 - 59

GPA

The Grade Point Average (GPA) of an Upper School student is computed by dividing the sum of numerical grades received by the number of credits taken. Advanced Placement (AP) and Honors courses are weighted an additional 0.5 in computing GPA. The GPA is determined by strict mathematical computation and is not rounded. Only grades for St. Anne's-Belfield Upper School courses are included in the GPA. Grades will be assigned numerical values as follows:

A (4.0)	B- (2.7)	D+ (1.3)
A- (3.7)	C+ (2.3)	D (1.0)
B+ (3.3)	C (2.0)	D- (0.7)
B (3.0)	C- (1.7)	F (0.0)

Report Cards

Parents will receive an Upper School Grade Report and teacher comments at the end of each term of the school year. Parents will also receive a comprehensive letter from the advisor in the spring term. Advisors will be in contact with the parents of those students whose performance has dropped significantly since the previous marking period.

Promotion & Retention of Students

In order to be assured of an invitation to return to the Upper School at St. Anne's-Belfield School, and to be assured of promotion to the next grade level, a student must meet the following requirements:

- Maintain a satisfactory cumulative grade point average.
- Demonstrate normal progress toward graduation by earning credits in required courses at appropriate grade levels.
- Maintain a satisfactory citizenship and attendance record.

When a student fails to meet these requirements, the head of the Upper School may send written instructions to the parents and the student as to how he or she may remedy the deficiency. Students who repeatedly fail to meet the academic and social expectations of the School may have their contract held in January pending improvement. If there remains at year's end an academic or citizenship deficiency which threatens normal progress toward graduation, the School may:

- Insist that the student repeat a grade level, or require that he or she withdraw from the School.
- Require the student to eliminate an academic deficiency with summer work. In order to receive credit for summer work, the student must receive, in advance, approval from the head of the Upper School for the course or plan of study.

Students Interested in Repeating a Year (applicable to both new and returning students)

On rare occasions, students may be allowed to repeat a grade level during their high school years. The decision to repeat is made at the sole discretion of the School. In order for a student to be considered for a repeat year, the following conditions must be met:

- The reason for repeating must be based on compelling academic and/or social-developmental issues.
- For students currently enrolled at the School, the request to repeat must be submitted in writing by the student to the Registrar by July 1 of the summer prior to the "repeat year."
- For applicants, the request must be made as part of the initial application.
- The request must include a viable, productive, and challenging course load for the remaining years in the Upper School.
- A student may not have reached 18 years of age by the first day of classes of the student's junior year.
- The student must retake all classes associated with the repeat year (i.e., if a student repeats ninth grade, that student will repeat Humanities 9: English, Humanities 9: History, Physics, etc.). In other words, a student will not be granted permission to repeat in order to accelerate.

Summer School Courses

Students who have not received a passing grade for a course or have not attained a grade sufficient for advancement to the next level in sequential courses may ameliorate poor grades by participating in summer remedial work in a program approved by St. Anne's-Belfield School. This program may be an approved summer school or may be specific tutorial work as outlined by the School. All summer school programs or special tutorial situations must be approved, in advance, by the head of the Upper School.

Students will receive credit for approved courses passed during the summer; they must, however, achieve an overall grade of C- or better in order to progress to the next level of sequential courses such as mathematics, foreign language, or English. At the discretion of the head of the Upper School and the department chair for the given subject, a student may be administered a re-exam to evaluate proficiency achieved during the summer. The grade achieved after averaging the re-exam into the student's overall grade during the previous year will be recorded on the student's transcript and computed into the GPA.

Transcripts & GPA

The St. Anne's-Belfield School transcript represents all courses taken by a student while matriculating at St. Anne's-Belfield Upper School. Courses completed at other institutions during a student's matriculation at St. Anne's-Belfield School are listed separately on the transcript. Grades from such courses are not calculated into a student's GPA. No transcripts, written or verbal recommendations, or acknowledgment of a student's performance at St. Anne's-Belfield School may be sent to another school without final approval from the Business Office.

The School presents to colleges and universities a "St. Anne's-Belfield School Profile" which includes St. Anne's-Belfield School courses only. Courses taken at other schools prior to matriculation at the School are not included on the School's transcript and are not included in the School's Profile calculation. They are reported to colleges and universities as part of the Secondary School Report. Courses taken at other schools after matriculation at the School are listed on the School's transcript, but are not calculated in the St. Anne's-Belfield School Profile.

Should a student receive permission to take a required course for graduation at an institution other than St. Anne's-Belfield School, the grade in that course will be calculated, using the School's grading scale, in an overall GPA. Courses completed during Grades 5 - 8 do not appear on the transcript.

Recognition of Excellence

The School commends students who have demonstrated superior academic achievement. The faculty recognizes superior scholarship through the academic prizes presented at Class Night. The Cum Laude Society is a national honor society for secondary schools. Each year, a select group of outstanding seniors may be initiated into the Chapter, and each is awarded a pin and certificate in recognition of this honor. Membership in the Society rewards the highest level of scholarship and outstanding character.

College Counseling Processes

In order to facilitate the college admissions process on behalf of students, it is the policy of the Office of College Counseling to obtain permission from each Upper School senior and family to prepare essential materials for each college to which a student applies, including:

- The student's transcript listing all final course grades, GPA calculations for each academic year and a cumulative GPA
- The St. Anne's-Belfield School Profile which details the school's history, curriculum, grading scale, standardized testing profile, grade distribution and the college enrollment of recent graduates
- Two teacher letters of recommendation (will remain confidential and students/families waive their rights to access these documents)
- A comprehensive letter of recommendation written by the College Counseling Office (will remain confidential and students/families waive their rights to access this documents)
- Disclose a diagnosed disability and any related school accommodations in letters of recommendation, should the College Counseling Office deem them relevant to that student's application.
- Disclose any medical conditions in letters of recommendation, should the College Counseling Office deems them relevant to that student's application.

In addition, students and families will signify their understanding that in accordance with the Statement of Principles and Good Practice (SPGP) of the National Association of College Admission Counselors (NACAC), the student and families

understand and agree that each student may apply to only one college under an Early Decision (binding) program, will follow any published restrictions for any Restrictive Early Action (non-binding) program, and may submit an enrollment deposit to only one college.

Members of the senior class and their families will be asked to complete a waiver granting these permissions in the fall.

University Courses

St. Anne's-Belfield School students may pursue course work at the University of Virginia and at Piedmont Virginia Community College. However, students and their parents are responsible for all tuition, fees, and book expenses incurred by matriculation at either institution. The only exception is if a student exhausts all courses within a specific academic department at St. Anne's-Belfield School. In that case, the School will, with prior approval of the head of School and the head of the Upper School, and upon completion of the course(s) with a minimum grade of "B," refund the cost equivalent to the tuition for in-state residents (Virginia residents) for the class(es) taken by the student. Students anticipating course work outside of St. Anne's-Belfield School should speak with the head of the Upper School as far in advance of registration at the University of Virginia or Piedmont Virginia Community College as possible in order to determine the impact on a student's required course work at St. Anne's-Belfield School. Students should be aware of the requirements for matriculation placed on high-school students by the University of Virginia and Piedmont Virginia Community College.

Tutoring

When students experience academic difficulty in the Upper School, it is our belief that students, parents and teachers should partner within the contexts of the classroom and support at home. If this is not successful, in-house tutoring (individual or small group), remediation within the classroom, and/or referral to professionals within or beyond the School might be recommended by the faculty member and/or the head of the Upper School.

The Upper School has a robust peer tutoring program. If a student is experiencing difficulties in one or more courses, he or she may enlist the aid of a peer tutor. Peer tutoring is free to all students and is arranged during a mutually available time within the school week.

The Upper School schedule provides significant time for students to work closely with teachers, and it is our belief that students should work directly and primarily with faculty. It is also our belief that community times are defining aspects of a student's St. Anne's-Belfield School experience. As such, tutoring sessions may only be held during a student's unscheduled class period. Tutoring sessions may not take place during a student's unstructured time (8:00 - 8:45 a.m., X-Block, etc.), for these are excellent opportunities for students to seek out their teachers, nor during any community time, such as Community Forum, Chapel, lunch or Opportunity Block. Tutoring sessions held during a student's free class period will be held only in the tutoring room in the basement of Randolph Hall, and any outside tutor who comes to campus must register and complete a background check with the Business Office in advance of any tutoring sessions and sign into our visitor management system to receive a visitor badge.

ATTENDANCE, ABSENCES, & TARDINESS

Attendance is essential to the fulfillment of the mission of St. Anne's-Belfield School, and all students are expected to be prompt to school, classes, and all school-related activities. St. Anne's-Belfield School prides itself on small classes, so any absence can negatively impact a class and add to the burden of our teachers and other students. Though students are expected to initiate all conversations regarding absences, we expect and appreciate parents' cooperation with regard to attendance and absences.

In the case of an emergency absence — an absence due to illness or family emergency — students and/or parents must contact teachers in order to develop a reasonable timeline to complete missed work. Students who do not make arrangements with their teachers to complete their work within a reasonable timeframe should not expect to receive credit for those assignments.

Students who miss school under false pretenses will be referred to the Honor Council. In this case, missing school includes not only classes, but school-required events such as Study Hall, Opportunity Block, Field Day, or Class Night. Providing false information about one's whereabouts will be considered an Honor Code violation and, depending on the finding of the Council, violations may be reported to colleges. Please know that a student will be held responsible if parents provide false

information to the School regarding an absence.

- **Excused vs. Unexcused Absences:** In rare cases, certain absences for unavoidable and significant family obligations (e.g., funerals, weddings, sibling graduations, hospitalization, etc.) will be deemed excused. Students will receive up to **two days** of excused absences per event.
- Students must follow the anticipated absence protocol for an anticipated absence to be classified as excused. Failure to follow this published protocol will result in the absence being classified as unexcused.
- Students should not be taken out of school for routine appointments; rather, parents should attempt to schedule appointments for days when school is closed or after school hours. An official doctor's note must be submitted to the Upper School office upon the student's return to school for any medical appointment absence (including late arrival and early dismissal) to be considered excused.
- Students must be in attendance for all of their obligations (classes, field trips, Chapel, and other learning opportunities) in order to participate in after school activities.
- In the event that a student has the first period free, the student must arrive to school by 8:45 a.m. (or by the first period of the day in the event of a special schedule).
- Students who arrive late to class by more than 15 minutes are considered absent. Students who arrive late to class by 15 minutes or fewer are considered tardy.
- Students who are tardy three times will earn a Saturday detention, which runs from 8:00 - 9:30 a.m. on Saturday.
- Students are allowed five days for college visits to use as they and their parents see fit throughout their time at St. Anne's-Belfield School. These absences will be designated excused; days beyond these five excused absences will be designated unexcused, even if used for college visits.
- At the end of the term, a student's unexcused absences will be totaled (by class). The following academic penalties will be deducted from the final term grade.
 - 3 unexcused absences, 3%
 - 4 unexcused absences, 5%
 - 5 unexcused absences, 7%
 - 6 unexcused absences, 9%
 - 7 unexcused absences, 11%
 - 8 unexcused absences, 13%
 - 9 unexcused absences, 15%, etc.
- In highly exceptional cases, the Upper School administration may consider appeals from students who have been invited to compete or participate at an event of national or international prominence. Students will be required to assemble relevant materials that detail the significance and unique circumstances of the event(s) that will pull them away from their academic and communal obligations, and to share their appeal with the dean of students. Upper School administration will consider these materials in deciding whether or not to grant the exception; granted exceptions will not be factored into the student's end-of-term total of unexcused absences but may factor into the committee's decision should a future appeal be filed. No appeals will be heard or granted post facto.

Tardiness to School

It is important that students come to school on time, which means arriving in advance of the first class of the day. Student must check in immediately with the dean of students and Upper School office when arriving late. If a student arrives at school late because of a doctor's appointment, the student must bring a note from the doctor before attending classes. If a student is unable to be at school on time, the student may not be permitted to participate in athletic, artistic, or other major extracurricular activities that afternoon. In the event that a student has the first period free, the student must still arrive to school by 8:45 a.m. (or by the first period of the day in the event of a special schedule). Students who arrive late to class by more than 15 minutes are considered absent; students who arrive late to class by 15 minutes or fewer are considered tardy. Students who are tardy three times will earn a Wednesday or Saturday detention, which will run from 3:45 - 5:00 p.m. on Wednesday, and from 8:30 - 9:45 a.m. on Saturday.

Anticipated Absences

Communication from students is a hallmark of a responsible and productive education. Any student who anticipates an absence should notify the School no less than 48 hours in advance as a courtesy to the faculty and administrative staff. The student must complete this Anticipated Absence Form, which requires the signatures of the student's parent, the student's advisor, and the dean of students. The student must speak directly to the dean of students (or his designee) and the advisor regarding the absence. Once these three signatures are obtained, the student must speak to all teachers and get all assignments and due dates. After the student has received all teacher signatures, the student must return the form to the

Upper School Office. Failure to follow this published protocol will result in the absence being classified as unexcused.

In rare cases, certain absences for unavoidable and significant family obligations (e.g., funerals, weddings, sibling graduations, hospitalization, etc.) will be deemed excused. Students will receive up to two days of excused absences per event.

Students are expected to be fully accountable for their work and to take steps to catch up on any missed classwork or assignments when they are absent from school. Unless otherwise arranged, students must have outstanding schoolwork ready for submittal on the day they return to school.

Early Dismissals

Students should not be taken out of school for routine appointments; rather, parents should attempt to schedule appointments for days when school is closed or after school hours. The dean of students may give a student permission to leave campus for appointments that cannot be fulfilled at any other time. Parents alone may not give permission for their child to leave school. For safety reasons, a student must sign out in the Upper School Office when leaving campus, and sign in upon returning. It is worth noting that improper or fraudulent use of sign-out procedures is an honor offense.

An official doctor's note must be submitted to the Upper School office upon the student's return to school for any medical appointment absence (including late arrival and early dismissal) to be considered excused. The dean of students or his designee may give a student permission to leave campus if a student has a parental letter of blanket permission on file or a student has brought a note from home requesting that he or she be permitted to leave campus on that specific day.

Students who request to be dismissed early from school for any reason (doctor's appointment, extracurricular event, etc.) must submit work that is due on that same day, even for classes that are missed. In other words, being dismissed early does not grant an extension to work that is due that same day. Unsubmitted work will likely be assessed grade penalties according to departmental policies. If a test will be missed, the student must assume the responsibility of consulting with the teacher, and should make every effort to take the test earlier in that same day.

College Visits

Students and their families are expected to use vacation time to visit college and universities. However, the School recognizes that students may need to go visit campuses at some point during the school year. For this reason, students are allowed five days for college visits to use as they and their parents see fit throughout their time at St. Anne's-Belfield School. These absences will be designated excused; days beyond these five excused absences will be designated unexcused, even if used for college visits. Students must fill out an anticipated absence form in advance of a college visit.

Medical Leave of Absence

A medical leave of absence may be granted only by the head of the Upper School, in consultation with the School Counselor, the class dean and the student's Advisor, and School-contracted medical professionals. The family of a student on medical leave are expected to fully disclose all information and to authorize the external professionals providing their child's care to share information and engage in ongoing consultation with the School counselor, the head of the Upper School, and the School-contracted medical professionals. The School will determine the minimum length of absence and all parameters pertaining to the student's return to school, depending on the student's diagnosis and symptoms; typically, two weeks is the minimum length for a medical leave of absence. Ultimately, the School retains the sole right to determine whether, under what conditions, and/or when to allow a student to return from a medical leave of absence. A student on a medical leave of absence is not allowed to be on campus until or unless the student has explicit permission from the head of the Upper School.

The School may require a student returning from a medical leave of absence to be evaluated by the School-contracted medical professional, or another professional of the school's choosing. Academic matters are handled through the office of the head of the Upper School, both during the medical leave of absence and in preparation for the student's return to classes. The head of the Upper School will consult with the academic and Learning support specialist, the academic departments and the student's classroom teachers to determine what work will be required of the student to meet the requirements of the course(s). Once the student completes the work as arranged by the head of the Upper School, a student who has returned from a medical leave of absence will receive grades and credits as determined by the academic department.

All of the aforementioned applies when a Residential Life student is placed on a medical leave of absence, with the addition that the School will make a determination as to whether that Residential Life student can or cannot continue to reside in the

dormitory. When it is determined that a Residential Life student cannot reside in the dormitory for the duration of a medical leave of absence, that student's parents or guardian must assume responsibility for and provide supervised lodging off campus. In such cases, the boarding student is not allowed to be on campus until the student has explicit permission from the head of the Upper School. In cases when a Residential Life student returns to the School but not the dormitory, the head of the Upper School and the director of Residential Life will set behavioral expectations for the student during this time.

After-School Extracurricular Participation

Participating in after-school activities is a privilege, which must be earned daily. If certain daily expectations are not met, students will not be allowed to participate in any after-school activities, including, but not limited to, sports practices and games (as a player or spectator); rehearsals, plays or concerts (as participant or spectator), club trips and meetings, dances, school events, etc. Reasons for exclusion are detailed in our policies, and they include, but are not limited to:

- Being in academic jeopardy as determined by the head of School
- Failing to submit academic work that is due that day
- Being out of dress code following a previous violation
- Arriving late to school without permission from the dean of students
- Violating participation rules
- Leaving school early, both for excused and unexcused reasons
- Earning a required detention

Please note that violations that occur on day free of extracurricular activities will apply to the next day of extracurricular activities.

Performing Arts Performance Attendance Policy

Students involved in performing arts classes (choir, orchestra, theatre) may have required performances outside of normal school hours (8:00 a.m. - 3:30 p.m.). The purpose of this document is to clarify the responsibilities of the students and their families, as well as those of the teacher in regards to communication about these performances. It also outlines the consequences of missing a required performance, and the procedure for handling conflicts created with School sports.

Responsibilities of the Student/Family

The student or his/her family is responsible for notifying the teacher via email at least four weeks in advance of any conflict. Failure to communicate in this manner about a conflict will automatically result in an unexcused absence. Illness and emergencies will always be treated as an excused absence.

These reasons would typically constitute an excused absence from a required performance:

- Illness
- Family emergency (death, illness, accident)
- Family wedding or graduation

The following are a list of some reasons that generally do not constitute an excused absence:

- Birthday party
- Family trip
- Non-School sports game, practice, or try-out
- College visit

Responsibilities of the Teacher

The teacher is responsible for communicating the date, time, and location of all required performances to students and their families at least two months in advance via email.* The dates should also be placed on the School calendar. The teacher is also responsible for sending at least one reminder email to both students and families approximately three to four weeks prior to the performance.

**Most performances are already set at the beginning of the school year and will be communicated at that time.*

Consequence for Missing a Required Performance

Any student with an unexcused absence from a required performance will have his or her semester grade deducted one full grade level. For example: An A- would become a B-.

Conflicts with School Sports

While the School does its best to avoid any conflicts between sports and required performances, the occasional conflict does arise. The following are the guidelines the school will use to resolve the conflict:

- Sports practice – Performance takes precedence.
- Regular season game – In general, performance takes precedence. In the event of a regular season game that has a direct impact on whether a team will make the playoffs or not, that game should be treated as a playoff game.
- Varsity playoff game – Coaches and teacher, with appropriate division head(s) as mediator, will decide which the student should attend. The role of the student in both the team and the ensemble will be considered.

The division head, in consultation with the Performing Arts department chair, director of athletics, teacher, and coach will make the final call in any unusual or exceptional circumstances.

DAILY SCHEDULE

The Upper School operates on a rotating six day cycle. Student schedules can be found in Veracross.

School Delays & Cancellations

A late start in the Upper School will push each student's first academic obligation by the duration of the late start. If a student's first academic obligation was to begin at 8:45 a.m., for example, and a one-hour late start is called, that class will meet at 9:45 a.m. If the student's first academic obligation was to begin at 8:00 a.m., for example, and a two-hour late start is called, that class will meet at 10:00 a.m. Special schedules will be crafted to preserve as much academic time as possible on late start days, but Orchestra will not be held on late start days.

In the event of a School cancellation, the Upper School schedule will be pushed to the next school day. That is, if the cancelled school day was slated to be an "A Day," the next day that school is in session will be an "A Day," and the following will be a "B Day," and so on.

Unstructured Time

Students in the Upper School enjoy some portion of unstructured time in each day. We believe that responsible use of unscheduled time indicates a mature and productive student. It is understood that students in the Upper School employ their unstructured time to good effect, and that students in the Upper School are capable of using their time wisely.

During a student's free time, students who are not seniors must remain on campus, but may gather for quiet conversation or study in designated areas. Students are not to disturb a class by gathering in the halls or outside the buildings. The quiet space on the second floor of Randolph Hall is to be viewed as a classroom. All ninth graders are assigned to at least one study hall during a free period. All new tenth graders and tenth graders only taking five courses are assigned to a study hall, but may be exempt at the end of the first term through grade performance.

Students who show themselves unable to make responsible and productive use of their free period(s), or who are in serious academic trouble, will be assigned to a study hall during flex times and/or free periods. While the decision to assign a student to study hall normally comes at the end of a marking period, the head of the Upper School, the dean of students, a class dean, or a student's advisor may place a student in monitored study at any time.

Day students may not go to the dormitory without special permission from a member of the Residential Life staff. No other faculty or staff member may grant such permission.

The parking lots are off limits during the school day. Only students who have been granted specific permission from the dean of students may go to the parking lots during the academic day.

LEAVING CAMPUS

The dean of students or their designee may give a student permission to leave campus if a student has a parental letter of blanket permission on file or a student has brought a note from home requesting that he or she be permitted to leave campus on that specific day.

Seniors enjoy the freedom to leave campus during certain times of the school day. With increased freedom comes the increased responsibility to handle the freedom well. Should a senior choose not to meet his or her academic, athletic, or other school responsibilities, or should he or she commit a serious disciplinary infraction or accumulation of minor infractions, the aforementioned privilege may be suspended or revoked by the head of the Upper School or the dean of students.

After having filled out and returned the Student Car Policy and the Senior Leave Permission forms, seniors leaving campus will honor the following rules:

- Seniors must sign out and sign in at the Upper School Office
- Seniors may not sign out to other people's houses
- Seniors may sign out during free time or lunch. If a free period falls at the beginning of the day, the senior must still arrive to campus by 8:45 a.m. and sign in at the front office.
- Seniors must return to campus in time for any commitment
- Seniors are under school rules while off campus
- Underclassmen may not leave campus with seniors

Failure to abide by these rules will result in the student's appearance before the dean of students to face disciplinary action. The number of times a student may take Senior leave will be determined by the dean of students.

UNIFORM DRESS CODE

The following uniform dress code serves as a guideline for students and their families. Students who are found out of dress code will earn detention. Any student who is found out of dress code will not be allowed to participate in after-school activities, including plays and rehearsals, concerts, and sports practices and games. Student who chronically or egregiously violate the letter and spirit of the dress code may be sent home and will not be allowed to participate in after-school activities. If a parent is unavailable, the student will be removed from classes until a parent can take the child home. Any student who chronically violates the letter and spirit of the dress code will be dismissed from the School.

Daily uniform dress code:

- All students in the Upper School are required to wear clothing that appears on this website, and they may do so in any combination that they choose. The only exception to this general rule is that clothing in the "Activewear" category (t-shirts and mesh shorts) is only for middle school PE students.
- You may elect to have Lands' End print the School seal on many of the items that you purchase, but doing so is not a requirement.
- Students are not required to have any particular items, and are not required to have all of these items.
- Students may only wear sweatshirts, sweaters and blazers that have been purchased either from Lands' End or the School Store. Flannel shirts and non-School sweatshirts may not be worn to school.
- Jackets and outerwear need not be purchased from Lands' End, but such attire may not be worn inside buildings during the school day.
- Team-specific clothing, such as polo shirts with a particular sport or team emblem, are not considered dress code compliant.
- Thursdays are "Blue Denim Days." Students may wear blue denim jeans only (not shorts or colored denim) that are in good condition without holes or tears.
- Students do not need to tuck in polo shirts. If they choose to wear a button down-type oxford shirt, they are required to wear a belt and keep their shirts tucked in at all times.

Chapel Dress

- All clothes are to be clean and in good repair
- Girls should wear dresses, skirts, or dress slacks that are appropriate for a business-type event
- Boys should wear dress shirts that are tucked in with a belt and tie
- No sweatshirts or outdoor jackets may be worn in Chapel for girls or boys

Footwear Requirements

- All shoes should be closed toe and have a back.
- Sneakers or shoes may be worn
- No shoes with wheels may be worn
- No flip-flops or other "pool" or "beach" shoes—shoes made of plastic or with rubber straps—are to be worn

STUDENT BEHAVIOR

Discourteous and disruptive behavior and conduct are unacceptable and inappropriate, and the dean of students will deal with any actions which, in the opinion of the School, endanger a student's or teacher's health, safety, property, or proper execution of his or her responsibilities. The dean of students is responsible for hearing referrals from teachers and for recommending appropriate disciplinary measures to the head of the Upper School.

Disciplinary Council

Student Prefects in Grades 9 - 12 comprise the Disciplinary Council. This council, mentored by the dean of students, adjudicates non-honor offenses and makes recommendations to the head of the Upper School.

The types of responses the School may employ include, but are not limited to the following (any combination of the items listed):

- Loss of Privileges – This is typically used in response to a minor infraction. Seniors will have their senior-leaves taken away. Other students will have free periods replaced with study halls or detentions, for example.
- Work Crew – This is typically used in response to a minor infraction. Students report to a designated area at a designated time to work with either the administration or the maintenance crew on a specific project such as cleaning, room set ups or take downs, trash removal, etc.
- Detention – This is typically used in response to a minor infraction. Depending on when the detention occurs (during free time/after-school/etc) students in detention may be late in arriving to co-curricular activities. Detention is supervised by a faculty member, and students must sit quietly or complete academic work. Phones must be turned in to the detention proctor.
- Counseling - The administration may require counseling for students who struggle with making good choices or other unhealthy behaviors, as we make each student's health and well-being our top priority. Counseling may be recommended in isolation or in combination with another recommendation.
- Out-of-School Suspension – This is typically used in response to a major infraction. If a student is suspended from school for breaking a major rule of the School, he or she is not allowed on campus for any reason during the period of suspension. While serving an out-of-school suspension, a student is not permitted to take part in or attend any school related activities including, but not limited to, co-curricular activities and competitions.
- Disciplinary Warning - After a disciplinary infraction a student may be placed on disciplinary warning. If the student commits another infraction of any degree while on warning he/she will be subject to further and more serious penalties.
- Disciplinary Probation - After a disciplinary infraction or an accumulation of several minor infractions, a student may be placed on disciplinary probation. If the student commits another infraction of any degree while on probation he/she will be subject to further and more serious penalties including dismissal from school.
- Dismissal - A student may be dismissed from St. Anne's-Belfield School for the remainder of the current school year. Students may have the opportunity to re-apply for the following school year at the discretion of the head of School. Students who have been dismissed may not come onto campus or to any school events.

Students who refuse to comply with disciplinary action may face more stringent measures, including dismissal from school.

Destruction of Property

Any student who accidentally damages or destroys school or personal property will be expected to pay the replacement cost. In addition, any student who willfully damages school or personal property will face disciplinary action.

Disciplinary Council

Student Prefects in Grades 9 - 12 comprise the Disciplinary Council. This council adjudicates non-honor offenses and recommend punishment to the dean of students and the head of the Upper School.

Detention

Detention comes as the result of an accumulation of uniform violations, cell phone violations or tardiness. In rare cases, students may earn detentions for other violations to School policies.

- Detention meets most Saturdays from 8:00 - 9:30 a.m.; on occasion, a detention may be called on a non-Saturday.
- Students serving detention engage in campus beautification, organization, and other needs as seen by faculty and staff
- Detention is proctored by faculty member and accompanied by a student prefect.
- Students are to be without their cell phones for the duration of the detention.
- Students serving detention must report to the Lee DuVal Dining Hall by the start time. A late arrival may result in an

additional detention. Students who arrive late but before 8:20 will serve their full 90 minutes; students who arrive after 8:20 will be considered absent.

- A skipped detention will result in a second detention. Students who accumulate multiple detentions will meet with the prefect council.

Probation

After a disciplinary infraction or an accumulation of several minor infractions, a student may be placed on disciplinary probation. If the student commits another infraction of any degree while on probation he/she will be subject to further and more serious penalties including dismissal from school.

Suspension

This is typically used in response to a major infraction. If a student is suspended from school for breaking a major rule of the School, he or she is not allowed on campus for any reason during the period of suspension. While serving an out-of-school suspension, a student is not permitted to take part in or attend any school related activities including, but not limited to, co-curricular activities and competitions.

Policy for Disclosure of Disciplinary Incidents

The School may disclose the circumstances of any disciplinary incident to the School community, for the purpose of educating its students about sound, ethical behavior and providing clarity regarding disciplinary decisions. Therefore, students who are subject to disciplinary action, including violations of the Honor Code, should not have an expectation of privacy when they are found in violation of the School's rules and expectations and are subject to disciplinary action.

Public Displays of Affection

The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

Students who are overly affectionate in school create an environment that is not conducive to concentration and learning; therefore, students should refrain from inappropriate, intimate behaviors at School or at any school-related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension, if inappropriate behavior should continue after being warned.

Cell Phones

On school days, the Greenway Rise Campus is a student Cell Phone Free Zone from 8:00 a.m. - 3:35 p.m. In rare instances, a teacher may permit a student to use a cell phone in that teacher's presence. We recommend that students leave their cell phones at home or in their backpacks, or in another location that will prevent their use.

Smoking, Vaping, & Tobacco Products

Smoking, vaping, or the use of smokeless tobacco products by students is strictly forbidden both on campus and off campus during school sponsored events. Smoking, vaping, and the use of tobacco in any manner are considered serious disciplinary offenses which may result in dismissal.

Driving Privilege

Licensed drivers may, with written parental permission, bring their cars to school. They should park in the student parking lots, not in areas designated for faculty, visitor, or handicapped parking. The speed limit on both of the School's campuses is 15 mph. Students must enter and leave either campus mindful of the safety of the School's neighbors. A student who operates his or her car unsafely should expect that the School will suspend or revoke the driving privilege. Students who are chronically late to school may also have their driving privileges revoked.

Dances

There are three annual dances in the Upper School: Homecoming Dance, Winter Semi-Formal, and Junior-Senior Prom. Dates and details will be shared via the Upper School Digest.

The following rules apply at all School-sponsored dances:

- Once they arrive at a dance, students are required to stay in the designated area
- Faculty representatives will be present at the dance and will be in charge at all times
- Students may not leave the dance before it is over unless accompanied by a parent/guardian or other authorized person
- Students may not leave dances early and then return
- Parents are encouraged to pick up students on time

LUNCH PROGRAM

Pre-Paid Lunch Plans are required to be purchased through our dining services department and the fees are included on the enrollment agreement when it is executed. Our mission is to create healthy, nutritious, and great tasting food. We actively support our local farmers, sustainable practices, and local economy. Most importantly, we seek to establish the foundation for a life of healthy food choices to the benefit of our students and the community in which we live. If you have special dietary needs, you are encouraged to speak to our director of dining services so that we may work with you and your child to provide a safe dining experience.

The plan provides a mid-morning snack during their advisory period and a nutritious lunch. Lunch provides a number of choices including a soup and salad bar, sandwich deli bar, hot entree and vegetarian entree.

STUDENT LIFE

Community Service

The St. Anne's-Belfield Community Service Program is designed to educate students about their responsibility as members of their School and community, to empower the students to make a difference, to broaden the students' education by encouraging their involvement with those in need, and to provide students opportunities for worthwhile and rewarding experiences through service to others. See **Upper School Curriculum Guide** for Graduation Requirements.

Counseling

The Counselor is available to Upper School students who may need support and guidance in dealing with adolescent concerns. The counselor's office is located in Randolph Hall, and students may drop in or set up a mutually convenient time to talk about issues such as peer relationships, depression, eating issues, school problems, or substance abuse. Unless the issues presented by the student are considered life-threatening, all discussions between the counselor and the student will remain confidential. The counselor's primary role is to listen to and provide support for students; she does not engage in psychotherapy. If it is clear that a referral to an outside therapist is necessary, the student and his/her parents will meet with the counselor to discuss the options available.

The Counselor is a trained health professional who, in addition to being a resource for students and their families, provides in-service training for advisors so that they can more effectively communicate and work with their advisees. In addition, the counselor, in conjunction with the School's educational consultant, provides parenting and health seminars throughout the school year for parents and teachers; she also teaches the Freshman and Sophomore Life Skills courses.

Counseling Objectives:

- Service
- The Counselor will provide short-term counseling and assessment for Upper School students and faculty.
- The Counselor will provide general information on adolescent health issues with literature, speakers, and parent education programs.
- The Counselor will provide faculty, including coaches, advisors, and Residential Life staff, with training to better identify "red flag" behaviors, and to provide support and guidance when dealing with these concerns.
- The Counselor will provide age-appropriate information on adolescent development, sexuality, substance abuse, and eating issues to students as part of the Freshman and Sophomore Life Skills courses.
- Student Support
- The Counselor will train and sponsor Upper School Peer Mentors who assist in outreach and education regarding adolescent health issues. Peer Mentors assist in planning HealthFest, a symposium that includes health experts from the Charlottesville community.

- The Counselor will be available to students who want to share concerns, to identify students at risk, and to provide support and guidance to these students.
- The Counselor will maintain confidentiality at all times except when the following situations are suspected:
 - Sexual and/or physical abuse
 - Severe depression and/or potential to harm himself/herself or others
 - Disordered eating, such as anorexia or bulimia
 - Substance abuse and addiction.

In these cases, the Counselor will refer the student and his/her parents to an outside therapist who will work with the School to provide optimal support and guidance.

Fire Alarms

When the fire alarm sounds, students should leave their classrooms without talking and leave the building through the specified exits. All Upper School students must report to the Student Activity Center (SAC) and line up alphabetically with their grade. When the building is cleared, the class deans will take roll.

Intensives

For more information on Intensives, please visit the [Upper School Curriculum Guide](#).

International Trips

The School sponsors trips outside the continental United States that align with our mission and values. Cultural and language immersion, as well as engagement with our global community, are valuable learning experiences. Trip leaders and chaperones are faculty members chosen by the School administration. The School is in an official partnership with WorldStrides, and all international travel will be managed through WorldStrides. As leaders in the industry, WorldStrides provides significant resources to families, student travelers and chaperones, in addition to travel insurance and liability coverage. Typically, trip details are announced at least six months in advance of travel. Access to travel for all St. Anne's-Belfield families is a priority. Limited financial aid may be available.

Lost & Found

All property that is worn or brought to school should be clearly marked with the student's name. The School cannot accept responsibility for the personal belongings of the students. Lost items will be placed in the dean of students' office. Items which are left unclaimed will be donated to a local charity at regular intervals throughout the year. Students should not bring large amounts of money or valuable personal items to school.

Mary Welham Knopf Library

This collection of digital resources is available via the [website student portal](#).

Opportunity Block

Opportunity Block, held from 2:45 - 3:35 p.m. on Tuesdays and Fridays, is a flexible learning and cultural enrichment time for all Upper School students. Offerings will initially be organized and offered by faculty. In the winter and spring, students and student groups will have the option of proposing (faculty sponsored and approved) Opportunity Block programming. Every four weeks, faculty publish their offerings and students sign up electronically for their programming. In some cases, teachers will request or require that students make up outstanding academic work, but most students will be at liberty to choose their Opportunity Block endeavors.

Student Senate

The purpose of this organization is to promote, through its Constitution, student leadership; unity among students, faculty, and administration; and strong moral character. Aided by the dean of students and class deans, it is to be a forum for student expression. The Senate's goal is to develop good citizenship and to represent the student body as a whole. Each year, students in each Upper School class as well as the Residential Life community elect two representatives (one male, one female) to sit on the Senate with the dean of students and class deans.

Student Organizations

Students have the opportunity to join a number of clubs and student organizations each year. Students may establish new clubs by identifying a faculty sponsor and apply via the process set forth by the dean of students.

RESIDENTIAL LIFE

The St. Anne's-Belfield School Residential Life Program believes our students will thrive when they feel safe, valued, and known. We expect our students to become active citizens of our community by treating everyone, including themselves, with respect and kindness. We provide learning opportunities that transcend the classroom, embrace the value of service, and develop the social skills and self-confidence that lead to a meaningful life.

IN LOCO PARENTIS

While enrolled at St. Anne's-Belfield School, Residential Life students can count on the dorm parents to act *in loco parentis*. At times, we may make decisions for students in the same way that parents do at home. There may be times when parents give resident students permission to do something that the staff feels would not be in the best interest of the student. In cases such as this, the Director of Residential Life may contact the parent to discuss the circumstances or request. Every attempt is made to work with parents and students so that the best interest of the students is served. St. Anne's-Belfield School teachers and staff take their supervisory responsibilities seriously and will use their best judgment and efforts to ensure the well-being of each student. Parents do need to be aware, however, that we also rely on students to govern their behavior with good judgment, and that we cannot be responsible for risks that are not reasonably foreseeable.

EXPECTATIONS

A spirit of cooperation and respect are the hallmarks of successful involvement in the Residential Life community at St. Anne's-Belfield School. Students new to Residential Life enter a diverse world that is joined together by the values and goals of the School. A willingness to take personal responsibility for contributing to the greater good and to understanding and abiding by the major rules of the School is important for Residential Life students. As students enter fully into the spirit of Residential Life life, they will experience the rewards of support from roommates and adult advisors. Open and honest communication with other students and with dorm parents, full integrity, and a willingness to articulate and share one's values and beliefs are all important for a successful life in our dorm. A Residential Life student carries a significant amount of personal responsibility for following a healthy lifestyle. Students need to remember that the rules governing the Residential Life community have been developed over many years with the aim of creating a supportive environment for adolescents who have taken on a challenging academic, athletic, and extracurricular program.

GENERAL INFORMATION

Items Provided by the School

- Twin size bed frame and mattress
- Desk
- 3 drawer dresser
- Tall dresser with a drawer space to hang clothes
- Shower curtain

Packing List

- Twin size sheets
- Blanket or comforter
- Pillow(s)
- Towels
- Desk lamp
- Clothes hangers
- Alarm clock
- School Uniforms
- Button down shirts and ties for Chapel dress (boys)
- Dresses or dress pants for Chapel dress (girls)
- Athletic clothing
- Athletic shoes
- Bathing suit

Prohibited Items

- Weapons
- Firearms
- Explosives
- Knives of any kind
- Irons
- Cooking Appliances
- Candles, incense, lighters, or matches
- Hoverboards
- Wireless Network Connection Devices Including:
 - Network switches and routers
 - Wireless repeaters
 - Wireless hotspots
 - Wireless access points
 - Wireless printers

STUDENT CONDUCT

Major school and dorm policies are designed to protect the health, safety, and educational advancement of our students and community. At the core of all expectations regarding student conduct is the simple notion of respect: respect to self and respect for others. Our rules reflect this principle and the values of our school and Residential Life program. St. Anne's-Belfield students are expected to live within this structure and demonstrate the discipline to follow our rules.

Residential Life Council

The Residential Life Council is essential to the effective running of St. Anne's-Belfield School's Residential Life Program.

The Residential Life consists of six Residential Life students -- three boys and three girls -- elected by their peers, and serves as the official bridge between the Residential Life students and dorm parents. The Residential Life Council represents not only the collective voice of the community of Residential Life students to the dorm faculty, but also the collective voice of the adults in the Residential Life Program to the students.

In addition to serving on the Residential Life Council, these six Residential Life Council representatives are also integral members of the Upper School's leadership organization. One male and one female from the Residential Life program will serve on the Student Senate, Honor Council, and Prefects Council.

The Residential Life Council is also responsible for adjudicating matters that pertain specifically to the Residential Life Program. In conjunction with the Director of Residential Life and the faculty advisor to the Residential Life Council, the Residential Life Council will hear cases that affect students due to the unique position that Residential Life students occupy. By virtue of living at the School, Residential Life students are held to specific communal standards in the hours beyond the academic day, and the dorm parents (and the broader administration of the School) are in loco parentis; as such, Residential Life students are held to different account than if they were living at home. Thus, much of what happens beyond the academic day falls within the purview of the Residential Life Council, Director of Residential Life and, when necessary, the faculty advisor to the Residential Life Council.

On occasion, Residential Life student infractions may fall beyond the purview of the Residential Life Council, irrespective of whether the event takes place during or beyond the academic day. These may likely be those potential infractions that either rise to the level of a violation of a major school rule or are deemed to be independent of the student's classification as a Residential Life student. These cases may be sent to the Honor Council or the Prefect Council.

Residential Life Rules

Violation of any of the following list of Residential Life rules may result in a meeting with the Residential Life Council, who will help determine the appropriate consequences. In the event of having to sit before the Residential Life Council, an email will be sent home and a copy placed in our Residential Life records. If a student has already had a previous violation, a second Residential Life rule violation may result in immediate dismissal. In extreme cases, a single violation of the rules may also result in the immediate dismissal of the student.

- Inappropriate physical intimacy
- Willful destruction of school or personal property, or threatening the safety of others through carelessness—this includes having an open flame in the room
- Hosting a day student in the residential halls
- Absences from dinner and study hall sign-ins
- Failure to follow protocols when leaving and returning from/to campus
- Making another student's experience unpleasant or uncomfortable
- Leaving the dorm after goodnights
- Having an electrical appliance that does not have an automatic shut-off mechanism or any cooking appliances

Contact Between Students

While we recognize a student's room as his or her home and personal space while at school, the space is still seen as part of the larger residential community. When having any visitors in his or her room, a student must realize that this space is meant for social privacy and not sexual intimacy.

Alcohol, Tobacco, & Other Drugs

Smoking, vaping, or the use of smokeless tobacco products by students is strictly forbidden both on campus and off campus

during school sponsored events. Smoking, vaping, and the use of tobacco in any manner are considered serious disciplinary offenses which may result in dismissal.

Theft

Theft erodes trust within a community, and as members of the dorm, we are responsible of ensuring that trust in each other is not lost. It is not acceptable to borrow anything from anyone in the dorm, at any time, without explicit permission. Similarly, it is not acceptable to enter into another student's dorm room without the occupant of the room present.

If theft, or the suspicion of theft, should occur, it should be reported immediately to the Residential Life Director or to one of the dorm faculty members. We will do our best to resolve the situation. In the interest and safety of students and acting in loco parentis and in partnership with parents, the School reserves the right to enter and inspect a student's room and personal effects whenever circumstances warrant.

Residential Life Council Case Procedures and Consequences

Whenever the Residential Life Council hears a case, the student(s) involved in the potential infraction of the rules will have the opportunity to explain the situation and answer questions from the Residential Life Council. After hearing the case, the Residential Life Council will determine the consequences for the student or dismiss the case. Possible consequences include but are not limited to:

- Conversation with a Peer Mentor
- Sunday study hall
- Morning Duty

Minor violations may result in further disciplinary action in addition to a consequence.

DISCIPLINARY ACTIONS

Campus Restriction

Students who have been restricted to campus may not sign out, except on an approved dorm activity.

Warning

A Warning is issued to students whose behavior in the dorms demonstrates an unwillingness or inability to commit fully to the values of the Residential Life program. A Warning serves as an official notification that the student's behavior must be improved and that any further such action may result in more significant consequences. The accumulation of three or more warnings may result in probation.

Probation

Probation is a period of time designated during which a student's behavior is closely monitored as a result of disciplinary action.

Suspension from Residential Life Program

Some violations of rules are serious enough to result in removal from the dorm community for a period of time. In these instances, the student's family must find living off-campus arrangements that the School deems suitable.

Dismissal

In the rare cases when a student's behavior demonstrates either unwillingness or inability to live within the expectations and values of the Residential Life Program, that student may be dismissed from the School.

SAFETY

Safety is the School's number one priority.

Communication

As a result, it is imperative that we are able to reach students quickly. In the event of an emergency, students will receive immediate notification from Boardingware providing them with critical information. Additionally, faculty need to be able to reach all students in order to ensure their safety. Consequently, all Residential Life students are required to have a cell phone with a functioning US phone number.

Supervision

If a student is considered to be a threat to other students or dorm faculty, that student may be sent home or the parents may be asked to come to Charlottesville as quickly as possible. The student may be asked to spend unscheduled time under the supervision of the School's Security staff and/or spend the night in the house of the Director of Residential Life.

STUDENT POLICIES & PROCEDURES

Off-Campus Permission

The School's policy is designed to achieve a healthy balance between participation in the life of the School community and freedom to be away on one's own. Students are able to sign out off campus during the afternoons on school days if they do not have any athletic or other school requirements as long as they return by 6:30 p.m.

During the weekend, students may sign out anytime between 8:00 a.m. and 11:00 p.m. as long as they receive permission from the dorm parent on duty, and correctly follow the appropriate Boardingware sign out protocols. If a student receives permission to go to a specific location, but then decides to go to a different location, he/she must call the dorm phone and communicate the change of plans. If a student would like to go to multiple destinations, he/she must call the dorm phone every time before he/she leaves a location to go to the next.

Additionally, students are not allowed to be on their own after dark. Every Residential Life student must be accompanied by another student or adult at all times at night. Ultimately, the dorm parents on duty need to know where every student is at all times, so we can ensure everyone's safety. Dorm Parents, using their discretion, always have the right to withhold permission for signing out.

Overnight Leave With a School Family

Residential life students are allowed to spend Friday and/or Saturday nights at a day-student house. The day student's parent or guardian must call the dorm phone and talk to the dorm parent on duty to discuss the details of the sleepover. The School expects that parents hosting Residential Life students will share with the School the responsibility for the students in their care. Hosts should provide proper supervision for gathering of students, not allow alcohol or drug use for students or any other violation of School rules, and encourage reasonable hours of sleep. In order to successfully receive permission to leave campus, the student must submit an overnight leave through Boardingware. Once the dorm parent on duty has heard from the day student's parent/guardian, the dorm parent will approve the leave. Dorm Parents, using their discretion, always have the right to withhold permission for a sleepover.

Overnight Leave Without a School Family

When students are away from our immediate care, it is our expectation that they spend this time with parents, legal or local guardians, or approved adults over the age of 21. Overnight trips that place students in situations where no adult is present for supervision are strongly discouraged. In these rare cases, including college visits or other situations, parents/guardians are required to give written, emailed permission that verifies understanding of the risks associated with such a trip. In order to successfully receive permission to leave campus, the student must submit an overnight leave through Boardingware. A parent must then log in and confirm the student travel plans also through Boardingware. The Director of Residential Life or any Residential Life faculty has the authority to withhold permission to leave campus.

Major Break Leave

The dorms are closed for Thanksgiving, Winter and Spring Breaks. The dates and specific times for those closures can be found above. In order to accommodate transportation needs to Dulles International Airport (IAD) and ensure student safety for these major breaks, students are required to submit travel plans well in advance through Boardingware. Parents are required to confirm and verify student travel plans through Boardingware and support our policies and expectations.. Students should not leave early or return late from these closures. Families are strongly encouraged to make sure all travel for vacations are within the posted dates. Transportation will not be provided for students who leave early or return late.

Guests on Dorm

Day students are welcome to spend time in the common spaces of the dorm as long they are the invited guests of a Residential Life student and in company of a Residential Life student. However, day students or any other guest are not allowed in the dorm rooms at any time, including overnight stays. Day students and other guests must leave the dorm by 9:30 p.m. on weeknights (Sunday-Thursday) and by 10:00 p.m. on Fridays and Saturdays.

TRANSPORTATION

Travel & Airport Information

To ensure that each student arrives safely at St. Anne's-Belfield School, it is essential that plans be made carefully and that we receive accurate information. St. Anne's-Belfield School will provide ground transportation from the School to the International Airport of Dulles (IAD) or vice versa on the following dates:

- Thursday, Aug. 15: Transportation for **student leaders only**
- Friday, Aug. 16: 4:00 p.m. and 9:00 p.m. buses from Dulles for **new students only**
- Monday, Aug. 19: 4:00 p.m. and 9:00 p.m. buses from Dulles for **returning students**
We will not accommodate any early arrivals
- Saturday, Nov. 23: 7:00 a.m. bus to Dulles
- Sunday, Dec. 1: 4:00 p.m. and 9:00 p.m. buses from Dulles
- Saturday, Dec. 21: 7:00 a.m. bus to Dulles
- Monday, Jan. 6: 4:00 p.m. and 9:00 p.m. buses from Dulles
- Saturday, March 7: 7:00 a.m. bus to Dulles
- Tuesday, March 17: 4:00 p.m. and 9:00 p.m. buses from Dulles
- Saturday, June 6: 7:00 a.m. bus to Dulles

Driving Privileges

- Ninth and tenth grade Residential Life students may not drive a vehicle while they are under the care of St. Anne's-Belfield School except to drive themselves between their home and campus.
- Eleventh and twelfth grade Residential Life students may drive their cars while on campus as long as they:
 - Have a valid driver's license
 - Have permission from their parents/guardian to drive while at school
 - Are in good standing with the School
 - Receive permission from the dorm parent on duty and appropriately sign out
 - Travel within a 20-minute (approximately 15 miles) radius of campus, unless special permission is granted
 - Residential life students are only allowed to drive their own personal vehicles
 - While not in use, student's keys must be stored in the locked cabinet in the Dining Hall
 - Special permission to travel more than 20 minutes (approximately 15 miles) from campus may be granted if the student applies for a leave in Boardingware and their parents/guardian communicate their permission via Boardingware, email or phone call to the Director at least 48 hours in advance

Riding Privileges

Any Residential Life student in good standing may obtain permission to ride in a vehicle driven by:

- A St. Anne's-Belfield School faculty or staff member
- A St. Anne's-Belfield School parent
- A St. Anne's-Belfield School student with valid driver's license and adherence to Virginia's teenage driving laws
- A hired taxi or car service
- A hired Uber driver, and
- A designated adult guardian
- To receive permission, a copy of the Transportation Permission Form signed by the student's parents/guardian must be on file indicating the desired means of transportation and the student must follow the appropriate sign out procedures with the Dorm Parent on duty.

Failure to Follow Guidelines

If any of these guidelines or the applicable federal, state, and local laws are not adhered to, future privileges may be denied and other disciplinary actions may result. If a Residential Life student is a passenger in a car without properly notifying the Dorm Parent on duty prior to getting into the car, the student will be considered to have left campus without permission. Leaving campus without permission is a serious violation of School policy and has disciplinary consequences.

Curfew Restrictions

If you are under age 18, Virginia law prohibits you from driving midnight to 4 A.M. except when driving:

- To or from a place of business where you are employed
- To or from an activity that is supervised by an adult and is sponsored by a school or by a civic, religious, or public organization

- With a licensed spouse age 18 or older, parent or other adult acting in loco parentis who is occupying the front passenger seat
- In case of an emergency, including responding to emergency calls as a volunteer firefighter or rescue squad personnel

Restrictions on the Number of Passengers

If you are under age 18, you may carry only one passenger under age 21, unless accompanied by a licensed parent, or other adult acting in place of a parent, in the front passenger seat. However, after you have held your license for one year, you may carry up to three passengers under age 21 in the following situations:

- Travel to and from a school-sponsored activity
- A licensed driver 21 or older is in the front passenger seat
- In case of an emergency.
- Learner's permit holders may not carry more than one passenger under age 18.
- (Passenger restrictions do not apply to family members)
- Violations of either the curfew or passenger restrictions can result in the suspension of your driver's license.

Bicycles, Scooters, & Skateboards

We require all students to wear helmets when on a bicycle, scooter or skateboard and to comply with all Virginia laws. When riding after sunset, every student must have the appropriate lights and reflectors to make themselves visible to drivers and pedestrians. Students failing to abide by these regulations are subject to disciplinary consequences including but not limited to loss of sign-out privileges.

Transportation for Testing

The St. Anne's-Belfield Residential Life program will only provide transportation to the Covenant School, Albemarle High School, and Charlottesville High School on the following dates:

ACT

Saturday, Sept. 14, 2019
 Saturday, Dec. 14, 2019
 Saturday, Feb. 8, 2020
 Saturday, April 4, 2020

SAT & Subject Tests*

Saturday, Aug. 24, 2019
 Saturday, Oct. 5, 2019
 Saturday, Dec. 7, 2019
 Saturday, March 14, 2020
 Saturday, May 2, 2020

**Students taking subject test may need to arrange for transportation after their test*

TOEFL (Glen Allen location only)**

Saturday, Sept. 21, 2019
 Saturday, Nov. 2, 2019

**February and March Dates to be announced later*

Passports & I-20s

Students must turn in their passports upon their arrival. All passports and I-20s will be stored in the dorm safe. Students will be able to check out passports and I-20s when needed for travelling, test-taking, or other reasons. Documentation will be returned to the safe once the student arrives back on campus. This policy is designed to ensure the safekeeping of important documentation.

HEALTH SERVICES

School Nurse & Illness

Please see School Nurse & Illness section on page 15 for more information.

University of Virginia (UVA) Teen Health Center (Phone: 434-982-0090)

St. Anne's-Belfield School has partnered with the University of Virginia Teen Health Center in order to provide the best healthcare possible to our Residential Life students. The team, led by Dr. McLaren, will visit our campus once a week to see any student who might be feeling ill, needing counseling, or following up on a previous appointment. The scope of services provided by the University of Virginia Teen Health Center is detailed below:

- Weekly onsite clinics (4 hours/week)
- Review immunizations and medical records
- Identify immunizations and TB testing needed to comply with Virginia law
- Recommend possible treatments for other health problems identified
- Organize immunization clinics
- 24 hour on-call service
- Facilitate referrals and subspecialty appointments
- Priority for clinic appointments
- Facilitate four Wednesday evening educational sessions

Counseling Services

Our School counselor is available to Upper School students who may need support and guidance in dealing with adolescent concerns. The counselor's office is located in Randolph Hall, and students may drop in or set up a mutually-convenient time to talk about issues such as peer relationships, depression, eating issues, school problems, or substance abuse. Unless the issues presented by the student are considered life-threatening, all discussions between the counselor and the student will remain confidential. The counselor's primary role is to listen to and provide support for students; she does not engage in psychotherapy. If it is clear that a referral to an outside therapist is necessary, the student and his/her parents may meet with the counselor to discuss the options available.

The Residential Life program has partnered with a local clinical psychologist in order to provide counseling to those students who can benefit from it. The therapist will visit our campus once a week to see any students who have been previously referred to her by our pediatrician or the School counselor.

Transportation to appointments to see other medical specialist will have to be arranged by the students.

Medication

St. Anne's-Belfield School is guided by Virginia regulations and established principles of good practice among independent schools for the administration of prescription medication. Residential Life students taking prescription medication(s) must bring their prescription(s) to the Director of Residential Life for review by the UVA Teen Health Center. Students may not keep unlabeled packets of medication in their rooms. If parents send prepackaged medication, the medicine(s) must be properly labeled in English so that the medical staff can easily identify the contents.

In the event of a doctor recommending medication for depression and/or anxiety, the Director of Residential Life will contact the parents in order to inform them of the proposed treatment plan. It is important to note that while Virginia law does not require parental consent to teenage students to begin this kind of treatment, the School wishes to ensure that the decision is made with the consensus of the doctors and the families. The Director of Residential life may facilitate communication between the doctor and the families and if needed, a professional translator may be hired. In the rare case in which families disagree with the advice of the School-contracted medical professional(s), the Head of the Upper School may consult with the Director of Residential Life and the School-contracted medical professional(s) as to whether or not the student will remain a member of the Residential Life and/or School community.

Residential Life students are not allowed to keep any medication in their rooms, other than inhalers and birth control medication. All medications, prescription or over the counter, will be dispensed by the residential staff and recorded in the medicine log. Misuse of medication or failure to follow these guidelines may result in disciplinary action and may lead to disciplinary action including suspension or dismissal from the school.

Health Form Requirements

The School strives to provide the best healthcare available to Residential Life students. Residential life students upload immunization and physical health forms through MagnusHealth prior to their arrival to campus. These forms will be shared with the team at the University of Virginia Teen Health Center and the School Nurse so they can design a plan for students who might need to visit a doctor or receive an immunization soon after their arrival to campus.

Health Insurance

The School offers an insurance plan with comprehensive coverage through United Healthcare. This plan is mandatory for all international Residential Life students. The school will make sure that domestic Residential Life insurance plans are comparable to the one offered by United Healthcare.

This policy is designed to guarantee the wellbeing of all Residential Life students and to make sure families are protected in case of an unfortunate health-related event. It is worth noting that the United Healthcare plan does not cover any dental work or eye exams. Please feel free to purchase additional coverage if you would like to have your child covered for this type of health services.

ROOM POLICIES AND PROCEDURES

Dorm Use

Dormitory rooms are the responsibility of the occupants and furniture arrangements should facilitate a healthy living and learning environment. Walls may not be defaced by nails or tacks. Nothing may be attached to or hung from the ceiling, fan, or fire sprinkler or piping system. Each student will be provided with a wardrobe closet, dresser, bed, desk, and chair. No furniture may be removed from student rooms and window screens and stoppers may not be tampered with. Any intentional damage to school property will be billed to the parents and the student may go in front of the Residential Life Council.

Room Tidiness

Rooms are expected to be kept neat and clean throughout the week. Beds are to be made daily, waste baskets emptied regularly, clothes and other items put away, and food properly stored in airtight containers. Any uneaten food should not be dumped down the sink drains or toilets.

In order to ensure the health and safety of our students dorm faculty will regularly conduct room checks. Residential life students who have unreasonably messy rooms will have 7:00 a.m. work duty in the dining hall if the student does not address the situation immediately after being notified. Moreover, any additional furniture will be removed from rooms that are routinely untidy.

All dorm rooms will be inspected for cleanliness once a week at a scheduled date. There will also be an additional weekly room check during school hours on a day chosen by the responsible dorm parent. Failure to have a clean room by then will result in Monday 7:00 a.m. work duty in the dining hall. Each room meets the following expectations:

- Room trash cans are empty and trash is taken to the outside trash cans
- There are no dining hall items
- The floor has been vacuumed
- The room overall is neat

Rooms are also inspected at the end of the year and are expected to be cleaned and free of all belongings, trash, and recycling.

Cooking Appliances & Food

For safety and tidiness reasons, students are not allowed to keep electrical and cooking appliances in their rooms. Students may store snack foods in plastic containers provided by the school. The Residential Life Program recognizes that common spaces are limited and that students might desire to eat food in their rooms. However, school provided meals are opportunities for students and faculty to come together and build a stronger community, and therefore, no food from the dining hall might be taken to student rooms. Students may consume takeout or delivery food in their rooms as long as trash containing food is discarded in the dumpsters as quickly as possible.

Space Heaters

The school provides electrical portable space heaters during the winter months. The space heaters may only be turned on when a student is in the room. Space heaters should not be covered with clothes, towels, or any other material or used as a drying device. Irresponsible or unsupervised use of space heaters will result in the student losing privilege of space heater use.

Room Searches

St. Anne's-Belfield School recognizes that its students have legitimate privacy interests in their rooms, their belongings, and in their conduct. However, a student's privacy interests are not absolute, particularly when those interests collide with real or perceived dangers to that student or to others, or when they collide with real or perceived violations of the School's rules and regulations, or of federal, state, or local laws. St. Anne's-Belfield School accordingly reserves the right to inspect, search, and/or seize any student's room, belongings, or property at any time if any faculty, staff, or other School representatives reasonably believe that conduct violating the School's rules or policies has occurred, or that unlawful conduct has occurred, is occurring, or will occur. St. Anne's-Belfield School may take this action on its own, or in conjunction with law enforcement authorities, as it sees fit under the circumstances. No set guidelines can foresee or describe every situation that might arise, and we cannot limit, in any way, St. Anne's-Belfield School's ability to act as it deems appropriate under the circumstances.

DORM LIFE

Weekday Schedule

6:45 a.m.	Doors Open
7:00 - 8:40 a.m.	Breakfast
8:30 a.m.	Medication distribution
8:45 a.m. - 3:35 p.m.	Classes
3:35 - 6:00 p.m.	Athletics or Afternoon Enrichment Program
6:30 p.m.	Dinner (Everybody must sign in and be seated by 6:45 p.m.)
7:00 p.m.	Announcements
7:30 - 9:00 p.m.	Study Hall
9:00 p.m.	Medication and Package Distributions
10:30 p.m.	Good night

Weekend Schedule

During the weekend, students who are on campus must sign-in by 11:30 a.m. and 7:00 p.m. on Fridays, and 11:30 a.m. and 6:00 p.m. on Saturdays. Doors will be opened at 7:45 a.m. on Saturdays and Sundays. If a Residential Life student needs the doors to be opened before that time, they must communicate with the weekend team in advance.

5-Day Residential Life Students

The St. Anne's-Belfield School Residential Life program strives to create a cohesive community where 5-day and 7-day Residential Life students have time to develop and cultivate relationships. It is for this reason that we ask 5-day boarders to come back to campus by 5:30 p.m. on Sundays. The Residential Life program understands that occasionally circumstances might not allow a student to return on time. When this is the case, we ask families to wait until after 8:00 p.m. to bring students back to the dorm so that other students are disturbed only during quiet hours. Students who are routinely late may go in front of the Residential Life Council.

Study Hall Rules

Study Hall is a time for Residential Life students to complete their homework, study and work on their overall academic progress. At any time, academic advisors, dorm parents, and/or parents can request that their child be in Study Hall. The following rules aim to provide space conducive to maximize student focus and productivity.

- Everybody should be seated and studying promptly at 7:15 p.m.
- Students should not be going back to their rooms for books, etc.
- There should not be more than two students per table
- Students may not order food or heat up food during study hall
- Study hall will not begin before all chairs are taken down from the tables
- Students may use a study hall skip if the dorm parent on duty grants permission
 - Sophomores can skip two study halls each trimester
 - Freshmen cannot skip any study halls

- Juniors and Seniors can remain in their rooms for Quiet Hours with the door open, join study hall in the dining hall or do work in the Quiet Space of Randolph Hall from 7:30 - 9:30 p.m.
- Students who decide to study in the quiet space must follow the following guidelines:
 - Students may enter the space from 7:30 - 7:40 p.m. No one will be allowed to enter the space after that time
 - Anyone who exits the space may not re-enter it
 - There will be no food in the space
 - Students must remain in the Quiet Space or 2nd floor bathrooms
 - A member of the Residential Life Council will proctor study time

Security

St. Anne's-Belfield School strives to ensure the safety of all students' personal belongings. Students should not keep more than \$50 cash in their rooms. Students can choose to keep larger amounts of cash in the safe located in the business office.

Anything of value, including all electronics, sports equipment, camera, stereo and computer equipment must have some kind of permanent identification. St. Anne's-Belfield School cannot be responsible for items lost, stolen or damaged.

Residential life students should never share the code to their room with other students, including suitemates. When not in the room, Residential Life students are advised to lock the door to the bathroom. Each student has an ID keycard that will grant them access to the dorm during non-school hours. Students are not allowed to prop doors open at any time. If a student loses their key card, they should contact the Upper School Administrative Assistant to get a replacement.

Doors & Windows

- Outside doors must not be propped open.
- Tampering with window, door locks, or security screens is prohibited. Violations of this regulation may result in disciplinary action, and the cost for the repair or replacement may be charged to the student's account.
- Students are encouraged to report any malfunctioning of security systems, doors or windows to Residential Life staff.

Mail Delivery

Students are not allowed to retrieve their packages from the mailroom next to the Business Office. Mail is distributed daily to the mailroom adjacent to the student lounge at 9:00 p.m. during school nights and 11:00 p.m. on weekends. In case of an emergency, the student should contact the dorm parent who will retrieve the package from the mailroom for the student.

The School is not responsible for packages sent to the School between June 5 and Aug. 1. Students should plan their purchases accordingly.

Dining Hall

The Residential Life program at St. Anne's-Belfield makes greater use of the dining hall than the rest of the constituencies of the School, and therefore, it has a greater responsibility in the upkeep of the facilities. Students are expected to clean up after themselves. This includes carrying any dishes, cups or silverware to the dishwashing station, discarding any waste into the trash cans, and wiping down the table when food or liquid has been spilled.

Laundry Service

St. Anne's-Belfield School has contracted the service of a local company to provide laundry service for Residential Life students. Each student will be able to fill up a bag provided by the company with up to 15 pounds of clothes. The laundry will be returned 24 hours after it is picked up by the company.

- All items will have their pockets checked and will be sprayed for stains where applicable. All items will be washed together, regardless of color, with cold water and unscented, hypoallergenic detergent. Items will be dried on Medium heat. All items will then be folded, packed in plastic, and placed in a student's bag.
- If a student cannot close the drawstring of their laundry bag, the Company won't pick it up and will notify a designated School representative that this was the case. This is to ensure the care of a student's items in transit, and to cut down on any lost and found.

St. Anne's-Belfield does provide a limited number of washing machines and dryers in the dorm for those clothing items that may require a more delicate washing cycle.

IT & Maintenance Requests

In a house of more than 80 students and several dorm parents, it is inevitable for things to break or malfunction over the course of the year. Any time an issue requires the attention of our IT or Maintenance Departments, the students should contact their House Parent who will fill out a request.

We are grateful to have great support from the IT and Maintenance Departments. If an issue is not addressed within 5 days of the form submission, please contact the Director of Residential Life.

RESIDENTIAL LIFE CURRICULUM

The Residential Life program at St. Anne's-Belfield School strives to provide educational opportunities that go beyond the classroom. We arrange activities that offer the chance for students to learn about a wide variety of topics ranging from financial responsibility to workshops on how to cultivate healthy relationships. The activities, guest speakers and workshops may include every student, but are sometimes only offered to a particular section of the dorm depending on the topic addressed that week. This program is intended to help students become better prepared for their life beyond St. Anne's-Belfield School.

Service Learning

Community service is an integral part of the boarding experience at St. Anne's-Belfield School. Residential life students are expected to consistently participate in community service activities throughout the school year. Both mandatory and optional events will be offered by house captains, the weekend team, and individual dorm parents. Because service is a critical component of our Residential Life curriculum, service events may only be missed due to an emergency or illness. Dorm parents welcome suggestions and ideas for service opportunities in our community!

Afternoon Enrichment Program

The Afternoon Enrichment Program is designed to engage students in the life of school and, whenever possible, the broader Charlottesville community. Every Residential Life student must be involved in an after school activity during the winter season and each will have the opportunity to choose from a variety of activities, including athletic teams, and community service.

Students involved in Athletic teams have daily commitments in the form of practices or games. Students engaged in other Afternoon Enrichment Programs and projects will have responsibilities on Mondays, Wednesdays and Thursdays. This flexibility will allow these students to delve deeper into their chosen program or activity on Tuesdays and Fridays, as well as allow them to support their peers during athletic contests.

Weekend Activities

Weekend Dorm Parent teams offers a variety of activities each weekend. These activities may include a hike, attending a play or a concert, a shopping trip to the mall, etc. Students are encouraged to participate in these activities since they are a good venue to learn about the area and also explore some new interests.

In addition to weekend activities, each House Captain will organize a mandatory activity for House members. Additionally, students should expect grade level mandatory activities once a term. Dorm faculty will do their best to offer a wide variety of activities throughout the year to make sure every student has different experiences. During the duration of these activities, the use of cell phones are not allowed unless noted otherwise by one of the members of the Dorm Parent team.

All activities are designed to build a sense of community and to help students develop friendships with one another outside the environment of the school. We encourage a positive spirit and a willingness to try new experiences.

Visitation Policies

In-room visitation promotes learning, friendship, partner or group study, and community among students. All students have the privilege to visit rooms when the occupant of the room is present and during the posted hours. Students should expect periodic visits from the dorm parent on duty. Students are expected to conduct themselves in a way that honors our commitment to creating a residential environment characterized by safety, trust, inclusivity, and respect for all. While a dorm room may feel more private than the lounges, it remains a shared space in which community members should feel

comfortable entering or walking by. It is not an appropriate space for sexually intimate behavior or behavior that makes roommates or others feel unwelcome. Additionally, during study and quiet hours, hallways must remain quiet. During visitation, the door must remain fully open and lights on regardless of relationship status of students. Students should behave in a manner that is respectful of roommates and others on the hallway. Any failure to respect the spirit and letter of these guidelines will result in disciplinary action.

Visitation Hours

Sunday	12:00 - 5:00 p.m.
Monday - Thursday	8:45 - 10:00 p.m.
Friday	7:00 p.m. - 10:00 p.m.
Saturday	12:00 - 5:00 p.m., 7:00 - 10:00 p.m.

ATHLETICS & PHYSICAL ACTIVITIES

The following athletic policies can be found in the Athletic Handbook. For further clarification and more information with regard to athletic expectations, policies, and protocols, please download and read through the **Athletic Handbook**.

FREQUENTLY ASKED QUESTIONS

How does the School provide for the health and safety of the students in the athletic program?

The School provides two certified Athletic Trainers for the Athletic Department. The athletic trainers are qualified to assess athletic injuries and supervise rehabilitation, and he or she will make the decision concerning an injured student's return to athletic contests. The required physical examination, strong code of training rules, and strong emphasis on proper conditioning and equipment reflect the School's commitment to the health and safety of the student participating in the athletic program.

What is the role of the parents in supporting their child's athletic participation?

The athletic experience should be shared by the family as an important aspect of the education of a student at St. Anne's-Belfield School. Generally speaking, the parents at St. Anne's-Belfield School should strongly encourage their child to participate in athletics. Through team sports, fitness classes, or physically challenging activities, parents should stress the importance of health and physical well-being. The positive aspects of team sports, individual accomplishments, and positive self-esteem come from the active support of the parents. The role of the parent is to take pride in their child's willingness to participate and not be preoccupied with playing time, team strategy, or final scores. Parents need to express support for the coaches and other students on the team and to show respect for officials and opponents.

What is the policy on missed practices and unapproved absences?

The Athletic Department expects students participating in the program to fulfill all the practice and game commitments. Students are expected to notify coaches in a timely fashion if they cannot go to a game due to a conflict. However, in missing a game, students must understand that they put their position on the team in jeopardy. Notes from parents, physicians, or teachers are acceptable excuses. An emergency situation should be handled with a telephone call to the coach or director of athletics. Missed practices and games or anticipated absences that are not communicated to coaches could result in game suspensions or possible removal from the team. Repeated lateness and absences are violations of Athletic Department rules concerning participation and may result in a reduction of playing time as well as suspension or removal from the team.

What is acceptable behavior for athletes and spectators at athletic events?

The Virginia Association of Independent Schools strongly endorses a code of conduct for athletes and spectators. Disrespect to officials, players of opposing teams, and spectators is inappropriate behavior. The role of spectators has also been acknowledged as an important part of interscholastic athletics. Taunting, negative cheering, and profanity will not be tolerated. Spectators not complying with these rules will be asked to leave the gymnasium or field.

Are the girls' and boys' Upper School teams affiliated with a recognized League of Independent Schools?

Most of the School's Boys' teams compete interscholastically in the Virginia Prep League (VPL). All Girls' teams compete in the League of Independent Schools (LIS).

What is the Athletic Shoe Policy?

In order to maintain the high quality of the Conway Convocation Center and Tarring Gymnasium floors, to promote and maintain student safety, and to conform to the recommendations of the manufacturers for the maintenance of the floors, the St. Anne's-Belfield School has adopted an Athletic Shoe Policy. All students are required to wear a separate pair of athletic shoes when participating in activities on both the Conway Convocation Center and the Tarring Gymnasium floors. This policy pertains to physical education classes, practices, games, or any activities in these facilities. When purchasing athletic footwear, it is important that you request shoes with non-marking soles. We require shoes with non-marking soles for students participating in pre-season practices held in these facilities.

PHILOSOPHY

St. Anne's-Belfield School strongly believes in the balance of academic excellence and athletic participation for the student body. While the School requires student participation in an athletic activity, the students are expected to value their academic pursuits as the highest priority. The School administration and the Athletic Department encourage all students to strive for excellence in the classroom and in their athletic endeavors. Athletic participation and the lessons that it teaches are

a vital component of the independent school experience. Students are able to apply those valuable athletic experiences in the classroom and in their future lives. Therefore, St. Anne's-Belfield School provides a comprehensive athletic program for students in Grades 7 - 12 based on the following beliefs:

- Athletic participation promotes physical fitness and a healthy body awareness.
- Spirited competition within the rules honors the sport, the students involved, the coaches, officials, and spectators and encourages pride in the School community.
- Athletic participation teaches valuable personal qualities such as perseverance, grace under pressure, learning from disappointment, and humility in victory.
- The student athletes, coaches, parents, faculty, and spectators are representatives of St. Anne's-Belfield School before, during, and after athletic contests. As ambassadors of the School, they are expected to display respect for officials, opponents, and fans from the other school.

PHYSICAL EDUCATION & ACTIVITY REQUIREMENTS

Grades K - 6

Each student in Grades K - 6 participate in physical education classes. These classes may be held outside, in the Tarring Gymnasium, or in the Conway Convocation Center.

Grades 7 & 8

All students entering seventh and eighth grade must participate in two trimesters of physical activity per year for a total of four by the end of their eighth grade year. Two of the four trimesters must be School sponsored teams or activities.

Activities that fulfill the physical activity requirement:

- Learning Village or Upper School athletic team
- Learning Village Non-competitive activity offered during the physical activity time
- Non-School-Sponsored physical activity (NSSPA)

Non-competitive sports that take place on the Learning Village campus occur Monday - Thursday, 2:50 - 3:35 p.m. These physical activities, referred to as fitness and fun, occur all three trimesters.

Non-competitive sports that take place at the Upper School occur Monday - Thursday, 2:50 - 4:10 p.m. These physical activities include indoor soccer and squash, and take place during the winter (trimester two).

NSSPA classes, such as dance and club sports through outside organizations, may be taken to fulfill ONE trimester of credit per year. A NSSPA form must be filled out, signed by the instructor/trainer and returned to the associate director of athletics by the deadline date. Students not participating in School-sponsored activities must be picked up between 2:45 and 3:00 p.m. at the Grades 5 - 8 main entrance. **Activities that are not accepted as a physical activity requirement include School plays, musicals, and/or team managers.**

Grades 9 - 12

Students are required to participate in good standing in six trimesters of physical activity in order to receive physical education credit towards their graduation requirements. It is the student's responsibility to ensure that they remain current on the amount of credits they have and need to achieve annually. As of the 2019 - 2020 school year:

- ALL students entering ninth grade must participate in six trimesters of physical activity. Four trimesters must be completed by the end of their sophomore year, two of which must be School sponsored teams or activities.
- ALL new tenth graders must participate in four trimesters of physical activity. Two trimesters must be completed by the end of their sophomore year, one of which must be a School sponsored team or activity.
- ALL new eleventh graders must participate in two trimesters of physical activity. It can be one trimester each year or two trimesters in one year, however one must be a School sponsored team or activity.
- All new twelfth graders must fulfill one trimester of physical activity, which must be a School sponsored team or activity.

Activities that fulfill the physical activity requirement:

- Upper School athletic team
- Upper School physical activity class offered after school
- Non-School Sponsored physical activity

While there is a minimum number of trimesters in which a student must participate in a physical activity to receive credit, there is no maximum number; thus, a student can participate in sports all three trimesters each year. Students who participate in three sports during a school year are recognized via our “Iron Saint” award at the end of the year

NSSPA Requirements

Non-School sponsored physical activities such as taekwondo, horseback riding, dance, and/or other club with an outside organization may be utilized to fulfill ONE trimester of credit per year. A non-School sponsored form must be filled out and submitted through **MagnusHealth**, signed by the instructor/trainer, and returned to the associate director of athletics for approval.

All Non-School Sponsored physical activity must meet the following requirements:

- Activity must meet at least three days a week
- Activity must be at least 45 minutes in length each session
- Activity must be at least two months in duration during that trimester
- Student must fill out a NSSPA form and have it signed by the instructor overseeing the activity
- Student must have the form on file in the Athletic Office prior to the season

LEVELS

The goal of the St. Anne’s-Belfield School athletics program is to offer an educational and rewarding athletic experience, one that develops the interpersonal values and potential of all our students based on their attendance, commitment to the program, coachability, effort, and dedication to improvement. We approach this goal through emphasis on being process-driven while focusing on growth and development through team membership, competition, participation, sportsmanship, goal setting, and experience opportunities.

Grades 7 & 8: Comprised of seventh and eighth grade students only. The 7 & 8 teams are considered preparatory and introductory. Every effort will be made to include all who are interested in participating within reasonable limits, but in some cases, roster limitations may occur. Teams will be structured in a way that best promotes growth and development for the group, while allowing opportunities for good, productive, and challenging competition. All team members will play in each contest provided they have fulfilled practice and team obligations. Skill building, development, sport knowledge, and teamwork are the main focal points, as well as playing experience for each player.

Junior Varsity (JV): Comprised of Grades 7 - 11 students. This is the transitional level between 7 & 8 and varsity level teams. All team members will have opportunities for game experience, but this does not equate to equal playing time or opportunities. Roster limitations may occur at this level. Emphasis at this level is on process-driven improvement, skill development, sport IQ, physical growth, and teamwork.

Varsity: Comprised of Grades 8 - 12 students. At this level, the commitment is to field the best possible team for success in league and state-level competition. Thus roster limitations may occur, and playing time is not guaranteed to any player. The emphasis is to continue to improve skill development, obtain a great sense of individual and team strategy, and work as a team to accomplish various objectives and goals as set by the coaching staff.

Interscholastic Competition

For all interscholastic teams at St. Anne’s-Belfield School, students will be selected on their skill levels. Parents and students will receive information at the beginning of each season concerning try-out procedures and required equipment for participation. Rosters for all teams may be limited, and the director of athletics will approve all final rosters.

CONDUCT

A successful athletic program stresses that competition, from within as well as against other schools, encourages students to

accept discipline, responsibility, and a cooperative spirit. At all times, students who represent St. Anne's-Belfield School at sporting events are expected to behave courteously and in a manner indicative of their respect for the School and themselves.

The athletic director, coaching staff, and administration believe that the opportunity to represent the School in athletics is a privilege. By choosing to participate, each student and the student's parents must be informed of and agree to the commitment and responsibilities as a team member. Personal conduct of the highest standards is expected of the students representing St. Anne's-Belfield School. Students will be held accountable throughout each season for their behavior at practices, during the athletic contests, and at all times during the season.

The Athletic Department, with the administration's support, requires each student participating in the athletic program to be held accountable for the following rules of conduct when in season:

- Athletes may not use tobacco products, including cigarettes and all forms of smokeless tobacco, alcohol products, illegal drugs, steroids, or prescription drugs not monitored by a physician. A student who has violated this rule will be suspended for a specific time, and the parents will be notified. Repeated violations will result in expulsion for the season.

Please see **Participation Rules section** for more information. The administration may administer additional penalties for students in violation of Athletic Department training rules and/or for inappropriate behavior.

The Virginia Association of Independent Schools strongly endorses a code of conduct for athletes and spectators. Disrespect to officials, players of opposing teams, and spectators is inappropriate behavior. The role of spectators has also been acknowledged as an important part of interscholastic athletics. Taunting, negative cheering, and profanity will not be tolerated. Spectators not complying with these rules will be asked to leave the gymnasium or field.

Hazing

Hazing is wrong because it causes personal hurt and degradation, and undermines group morale, spirit, and unity. The School will not permit hazing in any form. Hazing occurs when one part of a group of students sponsored by or affiliated with the School requires or pressures others who are or seek to be members of the group to behave in a manner that is unlawful, dangerous, embarrassing, humiliating, derogatory, or otherwise prohibited by school rules, or to do anything that the remaining part of the group is exempt from doing by virtue of seniority or other "privileged" status. Individuals and groups who engage in hazing are subject to disciplinary actions. This policy does not apply to benign behavior and requirements.

ELIGIBILITY

The Athletic Department and administration of St. Anne's-Belfield School strongly encourage participation by the student body in the interscholastic athletic program. Participation in team sports is not required by the School; therefore, each student chooses to be a member of teams at St. Anne's-Belfield School. Parental consent and knowledge are verified by the parent signature on the athletic medical form. Every student is required to have a full sports physical and complete concussion baseline testing before participating in the athletic program every year.

NCAA Athletic Eligibility

Some of our students are interested in playing Division I athletics at the collegiate level, and therefore must be declared eligible through the NCAA Clearinghouse. Parents are responsible for ensuring their child is registered with the Clearinghouse by the start of the junior year and meets all eligibility requirements.

Eligibility requirements change every year, so please check the **NCAA website** for the most updated information.

SPORTS OFFERINGS

Season	Boys	Grades	Girls	Grades
FALL	V Football	9 - 12	V Field Hockey	8 - 12
	JV Football	9 - 12	JV Field Hockey	7 - 11
	7 & 8 Football	7 - 8	7 & 8 Field Hockey	7 - 8
	V Soccer	8 - 12	V Volleyball	8 - 12
	JV Soccer	7 - 11	JV Volleyball	7 - 11
	7 & 8 Soccer	7 - 8	7 & 8 Volleyball	7 - 8
	V Cross Country	8 - 12	V Tennis *	8 - 12
	7 & 8 Cross Country	7 - 8	JV Tennis*	7 - 11
			V Cross Country	8 - 12
			7 & 8 Cross Country	7 - 8
WINTER	V Basketball	8 - 12	V Basketball	8 - 12
	JV Basketball	7 - 11	JV Basketball	7 - 11
	7 & 8 Basketball	7 - 8	7 & 8 Basketball	7 - 8
	V Squash*	8 - 12	V Squash*	7 - 12
	JV Squash*	7 - 11	V Swimming*	8 - 12
	V Swimming*	8 - 12	JV Swimming*	7 - 11
	JV Swimming*	7 - 11	V Diving*	8 - 12
	V Diving*	8 - 12		
SPRING	V Lacrosse	8 - 12	V Lacrosse	8 - 12
	JV Lacrosse	7 - 11	JV Lacrosse	7 - 11
	7 & 8 Lacrosse	7 - 8	7 & 8 Lacrosse	7 - 8
	V Baseball	8 - 12	V Softball*	8 - 12
	JV Baseball	7 - 11	V Soccer	8 - 12
	7 & 8 Baseball	7 - 8	JV Soccer	7 - 11
	V Tennis	8 - 12	7 & 8 Soccer	7 - 8
	JV Tennis*	7 - 11	V Golf*	8 - 12
	V Golf*	8 - 12	V Track	8 - 12
	V Track	8 - 12	7 & 8 Track	7 - 8

**Seventh and eighth grade students are eligible to tryout for JV or varsity teams in which we don't have a dedicated 7 & 8 team.*

PREPARATION

Sports Clothing & Equipment

Students in Grades K - 4 participate in Physical Education in their uniform. Fifth and sixth graders are required to purchase uniforms from Lands' End for Physical Education classes. All students participating in School sponsored athletics should wear proper clothing as determined by the coach or supervisor, generally athletic shorts or pants, t-shirts, and sneakers/cleats.

In order to maintain the high quality of the Conway Convocation Center and Tarring Gymnasium floors, to ensure that playing surfaces are safe, and to conform to the recommendations of the manufacturers for the maintenance of the floors, St. Anne's-Belfield School has adopted an Athletic Shoe Policy. All students are required to wear a separate pair of athletic shoes when participating in activities on both the Conway Convocation Center and the Tarring Gymnasium floors. This policy pertains to physical education classes, practices, games, or any activities in these facilities.

When purchasing athletic footwear, it is important that you request shoes with non-marking soles. We require shoes with non-marking soles for students participating in pre-season practices held in these facilities.

Communication

Please refer to the **Athletics Calendar** which is updated regularly, or call your division's academic office for last minute changes due to weather and daily events. For more thorough athletic information, please visit www.stab.org/athletics.

CONCUSSION POLICY

In order to ensure the safety and well-being of our students and athletes, St. Anne's-Belfield School has adopted a Concussion Policy. Students will take baseline tests at the beginning of each season, which will allow the School to comparatively assess any injuries sustained. Parents are required to complete the Concussion Parent Education Program prior to their student's participation in athletics. Click here for additional information.

PRE-SCHOOL AFTER SCHOOL PROGRAMS

The Pre-School offers students in Pre-School and Junior Kindergarten supervised activities beyond the regular school day in the Pre-School Building. These after-school activities are not offered to the Two's Program. The options include, Lunch Bunch, Extended Day and Full Day.

Medication Policy

Pre-School faculty and staff are not permitted to administer any “over the counter” medications to children while attending any Pre-School programs. Faculty and staff are only to administer EMERGENCY medications, such as inhalers or Epi-Pens. The School must have documentation on file for any Pre-School student who may need emergency medications.

Sunscreen Policy

Pre-School faculty and staff are the only adults who can apply sunscreen to your child while participating in the program. Parents will supply this sunscreen to the school. The “Prior Authorization to Administer Sunscreen” form (found in the Back to School Packet) must be completed before sunscreen may be applied.

Visiting

Parents are always welcome to visit any Pre-School After-School programs. Parents should check in at the Pre-School office in order to obtain a visitor badge through our visitor management system.

Communicating with Parents During an Emergency

In the case of an emergency involving one child, staff will typically notify the child's parents of the situation as soon as practicable via phone. In the case of a school-wide emergency, a school-wide text message will be sent to each parent, and a report will generally be disseminated to radio stations. Parents should provide their phone number in order to receive text messages for these communications at the beginning of each school year online via the Parent Reach Emergency Form.

Snack

The Pre-School faculty will provide snack at 3:00 p.m. each day.

Sign-Out Procedures

By law, all students must be signed out of ASEP each day. The following guidelines apply:

Students can only be signed out and picked up by parents and by those listed under the section “Person(s) Authorized to Pick-Up Child” on the Child Registration Form. Parents should list their emergency contacts from the section “Two People To Contact if Parents(s) Cannot Be Reached” in the “Person(s) Authorized to Pick Up Child” box as well as babysitters/ nannies, relatives, and so forth.

Late Pick-Up

If your child is not picked up promptly from ASEP by 5:30 p.m., you will be charged a late fee of \$1.00 per minute per child. This fee needs to be paid upon request.

If you are running late for any reason, please call the director of Pre-School programs at (434) 981-4626. If you have not picked up your child by 5:30 p.m. and the director is unable to contact you, your emergency contacts will be called to pick up your child.

Discipline Policy

The Pre-School and ASEP faculty will follow the procedures for discipline outlined by the School. To promote the child's well-being, the faculty will respect the personal privacy of the child; will respect differences in cultural, ethnic, and family backgrounds; will encourage decision-making abilities, independence, and self-direction; will promote ways of getting along; and will use consistency in applying expectations. Guidance will be constructive in nature and age appropriate to serve as a form of redirection and a means of conflict resolution.

Suspension & Termination Policy

At this age, the School is constantly working with students and families to gauge developmental readiness and growth regarding all programs and activities. We understand that some students might not be ready for the long day that after-school programming entails. Students demonstrating poor behavior while attending Pre-School after school activities will be supported by our faculty, using the STEP philosophy, to make better choices. Parents will be informed about repeat or notable incidents, and the School will partner with families to assess developmental readiness for the program.

GRADES K - 8 ASEP

The After-School Enrichment Program (ASEP) for students in Grades K - 8 take place on the Belfield Campus next to the Tarring Gym in a fun and safe environment. Trained ASEP leaders provide a natural extension to the school program. The schedule includes games, arts and crafts, physical activity, homework time, and a snack.

Medication Policy

ASEP staff are not permitted to administer any “over the counter” medications to children while attending the ASEP. ASEP staff are able to administer EMERGENCY medications, such as inhalers or Epi-Pens.

Parents must fill out and complete a written Medication Consent Form, which is available through MagnusHealth. The form is lengthy and requires a physician’s signature. Children that require a Medication Consent Form will not be allowed to attend ASEP until this form is completed and returned to the ASEP director.

Sunscreen Policy

ASEP staff members are the ONLY adults that can apply sunscreen to your child while participating in the program. A form entitled Prior Authorization to Administer Sunscreen (which can be obtained from the ASEP director) must be completed before ASEP staff can apply sunscreen.

Visiting ASEP

Parents are always welcome to visit and tour the ASEP facilities. Please call for an appointment with the ASEP director so we can adequately plan for your visit. You are welcome to bring your child. You will be required to obtain a visitor’s badge if visiting ASEP for an extended period of time.

Communicating with Parents During an Emergency

In the case of an emergency involving one child, staff will typically notify the child’s parents of the situation as soon as practicable via phone. In the case of a School-wide emergency, a School-wide text message will be sent to each parent, and a report will generally be disseminated to radio stations. If your phone does not have texting capabilities, please let the School know and you will receive a voicemail on your landline instead.

Snack

ASEP will provide snack once a day (fruit and a dry snack) for the children attending the program.

Use of Playground & School Facilities

The same guidelines and rules for use of playground equipment and School facilities during the school day also apply during ASEP. Any time ASEP is using the St. Anne’s-Belfield playgrounds or school facilities, any unsupervised children using the same playgrounds or school facilities will be asked to leave the area by ASEP staff. The safety of ASEP children is our priority.

Pets are not allowed in areas that ASEP children are occupying.

Days & Times of Operation

Mondays - Fridays

Learning Village Grades K - 4: 3:15 - 5:30 p.m.

Learning Village Grades 5 - 8: 3:30 - 5:30 p.m.

ASEP will be operational the first day of school and each day thereafter on which regular classes meet, as well as the last day of school.

Days Closed

Labor Day: September

Fall Break: October

Thanksgiving Break: November

Winter Break: December

Martin Luther King Holiday: January

Spring Break/Professional Development for Teachers: March

Memorial Day: May

Each year, the calendar of days closed will be posted in the Weekly Digest.

Fees

All children planning to attend ASEP must be registered as students at St. Anne's-Belfield School.

Purchases may be made by check, money order, or credit card. Checks should be made out to St. Anne's-Belfield School.

Any child not picked up at the end of the school day will be sent to ASEP and charged a one-day visit fee of \$20. The fee is payable on the day of the visit.

Sign-In & Sign-Out Procedures

Children **MAY NOT** remain on the Belfield Campus without supervision. School personnel are unable to supervise your child once school is over. The safety of your child is the School's and the ASEP's top priority.

Sign-In Procedures

Grades K - 4 students will be picked up in the commons and walked to ASEP. Students in Grades 5 - 8 will walk to ASEP on their own and sign in.

Sign-Out Procedures

By law, all students must be signed out of ASEP each day. The following guidelines apply:

Students can only be signed out and picked up by parents and by those listed under the section "Person(s) Authorized to Pick-Up Child" on the Child Registration Form. Parents should list their emergency contacts from the section "Two People To Contact if Parents(s) Cannot Be Reached" in the "Person(s) Authorized to Pick Up Child" box as well as babysitters/nannies, relatives, and so forth.

If someone who is not listed on the child's registration form needs to sign out a child, the parent must notify the director of ASEP in writing or by phone before the child can be picked up. Identification will be required of those signing out a child; this includes parents, until staff members are acquainted with them.

Persons under the age of 16 may not sign out a child.

Check-Out Process for ASEP

An ASEP Check-Out Tablet is located inside the front door of the "After Care" entrance on the Belfield Campus (next to the Tarring Gym). Each parent or authorized pickup will have a four digit pin which they will use to check-out their child using the available tablet. The Check-Out Tablet may be unattended, but parents **MUST** check-out their child before leaving.

Late Pick-Up

If your child is not picked up promptly from ASEP by 5:30 p.m., you will be charged a late fee of \$1.00 per minute per child. This fee needs to be paid upon request.

If you are running late for any reason, please call the ASEP director at (434) 981-1369. If you have not picked up your child by 5:30 p.m. and the ASEP director is unable to contact you, your emergency contacts will be called to pick up your child.

Frequent or Habitual Tardiness

Frequent or habitual tardiness will be documented and could lead to your child's suspension or termination from ASEP.

Emergency Pick-Up Policy

If a crisis occurs on or off campus during the ASEP hours and necessitates immediate dismissal, parents will be informed when to pick up their child. If parents do not pick up their child at the announced time and cannot be reached during the crisis, emergency contacts will be called and alternate arrangements for pick-up will be made.

Discipline Policy

The ASEP staff will follow the procedures for discipline outlined by the School. To promote the child's well-being, the ASEP staff will respect the personal privacy of the child; will respect differences in cultural, ethnic, and family backgrounds; will encourage decision-making abilities, independence, and self-direction; will promote ways of getting along; and will use consistency in applying expectations. Guidance will be constructive in nature and age appropriate to serve as a form of redirection and a means of conflict resolution.

Suspension & Termination Policy

Children demonstrating poor behavior while attending ASEP will be taken aside and counseled by the ASEP staff about making better choices. Parents will be informed about repeat or notable incidents. If a child receives three warnings about inappropriate behavior, it will be documented in written form and a copy will be given to the parents. In the event of a suspension from ASEP, the number of days of suspension will be determined by the director of ASEP based on the severity of the misbehavior. Suspension from ASEP will NOT apply until parents have had the opportunity to talk to the director of ASEP. Children will not be allowed to attend ASEP while suspended. No money or days will be refunded when a child receives a suspension.

Supplemental Classes

The School offers supplemental classes known as SKOLA classes, including language, computer, and chess — after the regular school day. These classes are independent of the ASEP program. Fees vary by teacher, and classes offered are on a first-come, first-served basis. At the conclusion of the supplemental class, students who are not picked up by their parents will be taken to ASEP. Any child NOT planning to attend the ASEP for that day will be charged a one-day visit fee of \$20. Children MAY NOT remain on the Belfield Campus without supervision. Supplemental class instructors are not available to look after children that are left for any length of time after the supplemental class has concluded. The safety of your child is our top priority.

Supplemental Class Payment

All supplemental class fees must be paid prior to the supplemental class start date via online registration system. Payments in full are required to be made to complete the registration.

Children who exhibit unacceptable behavior during a supplemental class will forfeit their right to participate in class for that afternoon or for the remainder of the session (depending on the nature of the conduct). Parents will not be reimbursed for missed classes.

St. Anne's-Belfield School

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