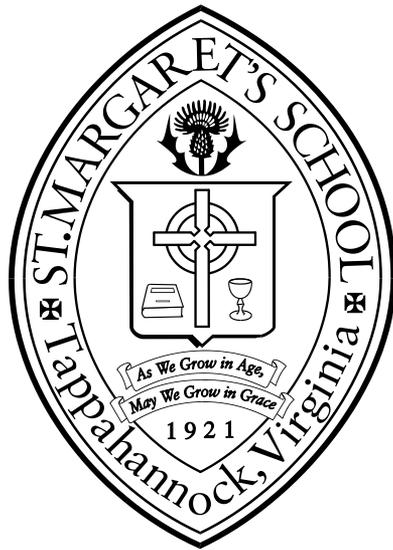


# STUDENT HANDBOOK

## 2019-2020



# St. Margaret's School

Tappahannock, Virginia



# WELCOME

This Student Handbook has been designed to introduce students and their parents to St. Margaret's School, as well as to serve as a reference manual for all students.

The policies and procedures contained in the Student Handbook are intended to set forth St. Margaret's general expectations of its students and guide your conduct. Nothing contained in this Student Handbook shall be considered as establishing a contract or a contractual obligation between the school and students and their parents or guardians.

Due to the needs of the School or as dictated by circumstances, it might be necessary to depart from some of the policies and procedures set forth in this Student Handbook without prior notice. The School may also revise policies and procedures from time to time without notice.

The administration, faculty and staff look forward to having you at St. Margaret's and your productive involvement in its community life.

*Catherine M. Sgroi*

Head of School



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# INTRODUCTION

Founded in 1921, St. Margaret's School (SMS) is one of the six Church Schools in the Episcopal Diocese of Virginia, along with Christchurch, St. Catherine's, St. Christopher's, St. Stephen's and St. Agnes, and Stuart Hall schools. Catherine McCarthy Sgroi became Head of School on July 1, 2016. She was preceded by Lindy MacDonald Williams (2013 - 2016), Margaret Robinson Broad (1989 - 2013), The Rev. Paul B. Barthelemy (1984 - 1989), Viola H. Woolfolk (1950 - 1984), Rebecca Brockenbrough (1947 - 1950), Rebecca Craighill (1943 - 1947) and Edith Latané (1927 - 1943). Heads of School who preceded Miss Edith Latané were Bertha Latané, Emma Yerby, Laura Fowler, and Sarah Higginbotham.

## THE SCHOOL MISSION

St. Margaret's School provides a learning environment where girls know they *belong*, are challenged and supported to *believe* in themselves, and prepared to *become* their best. We inspire girls to reach their full potential and make a better world.

## THE SCHOOL VISION

The world is a better place because generations of St. Margaret's women who found their voice and made a difference in their communities. In a Christian environment, founded on the Episcopal tradition, girls develop honor and character, an appreciation for the uniqueness of each individual, and a desire to give to the world. Girls are challenged to be their best in all areas of their lives. By learning to meet these challenges, they develop confidence, resilience, and strength of character.

In addition to learning academic and life skills, they become independent, creative, and morally courageous women who are effective communicators. St. Margaret's girls know who they are, what they can do, and how to do it.

## BE Statements

**Our goal is for each member of our community to be:**

- **Intellectually Honest:** making reasoned judgments, accepting constructive advice and consequences
- **Respectful:** taking responsibility for actions and showing sensitivity and generosity, expressing appreciation for the values of community spirit
- **Responsible:** being prepared to learn in attitude and behavior, exemplifying honor and good character, and seeking a healthy, balanced life in body, mind, and spirit
- **Engaged:** actively making connections among the disciplines, being open to new ideas and perspectives, seeking relevance personally and universally, developing, implementing, and communicating new ideas
- **Self-motivated:** raising questions, seeking evidence, and pursuing knowledge for the love of learning while working independently and cooperatively
- **Flexible:** using a variety of sources, approaches and experiences, understanding and respecting multiple perspectives, and taking meaningful risks
- **Confident:** identifying strengths, believing in one's abilities, demonstrating knowledge, leadership, and service, while applying appropriate skills and knowledge in an ever-changing world

**These qualities will enable our students, faculty, and staff to become:**

- **Creative Problem Solvers:** making reasoned judgments, using creative and critical thinking skills, designing and implementing multiple strategies to solve problems
- **Effective Communicators and Collaborators:** developing, implementing, and communicating ideas effectively, working with others, being open and responsive to new ideas
- **Morally Courageous Members of a Community:** exemplifying our mission and vision, having a well-formed conscience, demonstrating awareness of interdependence and a sense of responsibility toward the environment and humanity.

To accomplish its goals, St. Margaret's offers a program that is challenging academically, varied recreationally, stimulating socially, and rich spiritually. In addition, we offer the opportunity to open doors to new interests and pursuits. The particular safety net of a single-sex school allows young women the opportunity to assume leadership roles and take personal risks both in and out of the classroom. Stretching and growing, they move toward independence. To educate our students for fulfilling lives of work, study, and service, we concentrate on teaching both content and an attitude of mind that will enable them to lay strong foundations and set viable goals throughout their lives. Learning, honor, character, and a sense of who you are—this is St. Margaret's!

## SCHOOL TRADITIONS

**Our Patron Saint.** St. Margaret's School is named for St.



Margaret, Queen of Scotland (1047 - 1093). Margaret and her husband, Malcolm III, succeeded Macbeth to the throne of Scotland. Margaret was known as an independent woman and encouraged the founding of schools, hospitals, and orphanages. Together Margaret and her husband rebuilt the monastery of Iona and founded Dunfermline Abbey under the direction of Benedictine monks.

Her work among the people and her reforms in the church made her Scotland's most beloved saint. She died on November 16, 1093 and was buried at Dunfermline Abbey.

## SCHOOL PRAYER

And since it is of thy mercy, O gracious Father, that another day is added to our lives; we here dedicate both our souls and our bodies to thee and thy service, in a sober, righteous and godly life; in which resolution, do thou, O merciful God, confirm and strengthen us; that, as we grow in age, may we grow in grace, and in the knowledge of our Lord and Savior Jesus Christ. AMEN.<sup>1</sup>

**School Slogan.** *Belong. Believe. Become.* encapsulates our mission and vision for our school. It's expresses what we hope to achieve in our efforts as a community and what sets St. Margaret's apart from other girls' schools.

**School Colors.** Blue and Grey

**School Song.** *Blue and Grey, we stand together  
Joined to honor thee.*

*Loyalty the Blue is always,  
Grey fidelity.*

*Oh, St. Margaret's*

*Oh, St. Margaret's*

*Hear our song to thee.*

*We, thy daughters carry onward  
faith and loyalty.*

(Sung to the tune of "Hail, All Hail, Cornell")

**School Nickname.** The Scotties



<sup>1</sup>The Book of Common Prayer, Family Prayer, page 588, Oxford University Press, 1928

**School Logo.** The St. Margaret's School logo is fundamental to our visual identity and contains our name and a graphic of a thistle, the national emblem for Scotland.

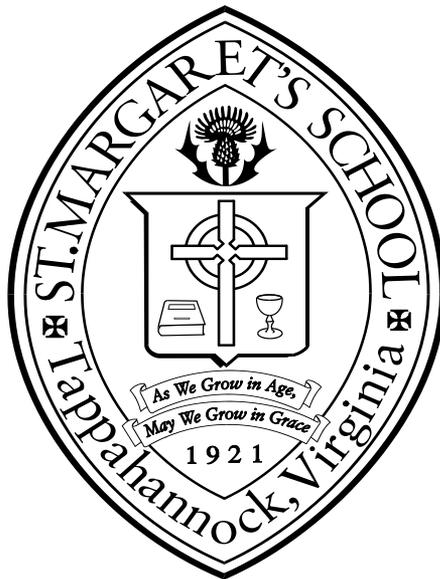


St. Margaret's School

*Belong. Believe. Become.*

**School Seal.** The St. Margaret’s School seal, displayed prominently on our school ring and some publications, was designed by the members of the Class of 1946 under the direction of their English teacher, Barbara Wiggins Gent. The Bible and the chalice stand for the Church’s ministries of word and sacrament that are central to St. Margaret’s identity as a church school. The Celtic cross and the thistle stand for Scotland, home of our St. Margaret. The school seal is a treasured school symbol. It represents our valued traditions and is an expression of our Episcopal identity

The words “as we grow in age, may we grow in grace” as taken from the School Prayer, speaks to how the St. Margaret’s community shows compassion, generosity, forgiveness, and grows as a community based on respect for and value of all people.



# THE HONOR SYSTEM

As part of the process of total education, we at St. Margaret's believe that each student must learn to live with others under a code of honor. The Honor Code requires that each student act responsibly; that she not lie, cheat, or steal; and that she provide a positive example and encouragement to others. Each student is accepted with the understanding that she can and will support the Honor Code and will be asked, after a period of orientation, to take a test on the Honor Code and its application to specific situations.

## THE ST. MARGARET'S SCHOOL HONOR CODE

On my honor, I will not lie, cheat or steal.  
In addition, I will take responsibility for those  
in our community who do so.

When signing the Honor Book, a St. Margaret's student agrees to the following:

- I will report myself to an Honor Council member if I break the Honor Code.
- I will speak to another person in the community who has broken the Honor Code and ask her to report herself to an Honor Council member.
- I will speak to an Honor Council member about another person who has broken the Honor Code after she has been given every chance to report herself.

## HONOR CODE ILLUSTRATIONS

The following examples of lying, cheating, and stealing are not intended to be all-inclusive. Every instance of lying, cheating or stealing is a violation of the Honor Code.

**Lying.** A student is *not* to lie. Lying means being untruthful, making an attempt to deceive or mislead, or creating a false

impression. Creating a false impression means leading someone to believe that you are doing something that you are not actually doing. **Forgery** (that is, the unauthorized signing or initialing of any document or statement for another person) is also considered lying. **Misuse of a fire pull station, the alarm system, or extinguisher is creating a false impression, and is therefore an honor offense.**

**Cheating.** A student is *not* to cheat. Cheating is the giving or receiving of **unauthorized help** with academic work. Academic work includes tests, quizzes, papers, or homework. Unauthorized help includes discussing tests or quizzes with those who have not taken them. **Plagiarism**, the copying of anything from another source and without proper acknowledgment of that source, is considered cheating. It is most important to understand these definitions. Whenever you are unsure, ask a teacher or Honor Council member for help.

Students are expected to exercise academic integrity on all assignments. Upon completion of any test or quiz, a student is expected to write and sign the honor pledge (see next page).

**Stealing.** A student is *not* to steal. At St. Margaret's, we consider it stealing to borrow without permission. **Vandalism**, or the willful destruction of school property, is considered stealing because it takes away from the community. **The use of another student's** cell phone, or credit card without permission is also considered stealing. **Removal of reserve materials** from the library is considered stealing.

If a student has questions or concerns regarding the Honor Code at any time during the year, she should seek out a member of the Honor Council for advice.

### THE HONOR PLEDGE

On my honor, I pledge that I have neither given nor received unauthorized help on this test/quiz.



## MAJOR SCHOOL RULES

As members of the St. Margaret's community, students should keep in mind that they represent the school at all times. When under school jurisdiction, each student will be held accountable for her behavior. Any student in the presence of another student breaking a major school rule while under school jurisdiction may also be held accountable.

**Jurisdiction.** A boarding student is considered under the jurisdiction of the school at all times when school is in session unless she is signed out with her parents or another adult with whom her parents have given written permission for her to sign out. A day student is considered under the jurisdiction of the school at all times when she is on campus or is participating in a school-sponsored off-campus activity. A day student is under school jurisdiction when she is transporting or spending time with a boarding student who is under school jurisdiction.

### I. POSSESSION AND/OR USE OF DRUGS, ALCOHOL, OR TOBACCO PRODUCTS

**Policy.** St. Margaret's School prohibits the use or possession of harmful, dangerous or illegal drugs, alcohol, or tobacco or tobacco products. Tobacco products include but are not limited to cigarettes, e-cigarettes, personal vaporizers, electronic nicotine delivery systems or similar devices, and liquids containing nicotine or other harmful substances used in such devices by any student while she is under the jurisdiction of the school. This rule is prompted, in part, by the laws of the Commonwealth of Virginia that require a person to be 21 years of age to consume any alcoholic beverage. They are also the result of the school's belief that such activities jeopardize the health and welfare of its students, and are not in their best interests.

It is also prohibited for a student to be under the influence of harmful, dangerous, or illegal drugs or alcohol while under the jurisdiction of the school. **Any student returning to school**

showing the effects of drinking or drug use will be considered in violation of this rule.

**Medications.** Abuse or misuse of prescribed or over-the-counter medications or other substances is considered a violation of this rule. Possession of medication is also considered a violation of this rule unless the medications are initialed by and being used under the supervision of the school nurse.

## **II. ABSENCE WITHOUT LEAVE (AWOL)**

A boarding student may *not* leave campus except:

- at times specified by the school,
- when accompanied by another member of the school community or another person with whom school policy permits her to leave campus, and
- after having followed proper sign-out procedures.

Day students are subject to the same rules during the time they are under the jurisdiction of the school, except that they may leave campus alone after signing out at the end of the school day. In addition, a boarding student may *not* leave campus in a private vehicle except:

- at times specified by the school,
- when the driver of the vehicle is her parent or another adult or other person permitted under school policy and who is listed on a permission form on file with the school, and
- after having followed proper sign-out procedures.

Day students are subject to the same rules, except that they may leave campus in their own vehicles after signing out at the end of the school day.

## **III. RESPECT**

Students should at all times be respectful to others, including their fellow students. Respectful behavior includes appropriate

language, tone, and demeanor. A student found to be disrespectful is subject to discipline for violation of a major school rule.

#### **IV. HARASSMENT**

St. Margaret's School will not tolerate any form of physical or mental harassment, including (but not limited to) the following: harassment using electronic or telecommunication devices; hazing; physical or emotional abuse; bullying, including cyber bullying; retaliation against a student or students who report bullying; racial, ethnic, gender, or sexual discrimination; or sexual harassment.

A student who believes that she has been subjected to harassment or to physical or emotional abuse should report such behavior immediately to the Dean of Students. This administrator shall notify the Head of School immediately and begin an investigation of the matter. Any person found to have engaged in conduct in violation of our policies shall receive disciplinary action up to and including dismissal.

#### **V. GENERAL STATEMENT ON CONDUCT**

Any student who engages in unlawful conduct or any conduct that endangers the health, safety, or reputation of herself or other members of the school community is subject to discipline for violation of a major school rule. In addition, a student whose conduct or behavior is incompatible with school rules, policies and/or values, even where each individual violation may not be serious, may be subject to discipline for violating the General Statement of Conduct and face consequences for violating a major school rule.

#### **DISCIPLINARY PROCEDURES**

Discipline is addressed on two different levels:

- Minor problems are addressed in person and can result in receiving marks, restriction of activities, restriction to campus, or other similar consequences.

- Serious disciplinary matters are referred either to the Honor Council for violations of the Honor Code or to the Administrative Council for infractions of the major school rules.

Problems falling between the levels (i.e., repeated minor infractions) are handled by the Dean of Students or the Community Council. Matters involving the athletic training rules are reviewed by the Athletic Review Board. Student leaders who fail to live up to the expectations for leadership positions may meet with the Leadership Review Board.

## **DISCIPLINARY COUNCILS**

**Honor Council.** The Honor Council upholds and enforces the Honor System. The Honor Council hears cases to determine whether a violation of the Honor Code has occurred. If so, it recommends to the Head of School consequences for that violation. The Head of School makes the final decision. Proceedings of the Honor Council are confidential. The Honor Council consists of the Dean of Students, Dean of Faculty, and no more than five girls elected by students and faculty. Honor Council members are available at any time for questions about the Honor System.

**Administrative Council.** The Administrative Council upholds and enforces the major school rules. The Administrative Council hears disciplinary cases involving a potential violation of those major school rules. It determines whether a violation of a major school rule has occurred and, if so, makes a recommendation to the Head of School concerning the penalties for that violation. The Head of School makes the final decision.

The Administrative Council consists of the Dean of Students, Dean of Faculty, a Hall Adult (for a case involving a boarding student) or the Day Student Sponsor (for a case involving a day student), a member of the Honor Council, a member of Student Government, and a prefect.

**Community Council.** The Community Council gathers to address a student's unacceptable behavior when it may not have involved a violation of a major school rule. In cases involving a

boarding student, the Community Council is comprised of two appointed Residential Faculty Members, a senior boarding prefect and a member of the Student Government. When meeting with a day student, the Council is comprised of an appointed Residential Faculty Member, the Day Student Sponsor, a prefect, and a member of the Student Government. Meetings with individual students are arranged to evaluate and discuss the student's behavior with her and her adviser. The Dean of Students and Dean of Faculty reviews recommendations and approves consequences.

**Leadership Review Board.** The Leadership Review Board meets with a student who is not living up to the expectations set out for her leadership position. An organization's sponsor or Director of Residence Life may request this meeting. The Review Board consists of the Dean of Students and/or Dean of Faculty, the organization's sponsor, a faculty representative, the School President, and the Head of Honor Council.

The Review Board meets with the student and her adviser and makes a recommendation to the Head of School, which may include a probationary period or removal from office.

## CONSEQUENCES

Consequences for violations of the Honor Code or major school rules are determined on a case-by-case basis and take into account the seriousness of the offense, previous offenses, and any mitigating circumstances. Possible consequences are as follows:

- **Expulsion.** In all cases of violation of the Honor Code or a major school rule, expulsion may be the consequence. If the first violation has not resulted in expulsion, a second violation of the Honor Code or a major school rule usually will.
- **Out of School Suspension (OSS).** If a student is suspended, her parents will be responsible for removing her from the campus for the period of suspension. Her absence(s) may be considered unexcused and she will be responsible for make-up work. See the "Attendance Policy" section of this Handbook.

- **In-School Suspension (ISS).** If a student is on ISS, she will serve her suspension on campus in an assigned location and she may be asked to move out of the residence hall to a faculty residence, if a boarding student. If a student misses class, she will be responsible for make-up work. See the “Attendance Policy” section of this Handbook. For a boarding student, Weekend ISS begins with floor restriction at 7:00 PM followed by room restriction starting at 9:00 PM the evening before the first full ISS day. For a day student Weekend ISS begins at 8 AM and concludes at 5:30 PM and usually includes the following:

#### Saturday

- Mark detention at 8:00 AM.
- Meals alone.
- Saturday study hall.
- Afternoon seclusion and supervision by the Administrator on Duty (AOD) until 5:30 PM.
- Floor restriction at 7:00 PM followed by room restriction at 9:00 PM if serving Saturday or Sunday ISS, if a boarding student.

#### Sunday

- Report to the Latané Duty Office at 9:00 AM and seclusion until 5:30 PM.
  - Supervised by AOD until 5:30 PM.
- **Probation.** A student may receive probation when an offense results in either off-campus or in-school suspension. If a student holding a school office serves a suspension, she may have to relinquish her office. If a student violates a major school rule or the Honor Code while on probation, the consequences will reflect her previous record.

**Note to Seniors:** As a member of the National Association of College Admission Counseling, SMS adheres

to the practice of notifying all schools to which a senior has applied or been accepted of a “change in status” during the senior year. Suspension, whether in-school or out-of-school, is considered a “change in status.” Consequently, colleges and universities must be notified promptly after the student serves her suspension. See the College Counselor or Dean of Faculty if you have any questions.

- **General Restriction.** When a student is on general restriction, she will abide by the restrictions detailed on her restriction card. These may include the following:
  - She must attend all classes, activities, and commitments.
  - She may not leave campus except to fulfill school responsibilities.
  - She may not leave for a weekend or overnight during the restriction period.
  - She may not attend social events, either on or off the campus; this includes socializing with those visiting others on campus.
  - She may not entertain visitors, except her own parents. This visit may only be an on-campus visit.
  - She may visit the common areas of her own residence hall provided that she is not violating any of the other guidelines.
  - She may not have overnight guests in her room.
  - She may not use the pool, gym, tennis courts, or waterfront except when fulfilling a school responsibility.
  - She may not visit on-campus faculty residences, except for academic reasons.
  - She must turn in her cell phone to the Office of School Life while serving General Restriction.

**Check-in During General Restriction.** A student may have her card signed by any of the following faculty members: Residence Life Hall Adult, Dean of Students, Dean

of Faculty, Administrator on Duty, or a faculty member on duty. In addition, a student must have her card signed at all meals. On weekends, she must check in at all meals and at the Latané front desk at 3:00 PM and 8:00 PM.

- **Room Restriction.** When a student is on room restriction, she must remain in her own room during her free time, with no visitors. A student is allowed 15 minutes after room bell to shower, use the bathroom, or use the phone. All electronic devices must be placed in the hall outside the student's door. Room restriction is required if issued ISS.

## PROPERTY/ROOM SEARCHES

St. Margaret's reserves the right to conduct searches of students' rooms and possessions including electronics and telecommunication devices and confiscate such devices when there is reason to believe that there has been a violation of the Honor Code, a major school rule, or other school rules or policies.

In the case of a room search, the school prefers the person whose room or possessions are being searched to be present; some circumstances, however, may require an immediate search. The Head of School or her designee must authorize room searches which will normally be conducted by two staff members. The School reserves the right to search and confiscate possessions, including electronics and telecommunication devices without the owner's or user's prior approval or consent when inappropriate use is suspected.



## ACADEMIC LIFE

St. Margaret's is a college preparatory school. It is the school's goal to prepare each student for the kind of college that serves her interests and abilities. The academic program of each student includes courses that best prepare her for the challenging work required by colleges.

## GRADING PERIODS AND GRADES

The academic year is divided into trimesters. The average for yearlong subjects is the average of the three trimester grades that are inclusive of trimester exam grades.

Promotion in a continuing subject requires a final grade of at least a C- and the teacher's recommendation.

<b>Letter Grade</b>	<b>Numeric equivalent</b>	<b>0 – 4.3 scale</b>
A+	97-100	4.3
A	93-96	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1
D-	60-62	0.7
F	59 and below	0

## CONTINUATION IN A SUBJECT

Because of the sequential nature of the subject matter, a student who earns a D in a continuing English, foreign language, or mathematics course may be required to do summer work or to repeat the course in the following year.

## SCHEDULING

**Course load.** Each trimester a student must take a minimum of 5 courses (4 must be in core areas), unless the Academic Dean and Head of School permit an exception.

**Dropping Courses.** A student may drop a trimester course within the first two weeks of the trimester. A student may drop a yearlong course within the first four weeks of the first trimester. After that, only the course instructor or the Academic Dean may initiate course changes. Withdrawing from a course after the drop date will result in a grade of WP (Withdraw Pass) or WF (Withdraw Fail) being recorded on report cards and transcripts.

**Placement.** Decisions on course placement are made by the Academic Dean and the department heads and are based on previous achievement, testing, and academic maturity.

## GRADUATION REQUIREMENTS

**Basic requirements.** The basic graduation requirement for grades 9 – 12 is 63 units which must include the distribution of courses below, except for students who are initially placed in ESL courses who will have an individualized plan for graduation.

English (12 units) 4 years, through at least American Literature or Reading and Writing for College

Fine Arts (2 units) 2 trimesters, one of which must be a history of fine arts

Health (1 unit) 1 trimester

History (9 units) 3 years which must include one World History and US History

Mathematics (9 units) 4 years which must include Algebra I, Algebra II and Geometry (note: every senior must take three trimesters of mathematics her senior year)

Religious Studies (3 units) 3 trimesters if scheduling permits

Science (9 units) 3 years of lab sciences which must include Chemistry or Chemistry in the Community and Biology or AP Biology

World Language (6-9 units) 2 years each of two languages or 3 years in one language

Elective credits (to reach the minimum 63 units) trimester or year-long as permitted by scheduling

Upon receipt and review of an official middle school transcript, St. Margaret's may award credit for Algebra I, Geometry, Algebra II and the first year of a World Language taken in middle school. This credit would then count towards the 9-12 graduation requirements.

**Other Requirements.** Community Service – 12 hours for each year or part thereof the student attends St. Margaret's School; Computer – Proficiency requirement; Physical Education – fulfilled through the activity/sports program of physical activity. Each senior must also deliver an ISP presentation or Senior Speech.

## **REPORT CARDS**

**Frequency.** Grades and comments are sent home every trimester. In addition, progress reports listing approximate grades are given at the midpoint of each trimester. Advisers contact parents by phone, letter or e-mail at the midpoint and conclusion of each trimester to discuss academic progress.

**Grading Scale.** St. Margaret's School grades on a scale from 0 to 100, converted to letter grades based on the chart on page 16. In certain advanced classes, the reported grade (the actual grade) is weighted when calculating a student's GPA. This weighting does not change the actual grade reported on school transcripts

or report cards. Weighted classes include all AP courses, Honors courses, Calculus, and fourth- and fifth-year language courses.

**Incomplete Work.** At either the midpoint or end of the trimester, a student may be given a grade of “incomplete” if she has not completed all of her assignments or if she has been absent for any reason. Exams cannot be taken until all work is complete. A student who has received an incomplete is responsible for seeing that her work is completed as soon as possible.

Students may be assigned to Saturday Study Hall  
and boarders will lose their weekend privileges  
until incomplete work is made up.

**Trimester Examinations.** Exams will be given each trimester. A student who has taken an Advanced Placement exam may be exempt from her final exam with the permission of her teacher. A senior may be exempt from her final exam in a yearlong course, with the permission of her teacher, if she has earned an A- or better trimester grade, in each of the first two trimesters and has an A- or better average for the third term. The exam schedule for the year is published in September and the schedule for each course is also included in the course syllabus. **Students must take their exams according to this schedule.** The only permissible reasons for altering the schedule are family or medical emergencies. Such modifications are made through the Academic Dean.

## **ACADEMIC DIFFICULTY**

**Seniors.** Any senior with a progress or trimester grade of D+ or below in a core area course or a course needed for graduation will attend proctored day and evening study halls. At the end of the first trimester, the Academic Dean will meet with the senior to make a plan of action and then send a letter and the plan to the parents of each senior with a D or below in a course needed for graduation. If the grade does not improve by the conclusion of the second trimester, the Head of School will send a warning

letter to the parents. During the last five weeks of school, if grades have not improved, the student will be placed in required Saturday study hall. The Academic Dean will have frequent communications directly with the parents.

**Students with Low Grades.** Any student who earns a term grade below a C- at the end of a trimester in a yearlong course will have restrictions placed on her travel to away athletic contests for the following trimester. Students who earn an progress grade below a C- will also have restrictions placed on travel to away athletic contests for the remainder of the trimester. Students restricted from travel because of their academic standing will attend an afternoon or Saturday study hall as appropriate.

## **HONOR AND MERIT ROLLS**

Honor and Merit Roll status is awarded for academic excellence at the end of each grading period. Honor Roll and Merit Roll use weighted grades in the calculation of the qualifying GPA, but actual grades (i.e., grades before being weighted) are used for disqualification.

A student is on Honor Roll if she has an overall weighted average of 3.7 or above with no actual grade lower than a B. A student is on Merit Roll if she has an overall weighted average of 3.3 or above with no actual grade lower than a C. To be eligible for Honor or Merit Roll, a student must take a least 4 courses in core academic subjects (English, Math, History, Science, Foreign Language). A student must earn a Pass (P) in Pass/Fail courses.

## **HONOR AND MERIT ROLL PRIVILEGES**

These privileges are awarded to students who earned Honor and Merit Roll during the preceding grading period. An interim grade of D+ or below cancels these privileges.

**Honor Roll.** Students on Honor Roll may:

- Have Quiet Hours during evening study hall hours.

- Be in her room, the Library, the Faculty/Student Center, or the Latané Lounge and Fitness Center when she has a study hall during the academic day.
- Sign out and walk to town in pairs during academic day study hall.
- Take an additional overnight during the trimester following the one in which she earned Honor Roll status.
- Take one Honor Roll cut day, which may only be used during the trimester following the one in which she earned Honor Roll status. A student may be absent from her classes and afternoon activity or sport practice one day, if she has no scheduled tests and will not miss any outside activity, for which she carries specific responsibility (e.g., performing art production, scheduled game, etc.).

A student should ask the Academic Dean for permission to take a cut day. If permission is granted, the Academic Dean will give the student a document to be signed by all of her teachers and activity sponsor or coach indicating their approval and the documentation should be given to the Office of School Life. This must be done three days in advance of the anticipated cut day.

**Merit Roll.** Students on Merit Roll may:

- Sign out from study hall during the academic day to the Library, the Faculty/Student Center, or the Latané Lounge and Fitness Center.
- 1<sup>st</sup> Trimester 11<sup>th</sup> grade – quiet hours during evening study hall.
- 2<sup>nd</sup> Trimester 10<sup>th</sup> and 11<sup>th</sup> grade – quiet hours during evening study hall.
- 3<sup>rd</sup> Trimester 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade – quiet hours during evening study hall.
- Take an additional overnight during the trimester following the one in which she earned Merit Roll status.

## **HONOR SOCIETIES**

St. Margaret's has chapters of the National Honor Society and the Quill and Scroll Journalism Honor Society. New members are tapped each year.

**NHS Eligibility.** To be eligible for selection into the National Honor Society at St. Margaret's, a student must be a senior or a rising junior or senior and have completed at least two years of study at St. Margaret's with a cumulative weighted St. Margaret's School GPA of 3.7 or above. Students in the Society from previous schools are automatically enrolled in the St. Margaret's chapter. Students are "tapped" at the end of the school year.

## **ADVISORY SYSTEM**

Each fall students are assigned an adviser who is a liaison for the student, her parents, and the school. It is the role of the adviser to have particular concern for each advisee, to be aware of her growth and progress in all aspects of school life, and to give counsel as it is mutually convenient. Formal and informal times are provided in the school calendar for regular adviser/advisee meetings. In addition, advisers contact parents regularly to provide a formal update on their advisee's academic and social progress.

## **COLLEGE PLANS**

The secret to successful college planning is to start early! A student should work with her parents and the Academic Dean to plan her academic program. Students are encouraged to surpass the minimum graduation requirements wherever possible. During her junior and senior years, each student should note both entrance and graduation requirements of the colleges where she may apply and should begin working with the Director of College Guidance. St. Margaret's publishes a college handbook that answers a number of questions about the college search, application, and selection process. Juniors and seniors should note carefully the procedures for arranging college visits during the school year.

## LIBRARY

The St. Margaret's School Library is the resource and reference center of the school. Located in the Viola H. Woolfolk Learning Center, the Library contains a wealth of books, periodicals, and reference materials in both print and electronic forms. Regular library hours are provided for the convenience of all.

**Library Rules.** At all times the atmosphere in the library should be quiet and conducive to study. **Food, drinks other than water, and chewing gum are not allowed in the library.** Students in study hall may use the library if space permits and they have permission to do so.

**Check-Out Procedures.** Books must be checked out at the circulation desk before they are removed. If the librarian is away, a student can sign out the item on the white clipboard located on the counter, being sure to include her name and the item's barcode number. **Reference materials and periodicals are not to be removed from the Woolfolk Center.** Remember that newspapers and magazines should be read in the library so everyone can enjoy current issues.

Students should be considerate of others who use the library by returning circulating materials within 10 days of signing them out.

The removal of reserve materials from the library  
is an Honor Code violation.

**Reserve Books.** Shelving is provided for those times when a class or several classes need to share materials. **Reserve materials must not be removed from the library.** Reserve books are clearly marked and lists of the materials on reserve accompany them.

## TECHNOLOGY ON CAMPUS

Computers for student use are located throughout campus in the Community/Technology Center, the Library, the Cottage, the Viola Woolfolk Center, Latané Hall, and McCuan House.

**Rules for Use.** Some computers on campus are off limits to students and will be designated for faculty use only. These include all computers in offices and classrooms, which can only be used with faculty permission.

Students may be asked to sign in and out of computer areas to help maintain an atmosphere conducive to work. Students are expected to share the computers and exercise caution and respect. Food and drinks are not allowed near computers.

**Times for Use.** Students may use computers available for student use at any time during the school day unless a class is using them. During study hall, a student may use these computers provided that she is using the computer for academic purposes. High-tech watches are not to be worn during the academic day or during the evening study hall period.

**Social Networking Sites.** Social networking sites should not be used during the academic day (which includes TA) and should not be used during day and evening study hall times. Students may access such sites during non-academic times, including from after evening study hall/quiet hours until lights out on school nights and on weekends.

**Technology Code of Conduct.** There are additional guidelines for technology use established each year by the Academic Technology Team. Students should be familiar with and abide by these guidelines found in the SMS Technology Code of Conduct, which is part of the *Network Appropriate Use Agreement*, a document included in the registration packet, as well as other agreements that govern technology use.

When used appropriately, educational technology is a tool that assists with and can enhance a student's academic learning. For some specific classes at St. Margaret's, an electronic device is useful and may even be required. A student can, however, make

a poor decision regarding the social use of that same device. St. Margaret's policy attempts to balance the fact that being connected is a fact of life for our students with the school's time, place and manner restrictions. Should a student be found misusing a device (e.g., inappropriate time, website, etc.), she will be governed by the *Technology Policy and Use Agreement*. For the first violation the device (cell phone, iPad, iPod, laptop, tablet, etc.) will be confiscated for 1 week and the Dean of Students will be notified. The student is responsible for retrieving the device at a reasonable time after 1 week has lapsed. A student may incur a grade penalty if the device or items stored on the device was needed for class while it was confiscated. The student is responsible for accessing another device or working out another option to avoid any penalty, if possible. Each additional offense will result in an increased amount of time the device is confiscated. The Dean of Students may recommend a meeting with the Community Council where the student's behavior will be discussed, if repeated violations occur.

Like laptop and tablets, cell phone use/misuse is also governed by the *Technology Policy and Use Agreement* that the student and parent signed as a part of the registration documents. St. Margaret's expects appropriate use of technology at all times, and does not condone illegal activities. For example, sexting as it is commonly known is illegal. Students should not create, transmit, possess, or display for others any inappropriate pictures or videos on school owned or their own electronic devices. Any student using a device in this manner may have the device confiscated, all contents reviewed by an appropriate administrator and the device turned over to the proper authorities. Any violation of the SMS Technology Code of Conduct, the *Network Appropriate Use Agreement* or the *Technology Policy and Use Agreement* may result in a meeting with either the Community or Administrative Councils and suspension from network access.

## STUDY HALLS

**Day Study Hall.** All students are assigned to day study hall during free periods. Study halls are considered academic commitments. The responsibility for a successful study hall atmosphere is placed on all of the members of the St. Margaret's community. Cooperation and consideration of the study hall rules and of others are expected in all areas of study. A student may be absent from study hall to attend a lab or to attend another commitment for which she has a pass and has gained permission from the study hall proctor.

- Honor and Merit Roll student privileges for day study hall are found in the Honor and Merit Roll section of the Handbook. An interim grade of D+ or below cancels these privileges.
- Students with an average between 3.0 and 3.7 inclusive and no actual term or trimester grade lower than a C, may sign out of day study hall to study in the library or Faculty/Student Center. An interim grade of D+ or below cancels these privileges.
- Seniors with term grades of C- or above may have a free period during day study hall. See Senior Privileges. An interim grade of D+ or below cancels this privilege.

**Evening Study Hall.** During evening study hall hours, students study in one of the proctored study hall locations or have quiet hours in the residence hall. Selected students proctor in the Woolfolk Center.

### Levels of Evening Study Hall

- Level 1: Quiet Hours\*\*
- Level 2: Required Library Study Hall\*
- Level 3: Required 8<sup>th</sup> and 9<sup>th</sup> Grade Residence Hall\*

\*Students in these categories may only use electronics with adult permission.

\*\*Grades 8-10 are required to turn in their cellular device to the Hall Adult on duty or designee during the two-hour study period

and may retrieve after the study period has concluded. After sophomores receive their junior privileges, phones may be kept in their personal possession.

### **Quiet Hours:**

- 1<sup>st</sup> Trimester:
  - Seniors in good academic standing (No term grades for last year below C-)
  - Juniors and Sophomores on Honor Roll
  - Juniors on Merit Roll
  
- 2<sup>nd</sup> Trimester:
  - Seniors in good academic standing
  - Juniors, Sophomores and Freshman on Honor Roll
  - Juniors, Sophomores on Merit Roll
  - Juniors on B List
  
- 3<sup>rd</sup> Trimesters:
  - Seniors in good academic standing
  - After juniors receive privileges, all juniors without a D or F
  - Sophomores, Freshman on Honor Roll or Merit Roll
  - Eighth Graders on Honor Roll
  - Sophomores on B List

### **Required Library Study Hall (Grades 10-12):**

- 1<sup>st</sup> Trimester
  - All new student
  - All students not earning quiet hours
  - Any student that a faculty member requests to attend
  
- 2<sup>nd</sup> and 3<sup>rd</sup> Trimester
  - All students not earning quiet hours
  - Any student that a faculty member requests to attend

## Required 8<sup>th</sup>/9<sup>th</sup> grade Floor:

- 1<sup>st</sup> Trimester
  - All eighth and ninth graders (new and returning)
- 2<sup>nd</sup> Trimester
  - Ninth graders not on Honor Roll
  - Eighth graders
- 3<sup>rd</sup> Trimester
  - Ninth graders not on Honor or Merit Roll
  - Eighth graders not on Honor Roll

At the five-week progress report, **any** student who earns below a D+ will lose Honor Roll, Merit Roll, or B List privileges. Upon final recommendation of the Academic Dean, an adviser, hall adult, or faculty/staff member may recommend that a student be placed in a more structured study hall environment **at any time**.

**Incompletes.** Students with incomplete grades may be assigned to required study hall, day or evening (usually for not less than one week), until all work is completed and evaluated.

**Saturday Study Hall.** Proctored by a faculty member, Saturday study hall will be held most Saturday mornings while school is in session. Teachers, advisers, the Dean of Students, or the Academic Dean may assign individual students to attend this session based on an unexcused absence during the week, incomplete or unacceptable academic work, or a need for more structured study, review, or preview.

If a student misses or is tardy to Saturday Study Hall, she may be restricted to campus for some or all of the remainder of the weekend.

## ATTENDANCE POLICY

The academic curriculum at St. Margaret's School includes daily classes, orientation days, special programs, Minimester, and occasional Saturday academic or school-related requirements.

Attendance at academic commitments is expected of all St. Margaret's School students. Because an undue burden is placed on a student and her teachers when any absence (even those that are excused) occurs, it is essential that students do not miss an academic commitment unless it is unavoidable. St. Margaret's School reserves the right to determine whether an absence is excused or unexcused, and the right to grant or deny permission for a student to leave campus. If a student is present for any portion of an academic day, all academic work due for that day is to be turned in to the teacher who assigned the work.

While the term "academic day" pertains to the time during which students are meeting academic commitments, the "school day" begins at 8:25 AM and ends at the conclusion of a student's activity or athletic commitment (most activities end by 5:30 PM with athletic practices ending at 6:00 PM). Although also considered school days, Orientation days, Minimester, academic Saturdays, and other school programs may have different time parameters. These required events are important to the school curriculum and beneficial to a student's progress.

The school keeps a record of late or absent students on a daily basis. In addition, each teacher will keep an attendance record for his or her individual classes.

## **LATENESS AND EARLY DEPARTURE**

**To/From School.** It is a student's responsibility to arrive on time and stay on campus until the end of the school day. Day students are expected to sign in and out at the beginning and end of the school day. Boarding students are expected to return from vacation or weekend trips by the designated time. A student may not depart early or return late unless given permission by the Dean of Students. Any absence that results from a late arrival or early departure will be determined excused or unexcused by the Dean of Students.

**Lateness to Class/Study Hall.** For every three unexcused tardies, two percentage points will be deducted from the term grade. The teacher will address the deduction in the trimester comment.

## ANTICIPATED ABSENCES

**Prior Notification.** In the case of an anticipated absence from any portion of the academic day, a student must provide a written note **in advance of the absence** from her parent or legal guardian indicating the date and reason for the absence. The Dean of Students must approve this request before the absence occurs. It is a student's responsibility to inform her teachers, to obtain any missed assignments and notes, and to make up any missed work.

**Excused/Unexcused.** Although a student may believe her absence to be excused, the determination of excused or unexcused rests with the Dean of Students. The student's adviser, Director of College Counseling, nurse and/or the Academic Dean may be consulted. If an absence is anticipated and the student neglects to go through the above-described procedure, her absence may be considered unexcused.

**Documentation supporting a student's absence being designated as 'excused', must be turned in to the Office of School Life by the last day of class each Trimester.**

**Absences without documentation after this point will be considered *unexcused*.**

## EXCUSED ABSENCES

Student absences may be considered by the school to be excused for the following reasons: illness, professional appointments (e.g., doctors, dentists, etc.), college visits, Honor Roll cut days, religious holidays, and special family events. In each of these circumstances, the school will have the final determination of whether or not the absence is excused. Any other absence will be considered unexcused.

**Illness.** Until the conclusion of activities or athletics, any student who is ill is expected to report to the Health Center for the nurse to determine appropriate action. Otherwise, a student is expected to be in her class/activity or in the Health Center. (Also see "Health Center").

Parents are expected to notify the school as soon as possible if a

student will be late or absent due to illness. A student should return to school with a written note from her parent/legal guardian explaining her absence. The absence will be considered unexcused until designated excused by the Office of School Life.

**Appointments.** The school strongly discourages the scheduling of routine appointments during the academic day. In the event that an appointment does cause a student to be absent, **an explanatory note from the professional seen is required when the student returns to school.** Until such a note is produced, the absence is considered unexcused.

**College Visits.** If a student plans to visit a college to which she has applied, been accepted, or has a realistic possibility for admission, she must complete the appropriate process in order for the absence to be designated as excused. The student should discuss her plans with the college counselor. If the college counselor grants permission, she will give the student a form to be signed by all of her teachers indicating their approval. This form should be turned into the Office of School Life two days prior to the planned absence. Parents/guardians must also grant permission for the college visit in accordance with normal overnight/day leave procedures. Seniors are granted two days for college visits during the application process with the possibility of a third visit day, pending permission from the college counselor, after receiving college acceptances. Juniors are granted one day that may be taken in the spring.

**Religious Holidays & Special Family Events.** Students may ask to have these absences excused by following the guidelines described in “Anticipated Absences.”

**Honor Roll and College Cut Days.** These days are considered excused only after following the prescribed guidelines.

**Absences Due to Suspension.** Students absent due to an out-of-school suspension may receive a letter outlining policies and expectations. In-school suspension may be held on weekends and will include Saturday detention.

## UNEXCUSED ABSENCES

Any absence not specifically determined by the school to be excused will be considered unexcused. Absences resulting from early departure or late return from either vacation travel or weekends will be considered unexcused. An absence due to tardiness or early departure without prior approval will be considered unexcused.

For those rare instances when a student cannot maintain appropriate behavior in class, she may be asked to leave class and her absence may be considered unexcused. Before the student may return to the class, she must meet with the teacher, and another appropriate school administrator. Her adviser will be notified.

### **Academic Consequences.**

- An unexcused absence (planned or unplanned) will result in a deduction of 2 points off the term grade per course for each day of the absence. The student may also be required to attend Saturday Study Hall.
- Arrangements for missed tests, quizzes, or report deadlines must be made with teachers immediately upon return. Students should not expect extra time for make-up work.
- Make-up work will be the responsibility of the student and will be expected, but the teachers are not obligated to provide extra help.



## RELIGIOUS LIFE

St. Margaret's School is committed to the ideals of the Christian faith as expressed in the Anglican tradition. The Episcopal Church is officially known as the Protestant Episcopal Church in the United States of America. Anglicans are Christians who worship according to an authorized edition of *The Book of Common Prayer*, and therefore, our primary identity is as a community that is bound

together by our liturgy or worship rather than doctrinal emphasis. This emphasis is expressed in our worship, religious studies, community service and Christian atmosphere.

**Worship.** The community of St. Margaret's will assemble for worship three times per week. In addition, there are special worship services that commemorate various aspects of the faith and student life. On Sunday, boarding students may attend a morning worship service at one of the local churches and are required to attend one Sunday per month. The town of Tappahannock provides worship opportunities for Baptists, Episcopalians, Methodists, Presbyterians, and Roman Catholics. When necessary, transportation is arranged with prior notification through the Office of School Life. All boarding students must attend Sunday evening Chapel (either Compline or Eucharist Service) at the school chapel.

**Religious Studies.** All students are required to take three trimesters of religious studies. Two of the courses are designed to introduce the student to the Bible, its history, and its influence in our lives today. The third course, known as World Religions, is designed to introduce students to the major faith traditions.

**Community Service.** The Community Service Program is the third dimension of St. Margaret's religious life. Students are encouraged to participate in programs to benefit those outside of the St. Margaret's community. For more information, see the Community Service Program section of this Handbook.

**Christian Atmosphere.** At St. Margaret's, we strive to create an atmosphere that respects the dignity of all persons while seeking the full expression of the Christian faith. We encourage a searching, questioning and reasoning mind that is open to new insights and change. Staff, faculty and students work together in striving for an atmosphere of Christian love and peace.



## COMMUNITY LIFE

At St. Margaret's we live in a community. The keys to this group living situation are cooperation and consideration for others. The

guidelines in this section have been developed to help establish order, privacy, and mutual respect.

Whether in this community or beyond it, students at St. Margaret's must remember that they represent themselves as well as the school. We expect students to act in a way that reflects positively upon themselves and the school. Students need to keep this in mind when they go off campus for required events and weekend activities.

## **WEEKEND ACTIVITIES**

St. Margaret's students have the privilege of participating in a variety of opportunities off campus, such as trips to area shopping malls, the theater or other performances, movies, restaurants, and trips to areas such as Georgetown and the Smithsonian Mall in Washington, Carytown in Richmond, and outdoor recreational areas. St. Margaret's also participates with other boarding schools in activities such as mixers and trips to amusement parks.

**Guidelines for Participation.** For each trip, specific guidelines may be outlined for the students' safety. For example, students will have check-in times with chaperones when they are on school trips to locations such as amusement parks, malls, or mixers. If a student violates any of the guidelines set out for a trip, she may be prohibited from participating in future activities. All students are under school jurisdiction while on a school-sponsored trip.

**Transportation Policy.** All students attending any off-campus boarding school BSSAC (Boarding School Social Activities Committee) events/mixers or SMS-sponsored activities, including day students, must use SMS transportation unless prior arrangement is made with the Dean of Students or the Weekend Activities Coordinator.

## **COMMUNITY SERVICE PROGRAM**

Learning how to be a contributing member of a community is one of the most important aspects of the "education for life" that SMS provides. It is our hope that students enjoy their service to

others and that they develop a long-term commitment to and appreciation of service.

Students have the opportunity to donate their time and enthusiasm to a variety of service projects in Tappahannock, Fredericksburg, and the Greater Richmond area. In Tappahannock, some sponsoring agencies include the public library, a local day care center, Riverside Tappahannock Hospital, and Richmond County YMCA.

**Hours Required.** Each student is required to complete 12 hours of community service for every year or part thereof she attends St. Margaret's. For example, if she joins our community in the ninth grade, she will be responsible for 48 hours of community service. Community service hours will be recorded on trimester comments. She must earn all required hours by the end of Spring Break of her senior year. Completing the requisite amount of community service is a graduation requirement. A student will not receive her diploma unless she has met the requirement.

Students may choose to do some or all of their community service hours outside of the time school is in session and are encouraged to do so to develop a relationship with a service organization in their local community.

To receive credit for outside hours, the student should obtain the Community Service Coordinator's approval of the proposed service activity **before** participating in the project. The Approval Form may be obtained from the Community Service Coordinator or can be accessed on the St. Margaret's website.

Once a student has completed an outside service activity, she must fill out, sign, and submit a Completion and Assessment form to the Community Service Coordinator within one month in order to receive credit for hours served. This form is also found on our website. A letter from parents documenting outside service hours is not acceptable. All paperwork for hours completed over the summer should be submitted by September 30<sup>th</sup>. Please note that students are not permitted to miss school requirements to complete community service.

## STUDENT RESPONSIBILITIES AND PRIVILEGES

At St. Margaret's the student leadership positions provide opportunities for girls to believe in themselves, prepare to be their best, and give back to our community.

### Student Leadership Opportunities

We encourage students to pursue a leadership role in which their strengths and interests can make a positive contribution to the school community.

To be considered for any of the major leadership positions described below, students must have **formally committed to re-enrollment for the following year**, be in good academic and social standing, have met school obligations, including completion of or plan to complete (approved by the Community Service Coordinator) the required community service hours, and demonstrate a positive attitude toward the school.

**Peer Leaders.** Peer Leaders comprise a group of student leaders in different aspects of school life – the School President and Vice President, Senior Class President, Head of Honor Council, Head Boarding Prefect, Head Day Student Prefect, and 3-6 at-large positions. Head of Chapel is not an automatic Peer Leader but may be considered during the selection process.

**Student Government Association (SGA).** President of the School is a junior or senior liaison between the student body and the school administration. Her weekly visible function is facilitating all-school meeting times such as lunch announcements and afternoon meeting period. She is the head of the Student Government Association and conducts bi/weekly meetings for SGA sponsored events.

Vice President of the School will assist the President in her duties and SGA meetings, and will fulfill the duties of the President in her absence. She is the junior or senior student voice for school weekend activities and serves as a liaison to the Weekend Activities Coordinator. The Vice President also oversees the Social Committee, which is comprised of all class Vice Presidents.

Other SGA Positions are 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grade Class Presidents, Head of Honor Council, Head Boarding and Day Prefects, Head of Chapel, and two members-at-large.

**The Honor Council.** Honor Council upholds and enforces the Honor System. The Honor Council consists of no more than five girls, elected by the school community, and two faculty members. Proceedings of the Honor Council are confidential. At least one member of the Honor Council, usually the Head, will also participate in every Administrative Council meeting to ensure compliance with the Honor Code. The Head of School makes the final decision about the outcome of all disciplinary cases, with the exception of Community Council.

Head of Honor Council is the leader of the student representatives to the Honor Council, who are responsible for upholding and enforcing the Honor System. She is available at any time for questions about the Honor System. The Honor Council Head works with the faculty representatives to arrange meeting times and to facilitate the proceedings.

**Boarding Prefects.** Boarding Prefects are students selected to act as liaisons between students and faculty. Prefects are available for peer counseling and help keep residence life enjoyable for all. They also check in students at night, and help the residence life duty team each evening and weekend. Prefects are chosen through an application and interview process in the spring and at certain other times during the school year.

The Head Boarding Student Prefect is a junior or senior who will work with the Director of Residence Life to coordinate the evening and weekend duty schedule for all boarding prefects. The Head will also be responsible for welcoming new boarding students to campus when they arrive after the beginning of the academic year.

**Day Student Prefects.** Day students prefects serve as advisers, facilitators, and representatives to the school, and assist with orientation. Positions are chosen through application and interview process in the spring and at certain other times during the school year. These students work with the Day Student Sponsor and Dean of Students to assist with day student affairs

and facilitate meetings with day students as needed. The prefects are responsible for supervising day student responsibilities on campus including Hugs from home, and tending to the day student room and Faculty/Student Center.

The Head Day Student Prefect is a senior who will work with the Day Student Sponsor overseeing day student affairs and facilitating monthly meetings with day students. The Head will also be responsible for creating and supervising day student responsibilities on campus.

**Head of Chapel** is a junior or senior who assists with religious services and other religious functions.

Students have many other formal and informal leadership opportunities at St. Margaret's School: Desk Aides who assist the duty team on weeknights and weekends by answering the phone and greeting hall visitors; Sport Team Captains and Co-Captains who assist the coaches by running skill drills and providing leadership at all times; Blue/Grey Captains who are selected yearly to lead their teams in the various Blue/Grey competitions held throughout the year after formally completing an application and interview; Club and organization officers who are selected yearly to organize and run club meetings and activities; Publications editors who are selected yearly to produce the yearbook, *Tides*, the creative writing magazine.

**Tiers of Leadership.** In order to assist students with balancing their responsibilities, key time consuming leadership positions are set out in three tiers.

Tier One: School President, School Vice President, Head of Honor Council, Yearbook Editor.

Tier Two: Class President, Head Boarding Prefect, Head Day Prefect, Head Desk Aide, Head of Clubs or Organizations (e.g., Basic Needs, Green Team, Soulful Voices, etc.), Honor Council Member, Head of Chapel, Peer Leader, Prefect.

Tier Three: Blue/Grey Captain, Class Officer, Desk Aide, Student Alumnae Council Member, Student Ambassador, Tides Editor, Yearbook Section Editor.

A student may hold one office or position in Tier One plus a maximum of one office in Tier Two and two offices in Tier Three; or a student may hold two offices or positions in Tier Two and two offices or positions in Tier Three; or a student may hold four offices or positions in Tier Three.

## **Eligibility for Office**

### Tier One

- Formally committed to enrollment for the upcoming year.
- Grade point average in core areas for the previous two trimesters of a 2.0 or above with no core course average for the two trimesters below a C-.
- No Administrative or Honor Council offenses resulting in probation in the previous two trimesters.
- Represents the school in a positive manner

Furthermore, the application must be submitted on time along with faculty and peer recommendations. The adviser's signature on the application denotes that the adviser approves of the application.

### Tier Two

- Formally committed to enrollment for the upcoming year.
- Cumulative grade point average of a 2.0 or above.
- No Administrative or Honor Council offenses resulting in probation in the previous trimester.
- Represents the school in a positive manner

Furthermore, the application must be submitted on time along with faculty and peer recommendations. The adviser's signature on the application denotes that the adviser approves of the application.

## **Expectations for Tier One and Tier Two Offices**

- Maintain required GPA.
- Commit no Honor or Administrative Council offenses which result in probation.
- Meet the performance criteria for the position held.
- Attend all required activities and events for the position held.
- Other criteria as may be determined by the sponsor of the organization.

## **Leader Responsibilities and Privileges**

### **Responsibilities**

- Return to school early to help with new student orientation.
- Be on duty as scheduled during the week and on weekends. Duty may include phone/desk duty in the hall offices on weekends and weeknights, and proctoring study hall in the residence hall on school nights.
- Give marks responsibly.
- Assist with morning sign in.
- Attend and participate in all residence life and leader meetings.
- Participate in Administrative or Community Council meetings when needed.
- Maintain required academic standings.

### **Privileges**

- “Night off” when she is not on duty. A leader may sign out from study hall to watch TV, do laundry, sleep, etc. She may also sign out to study in another room if the student(s) in that room have similar privileges.
- Have a refrigerator in her room that meets the dimension criteria.
- Close her door during study hall, should her roommate have the same privilege; listen to music if she uses headphones/earbuds.

- Have unlimited late lights with hall adult's approval.
- Order food during or after study hall on her night off if the food arrives before 9:45 PM.
- Sign in early for weeknight evening sign in.
- Receive an additional point in the room selection process.

## **Student Responsibilities and Privileges By Class**

**Seniors.** As seniors, you are the leaders of the school, whether or not you hold an official leadership position. In addition, you are soon to take on the responsibility of running your own lives in college or other endeavors. Being in charge of your life does not mean you can do whatever you wish. Rather, it means that you have to assess each situation to learn what is required of you. You must take responsibility and make decisions that will affect others positively. This includes, being punctual, maintaining your living space, and being considerate of others in your surroundings.

With leadership and independence comes responsibility; and to those who take responsibility seriously, come privileges. Our hope is that you will learn to take responsibility for yourselves and for the well-being of others and not wait for an adult member of the community to ask you to step in and help. We want you to assess your own needs and act accordingly in a constructive manner that benefits the school.

**Senior Responsibilities.** Understanding that being a member of a community requires involvement in and commitment to that community, we have outlined the following senior responsibilities:

- Set the proper tone for the school (model good social and academic behavior).
- Complete community service requirement by the end of spring break.

**Senior Privileges.** To those who conscientiously fulfill these responsibilities, the privileges below will apply:

- Lights out at 11:00 PM (first and second trimester). No lights out during third trimester. No room bell.
- Late lights three times a week per student with the permission of the residence life hall adult. To receive late lights, a student must be studying from after study hall until the room bell without using the phone or socializing on the floor. Late lights not extended Sunday evenings.
- During the day, study in rooms or the library without a pass, unless in required day study hall.
- During evening study hall, study in the library without a pass, after checking out with the residence hall adult, unless in required evening study hall.
- Listen to music with headphones/earbuds during evening quiet hours.
- Seniors in good academic standing (i.e., not in required day study hall) may observe quiet hours during evening study hall. Seniors may watch TV, do laundry, sleep, and use computers. If a senior's grades drop at the end of a grading period, this privilege will be suspended and the student may be placed in required evening study hall.
- Have off campus visitors until 11:00 PM on weekend nights.
- Sign out and walk to town in pairs during a free period or free lunch during the academic day (unless in required day study hall) – but not during TA.
- Keep a car at school if she meets requirements outlined in that policy.

**Senior Consequences.** Likewise, to those who choose to avoid responsibility, consequences will apply. Seniors will be reviewed by the Student Weekend Advisory Committee (SWAC) for meeting responsibilities, behaving appropriately, and maintaining good academic standing.

- Any senior incomplete in schoolwork for the week as determined by SWAC may be denied weekend privileges and have to attend Saturday study hall.

- A boarding senior who does not follow the guidelines for quiet hours/study hall in the residence hall may lose the privilege to have quiet hours instead of study hall. If the misbehavior continues, the student will be placed in required evening study hall.

**Juniors.** Juniors are expected to assist faculty and the senior class in providing positive leadership examples for the rest of the school.

**Junior Responsibilities.** The responsibilities of juniors at St. Margaret's include:

- Helping to set the proper tone for the school.

**Junior Privileges.** Juniors are given some privileges at the start of the school year. Sometime after the third trimester, they may petition for additional privileges which, at the discretion of the Head of School, may be granted.

Junior privileges at the opening of school include:

- Late lights three times a week per student with the permission of the residence hall adult. To receive late lights, a student must be studying from after study hall until the room bell without using the phone or socializing on the floor. Late lights not extended Sunday evenings.
- Keep a car at school if she meets the requirements outlined in that policy.

**Sophomores, Freshmen, and Eights.** During their first year(s) of high school, sophomores, freshmen and eights are introduced and make contributions to leadership and contribute to community responsibilities. Their privileges include:

- Late lights three times a week per student with the permission of the residence hall adult. To receive late lights, a student must be studying from after study hall until room bell, not using the phone or socializing on the floor. Late lights not extended Sunday evenings.

## CONDUCT

Using the words from the St. Margaret's School Prayer, "growing in age and in grace" involves learning how to act in various situations and when and where to use appropriate language. At St. Margaret's, students are expected to demonstrate appropriate behavior at all times.

Our community does not condone the use of profanity or vulgarity, particularly in public areas on campus or in town. A student should always be conscious of where she is and what she says in public places and in electronic communication, out of respect for herself, others, and the values and reputation of St. Margaret's School. A student should remember that her manners indicate her respect for herself and others.

At St. Margaret's it is traditional to observe the following conduct:

- Refrain from chewing gum during the academic day in any classroom, study hall, class building, or Chapel, on school trips when requested by the chaperone, or on other occasions where chewing gum is not appropriate (i.e., Cultural activities, speakers, concerts, etc.)
- Stand when a teacher or another adult enters the classroom.

## THE MARK SYSTEM

The Mark System was developed by faculty and students to support our sense of unity, and to encourage our strong belief in respect for the guidelines of community living.

**Giving Marks.** Marks are given for minor rule infractions. Only adults, student leaders, and desk aides may give marks. When a staff member or student leader gives marks, she/he is expected to notify the student to whom the marks are being given.

**Receiving Marks.** Each time a student receives one or more marks, both she and her adviser will be responsible for checking PCR to see marks issued. It is a student's responsibility to keep track of the number of marks she has received.

**Erasing Marks.** If a student believes that she has a legitimate excuse, she may ask the person who gave her the marks to erase them. The person who gave her the marks will determine whether or not the excuse is legitimate and should sign the pink mark slip (if given) to indicate that the marks are erased. If no pink slip is given, a signed note or email from the person issuing the mark will be accepted. It is the student’s responsibility to return her signed pink mark slip or a note/email of explanation erasing the marks to the Office of School Life.

**Serving Marks.** When a student earns a total of three or more marks in a rolling two-week period or fails to serve the previous detention, she will be assigned to serve the next mark detention. Each detention served “erases” up to five marks for the purpose of calculating the accumulation in a two week period. Marks must be served in order for a student to have the privilege of signing out to town, participating in weekend activities, or leaving for the weekend. Total marks earned for each trimester will be reported on interim and trimester comments.

**Example**

<b>Week</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat.</b>	<b>Sun.</b>
<b>1</b>		<b>1</b>					
<b>2</b>				<b>1</b>			
<b>3</b>	<b>1</b>						
<b>4</b>		<b>2</b>					
<b>5</b>					<b>1</b>		

After Week 2, this student accumulated a total of two marks in Weeks 1 and 2 but does not serve detention. After Week 3, the student accumulated a total of two marks in Weeks 2 and 3, but does not serve detention. After Week 4, this student earned a total of three marks in Weeks 3 and 4, and would serve detention. Once marks are served in detention, they are erased. After Week 5, this student would have a total of only one mark for Week 4 and 5 because the two she earned in Week 4 were “erased” when she served detention.

**Mark Examples.** Some examples of actions that may result in marks are listed below. These are examples and **do not represent all possible mark infractions.**

**Community Life**

Chewing gum during the academic day .....1

Late to a meal/morning sign in ..... 1

Late to an attendance check-in including chapel attendance check in with adviser .....1

Late to chapel (after service begins) .....2

Late to any other required event .....2

Failure to sign in at a meal.....2

Repeated dress code violations .....2

Failure to return issued athletic equipment/uniforms .....2

Missing a *school event*, a leader or proctor missing an assignment, or a repeated offense or a more serious offense 3

**Boarding Life**

First room inspection failure in one week .....1

Boarding student’s improper sign-in or sign-out .....2

Late for room bell, out of room after bell, or in another room after room bell .....2

Second room inspection failure in one week .....2

Third room inspection failure in one week .....3

## **Day Student Life**

Failure to turn in car keys at the sign-in desk in SMS Hall or in the Office of School Life .....1

Day student’s failure to sign in or sign out .....2

## **DETENTION**

Detention will typically be held one day a week (Saturday) with an occasional two days a week when time allows (3-Period Day). In some instances, detention may be offered at a different time depending on the mark detention activity. An email will go to the student confirming mark detention for that week.

At times, marks may be served in the dining room on weeknights, or at other times during the week. If a student fails to serve her assigned mark detention, she will be restricted to campus (if she is a boarder) or she will not be considered to be in “good standing” (if she is a day student) until she serves the next two mark detentions.

## **GENERAL RESTRICTION**

General Restriction involves a specific number of days of restriction to campus and loss of privileges and includes having to check in at certain times during the day. A student on General Restriction is given a card with the guidelines of restriction and times for checking in with a faculty member. (See General Restriction in the Major School Rules section.)

A student may be placed on general restriction for minor disciplinary infractions, earning excessive marks, as a consequence of meeting with one of the Disciplinary Councils or as a consequence for inappropriate behavior in the hall or general inappropriate social behavior.

A student may serve a week of General Restriction if she earns nine or more marks in a two-week period or if she is assigned to serve 3 mark detentions in a two-week period (or 14 days if breaks are in this period). A student may also be referred to Community Council.

## CAMPUS RESTRICTION

Specific examples include but are not limited to:

General Restriction	Restricted to campus for 7 days or longer
Missing Church of Choice	Restricted to campus until attendance at a local church service

St. Margaret's School reserves the right to grant or deny permission to leave campus. A student may be restricted to campus for academic, health, or disciplinary reasons.

Our goal is an appropriate, developmental response to student behavior to assist our students in learning to live respectfully within the school community. For this reason, at every stage, a student and her adviser have opportunities to discuss areas of concern, first together and for more serious offenses, with the Community, Administrative, or Honor Councils. A student may be asked to see Community Council for situations that do not rise to the level of the Administrative or Honor Councils such as repeated mark or hall infractions, failure to abide by the terms of general restriction, or earning general restriction repeatedly.

## DRESS CODE

Dress should always be neat, clean, and appropriate for the occasion and should be worn for the entire academic day. Appropriate undergarments should be worn that cannot be revealed through or underneath attire. When a student is dressed inappropriately, she will be asked to change and is expected to change without argument. Student leaders should take an active role in enforcing the dress code. In general, a student is expected to abide by the following standard: Wardrobe should be presentable that does not include too revealing clothing of any kind.

A student may wear informal clothing while on her hall floor; however, she should be conscious of the fact that the hall floor is shared space for faculty and students alike.

Shoes must be worn at all times when  
the student is off of her hall floor.

**School Wardrobe for the Academic Day.** All students are required to wear items included in the St. Margaret’s School wardrobe purchased from Flynn & O’Hara. Families received information on the wardrobe from the Office of Admission so they could make the necessary purchases. The wardrobe includes both a set of required items and a set of optional items that can be mixed and matched.

Acceptable wardrobe pieces include:

- White polo shirts, long sleeve or short sleeve w/logo
- White button down shirts, long sleeve or short sleeve
- Navy or Grey Wrap Around Kilt
- Plaid Wrap Around Kilt
- Navy Pants
- Navy pullover sweater or vest w/logo

For additional warmth, students may also wear the SMS fleece zip jacket that can be purchased from the Thistle Shop or the crewneck SMS sweatshirt with the SMS seal (see the “Introduction” section of this Handbook). Any SMS or other sweatshirts and fleece outerwear are not acceptable items for the school wardrobe. However, the Boathouse Varsity Jacket and Junior Varsity Indoor pullover are approved by the Director of Athletics as acceptable items for the school wardrobe, if a student was or is a member of the associated varsity and/or junior varsity team.

**Skirt Length.** Skirts must be no shorter than 4 inches above the back of the knee. Skirts are not to be rolled at any time.

**Shoes.** Flat shoes similar in style to Sperry Topsiders, Converse Chuck Taylor II (black on black), Dansk Pro Clog, Doc

Martens, Toms Classic, Vans LowPro (black on black), or Clark Wallabees in **tan/taupe, brown, or black** may be worn with the SMS wardrobe provided that they are closed toed (sandals are not allowed). Rain or snow boots are acceptable when it is raining or snowing, or when snow, slush or puddles remain on the ground. Black, flat, closed toe, closed heel, dressy shoes are to be worn with the school uniform (no wedges).

**Socks.** Students may choose to go sockless or must wear appropriate socks that match each other. The Crew sock is the only sock that can be worn in white or black. Sock logos may not be larger than one square inch in grey, white or black. Students may also wear solid black leggings or tights. Leggings should be solid black and free of designs, stripes, and brand logos showing. If wearing a legging or footless tight, a black or white crew sock should cover the ankle with no skin showing. Students should not wear patterned socks or patterned, fishnet or seamed leggings, tights, or hose.

**Accessories.** Caps, bandanas, and hats may NOT be worn in classroom buildings, the Chapel, or the dining room. Scarves that are neat clean and appropriate may be worn with the school wardrobe. Only solid grey or black headbands and scarves are permitted. Headbands may be no wider than 2 inches. Headscarves should consist of those appropriate for outside wear.

**The School Uniform.** For field trips, church, and other special occasions as designated, students are required to wear specific pieces from the school wardrobe which make up the school uniform: plaid kilt, navy vest or pullover sweater (if needed), and a white button down shirt (from Flynn & O'Hara). Black, flat, closed toe, closed heel, dressy shoes are required (no wedges). Girls may either wear black, footed tights or no socks or tights. Black leggings are not allowed.

**Acceptable Non-Academic Dress.** When students are signing out to town, going to activities, or are in the dining room, library, evening study hall, or public areas on campus, they may wear (in addition to classroom dress) the following items if they are clean, neat, and in good repair:

- Pants and jeans. Rips and tears are not permitted around the groin or buttocks area.
- Sweatshirts and sweatpants
- Shorts of appropriate length
- T-shirts without writing, messages, drawings, pictures, or without advertising that promotes alcohol, drugs, tobacco products, or any other material deemed inappropriate by an adult
- Sleeveless shirts or spaghetti strap tops/dresses (with appropriate undergarment and no bra straps showing)
- Sneakers and sandals (no flip-flops)

A student who is dressed inappropriately may be denied permission to sign out to go to town or go on an off-campus activity.

**Inappropriate Dress.** The following items are expressly inappropriate at St. Margaret's:

- Unnatural hair color (e.g., blue, bright red, etc.) or a hairstyle which unnecessarily draws attention to oneself as deemed by the Office of School Life
- Visible tattoos – must cover
- Visible body piercings, except ears (although tapers, plugs, gauges and tunnels are not permitted.) This includes but is not limited to any visible tongue, eyebrow, nose, and lip piercings. Exceptions will not be made for new piercings even if they are covered by a bandage.
- Tops or low rise pants that reveal skin between the top and pants

**Casual Dress Days.** These are usually held on the last Friday of every month, unless otherwise announced. Casual dress day is not costume or unusual dress day. Students, however, may wear their SMS wardrobe or:

- Blouses, t-shirts and sweatshirts that are in good taste, conform to dress code expectations for non-academic dress, and that can be tucked in or that cover the entire midriff.
- Jeans, slacks, shorts (appropriate length), leggings (non-cotton and non-see through). Rips and tears are not permitted around the groin or buttocks area.
- Athletic workout stretch tights (non-cotton and non-see through) that are cropped or ankle length may be worn. The shirt is not required to cover the rear.
- Sweatpants, joggers, training or track pants in good repair may be worn.
- Please note that **flip flops may not be worn on these days.**

**Game Day Attire.** The Director of Athletics will determine appropriate team attire for game days.

## **THE WHITE FLAG SYSTEM**

The White Flag System is a convenient system for anyone who needs privacy to work, to write letters, or just to be alone. At St. Margaret's, traditionally a white flag sign posted on someone's door or property means, "do not disturb." All personal items found in refrigerators and rooms are considered white flagged. Please note that even if a white flag sign is not posted, all staff and faculty desks, computers and personal property are considered to be white flagged at all times. Additionally, the faculty room in the Faculty/Student Center is "**off limits**" to students at all times. Students should not be in or ask for permission to go into this room.

## **DINING ROOM**

The dining room is located on the upper floor of the Community Technology Center (CTC). Breakfast, lunch, and dinner are

served for all boarding students at regular times and are usually informal. Lunch is also provided for day students. Morning sign-in is required for all boarding students in grades 8 through 11 in the CTC. Announcements will be made if morning sign-in will be discontinued at any point throughout the year. Club, class, and other group meetings are sometimes scheduled during lunch.

**Dining Room Guidelines.** Because the dining room is a public place shared by the whole community, students should maintain proper voice levels and limit tables to eight students. Students should not go into the serving area unless it is scheduled to be open and should not “graze” as they move through the servery. **Students should not remove food, beverages, silverware or dishware from the dining room.**

**Announcements.** If they occur, announcements will usually be made at the end of a meal; only after this time may students be excused once dismissed by the President of the School, adviser, or faculty member.

**Seated/Formal Meals.** Students and faculty are assigned seating for certain meals. Students not wearing the school wardrobe during such meals will be asked to change and may receive marks or other restrictions. For the occasional formal meal, students are expected to wear the school uniform.

## **HEALTH TEAM**

The Health Team coordinated by our School Nurse and is comprised of the following: the School Nurse, Chaplain, Head of School, and Dean of Students. This group’s primary responsibility is the health and well-being of the students and the greater St. Margaret’s community.

## **HEALTH CENTER**

**Availability.** St. Margaret’s employs one full-time nurse. Routine illness or injury is normally seen by the nurse during the day, but sudden illness or injury may be addressed at any time in the Health Center. Our local physicians and community hospital

are available for emergencies 24 hours per day. Routine medical and/or dental appointments may be scheduled through the Health Center.

**Health Center Hours.** The Health Center is open Monday – Friday from 8:00 AM – 4:30 PM. If a student becomes ill at other times during the week or on the weekend, she should report to her hall adult or any adult on duty that will assist her or will contact the nurse.

**Notification to Parents.** The nurse makes every effort to notify a student’s parents if their daughter is staying in the Health Center overnight or in the event of a medical emergency. Parents are notified (consistent with privacy expectations) if a student goes off campus for a doctor’s appointment. Parents are not contacted about routine visits to the Health Center.

**Illness.** A student must report to the Health Center in the case of illness. **She may not stay in her room.** During the night, hall staff will assist students and notify the nurse.

- If a student becomes ill during a class, she must have permission from her teacher to visit the Health Center.
- A student will be responsible for all missed academic work and should meet with her teachers as soon as possible after an illness.
- The student is responsible for all other daily commitments.
- When necessary for health and/or academic reasons, a student may be restricted to campus by the nurse upon release from the Health Center.
- If a day student visits the Health Center while on campus, her parent/legal guardian will be contacted if needed. **Day students leaving campus without permission are considered AWOL.**

**Medications.** Medications such as Epipens, Nebulizers, Inhalers, Birth Control Pills, Endocrine medications, allergy preparations, acne medications, antibiotics, vitamins, and over-the-counter medications may be kept by boarding or day students

provided the student has received a nurse's approval and the nurse has initialed the package.

Remember that this means that any refills or additional purchases a student brings back to campus must be taken to the Health Center to be initialed by the nurse (see Medications in the Major School Rules section).

All medications with Pseudoephedrine, all psychogenic, narcotic pain, stimulant and sedative-hypnotic medications as well as controlled substances will be kept in the Health Center to be dispensed by the Health Center staff.

- Students who take daily medications are responsible for reporting to the Health Center in the mornings during breakfast, after lunch and before or after dinner. Consequences may be assigned to students who fail to comply with physician's orders regarding medications.
- Bedtime medications are dispensed after study hall. These medications may be given by trained hall staff in Anderton House, Latané Hall, and McCuan House.

## **STUDENT HEALTH POLICIES**

**Health Forms.** Completed health and insurance forms must be on file in the Health Center before the beginning of the school year. Students may not participate in sports or off-campus activities without these forms on file.

**Routine Health Care.** Students should have all routine medical, dental, and ocular work completed before school opens or during vacations. An exception is continuing orthodontic care that will be arranged upon request from the parent.

**Insurance.** St. Margaret's School requires that all students have health insurance coverage. The school does not carry any kind of health or accident insurance on students. In the event of an injury or illness, the student's health insurance plan would need to be used for medical treatment.

**Medical Leave Policy.** St. Margaret's understands and takes seriously the responsibility to care for the students who attend school with us and live on our campus. There may be times, however, when a student's physical or emotional well-being would be best served by receiving care apart from the St. Margaret's community. If it becomes medically necessary for a student to leave SMS for more than four days, the following Medical Leave Policy will apply:

- The Head of School may require a student to take a medical leave upon recommendation of the Health Team.
- If the request for a medical leave is initiated by the student's parent or guardian, the school must be supplied with a written report, signed by a physician, stating the student is unable to function well enough to attend to her academic and extracurricular responsibilities at school.
- After the student has been on Medical Leave for a total of 10 academic days, her status will be reviewed by a team of School Administrators to determine her continued enrollment at St. Margaret's School.
- Prior to or at the time a student on medical leave returns to school, there must be a meeting with the Head of School, a member of the Health Team (counselor or nurse), the parent/guardian, and the student to discuss the student's medical condition. Written reports from the treating physician, as well as a written treatment plan from the physician with releases of information to our Health Team are required at or before the time of this meeting.
- Additional conditions, such as on-going psychotherapy and medication compliance while at school, may be required as part of the student's return to life at school.
- The student, her parent/guardian and a member of the Health Team must also meet upon her return with the Academic Dean to assess the need for any modification of the student's academic program, taking into consideration the length of the leave, the health of the student, and the amount of work missed during the leave.

A family may request or the school can require a Medical Leave.

**Tanning Salons.** The school does not assume responsibility for the hazards involved in using the local tanning salons. **The tanning salon is off limits unless a student has written permission from her parents on file in the Health Center.** Under no circumstances does such an appointment take precedence over any school obligation.

**Body Piercings.** A student may not acquire any body piercings or make any other body modifications including but not limited to stretching or insertion of tapers, plugs, gauges, or tunnels while under school jurisdiction.

**Tattoos.** A student may not acquire any tattoos while under school jurisdiction.

**Confidentiality.** Patient confidentiality is maintained by the Health Center staff, except in cases of extreme urgency or where there is a need for another person or persons to know.

## **WATERFRONT AND POOL SAFETY**

**General Guidelines.** It is a pleasure and a privilege to have access to the river and pool. These guidelines are intended to make it safe as well:

- On the way to and from the pool, dock, or beach, students should **walk across back campus, and wear shoes and appropriate cover-up clothing.**
- When sunbathing at A-House beach, students should not lie on the boats.
- Jumping or diving off the dock and swimming around that area are *not* allowed.
- Students may swim in the pool or at A-House beach only when a certified American Red Cross lifeguard or a faculty/staff member is on duty. If in the river, water shoes are required.
- Only current students and staff members are permitted to use the watercraft and only after receiving the appropriate permission from an authorized waterfront contact person.
- Students may not sunbathe on front campus.

**Pool Guidelines.** The pool typically is open in the late spring through early fall. Pool users must follow these rules:

- Never swim alone.
- Only swim when a certified lifeguard or a faculty/staff member opens the pool.
- No breakables are allowed in the pool area.
- No drink, food, or gum is allowed in the pool area.
- No diving in the shallow end.
- Take all of your belongings with you when you leave the pool.
- Report all accidents to the lifeguard and/or faculty/staff member immediately.
- The lifeguard/faculty member should always be the last person to leave the pool and lock the gate.

**Waterfront Guidelines.** Living on a river is exciting, but requires that everyone follow these safety rules:

- Students must wear life jackets when kayaking or canoeing
- Wear water shoes. The bottom of the river is muddy and can be hazardous.
- Report any accidents immediately.
- Report any lost or damaged equipment immediately.
- DO NOT intentionally turn over or capsize the watercraft.
- Stay off the rip-rap (the rocks along the water's edge).
- DO NOT go into the channel. Students are permitted to canoe or kayak in the area along the back campus of St. Margaret's only.
- Do not board a visitor's boat unless you have approved permission from the Administrator on Duty and have followed the proper sign-out procedures.

## FIRE DRILLS

Fire drills will happen when you least expect one, so be prepared. There are also signs posted in each building telling you how to exit safely in the event of a fire.

If you are in any building, you **must** leave the building quietly and quickly using the nearest exit **whenever a fire alarm goes off**. Go directly to one of the following areas, **staying on sidewalks and away from driveways and parking lots** which must remain clear for emergency vehicles and wait for more instructions:

SMS Hall, Cottage, Woolfolk Center, Upper Level CTC, Gym	Front yard between SMS Hall & B-House
Lower level CTC	Exit river doors and proceed to the front yard between SMS Hall & B-House
B-House, Latané Hall, McCuan House	Front yard between SMS Hall & B-House

If you are in the residence hall, you must:

- put on shoes
- close the windows
- turn on the lights
- take a towel with you
- leave the room, keeping the door open (hall adults close the doors as they check rooms)

**Fire Pull Stations and Extinguishers.** Fire extinguishers can be found in many places throughout the buildings all over campus. Misuse of a fire pull station, the alarm system, or

extinguisher is creating a false impression, and is therefore an Honor offense.

## **ELECTRONICS AND SCHOOL TELEPHONES**

**Office Phones.** These phones are found in hall duty offices. Office phones (i.e., front desk of Latané or McCuan duty office) may not be used without permission.

- All calls on duty office phones should be limited to 10 minutes. No student may make or receive a telephone call after room bell.

**Electronic and Cell Phone Guidelines.** Students using electronic devices should be familiar with the *Technology Policy and Use Agreement* and are asked to observe the following guidelines:

- Students may be on their electronic device during evening free time, until the time the privilege is designated to end per their class year.
- Cell phones should not be used during the weeknight evening quiet hours/study hall period, unless granted that privilege.
- Guidelines for appropriate language apply to electronic conversations/communication. Be aware that an adult or student leader may address inappropriate language and this could result in loss of electronic privileges.
- Electronics users must follow the guidelines specific to their grade or risk losing the opportunity to use their device for a period of time. Remember that St. Margaret's reserves the right to confiscate devices and review its contents in the event of suspected misuse and suspend the use of the device in the event of misuse.
- A boarding student who does not have permission to keep electronics in her room must turn in all electronics (high-tech watches, Alexa devices, AirPods, anything that can transmit and receive) to the designated area in her residence hall.

- A day student who does not have permission to keep her cell phone with her must leave her cell phone in her car or turn her phone in to the Office of School Life when she signs in to campus. Day students are not permitted to use devices when boarders are not permitted to use them.

**Emergency Calls.** Should a student need to make an emergency phone call during the day when she is not permitted to use her cell phone, she should go to the Office of School Life or, if appropriate, to the Health Center. Parents should use the main school number for emergency calls during the day, study hall, or after hours.

### **Digital Audio Players**

These devices are enjoyable and useful, but they are not devices to be used during the academic day, during meals or during study hall. Please keep them out of sight when moving about campus and during academic hours.



## **BOARDING LIFE**

Boarding school life offers a student the opportunity to experience living in a close community of friends and teachers. When a day student is under the jurisdiction of St. Margaret's School, she is expected to abide by these same guidelines.

### **SIGNING IN AND OUT**

When leaving from or returning to campus (**including visiting faculty homes**), a student must sign out and in at the Office of School Life. A student is permitted to sign out for up to two hours, consistent with her plans. Signing out for consecutive two-hour periods will be limited. Failure to sign out or signing out inappropriately will result in disciplinary action.

**Sign-Out Procedures.** When leaving campus, a student must:

- Sign out via Boardingware on a device or computer in the Office of School Life.
- Indicate the following information: the date/time of departure, specific destination(s), the full name of the person(s) who will accompany, and the estimated date/time of her return.
- Group sign-out is permitted when granted permission from the adult on duty only.

Students must individually sign back in upon their return to campus.

**No student may leave the campus alone.** For her own safety, a student must be accompanied by another member of the SMS community or another individual with whom she is properly signed out. **After dark, and on all trips at any time out of “town” towards the Peebles shopping center, students must sign out in groups of three or more.** Students signing off campus must be in acceptable dress. A student may be denied the privilege of signing out if she is dressed inappropriately. Students should use good judgment and exercise caution when off campus.

**St. Margaret’s School reserves the right to grant or deny permission to leave campus.** A student may be restricted to campus for academic, health, or disciplinary reasons.

**Sign-Out/Sign-In Times.**

- On school day afternoons, students may sign out to Town no earlier than 5:00 PM and should return no later than 6:00 PM. Seniors may sign out after TA if no afternoon obligation, and must return by 6:00 PM.
- On Friday and Saturday nights, students walking to an establishment in town must return by 9:00 PM.
- On Sunday, all boarding students must return to campus by 5:30 PM, including 5-day boarding students.

**Holidays and Vacations.** After a holiday or vacation, students are expected to be back on campus by 7:00 PM. Unless a student has received permission before she leaves campus to return later, she must return on time. Late return to campus may result in disciplinary action.

**Sign-In Procedures.** Upon return to campus, students must sign in only themselves.

**Sunday Night.** Boarding Students are expected to be back on campus by 5:30 PM, including 5-day boarding students.

**Late Sign-In.** If a student anticipates that she will return later than she estimated, her parent/guardian must contact the Administrator on Duty (AOD). However, calling does not necessarily excuse the student for being late. Being late due to traffic or weather can be remedied by leaving earlier and not trying to get back at the last minute.

**Late returns may result in marks and/or a loss of weekend privileges. Consistently late returns may result in further disciplinary action.**

A student intentionally providing incorrect or misleading information on her sign out history is considered to be lying and is in violation of the Honor Code.

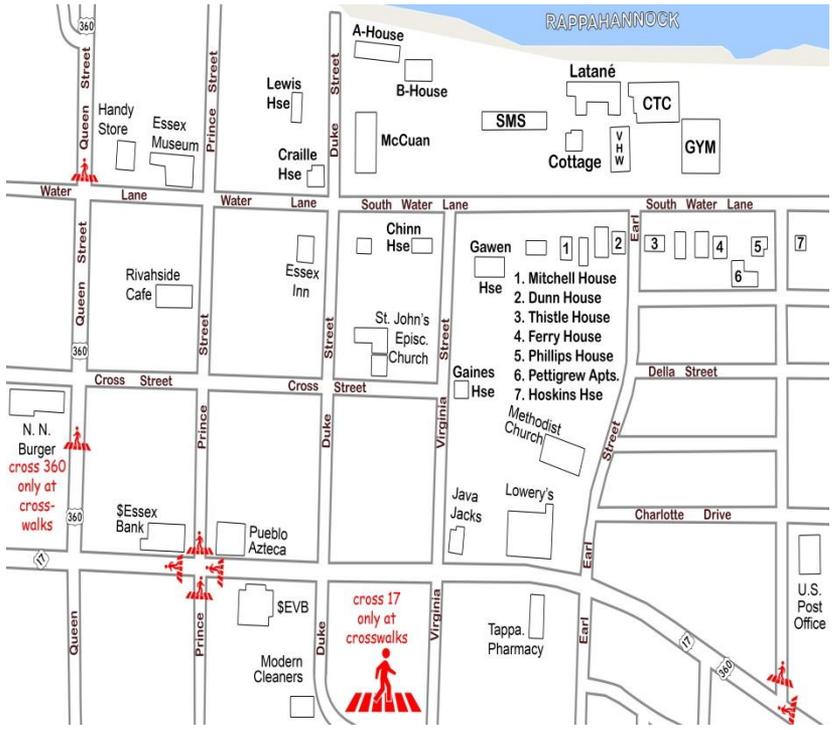
**Boundaries.** When a student signs out to town, she is expected to remain within the boundaries of Water Lane, Jeanette Drive, Route 17, and Route 360. A student may patronize the shops and restaurants within this area. In addition, on *weekends*, students in groups of three or more may walk to the Peebles shopping center area. They must stay on the SMS side of Route 17/360 at all times. Students are not permitted at the gas stations, car dealerships, motel, fire station, or rescue squad house, and are not to be loitering in inappropriate locations.

However, a student may receive permission to sign out to Modern Cleaners to attend to her dry cleaning needs.

If at any time during the year a particular area is designated as out of bounds or off limits, students are expected to respect that determination. Students who leave these boundaries without permission will be considered Absent Without Leave (AWOL).

Students are not permitted to go to residences, even if within the walking or driving town boundaries, **unless specific prior permission has been given**. This includes residences of day students. Students may walk or run the designated loops during proper times after receiving permission and signing out.

Students are not permitted to be on the back campus after dark.



## WEEKENDS AND OVERNIGHTS

Throughout the academic year, weekends are designated as either open or closed. On open weekends, there are no required all-school functions; however, regular activities are scheduled. On weekends that are designated closed, boarding students are to remain on campus and often all-school events are planned.

**Earning Additional Overnights.** Every student begins each trimester with a minimum of six overnights. An overnight is a Friday or Saturday night of a designated open weekend. Thus, six overnights translate to 3 weekends. All overnights not used in a trimester will be forfeited. They do not “roll over” to the next trimester.

During the course of a trimester, a student may earn additional overnights for the following trimester as described in the next paragraph. Returning students earning overnights during the third trimester may carry them over to the first trimester of the following school year.

A student may earn one overnight for attaining either Honor or Merit Roll, or earning less than three marks in a trimester, or referring a prospective student to the Admission Office provided that student then visits campus.

**Overnight Hours.** A Friday overnight begins after a student’s last commitment on Friday and ends at 7:30 PM Saturday. A Saturday overnight begins no earlier than 9:00 AM Saturday and ends at 5:30 PM Sunday.

**Open Weekends.** On an open weekend, a boarding student may leave **no earlier than** after her last commitment on Friday or Saturday and must return **no later than** 5:30 PM on Sunday. A commitment may include an athletic practice or contest, a rehearsal, mark detention, an academic commitment, Saturday Study Hall, or any type of meeting/appointment at which she is expected to appear. A student should not ask to leave early without proper reason (e.g., family wedding, etc.). We ask students and their parents to refrain from asking for an extra day either before or after a weekend. If a student fails to abide by these guidelines, she may be restricted to campus for future

weekends. 5-Day boarders will be limited to six (6) non-school related overnights on campus per trimester at the 5-Day boarding rate.

**Weekend Overnight Requests.** Boardingware leave requests, parental permission, and an invitation from the student's host/hostess (if applicable) must be completed and turned in to the Office of School Life by **5:00 PM on the Wednesday** preceding her planned departure. Failure to do so may result in marks and/or the denial of weekend or overnight plans. If a student has not met all her academic obligations for the week or if she has been assigned to Saturday study hall, she may not be eligible for a weekend or overnight.

Before leaving campus, a student must follow proper sign-out procedures via Boardingware. A student who has permission to leave for an overnight or day leave before or after office hours must make arrangements with the AOD before leaving.

**Unchaperoned Hotel Stays.** Students are not permitted to spend overnights, weekends, or vacation time staying alone or with other students at a hotel or in a similar accommodation, unless there is an adult chaperone 25 years of age or older staying with the student(s). Prior to the student(s) departing campus, the chaperone must have indicated, in writing, that he or she will be responsible for the student(s) in his or her care. In addition each student must have permission from her family for this overnight or vacation arrangement. St. Margaret's reserves the right to deny overnight or vacation leave requests, that are not consistent with the letter or spirit of this policy.

**Closed Weekends.** Closed weekends are designated on the school calendar. All boarding students are required to spend these weekend nights on campus. Additional weekends may be closed for either the whole school or for specific groups, and will be announced in advance. **On closed weekends, day leaves and overnight guests in the hall are not permitted.** For the first two weekends of the year and during exam review weekend each trimester, 5-Day boarding students are expected to be on campus.

**Adopt-a-Boarder.** Twice each month, a boarding student, may sign out on a school night to stay overnight at the home of a day student. The boarder must submit an overnight request via Boardingware, have permission from a parent/guardian, and have an invitation on file in the Office of School Life at least 24 hours in advance of her departure. The boarding student must be in good academic standing and the boarding and day student must both be in good community standing. For 8<sup>th</sup> through 11<sup>th</sup> grade boarding students, good academic standing means the student is not in required evening study hall. For seniors, this means they are not in required *day or evening* study hall. Only after this request has been approved may she leave campus.

## **DAY LEAVES**

In the event that a boarding student wishes to spend time away from campus for a portion of a non-school day, she may request permission to take a day leave.

**Definition.** Unless the time away from campus is a school-sponsored trip or a trip with a faculty/staff member, **a day leave is considered to be when a student is off campus for more than two hours and/or beyond town limits.** A day leave may be taken beginning after the last commitment on Friday, or **after 9:00 AM** on Saturday and Sunday. Underclass students should return from their day leaves by 10:00 PM. Seniors should return by 11:00 PM. All day leaves end at 5:30 PM on Sunday night on typical weekends. Once the student returns to campus, she is not permitted to sign out and ride in a car that day.

**Day Leave Requests.** In order to ensure the health, safety, and accountability of the student, the school requires information from and approval by a parent or guardian regarding the student's plans while off campus. Day leave requests and parental permission must be submitted via Boardingware by **5:00 PM on the Wednesday** preceding her planned departure.

No plans will be approved unless the following information is available: parental permission (written or approved via Boardingware) with designated destination, hosts, times, and an invitation if necessary. Parents must also assume responsibility for their daughter's behavior and conduct while off campus. Day

leaves may be denied if a leave request has not been submitted by 5:00 PM on Wednesday.

**Day Leave Sign-Out.** If the leave is approved, the student will receive an email from Boardingware indicating the approval. Day leave plans are not to change from those approved. In the case of emergency or late return, a student must contact the school. Failure to follow this protocol may result in disciplinary action.

## TRANSPORTATION

**Requesting.** On open weekends and travel days prior to school holidays, the school will provide transportation to and from Richmond and the greater Washington, D.C. area. **Parents or the student should submit a leave request via Boardingware and indicate transportation is needed no later than two weeks prior to open weekends and school breaks.** The cost is billed to the student's account.

Faculty members are not available to provide special transportation unless specifically scheduled to do so by the school. The school cannot be responsible for special transportation needs. Please do not put faculty and staff members in the awkward position of having to refuse a request for transportation.

**Scheduling Related Travel.** On open weekends, students should plan departures from the Richmond airport or Amtrak station (Staples Mill location) **no earlier than two and a half hours after their last commitment on Friday**, and should plan their return to Richmond **no later than 4:00 PM on Sunday**. Any exceptions must be cleared with the Dean of Students prior to plans being finalized.

## VISITING OTHER SCHOOLS

St. Margaret's relationship with other schools is very important. When invitations come to the school, students who attend events at other schools are under St. Margaret's jurisdiction. If a student visits another school at any time, she should observe the rules of

the host school as well as those of St. Margaret's School and should remember that she represents the school. Students who wish to attend an activity at another school must do so with St. Margaret's unless a prior arrangement is made with the Dean of Students.

## **VISITORS TO CAMPUS**

Parents and adult relatives may visit any time and are welcome at occasional meals but are not permitted to stay overnight in the residence halls. Other guests are only allowed to visit campus on weekends. No guests are permitted on weekdays unless prior permission has been granted by the Dean of Students or the AOD. This includes day students looking to invite friends or significant others on campus during the academic day. No socializing with visitors, **on or off** campus, is allowed during the week unless prior permission has been given.

**St. Margaret's School reserves the right to refuse access or continued access to any visitor at any time.**

**Guest Sign-In.** Each student may have up to three guests at a time. The student must introduce guests to the adult on duty and register them in the sign-in book in the Office of School Life. All visitors (except immediate family) must sign the guest register. If an adult is not in the duty office, the SMS student must locate one while her guests remain in the Office of School Life. Guests must completely fill out the sign-in book information.

**Guest Behavior.** Guests on campus should be respectful of the school and the community members. All visitors must follow school rules and policies. Cigarettes, e-cigarettes, tobacco, lighters, drugs, alcohol, guns, etc., are not permitted on campus. An adult on duty is permitted to ask guests if they are in possession of any such material and request that they surrender these items upon signing onto campus.

**Student Responsibility.** The St. Margaret's student who is the hostess accepts responsibility for her guest's behavior. The SMS student must remain with her guest(s) at all times when they are on campus. **Guests are not permitted to walk around**

**campus unaccompanied.** Additional guidelines for guests will be reviewed during orientation.

**Length of Guest Visits.** Non-family guests should visit for no longer than a five-hour period on any given weekend day; this **includes** time the student is signed off campus to town. Guests traveling long distances may be permitted to stay longer periods of time if prior approval is sought from the Administrator on Duty or the Dean of Students.

**Areas Open to Guests.** Guests are permitted in the hall lounges, the Faculty/Student Center, and the gym proper (not fitness room, stage wings, or downstairs). **They are not permitted on back-campus after dark.**

## **MALE VISITORS and SIGNIFICANT OTHERS**

Male visitors and significant others are permitted on campus **with the permission of the parent/guardian of the student with whom they are visiting.** Parental permission may be given in writing or by phone to the Administrator on Duty or the Office of School Life and must be obtained **prior** to the arrival of the guest on campus.

**Male Visitor and Significant Others Guidelines.** Male visitors and significant others must respect the guidelines above for visitors to campus as well as the following conditions before socializing with a St. Margaret's student:

- Be introduced to the staff member on duty in the hall.
- Sign-in and out in the guest register (found in the Office of School Life), providing name, address, and telephone number for each guest.
- Visit only during the allowed times and in the designated areas.
- Abide by all school rules. A student must assume the responsibility for the behavior of her guests.

**Visiting Hours.** Male guests and significant others are not allowed to visit on the Friday night of designated closed weekends. **No socializing with males or unauthorized females, on or off campus, is allowed during the week unless prior permission has been given.** Male guests and significant others may visit during the following times:

	<b>Eights - Juniors</b>	<b>Seniors</b>
<b>Friday</b>	After school - 10 PM	After school - 11 PM
<b>Saturday</b>	10 AM - 10 PM	10 AM - 11 PM
<b>Sunday</b>	10 AM - 5:30 PM	

**Boundaries for Male Visitors and Significant Others.** Male guests and significant others to campus must respect the following boundaries:

- Male visitors and significant others may be entertained in the Latané and McCuan Parlors on the main floor of each of those buildings, the basement of Latané, and in the Faculty/Student Center at the discretion of the faculty member on duty. Students with guests should remember that they are part of a community and that their behavior should be appropriate and not make others uncomfortable.
- Male guests and significant others are **NEVER** allowed on the residence hall floors or in residential rooms, unless during move-in and move-out day where they are assisting with the moving process.
- On weekends during the day, and if the parent approves, students may walk to town with their guests as long as they stay within the approved boundaries and follow the usual sign-out procedures.

## **OVERNIGHT VISITORS**

Students must have the approval of the Dean of Students or the Administrator on Duty before a guest may spend the night. The school must have received written permission from the student's parent/guardian as well as from the parent/guardian of the guest

to stay on campus and participate in school activities. A student must also notify the Hall Adult on duty that she is having an overnight guest. Overnight visitors are expected to abide by all residence hall policies, in addition to all school rules. On designated closed weekends, overnight visitors are not allowed.

## **MAIL AND PACKAGES**

Outgoing mail may be placed in the tray at the reception desk in SMS Hall. Packages may be sent from the Post Office in town. Students will receive mail once a day, **after school**. Each boarding and day student has an assigned mailbox in the Faculty/Student Center. **Students are responsible for checking their mailboxes and email daily for messages.**

Packages sent to the school **should include both the mailing and physical address of the school** [P.O. Box 158, 444 Water Lane, Tappahannock, VA 22560]. Packages should not be sent to a student C.O.D. All student packages must be signed for and picked up from the package room in SMS Hall during posted times on weekdays. Remember, the faculty room in the Woolfolk Center and the Copy Rooms in SMS Hall and the Library are off limits to all students. Packages may be opened if suspected that a student is violating the honor code or major school rules as it pertains to mail and merchandise.

Tampering with anyone else's mail  
or packages is an Honor offense!

## **ALLOWANCE**

Each week a boarding student may receive an allowance. Parents must specify the amount of allowance that the student may receive. Students pick up their allowance Wednesday afternoon through Friday afternoon from the business office in SMS Hall. Should a student need a special amount for a given week, her parent or legal guardian must contact the business office before 10:00 AM on Wednesday to give permission.

## **PERSONAL PROPERTY**

At St. Margaret's School, we are fortunate to live under an Honor Code. This Honor Code is upheld by respect for one another in our community. Students are expected to respect each other's personal property by not entering another person's room unless the occupants are present. The school recommends that each student bring a lock box for her valuables.

**Theft and Loss.** Although the school does have an Honor Code, in the unfortunate event of theft, the school cannot take responsibility for individual property. We therefore advise students not to keep valuable items or large sums of money in their rooms. Students also are advised to lock their room doors when they are not nearby. St. Margaret's School has no insurance coverage for a student's personal property that may be lost or stolen from rooms, school grounds, or school vehicles.

**Personal Belongings.** A student who departs before school ends must make arrangements, before departure, with the Dean of Students for the removal of her personal belongings. Items left at SMS for more than two weeks may be discarded or donated to charity. Personal belongings left behind after commencement and in laundry rooms after notice has been given by a Hall Adult, will be treated in a like manner.

## **LAUNDRY AND DRY CLEANING**

Washing machines and dryers for student use are located in each residence hall. The student's personal account is charged a monthly fee for unlimited use. Students are expected to provide their own laundry supplies (including detergent). Washing machines may be used at any time during the day until room bell, except during study hall (unless you have this specific privilege).

Irons may only be used in the kitchens in Latané Hall and the laundry room in McCuan House. Students may receive permission to sign out to Modern Cleaners to attend to their dry cleaning needs.

## RESIDENCE HALL POLICIES

In addition to those policies outlined below, policies for residence life are developed each year by the student prefects and the Hall Adults under the leadership of the Director of Residence Life and Dean of Students.

**Quiet Hours.** During quiet hours, the atmosphere of the hall must be conducive to sleep or study. Noise should not be heard outside of the room. Quiet hours are in effect from the beginning of study hall until 7:00 AM during the week and until 9:00 AM during the weekend.

**24-Hour Quiet Hours.** Quiet hours will be in effect for 24 hours through the entire examination period, except from 4-6 PM.

**Sign-In.** On school nights, all students must sign into their own residence hall after study hall until 10:00 PM, at which time the halls will be locked. On school nights, lights out for underclassmen is 10:30 PM and at 11:00 PM for seniors. On non-school nights, lights out for all students is at midnight.

**Prefects.** Boarding students have been selected to act as liaisons between students and hall adults. These prefects help keep residence life enjoyable for all and are available for peer counseling. They also check-in students at night and help the residential duty team each evening and on weekends.

**Pets.** Pets of any kind belonging to students are not permitted.

**Room Changes.** Room changes are rare. Room or roommate changes are strongly discouraged and may only take place with the permission of the Dean of Students. Roommate and room changes will be approved only after roommates have gone through a mediation process.

**Keys/Fobs.** At the beginning of the year, each boarding student will be issued a key to her room. Should she lose the key at any point during the year, she must pay a replacement fee of \$20.00. The keys are considered school property and are not to be copied.

All three residence halls have an electronic entry system and students, including day students, will be issued a fob that unlocks the main door of each hall. A replacement fee will be issued to a student's account for a lost fob. **Doors that require the use of a key or fob should never be propped open.**

Although we do live under an Honor Code, students are strongly encouraged to lock their rooms when not in them.

## NEATNESS AND ROOM RULES

**Room Inspection.** Rooms should be kept clean, neat and orderly. Each student should have her area of the room clean and ready for inspection by 8:25 AM on weekdays. Rooms may be inspected any time between 8:25 AM and the end of TA.

The first room inspection of the week will be on Monday. The first time a student's area of the room fails inspection, she will receive one mark. If the student's area of the room fails for a second time in the same week, she will receive two marks and may be assigned hall chores immediately following study hall that evening. Should the student's area of the room fail for a third time in the same week, she will receive three marks, be restricted to campus for the weekend, and will serve room restriction that evening with a Hall Adult present. Repeated failures will result in the student appearing before Community Council and or be placed on general restriction. During the first two trimesters, if living on the 8<sup>th</sup> and 9<sup>th</sup> grade floor and a student fails room inspection, room restriction will be issued and the student must clean her room during this time. In the third trimester, 8<sup>th</sup> and 9<sup>th</sup> graders will follow the mark consequence as outlined above.

**Room Decorations.** Room decorations that promote the use of liquor, drugs, tobacco products, and other material deemed inappropriate by the Hall Adult may not be displayed. Tapestries may not be hung on walls. No string or theme lights are permitted. Flat extension cords are not allowed with the

exception of a surge protector. One surge protector may not be plugged into another.

**Prohibited Items.** Students may not possess any item constituting a safety hazard, particularly any weapon, ammunition, fireworks, or *mace/pepper spray*. In general, students may not have in their rooms a television, sun lamp, microwave, toaster, coffeepot, Keurig, toaster oven, steamer, hot plate, hot pot, or rice cooker.

Microwaves and refrigerators are provided for the students in the hall kitchens; however, seniors, prefects, and desk aides enjoy the privilege of having a refrigerator in their rooms that meets the dimension criteria. See Residence Life Survival Guide.

**Residence Hall, Room, and Furniture.** At the beginning and the end of the academic year, the hall adult will conduct an inspection of each room using the room condition inventory form. Students who live in a room are responsible for maintaining its condition and the furniture within it. The student(s) who live in the room will be charged for any damage or loss to the room or its furniture if the condition diminishes, more than normal wear and tear. Please note students can also be charged for community damages that occur in general and common spaces in the residence hall.

Should a room change occur, the student who moves into a room assumes this responsibility; therefore, students must formally check out of their previous room. Before moving into a new room, a new room condition inventory form must be completed and damage should be reported to the Hall Adult via the form.

**Monday Night Residential.** The Monday Night Residential program helps to build a sense of community. The time allows students the opportunity to meet in settings that range from small residential communities to groups as large as their entire hall. Although not required to participate, day students are assigned to a small community at the beginning of the year.



## DAY STUDENT LIFE

Day students are an integral part of everyday life at St. Margaret's School. Although "here today, gone tonight," day students are welcome to participate in any school-sponsored activities that occur at night or on non-school days. While the following guidelines are particular to day students, whenever a day student is on campus, she is expected to abide by the same guidelines as boarding students.

### DAY STUDENT PREFECTS

Day student prefects have been selected to act as liaisons between all day students, the Day Student Sponsor, and the Dean of Students. Prefects will help coordinate the Adopt-a-Boarder program, the Hugs from Home program, day student chores (including tending to the day student room and Faculty/Student Center), and help reinforce the expectations of day students.

### DAY STUDENT SIGN-IN AND -OUT

**School Days.** Whenever a day student is on campus, she must be signed in. On weekdays, a day student should sign in when she arrives on campus for the school day and turn in her car keys, if she has driven herself. A day student should also turn in her cell phone if she does not have permission to keep it in her possession. A day student is allowed to keep a cell phone in her backpack, purse or locker in the off position. A cell phone can also be kept in her car as well. Day students are to sign out in the Latané Hall Duty Office after her last commitment before she leaves campus for the day.

Seniors and students on Honor Roll may sign out to walk to town during a free period, in groups of two or more. Students in grades 8-11 who are not on Honor Roll may not leave campus during the academic day.

**Weeknights and Weekends.** On weeknights at 7:00 PM and weekends, day students should check in with the adult at the front desk of Latané or the AOD. Failure to sign in and out may result in marks.

**Jurisdiction.** A day student is considered under the jurisdiction of the school and is expected to abide by school rules at all times when she is on campus (whether officially signed in or not), or is participating in a school-sponsored off-campus activity. A day student is under school jurisdiction when she is transporting or spending time with a boarding student who is under school jurisdiction.

**Transportation for Mixers and Other Activities.** Day students who wish to attend a BSSAC or SMS-sponsored activity must do so with the school, using SMS transportation. Any exceptions must be cleared ahead of time with the Dean of Students.

## **SPECIAL SCHOOL RULES**

This section is designed to highlight school rules that may apply to day students.

**Absence Without Leave (AWOL).** A day student may *not* leave campus except:

- at times specified by the school,
- when accompanied by another member of the school community or other person with whom school policy permits her to leave campus, and
- after having followed proper sign-out procedures.

Day students are allowed to leave campus alone after signing out at the end of their last commitment on school days. During exam periods and other special days, specific rules may be published outlining when day students are permitted to leave campus.

A day student who is too sick to attend classes or any scheduled after-school activity must either be in the Health Center or she

may leave campus *but only after the nurse has contacted her parent/legal guardian and received permission for her to do so.*

**Day students leaving campus without permission are considered AWOL.**

If a day student is going to be late or absent, her parent should notify the school before the first event of the day (chapel, class, etc.).

Day students should remember that boarding students are not permitted to go to residences in town, even if within the walking or driving town boundaries, **unless specific prior permission has been given.** This includes residences of day students.

**Reporting Lateness or Absence.** Day students are expected to be on time to school and arrive each day by 8:15 AM or 8:25 AM when designated. A parent/guardian is expected to notify the school as soon as possible if the student will be late or absent due to illness. The absence will be considered unexcused until designated excused by the Dean of Students.

If a day student anticipates being absent for any portion of any academic commitment, her parent/guardian should send an explanatory note **in advance.**

If a student is late or absent as a result of a professional or medical appointment, **a note from the professional is also expected.** Absences will be considered unexcused unless the criteria for excused absences have been met. Details regarding anticipated, excused, and unexcused absences are clearly outlined in the school's attendance policy.

**School Cancellation.** Classes are rarely cancelled due to inclement weather, but if the parents of a day student believe the roads are becoming treacherous during the course of the day, they may ask that their daughter be excused. Day students are always welcome to spend the night during bad weather with parent permission sent to the Office of School Life. Day students will be responsible for any work missed while absent due to weather.

## **DAY STUDENT TRANSPORTATION**

**Riding Permission.** At the beginning of the year, each day student must provide the school with information regarding how she will be transported to and from school each day. This information will be kept on file in the Office of School Life. In the interest of her safety and accountability, a day student is not to leave campus with anyone with whom she does not have riding permission.

In the event that she has a change of plans regarding her transportation to or from school, her parent/guardian must inform the school.

**Day Student Drivers.** If a day student plans to drive to and from school, she must register her car with the Office of School Life. When signing in at the beginning of each school day, she must leave her keys in the designated place in the dining hall. She may only pick her keys up when she signs out to leave for the day. Day student seniors have the privilege of parking on Water Lane across from St. Margaret's, while underclassmen may park their cars in the McCuan parking lot or at Gilchrist Field. Students may not use their cars until the end of the academic day.

## **PERSONAL BELONGINGS**

Day students are provided with lockers in the Faculty/Student Center. Each day student is responsible for securing their own lock. There is adequate space in all of the buildings for students to leave their belongings for a short period of time. Day students who drive should bring from their car all personal belongings needed during the school day. Students are not permitted to go to their cars during the academic day without permission.

A day student who does not have permission to keep her cell phone with her must store it in her car or turned in to the Office of School Life.

## STAYING OVERNIGHT

Day students are always welcome to spend the night in the designated Day Student Room in Latané. This can be a helpful option in case of inclement weather, a late athletic contest, or an early morning departure for a required school-sponsored event. Arrangements should be made in advance through the Office of School Life. Day students should sign in at the Office of School Life when spending the night, and are expected to **know and follow the rules for boarding students.**

## HOSTING AND TRANSPORTING BOARDERS

**Adopt-a-Boarder.** Provided that the boarding student is in good academic and community standing, and the day student in good community standing, a boarding student is permitted to spend up to two overnights each month on school nights at the home of a day student. For an underclass boarding student, good academic standing means she is not in required evening study hall. For a senior boarder this means she is not in required *day or evening* study hall. Appropriate permissions and invitations are required.

Just as St. Margaret's School assumes responsibility for the safety and accountability of day students when they are at school, boarding students become the responsibility of the day student's parent/guardian and should behave accordingly.

**Transporting Boarders.** Boarding students may also receive permission from their parent/guardian to ride with day students throughout the year. A day student should not transport any boarding student unless the proper permission is on file. The privilege of transporting boarding students may be denied if the day student is not in good community standing.

Day students are not permitted to use their cars to transport boarders during the week.



## CO-CURRICULAR LIFE

In addition to opportunities in the classroom setting, students are encouraged to join clubs, publications, committees, performance groups, and athletic teams. For some organizations, students are selected to join; others are open to all students. During specified times, students participate in athletic practices and regular meetings of activities. Most performance groups have regularly scheduled rehearsals within the weekly academic schedule and some rehearsals and regional performances on weekends. The Dean of Faculty coordinates the school calendar.

### ACTIVITIES

St. Margaret's School is committed to the growth of young women in every area of their lives, including physical well-being. Our athletic program and our after school activity program ensure that we fulfill this commitment to our students.

**Physical Well-being Requirement.** Each student in grades 8-12 must complete the physical well-being requirement. Grades 8-11 must complete three seasons and grade 12 must complete two. This requirement may be satisfied in one of the following ways: participation on a varsity or junior varsity (JV) team sport at least one season, or participation in a physical activity for one trimester or the dance or riding equivalent.

**Seasons and Times.** There are three seasons for athletics and activities during the academic year: fall, winter, and spring. Activities meet Monday-Thursday afternoons for about 75 minutes, often until 5:15 PM or later. Athletic practices usually will be held Monday through Friday until **6:00 PM**. Athletic contests with other schools (home and away) are held Monday through Saturday.

**Team members are expected to regard both games and practices as school commitments.**

## ATHLETICS

**Sign-Ups and Try-Outs.** At the beginning of the year, students will have an opportunity to sign up for athletics or activities for the entire year. Teams will hold tryouts to determine sport rosters. If a student is not selected for a team, she will be asked to select an activity.

**Commitment.** Once a student joins a team, she is expected to remain committed to that team for the duration of the season. This same policy is applied to auditions and participation in drama productions.

**Academic Eligibility.** Being a student athlete requires the student to balance her academic and athletic responsibilities. St. Margaret's does not have a minimum grade requirement to be eligible for interscholastic athletics. The school does, however, have a system in place to encourage the athletes to maintain good grades. No student athlete will be excused from any academic work – quizzes, tests, homework – because of an athletic event. The student athlete must make arrangements IN ADVANCE for all assignments to be completed on time.

**Sports Restriction.** Any student who earns a term grade below a C- at the end of a trimester in a year long course will have restrictions placed on her travel to away athletic contests for the following trimester. Students who earn an interim grade below a C- will also have restrictions placed on travel to away athletic contests for the remainder of the trimester. Students restricted from travel because of their academic standing will attend an afternoon or Saturday study hall as appropriate.

**Expectations of Student Athletes.** Students should understand fully that by joining a team they are accepting the pleasures and benefits of participating as well as the responsibility and commitment to that team. These expectations pertain to all athletes across all levels of competition. As an athlete chosen to represent St. Margaret's School, the student is expected to:

- Abide by the Expectations for St. Margaret's Student Athlete.
- Attend all practices and games. (Injured or ill players are expected to attend practices and games whenever possible.)
- Be punctual and prepared for all practices and games.
- Remain committed to her academic responsibilities.
- Desire to improve skills and knowledge of the sport.
- Be willing to work hard and be attentive in practice.
- Take responsibility for all equipment and uniforms.
- Turn in one's medical (physical) form, emergency medical form, and training rule agreement **PRIOR** to sport participation.
- Represent one's self, team, school, and family in a dignified and sportsmanlike manner.

**School Attendance and Athletic Participation.** Refer to pg. 31-33 for what is considered excused and unexcused absences.

- Unexcused full day absence the day of practice/contest CANNOT play.
- Unexcused full day absence on practice day before a contest CANNOT play.
- Excused full day absence the day of practice/contest CAN play.
- Excused full day absence on practice day before a contest CAN play.

**School Attire for Game Days.** ALL JV teams will wear their regular school uniform to school for both HOME and AWAY games.

Varsity teams will meet with their coaches and the Director of Athletics prior to their first game to discuss game day attire. There will be different attire for the different sports teams. This is a privilege that must be earned first.

**School Jurisdiction.** Students are reminded that they are under school jurisdiction when traveling to and from away games.

**Athletic Transportation Policy.** St. Margaret's will provide school transportation to transport student athletes to and from the St. Margaret's athletic complex for all team practices and HOME games. Team transportation will be provided for local and all out-of-town games. Student athletes will travel to all practices and games via school transportation. After a game or practice, students will return via school transportation unless they leave with their parent or have prior permission from the parties involved.

Parents may pick up their daughter from practice or a game. Be fully aware, however, that if you choose to pick up your child at the athletic complex, you must do so by the time practice ends; otherwise, your child will be taken back to campus by school transportation. No student will be allowed to wait at the athletic complex after the bus leaves

**Inclement Weather Policy.** When weather forces the school to close, there will be no practice or games that day unless there is a special clearance from the Director of Athletics. On rainy or snowy days, decisions on outdoor practices and games will be made as soon as possible so everyone involved can be notified of cancellations. On game days, decisions will be made by 2:00 p.m. Students should assume practice or games will be held unless there is an official announcement made or posted.

**Athletic Injuries.** The first concern for all St. Margaret's student athletes is their health and well-being. Each student athlete must have a thorough medical examination, and turn the medical form in to the school, **BEFORE** participating in interscholastic sports. Any injury to a student athlete should be reported immediately to the coach who will summon the Director of Athletics and/or nurse for an evaluation. If necessary, the student athlete will be taken to a local doctor or Riverside Tappahannock Hospital Emergency Room for more advanced care. Every effort will be made to notify the parent or legal guardian prior to transporting the injured athlete.

**Athletic Policy on Possession and Use of Unhealthy and Illegal Substances.** The Department of Athletics strongly discourages all students, particularly student athletes, from using substances (e.g., tobacco products, alcohol, and illegal drugs, etc.). The Dean of Students, the Director of Athletics, coaches, and captains of varsity teams will convene a meeting to discuss and decide consequences for any student athletes using substances during a sport season. Failure to abide by the Athletic Policy on possession and use will at minimum result in a visit to the Athletic Review Board.

**Athletic Review Board.** The Athletic Review Board upholds the *Athletic Training Rules Agreement* prohibiting student use of alcohol, illegal drugs, or tobacco during competitive seasons. The Athletic Review Board is comprised of the Dean of Students, the Director of Athletics, the athlete's coach(es), and all the varsity captains for that season. Violations will be handled by this group on an individual basis. Disciplinary action may include suspension from competition or dismissal from the team. A captain who violates the rules will automatically lose her captaincy. Two violations during one season will, at a minimum, result in an automatic expulsion from the team. The Head of School reviews recommendations and approves consequences.

**Lettering Criteria.** Varsity and Junior Varsity student athletes have the opportunity to earn a St. Margaret's letter in their sport. The criterion for earning a letter has been established by

the Athletic Department. The criterion is the Expectations of Students Athletes beginning on page 85.

## **CLUBS, COMMITTEES, AND PERFORMANCE GROUPS**

Each fall during orientation, information is made available about clubs, committees, societies, interest groups, and performance groups open to St. Margaret's.

The list below represents those activities in place. An asterisk (\*) indicates that a student must be selected to join the organization.



### **CLUBS & ORGANIZATIONS**

Art Club  
Basic Needs (service group)  
Black Student Union  
Book Club  
\*Chapel Guild  
\*Green Team (environmental awareness)  
\*Honor Council  
\*National Honor Society  
\*Quill and Scroll  
\*Scottie Guides  
\*Student Alumnae Council (SAC)  
\*Student Government Association  
\*The Current (yearbook)  
Tides (literary magazine)  
\*W.E. Productions  
Wellness Club

## **NOTICE TO PARENTS, STUDENTS, AND APPLICANTS**

*St. Margaret's School shall admit students of any race, color, national, and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School shall not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.*