

# 2020-2021 Student & Family Handbook



Santa Catalina School

1500 Mark Thomas Drive, Monterey CA 93940  
831.655.9300 | [santacatalina.org](http://santacatalina.org)



# Santa Catalina School Student & Family Handbook 2020-2021

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# Santa Catalina School

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## Mission Statement

Santa Catalina School exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.

## Motto

*Veritas*, truth, is the motto of Santa Catalina School. Underlying all actions, relationships, and communications is the assumption that this standard exists. Only with this principle clearly acknowledged and firmly in place is the school's mission worthy and possible.

## Core Values

Santa Catalina School embraces a number of core values that serve to distinguish us:

### A Particular Academic Approach

The Catholic Intellectual tradition teaches that life has meaning and purpose, that there is a moral right and wrong, and that faith and reason are complementary in the search for truth. We believe that our approach to teaching enriches the academic experience for all of our students.

### Openness

A spirit of welcome and openness is characteristic of Santa Catalina School. We embrace the true meaning of the word "catholicity" (from the Greek words *kata* and *holos*, meaning "inclusive of everyone") with an invitation and welcoming spirit to all of our students. With this foundation of our Catholic heritage, we affirm, celebrate, and embrace the rich religious diversity of our student body.

### Service

Students at Santa Catalina learn of their responsibility to serve others. We believe that service activities help raise the consciousness of our students, with the impact of these efforts ultimately being realized in the school community and beyond.

### Relationships

At Santa Catalina, we believe that students learn and grow best in a loving and supportive community. This emphasis on the value of relationships has been Santa Catalina's charism, or "special gift," since the founding of the school. It has been one of our enduring strengths and it is what has made attending Santa Catalina such a powerful experience for so many.

## Lower School Vision Statement

Our vision is to continue to be the outstanding school on the Monterey Peninsula committed to providing an environment that inspires curiosity, exploration, and excellence in academics, service and character.

## Middle School Vision Statement

Our vision for the Middle Schools is to provide outstanding preparation for high school and beyond by educating the whole person and cultivating each student's intellectual, social, physical, and emotional well-being.

## Upper School Vision Statement

Our vision is to be the premier all-girls school in the United States with an educational program and leadership opportunities that best prepare young women to be supremely capable, confident, and self-aware.

"Be who God meant you to be and you will set the world on fire."  
—St. Catherine of Siena

## Community Expectations

In order to pursue significant educational and personal goals that are an integral part of Santa Catalina, members of the school community must believe in and practice three major qualities. These are respect, kindness, and a sense of the spiritual.

Students and faculty alike must respect each other as fellow human beings of intrinsic worth and possessing an intrinsic right to this respect. A community requires that each respect in the other individual differences of personal belief; of personality; of racial, cultural, economic, and social background; of attitudes formed by this background; and of personal needs emerging from all these differences. It is essential that all respect the value of challenge and of satisfaction found in the hard-won goal. Respectful appreciation of these several facets of human experience will enable members of the community to approach each other with a common basis of trust and treat each other with kindness.

Kindness begins in attitude, in an internal conviction that evokes the virtue of Christian courtesy. Kindness compels each member of the community to speak to and of others with care and to treat them considerately, fairly, and without judgment. Kindness insists upon the benign interpretation of each member's behavior and assumes the goodwill of all.

A sense of the spiritual takes each of us beyond ourselves. It allows us to appreciate that, whatever our particular religious background or persuasion, we are all called to responsibilities for the human family; the responsibility to be of service to others and to leave the world a better place, the call to be a strength and comfort to all we meet, and the privilege of living graciously with others while sharing a common purpose.

While it is clear that respect, kindness, and a sense of the spiritual grow within each individual over a lifetime, it is expected that a significant beginning in the growth of these qualities and a true appreciation of their worth will be evident in the day to day life of all members of the Santa Catalina community. These three values are basic to the life and purpose of the school, and all other attitudes and behaviors emerge from them.

As professional educators, faculty share the responsibility for all aspects of school life. To that end it is essential that faculty know and appreciate the contents of this Handbook so that each individual is able not only to act in accordance with school philosophy and policy but also to interpret the culture of Santa Catalina positively and accurately within the school community and beyond.

## The Promise: Do Well. Do Good.

Santa Catalina's brand promise is quite simple: Do Well. Do Good. No matter the size or scope of the undertaking at hand, we must always do our best. Do Well. No matter the time, the circumstance, or the site, good must be the goal. Do Good. Santa Catalina School speaks definitively to its community: find your purpose; shape the world. *Do Well. Do Good.*

# Principles of Good Practice

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(National Association of Independent Schools)

## **Parents Working with Schools, Schools Working with Parents**

Much research has been conducted in recent years on the characteristics of good schooling. These studies consistently identify several features of successful schools: a clear sense of mission or purpose, strong leadership, faculty involvement in school management, and good communication and partnership between parents and the school.

The National Association of Independent Schools has developed Principles of Good Practice for its member schools which promote high standards and ethical behavior in various areas of school life. The following principles provide guidelines from both the parent and school perspectives, defining their respective roles and responsibilities to help create and sustain effective partnerships.

### **Parents Working with Schools**

- Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
- Parents are familiar with and support the school's policies and procedures.
- Parents provide a home environment that supports the development of positive learning attitudes and habits.
- Parents involve themselves in the life of the school.
- Parents seek and value the school's perspective on the student.
- When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
- The school suggests effective ways for parents to support the educational process.

### **Schools Working with Parents**

- The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
- The school seeks and values the parents' perspective on the student.
- Teachers and administrators are accessible to parents and model candid and open dialogue.
- The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
- The school defines clearly how it involves parents when considering major decisions that affect the school community.
- The school offers and supports a variety of parent education opportunities.
- The school suggests effective ways for parents to support the educational process.
- The school actively seeks the knowledge it needs to work effectively with a diverse parent body.



## Resource Persons

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The school encourages parents to be in touch as often as they like in order to receive assistance. In order to facilitate assistance and to ensure follow-through, student concerns should be directed to the student's advisor who will either manage the situation directly or direct the information to the proper class dean, faculty member, or administrator.

Parents should call the student's advisor for a personal or social concern. For parents of seniors, please contact the Interim Director of College Counseling or the Associate Director of College Counseling with college counseling questions; the Dean of Students for student life questions; the Dean of Students for resident life questions; and the Assistant Head of Upper School for academic concerns or questions. The Class Dean can also be of assistance for student and parent concerns.

<b>Head of School</b> – Ms. Margaret K. Bradley.....	831.655.9312
<b>Head of Upper School</b> – Mrs. Julie Lenherr Edson '88 .....	831.655.9377
<b>Assistant Head of Upper School</b> – Mr. Peter Myers .....	831.233.7406
<b>Dean of Students</b> – Mrs. Katherine Busch .....	831.655.9313
<b>Director of College Counseling</b> – Mr. Fred White .....	831.655.9339
<b>Director Emerita of College Counseling</b> – Ms. Betty Van Wagenen .....	831.655.9368
<b>Director of Admission</b> – Mrs. Jamie Buffington Browne '85 .....	831.655.9329
<b>Registrar</b> – Ms. Julia Dubiel.....	831.655.9316
<b>Director of Athletics</b> – Mr. Paul Elliott .....	831.655.9387
<b>Business Office</b> – Mr. Ron Kellermann .....	831.655.9334
<b>Transportation Manager</b> – Ms. Lucia Luna .....	831.655.9317
<b>Director of Health and Wellness</b> – Ms. Liz Hulme .....	831.655.9394
<b>Technology Support Coordinator</b> – Mr. Alex Demushkane .....	831.233.7422

### Class Deans

<b>Senior Class</b> – Ms. Lara Wheeler Devlin '02 .....	831.655.9398
<b>Junior Class</b> – Mrs. Katherine Busch .....	831.655.9313
<b>Sophomore Class</b> – Dr. Heather Frost .....	831.655.9345
<b>Freshman Class</b> – Ms. Susanna Wilcox .....	831.655.9348

### Email

All of those listed above may be reached by email as well using the first and last name separated by a period followed by santacatalina.org. For example, Mrs. Edson can be reached at julie.edson@santacatalina.org

**Please note:** A detailed campus phone directory with updated information will be published and available online at the opening of school.

Email addresses are provided to all students. Your daughter's e-mail address is the following format: firstname.lastname##@santacatalina.org. The “##” corresponds to your daughter's year of graduation.

### Attendance Notification

Please call the Main Office at 831.655.9322 from 7:30-8:00 a.m. or send an email to attendance@santacatalina.org to report an absence, delay in arrival, or medical appointment.



## **Health Center**

Please call the Health Center at 831.655.9347 from 7:30 a.m.–9:00 p.m., Monday through Friday, and from 9:00 a.m.–6:00 p.m. on Saturday and Sunday to speak with the nurse.

## **Main Office**

Please call 831.655.9315 from 7:30 a.m.–4:30 p.m., Monday through Friday, if you have an emergency situation or if you have attempted to reach someone on campus without success.

## **Fax Number**

If you wish to FAX anything to your daughter, the school FAX number is 831.649.3056.

# **Communications from and to the School**

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A majority of the communications that students and parents receive from school will be electronic. Please read them carefully.

Periodically, school communications or invitations will require a response. It is always most helpful to us if you respond promptly, and we appreciate your efforts in this regard. Failure to respond in a timely manner adds not only to administrative time but also to overall expenses. Parents should not feel that because they may live a distance from the school, and therefore, cannot attend an event, a response to an invitation is not necessary. We are very pleased that a large number of our families, many of whom live quite far from Monterey, do attend significant functions during the year and we, therefore, never assume that an unanswered invitation means that a family will not be joining us for the occasion.

## **Newsletter**

The monthly school newsletter is sent via email and is distributed to parents on a monthly basis. The layout is easy to navigate with sections for school news, announcements, upcoming events, and links.

## **Parent Portal**

Parents can find required forms and answers to many of their questions in the Parent Portal. We are in the process of upgrading the portal and will share details with you this fall.

## **School Website and Social Media**

We have a section on our website, [santacatalina.org](http://santacatalina.org), exclusively for parents of Santa Catalina students. You can find school calendars, important phone numbers, FAQs, forms, and handbooks in this section.

We invite parents to “like” and follow the Santa Catalina School Facebook, Instagram, and Twitter accounts. This is a great way to keep up with daily activities, learn about upcoming events, and connect with other members of our school community. Links to these social media accounts can be found on the website. Additionally, photos taken throughout the year of various events are uploaded and available for parents to download (at no charge) from the school’s SmugMug account. A link to this account can also be found on the website.

## **Response from School**

Please understand that our faculty and staff attend to many and varied needs. All have multiple responsibilities. Please allow them sufficient time to respond to your concerns. Expect to receive a phone or e-mail response within twenty-four hours or if sent over the weekend, sometime during the day on Monday.

## **Sensitive Situations**

Occasionally, during the year, a sensitive family situation may arise. This may come suddenly, or it may be something that has been on its way for a while. It can be a death, illness, or simply a difficult situation at home. If this does occur, we ask that you give some thought to how much and when it would be helpful for someone at school to know. We have no wish to pry, but we do know that your personal and academic life will, without question, be affected by the situation. We can help you, if only to be near. Any information of this nature will be treated with discretion and will be discussed only with those you wish. Please, if we can help to ease a situation, let us know.

## Academics

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Academic life at Santa Catalina is best suited to the student who appreciates challenge, possesses enthusiasm for learning, and strives to do her best. Students are encouraged to stretch their minds both in the pursuit of current interests and in the investigation of new possibilities. Teachers are available to assist in these pursuits and the details of the academic year are designed to enhance and support each student's progress in this area.

### Standards

Expectations for each course, known as Course Data Sheets, are written by each teacher and given to students during the first week of the opening term. Based on this information, each student is then responsible for having a clear understanding of the standards and the grading policies for her classes.

### Honor Code

Academic honesty, the production of one's own work resulting from one's own ideas, efforts, and knowledge and expressed in one's own words, is at the heart of Santa Catalina's academic life. From such efforts come the true pride of accomplishment in the face of challenge and the acceptance of personal responsibility for one's education. At the beginning of the school year, all students agree to abide by the honor code.

**The Santa Catalina School Honor Code is the following:**

**"Based on the Santa Catalina motto of *veritas* (truth), I will strive to promote a Catalina community with a foundation of honesty and trustworthiness. I am responsible for my own academic work. It reflects my own ideas, knowledge, growth, and achievement. I will collaborate with my peers and help them where appropriate, but I will not take unfair advantage of them nor allow others to claim my work as their own. I will treat each member of the Santa Catalina community with respect, and I will work to build relationships amongst my peers. I will be a loyal classmate and friend. I will always act with honor and integrity and serve as a model to others. Thus, I will take meaningful action if I witness violations of the Santa Catalina Honor Code, such as plagiarism, cheating, stealing or lying. In abiding by this code, I will strive to reach my full potential and inspire others to do the same."**

Cheating, plagiarism, or any other misrepresentation of the source, process, or completed presentation of one's work strike at the heart of this principle. Such actions are morally wrong, deliberately giving a false impression of the knowledge a student has attained. In the event of suspected academic dishonesty, concerns are to be reported directly and immediately to the Assistant Head of Upper School. The appropriate course of action will then be followed, including informing the parent and advisor. On the occasion of the first incident of academic dishonesty, the Assistant Head of Upper School (or the Head of Upper School), along with the teacher, will meet with the student. The student and the Assistant Head of Upper School will inform the student's parents to notify them of the situation. Further incidents may result in a Discipline Committee hearing and/or dismissal.

Every effort will be made on the part of teachers to explain the concept of plagiarism and to instruct students in the proper use and documentation of resource materials.

#### Cheating

Written assignments, homework, and exam material must represent honest efforts. Use of unauthorized materials in an unethical manner, or collaboration among students not authorized by a teacher, constitute cheating. The penalty for cheating generally will result in a grade of "0" for the work in question; academic consequences, as well as appropriate disciplinary action which may include dismissal, will also be considered.

#### Plagiarism

Plagiarism, like cheating, is serious. Plagiarism is not just a matter of courtesy; it is a moral issue. It is the responsibility of the student to know what plagiarism is and to avoid it. If one uses another person's words, ideas, or conclusions, or if one uses information that is not common knowledge, it is necessary to state the source of this information in the text or in a footnote. If one borrows ideas or text from another, it must be acknowledged. This applies to the lifting of whole paragraphs or sentences, to the borrowing of words or phrases, and to the borrowing of ideas even if they are paraphrased. Acknowledgment may be made within the text or in a formal footnote showing the author, title, city and date of publication, and page number(s). When in doubt, students should use a footnote. A student with questions

regarding plagiarism is strongly encouraged to confer with the appropriate teacher. The penalty for plagiarism generally will result in a grade of “0” for the work in question as well as appropriate disciplinary action which may include dismissal.

The purpose of any out-of-class assignment is to develop a student’s skills, knowledge and ability to think; she may not use work from one class to meet a requirement in another. Exceptions may be made only after she has received permission from the teachers involved.

## **Daily Schedule/Homework**

Classes meet at different times on different days. Such a schedule provides some open periods during the academic day during which teachers are available to give assistance; music lessons are also scheduled during these periods. Students striving to do well and to accomplish their goals should not count on these open periods to complete all of their homework. While students are encouraged to use this time wisely, they will find that significant additional time will be required after the school day in order to complete their assignments with quality. Tests, major papers, and projects are scheduled on the Google Testing Calendar and on the Project Calendar to avoid a student having too many tests or major assignments due on the same day or in the same week.

Homework is part of the teaching strategy and another assessment tool designed to help realize the learning outcomes for each course. **Homework will not exceed 30 minutes for each class.**

### **Daily Schedule**

The school day begins for all students at 7:55 a.m. Each teacher will take roll in his/her classroom at that time. Any student arriving late to first period must go directly to the Upper School Office for a tardy slip in order to gain access to class. Daily assembly follows second period. At 7:55 a.m. all freshmen, sophomores, and juniors are expected to be on campus. If a freshman, sophomore or junior does not have a first period class, she must report to the Upper School Office by 8:00 a.m.

All students must be present for daily Assembly and Wednesday Chapel Service.

The dining room doors open for lunch at 11:45 a.m.

The conclusion of each day varies depending on each student’s schedule and after-school commitments. Events that require a student to remain later than her normal departure time are noted on the monthly calendar. In any case, because Santa Catalina is not an open campus, a student must remain on campus until 1:45 p.m. even if, on a given day, she has completed her classes earlier.

Students participating in team sports should plan on practicing until approximately 5:30 p.m., Monday through Friday. Students rehearsing for a show should plan on rehearsing until approximately 5:45 p.m., Monday through Friday. Students in regular Physical Education classes will find that times may vary somewhat from term to term.

### **Late Arrival for Seniors**

Seniors are not required to come to school or leave their dorm until their first commitment or their first class of the day but no later than Assembly or on Wednesdays, our weekly chapel service. Seniors, once they have attended their first commitment of the day, may not leave campus again except through special off-campus permission procedures with the Dean of Students. The dining room will remain open until 9:00 a.m. for boarding students and day students who have made provision through Bon Appétit.

## **Extra Credit**

Extra credit is given to students who attend special events, speakers, etc., as long as that opportunity is offered for the entire class. Re-tests are not allowed unless the entire class is re-tested. Extra credit assignments are not given for the purpose of raising a student’s grade.

## **Class Attendance and Absence from Class**

Attendance is monitored carefully. Parents will be notified should their daughter’s rate of absenteeism or tardiness seem excessive. Excessive absence will jeopardize a student’s grade in the class and may jeopardize her standing at school. Teachers are required to report to the Assistant Head of Upper School any irregularity in a student’s class attendance or a pattern of absences. The matter will be pursued and the student may lose credit for the semester.

Regular class attendance is extremely important, and students should not miss school except for serious reasons. This is important both for the individual student as well as for all members of the academic class. Parents and students alike should read the Annual School Calendar and the Monthly Calendar carefully and should plan trips and medical/dental appointments accordingly. The school will excuse students from class only when absolutely necessary.

### **Types of Absences**

There are four types of absences:

1. **An excused absence** – Requested of and approved by the Dean of Students in collaboration with the Assistant Head of Upper School: bereavement, medical, religious holy day, special family event, etc. Students must fill out an “Application for Planned School Absence” form, available in the Main Office, and submit it to the Dean of Students no less than 10 days prior to the anticipated absence. In addition, the student’s parent(s) must email or phone the Dean of Students directly no less than 10 days prior to the anticipated absence requesting the excused absence and stating the reason for the request. The Dean of Students will notify the student and her family whether or not the planned absence is approved. No travel plans should be made prior to the Dean of Students’ approval; submission of the form does not guarantee approval.
2. **A short-term illness** – After three days of absence, a note from a doctor is required for re-admittance to class. Parents of day students must communicate directly with the Main Office from 7:45-8:15 a.m. to report a short-term illness. In the case of excused absences or short-term illness, teachers will offer tutoring, conferences, and assignments. It is the student’s responsibility to make arrangements to make up work within three days after her return from a short-term illness.
3. **A long-term illness** – Cases of extended illness will be handled on a case-by-case basis in consultation with the student’s family and her physician. In this case, the school must speak directly with the physician. Home teaching and/or special tutoring may be required and is the responsibility of the parent. The Assistant Head of Upper School will manage a case of long-term illness. In such a case, in order to grant credit, the school must receive medical documentation of the illness. In addition, all academic requirements as determined by the school must be met.

It is possible that, pending individual circumstances and/or the nature of classes to be completed, the school may only be able to issue a medical “pass” or may not be able to issue any credit in a given class.

4. **An unexcused absence** – If an absence is not approved by the Dean of Students, appropriate disciplinary measures in the form of assigned work hours (up to six work hours for each class missed), and/or camping will be assigned. A student who misses a class will receive a “0” on any graded work completed in class that day and for class participation. The teacher may refuse to accept work due for the class that day.

Any boarding or day student, who for any reason, arrives at school after Period I has begun must go directly to the Main Office to check-in. They may not check-in at their classroom.

### **College Visits**

While the school plans college trips or college days during the year, seniors in particular will wish to visit specific campuses of personal interest. Students wishing to visit colleges while school is in session must receive permission from the Dean of Students prior to making any travel arrangements. Students should fill out an “Application for a Planned Absence” form and submit it to the Dean of Students no less than ten days before the proposed trip. Ideally, such trips should be arranged during vacations.

### **Conferences with Teachers**

If parents need or wish to have a conference with their daughter’s teacher(s), please contact the Assistant Head of Upper School who will arrange this.

### **Co-curricular Participation**

There are three required co-curricular terms each year: one from September to November; one from November to February; and one from February to May. The November to February term is comprised of two sub-seasons: Winter A and Winter B. Participation in both Winter A and Winter B is required.

Students must be involved in one physical activity and one team activity during their first year of enrollment. A physical activity includes athletic teams, theater cast, PE class, and dance. A team activity includes athletic teams, theater cast and/or crew, robotics, and a year long commitment to dance.

Any student present for the school day is expected to attend her co-curricular commitment that day. Teacher appointments, jobs, and/or medical-dental appointments may not take place during scheduled co-curricular times. Parents and students are responsible for noting variations in the daily schedule as they appear on the monthly calendar and for avoiding scheduling conflicts. A student who is absent during the school day will not be allowed to participate in her co-curricular activity.

## **Teams**

In the course of a school year, the school fields 12 sports teams. Procedures and expectations are clearly delineated in the Coaches' Handbook. Pertinent information from the Coaches' Handbook is distributed to student, parents, and fans as appropriate.

## **College Talks**

In order to attend a college talk, the teacher must approve the absence from class. Sophomores may attend college talks during a free period only. The Director of College Counseling will verify attendance at the talk. The schedule of talks will be posted outside the College Counseling Office and updated frequently. When planning their classes, faculty should anticipate those college talks that may result in several students missing their class. If a problem arises with a particular student concerning a college talk, it should be resolved between the teacher and the Director of College Counseling.

## **Tutors**

While we expect there to be a helpful working relationship between the girls and their teachers, and even though teachers are quite available to help students, there may arise a need for some additional assistance during the year. Teachers never tutor students for compensation without explicit permission from the Assistant Head of Upper School. The Assistant Head of Upper School and the Registrar make all arrangements for tutors, and, in conjunction with the tutor, establish the appropriate rate. The Business Office handles the billing. All tutors are engaged as Santa Catalina employees, and for this reason, may not tutor in school facilities on campus unless the Assistant Head of Upper School or the Registrar have made the arrangements. We have found it helpful to be very clear that a student may not be tutored on campus by private arrangement between a parent and the tutor or between the student and the tutor. The Assistant Head of Upper School can best manage how to meet a student's needs, and the school will handle tutoring arrangements carefully. No one may tutor a student on campus unless arrangements have been made and approval has been given by the Assistant Head of Upper School.

## **Academic Accommodations**

A teacher or advisor may feel, during the year, that a student might benefit from some individualized testing. He or she will express such concerns to the Registrar who will then follow up. The Registrar, in collaboration with the Assistant Head of Upper School, arranges such testing with parents. Should you have a concern in this area, you should contact the Registrar; likewise, if you have already undergone such testing, it is very important that the school have copies of this information in order to best assist you.

When a written psycho-educational assessment (no older than 3 years) is presented to the school, certain accommodations may be provided for a student. The accommodations must be explicitly recommended in the report, although the school is not obligated to follow all recommendations.

What the school may be able to offer are the following: additional time on tests (maximum of 1.5 times the testing time); preferential seating in the classroom; additional time to complete work (with prior approval from the teacher); use of a calculator on tests; advanced outline or lecture notes (when available); support in requesting accommodations on standardized tests, individual meeting time with teachers, and the use of assistive technology such as laptops, smart pens, audio books (although these items are not provided by the school).

School is not able to waive the graduation requirements for students, incur the cost of private tutoring, or reduce homework expectations. Should a student need academic assistance, she should see the Registrar. The Registrar can arrange private tutoring, make referrals for educational testing, and arrange meetings with parents and teachers to communicate student needs.

## **Method of Course Changes**

Only the Registrar, and only with permission of the Assistant Head of Upper School, may make any change in a student's schedule. Should a student wish to drop a class, and this request is granted, the student will receive a mark of "withdrawal" on her transcript. All questions in this area should be directed to the Registrar.

## Grading Periods

The school year consists of two semesters during which Grade Reports and Comments are issued. The first semester ends prior to Christmas Vacation. Reports are issued as follows:

<b>Mid-Semester 1</b>	Grade Reports and Comments
<b>Prior to Thanksgiving Vacation</b>	Grades of C- or below receive notification comments
<b>End Semester 1</b>	Teacher Comments with Exam Grades and Final Grades
<b>Mid-Semester 2</b>	Grade Reports and Comments
<b>Prior to April 30</b>	Grades of C- or below receive notification comment
<b>End Semester 2</b>	Grade Reports with Exam Grades and Final Grades

Mid-semester reporting is intended to inform students and parents of the students' progress during the semester. End-of-Semester grades are final grades and are recorded on the official school transcript. The end-of-year report card does not include grade comments.

## Grading Scale/Grade Point Average

100-95	A	4.00	76-73	C	2.00	<b>A Excellent, outstanding achievement</b>
94-90	A-	3.67	72-70	C-	1.67	<b>B Very good</b>
89-87	B+	3.33	69-67	D+	1.33	<b>C Average, satisfactory</b>
86-83	B	3.00	66-63	D	1.00	<b>D Passing, but not college recommending</b>
82-80	B-	2.67	62-60	D-	.67	<b>F Failing</b>
79-77	C+	2.33	59-0	F	.00	

Grade Point Average is computed using the scores above in conjunction with the credit value of the course. Grade Point Average is based on academic subjects only. A student enrolled in Honors, Advanced Placement, and/or Advanced Topics courses will have each grade adjusted upwards by .5 points per semester.

## Administrative Grading Symbols

### Incomplete (Inc)

"Inc" indicates Incomplete. An incomplete may be given when a student has completed the majority of the course work but is unable to finish the remaining required work due to circumstances beyond the student's control. An Incomplete grade is not used to avoid a failing grade. The work that is incomplete normally should be of a nature that can be completed independently by the student.

A grade of Incomplete is to be made up within a specific amount of time at the discretion of the Assistant Head of Upper School. An incomplete will be accompanied by a written agreement that includes a description of the work to be completed, a deadline for its completion, and a standard grade that will be earned if the deadline is not met. At the end of the agreed upon term of completion, the Incomplete will convert to a standard grade as determined by the terms of the agreement.

### No Pass (NP)

"NP" indicates No Pass. No Pass may be given when a student withdraws from school prior to the end of the term and therefore, does not complete the course work for the term. It reflects a less than satisfactory grade of D+, D, D- or F. If a student receives a no pass, credits for that class will not be counted in the GPA.

### Withdrawal (W)

"W" indicates Withdrawal. A withdrawal may be given when a student is permitted to drop a course with the approval of the instructor and Assistant Head of Upper School most usually due to circumstances beyond the student's control. If a student receives a withdrawal, credits for that class will not be counted in the GPA.

## Honor Roll

Gold Cord and Honor Roll are determined at the end of each semester on the basis of the grade point average for that semester after including an additional .5 points for each Honors, Advanced Placement, and Advanced Topics course. Honor Roll is awarded to a student who finishes the semester with a single semester GPA in the top 33% of the class. Gold Cord is awarded to a student who finishes the semester with a single semester GPA in the top 15% of her class. No student with a grade below a “B-” or an Incomplete qualifies for Honor Roll or Gold Cord.

## Pre-Exam and Semester Grades

A **pre-exam grade** represents performance prior to the administration of the final examination.

The **semester grade** is the average of the cumulative grade and the exam grade. For all students, the exam grade is one quarter of the semester average.

## Honors, Advanced Placement, and Advanced Topics Classes

Performance expectations are set very high in all classes offered at Santa Catalina. For those students needing additional academic challenge, Honors, Advanced Placement (AP), and Advanced Topics (AT) classes are offered. Each are rigorous, fast-paced, and demanding. Entry into Honors, AP, and AT classes is not automatic. Previous grades, test scores, and teacher recommendations are all taken into consideration. Requests for Honors, AP, and AT courses are reviewed by the respective department chair first, and then by the Assistant Head of Upper School.

## Final Examinations

Examinations may be scheduled at the conclusion of the first and second semesters. Dates, times and places are sacred, and individual arrangements are not to be made; conflicts will be resolved by the Assistant Head of Upper School. Students may not take a final examination earlier than the scheduled exam time. First semester exams are reviewed in class at the first meeting of the class in the second semester to enable students to assess their exam performance. The final examination counts for up to one quarter of the semester grade.

Final examinations are not rescheduled for any reason, including a conflict with travel arrangements. In the case of illness, students will need a note from a physician to excuse her absence.

Cell phones, iPads, and other mobile devices or means of communication are not allowed during exams. If a student is found to have such a device, she will receive a grade of zero for the exam.

## Diploma Requirements

English .....	4 years
Mathematics .....	3 years
World Language.....	3 years
History .....	3 years
Laboratory Science.....	3 years
Arts Elective .....	3 years
Religious Studies .....	5 semesters
Health .....	1 year
Computer Science.....	1 semester
Co-curricular Participation .....	each year of attendance

## Distinctions at Graduation and at the Close of School

Students graduating with honor, with high honor, and with highest honor are determined by rank placement and must rank in the top third of the class. While it is rare that a student enter Santa Catalina as a senior, should this occur, the student will not be ranked with the class. Any student who has completed part of her high school education outside the United States will have her cumulative Grade Point Average based on her work at Santa Catalina only. On Prize Day, awards are given to the outstanding student in each subject as well as to those maintaining general academic excellence throughout the year. Recognition for general academic excellence is calculated based off of a single academic year and is awarded to those students who complete the year with a GPA in the top 10% of their class.



## **Withdrawal Credit**

Should a student withdraw from school for all or part of a term, credit for course work at Santa Catalina will be granted only to the point of withdrawal.

## **Academic Probation and Suitability**

While the general level of academic performance is high, all students are expected to maintain a minimum Grade Point Average of 2.00 (C). A student falling below this expectation, or failing one or more classes, can be placed on academic probation, which could ultimately lead to failure to qualify for re-admission. Parents are notified when a student has been placed on academic probation. Since we are a college preparatory school, extraordinary measures will not be taken to ensure a student's ordinary responsibility for her own academic progress.

## **Course Repetition Policy**

Generally, a student who receives a semester grade lower than a C- in a math or language course will be required to repeat the course before being allowed to enroll in the next level. When a course is repeated, the original course and grade remain on the transcript, but only the new grade will be calculated in the GPA. A student may not retake courses in which a C- or above is earned in order to improve her GPA.

## **Summer School Classes**

Approval by the Assistant Head of Upper School and the appropriate Department Chair must be obtained before a student registers for any summer school class. Classes in which summer credit may be obtained are limited, and no academic credit at all will be given by the school for a course that has not been previously approved by the Assistant Head of Upper School and the Department Chair. Students may take enrichment classes over the summer. These may appear on the transcript but will not be factored into the grade point average.

## **Instructional Technology Philosophy**

At Santa Catalina School, technology is used both in and outside the classroom to enhance teaching and learning. Technology is employed as a means to help realize the educational objectives of our school's mission and to further develop in each student initiative and self-confidence, a striving for academic excellence, and a sense of responsible purpose. The appropriate integration of technology varies by discipline and grade level, but it is guided by these objectives. The use and flexible application of technology will create a more student-centered learning environment that inspires creativity, collaboration, and critical thinking in order to better prepare students for the future. As a result, teachers are asked to become familiar with the latest pedagogical advantages of using technology in the classroom. As teachers and students, together, grow in digital fluency, we believe students are equipped to use technology in a responsible manner and better prepared to serve the world with "courage, graciousness, and compassion".

## **Instructional Technology Policy**

### **Introduction**

Santa Catalina School provides computing, networking, and other instructional technology resources for use by students, employees, and, in a limited way, for the families of these groups. The use of instructional technology resources must be a reflection of the Santa Catalina School mission and values. Use should be limited to educational purposes and business-related activities, as much as possible.

All existing laws (federal and state) and school regulations and policies apply, including not only those laws and regulations that are specific to instructional technology resources but also those that may apply generally to professional standards and/or personal conduct. The laws, regulations, and policies described in, but not limited to, the school's handbooks and *Employee Guidelines* are hereby referenced and form the basis of this policy.

### **Scope of Instructional Technology Policy**

This policy, and subsequent guidelines and rules, refers to all instructional technology resources owned, maintained, or provided by Santa Catalina School, including but not limited to:

- **Devices**, such as computers, iPads, handhelds, MP3 players, printers, portable memory storage devices, calculators, VOIP telephones, cell phones or other electronic communication devices, or digital cameras;
- **Campus infrastructure**, such as the campus local area network, wireless network, servers, and Internet service;

- **Contracted vendor services**, such as the school-provided Google Apps for Education account or other contracted vendor services such as Schoology, Blackbaud or Veracross;
- **Third-party services**, such as Dropbox, cloud storage services, social media platforms, text messaging, instant messaging, or other accounts established in the normal course of school business and/or as representing Santa Catalina School.

All students and employees of Santa Catalina School, including associated family members, are covered by this policy. All personal and/or network devices, services, or vendor applications are covered by this policy. This policy will cover activities that are either school-related or non-school-related, whether on campus or off campus. Nothing in this policy is meant to limit lawful discussions and activities. Laws around all types of instructional technology resources continue to change. As the school is made aware of a specific change in the law, all users will be notified of the changes as soon as is practical.

### **Expectation of Privacy**

At any time and without prior notice, Santa Catalina School reserves the right to monitor, inspect, copy, review, and store any and all usage of digital information and instructional technology resources provided by Santa Catalina School. Because all electronic files and instructional technology resources remain the property of Santa Catalina School, no user should have any expectation of privacy regarding such materials.

### **Acceptable Use**

All persons using Santa Catalina School instructional technology resources will:

- Uphold Santa Catalina School's mission and values;
- Use digital information and instructional technology resources to support and abide by the school's published policies and procedures contained in, but not limited to, the *Employee Guidelines*, *Student Handbook*, *Parent Handbook*, and/or the Student Honor Code Agreement;
- Support and abide by subsequent policy statements promulgated by the school;
- Prevent unauthorized access by maintaining the security of their unique login information;
- Not use digital information resources to do anything illegal or in violation of:
  - Federal or state laws or regulations;
  - Federal, state, and/or school regulations or policies specific to the use of digital information resources, but also those that apply more generally to professional standards and/or personal conduct;
- Follow (if a student) established rules regarding the appropriate use of digital information resources in or out of class; and,
- Avoid misusing, or allowing others to misuse, Santa Catalina School's digital information resources, including the examples of misuse below.

### **Examples of Misuse**

Users are responsible for understanding that misuse of instructional technology resources provided by Santa Catalina School includes but is not limited to:

- Interference with the normal functioning of computers, digital media, and/or computer networks, including damaging or stealing computers, peripheral devices, or other digital resources;
- Accessing, modifying, or deleting files and/or data that does not belong to you;
- Viewing, transmitting, downloading, or distributing any pornographic, threatening, vulgar and/or obscene materials;
- Sending or publishing any bullying or harassing messages and content;
- Accessing dangerous information that, if acted upon, could cause damage or harm to others;
- Violating copyright laws, patent protections, or license agreements;
- Saving and/or downloading inappropriate files to any part of the network, including but not limited to music files, movies, video games, and programs or applications that can be used for illegal and/or malicious purposes; and,

- “Hacking” and other illegal activities in attempt to gain unauthorized access to restricted files, other computers, or digital information resources.

Activities will not be considered misuse when authorized by appropriate school officials for security or performance testing.

## **Use of Email Protocols**

Email is not intended to be the primary form of communication between and among people in our community. Email is a useful tool, but it should never replace personal interactions and face-to-face communications where time and circumstances allow. It is our protocol to respond to emails within 24 hours, or the following weekday.

Each employee and each student in grades 4-12 will have an account and a “username” address to access the Santa Catalina School email system administered by Santa Catalina School using the Google Apps for Education platform. Each account owner, or the guardian of a student under 18 years of age, is responsible for all activity under that account. Always assume that email is not private.

An employee will communicate with a student using both the student’s and employee’s Santa Catalina email account. Each person receives an account when first enrolled or when beginning employment for the school.

Students in Pre-Kindergarten through Grade 3 are not issued email accounts, but the accounts have access to other Google Apps, notably Calendar and Drive.

## **Consequences of Violation of this Policy**

Misuse of digital information resources provided by Santa Catalina in violation of this policy will result in disciplinary action: in the case of employees, up to and including termination of employment; in the case of students, up to and including dismissal from school. Users may also be held personally liable for any violations of this policy.

## **Warranties**

Santa Catalina School makes no warranties of any kind for the digital information resources it is providing. The school is not responsible for the information that is retrieved via any digital information resources. The school will not be responsible for any damages users may suffer, including loss of data, resulting from delays, non-deliveries, or service interruptions. The school is not responsible for personal property used to access school-provided digital information resources.

Nothing in this policy is meant to limit lawful discussions and activities. Laws around all types of digital information resources continue to change. As the school is made aware of a specific change in the law, all users will be notified of the changes as soon as possible.

All members of the Santa Catalina community should use extreme care when posting information online that identifies themselves as members of the school community.

## **Consequences of Violation of this Policy**

Any actions undertaken in violation of this policy will result in disciplinary action up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Nothing in this policy is meant to limit lawful discussions and activities. Laws around all types of social media continue to change. As the school is made aware of a specific change in the law, all users will be notified of the changes as soon as is practical.

## **Expectation of Privacy**

At any time and without prior notice, Santa Catalina School reserves the right to monitor, inspect, copy, review, and store any and all usage of digital information resources provided by Santa Catalina School. Because all electronic files and digital information resources remain the property of Santa Catalina School, no user should have any expectation of privacy regarding such materials.

## **Social Networking Sites**

Faculty will work to assist students in the use of technology in an appropriate and safe manner with the aim to see that students are educated to use technology safely and productively. Therefore, the school does not block social networking sites such as Facebook and students are permitted to access these in accordance with the guidelines listed above.

- All students are expected to exercise caution and good judgment while using these sites.
- Students should use extreme care when posting information online that identifies themselves as students at Santa Catalina School; being mindful of the lack of control one has over online information.
- Students are welcome to “like” the Santa Catalina School Facebook page and follow the school’s Instagram and Twitter accounts, and the school recognizes that some limited professional interaction may take place in that forum.
- Correspondence with a faculty member should occur via e-mail using both the student’s and teacher’s Santa Catalina e-mail account.
- Students may not interact with school employees via social networking platforms. Specifically, employees are not to “friend” or follow current students on social networking sites such as Facebook, Instagram, or Twitter.

## **Technology Assistance**

The school serves both Apple and PC platforms. If you have any questions regarding your (or your daughter’s) computer or technology at school, send an email to [helpdesk@santacatalina.org](mailto:helpdesk@santacatalina.org). The Technology Support Coordinator can also be contacted directly by phone at 831.233.7422.

## **Statement Required by the California Interscholastic Federation – Central Coast Section (Athletics)**

Santa Catalina School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarship and loan programs, or athletic and other school-administered programs. Santa Catalina School has an open enrollment policy whereby it accepts students from all geographic areas. Students must meet all the academic and non-academic considerations for admission.

## **Energy Conservation/Recycling**

The school is committed to the conservation of resources. Students and faculty alike are asked to avoid waste and to recycle as consistently as possible using the appropriate bins. It is essential that in both residential and academic areas, care is given to saving energy and to recycling appropriate items. The school has outfitted the lights in most classrooms with motion sensors. Switches must be left in the “auto” position for the sensors to function properly. Boarding students are asked to unplug computers and all other electrical equipment in their rooms before each vacation and to turn off all equipment and lights possible when they leave their rooms. Likewise, the Environmental Task Force works to identify ways of conserving resources in varying areas on campus.

## **General Student Life**

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The life of a student at Santa Catalina is both full and varied. For a day student, the academic day, sports programs, and optional weekend activities provide a wide range of experience and contact with peers from around the world and with adults. For the boarding student, her day extends into life in the dorms. Here she learns the skills necessary for shared living and shared responsibilities. Through their life at school, both day and boarding students come to appreciate the rewards of conscientious work and sensitive interaction with others.

## **Morning Assembly and Chapel Services**

Assembly occurs from 9:35 to 9:50 a.m. on Monday, Tuesday, Thursday, and Friday. The Dean of Students oversees morning assembly and is assisted by the Student Body President and the Class Deans.

Because this time is a prime opportunity for information and communication, it is imperative that all students arrive ahead of time to daily assembly and take their assigned seats in Study Hall.

Morning assembly usually follows this format:

- Pledge of Allegiance (led by the Student Body President)
- Roll taken by Prefects and Senate members who sit at the head of each row
- Special announcements (sometimes made by the Head of Upper School or the Dean of Students)
- Student announcements
- Faculty announcements

Students arriving late to daily assembly are only admitted into Study Hall by the front door (the one closest to the Faculty Room). Students may not bring food or drink into daily assembly. It is important for all in Study Hall to be attentive. As a courtesy to all, students should keep the area around their desk neat and tidy (clearing any trip and fall hazards). **Students may not use phones, iPads or computers during Assembly.**

Because morning assembly is a formal gathering, all announcements, presentations, and performances should be professional, clear and concise in nature. It is never appropriate to make inside jokes, be sarcastic, or say things at the microphone that could cause anyone any embarrassment. It is important to keep in mind that oftentimes we have visitors observing our daily assembly. For this reason, we must always consider ourselves to be hosts, taking time to be warm and welcoming to any guests and visitors.

Here are a few guidelines for morning assembly announcements:

- Plan out your announcement ahead of time by jotting down the key points on a 3x5 card, phone or iPad (never go up to the microphone and “wing it”).
- State your name, your class, and the group you represent.
- Do not speak too loudly or too quickly (enunciate your words and remember, if you are nervous, you will probably speak faster than you think you actually are, so slow down).
- Be clear and concise (don’t give superfluous information).
- Be courteous and always put others first (i.e. “Maria, Katie and I would like to tell you about yesterday’s softball score...” or “Please e-mail Maria, Katie or me...”).
- Use proper grammar (“Maria and I would like to invite all of you...”).

Students are to always be in proper uniform at morning assembly (as throughout the entire school day). Hats are not part of the uniform, nor are sweatshirts (except when permitted by the administration during winter months), team jackets, or athletic shoes.

In the event that a group of individuals would like to make a special presentation during morning assembly, the head of the group must contact the Dean of Students at least 48 hours in advance in order to schedule it.

Chapel Services take place each week in the Rosary Chapel on Wednesdays from 9:35 a.m. to 10:00 a.m. Advisors are seated with their advisee group and take attendance. Chapel Services are led by different faculty members or students throughout the year.

## Cell Phones

Santa Catalina’s approach to cell phone use is based on the principle that, in order to best benefit from this environment, students must come to know their peers and their faculty. They must learn to communicate easily and respectfully in their immediate surroundings and to rely on those adults and friends at hand for support.

Extensive use of cell phones and/or failure to observe principles of etiquette in their use detracts significantly from interpersonal growth between roommates, among friends, and between advisors and students. It contributes significantly to homesickness for boarders and slows the growth of independence.

All that being said, the school recognizes that cell phones provide several distinct advantages to parents; that they are a fixture in society; and that a school policy which would encourage students to own but hide a phone and, therefore, be dishonest is contrary to the spirit of trust, which we try very hard to engender on campus. Therefore, students may have and use cell phones. They must be used courteously and only under the following conditions:

- A cell phone may be used in Study Hall. This is the only location in which a cell phone can be used. Cell phones may not be used, for any purpose, including texting, in a classroom (unless directed by the teacher as part of a lesson), in the Chapel, in the dining room, in the Library, in the PAC, in the Mary Johnson Recital Hall, or walking around campus during the academic day (7:55 a.m. – 3:15 p.m.). We recognize that, on occasion, it is necessary for a student to make a personal phone call. A cell phone may be used in Study Hall on those occasions.
- **Students may not use a cell phone while driving.**
- Should any student fail to adhere to these guidelines, her phone will be confiscated and given to an Upper School administrator. **It is the responsibility of each faculty member to confiscate a cell phone if he/she observes a student using the cell phone in an area outside of Study Hall.**

## Change of Address

Should you have any change in your address, area code, phone number, or email address during the year, please let us know immediately so that prompt communication can continue between you and the school. Simply email or telephone the Main Office at 831.655.9315 and leave the new information, or go into the online Santa Catalina Parent Portal to update your contact information. We will see that all here are informed. It is most important that you always give us this new information promptly.

## Calendar

The monthly calendar appears on our website. Please review it carefully. Not only does it give you a very good sense of all there is for your daughter to become involved in, but it also gives you a good indication of times when it is good or not-so-good to come for a visit.

## Laptop and iPad Policy

Santa Catalina's Laptop and iPad policy is designed to ensure the proper use of this valuable educational tool and, similar to the school's cell phone policy, to ensure proper etiquette in a school community. Laptops and iPads must always be used in an appropriate manner. The use of a laptop or an iPad in the classroom must always be respectful of the teacher's expectations, in particular. They may not be used to read or send text messages, to read and send emails, or to play games in the classroom. Students may not be allowed to watch videos, search the web, or listen to music in the classroom, unless directed by a teacher. If, for any reason, a teacher believes that in-class use of a laptop or an iPad is not educationally beneficial to the student or seems to be an ongoing distraction to the student, the instructor may suspend the student's in-class use of the laptop or iPad. During Assembly, students may not use their laptops and/or iPads unless directed to do so by an administrator or faculty member, as in the case of online voting for Senate elections.

## Personal Music

In an effort to encourage interpersonal communication and conversation, students are asked to listen to personal music only while studying in Study Hall or alone on campus after school hours. Students may not listen to personal music while walking between classes, in the dining room, or in the classrooms.

## Off-Campus Procedures During the School Day

During the school day, permission to leave campus is limited. A boarding student leaving for a medical or dental appointment, all of which are scheduled through the nurse, checks out and back in at the Health Center. A day student needing to leave campus for a medical or dental appointment or for any other reason should bring a note from her parents and bring this note to the Main Office. (The student then simply checks out/in at the Main Office.) A day student who becomes ill during the day should go to the Health Center. The nurse will contact the student's parents and will notify the Main Office if the student goes home from the Health Center. (The student then simply checks out with the nurse.) A senior wishing permission to leave campus for any other reason must request the necessary permission directly from the Dean of Students or, in her absence, the Head of Upper School. That adult will notify the Main Office where the student will then sign out upon departure and back in upon return. Because Santa Catalina is not an open campus, students are not permitted to leave campus before 1:45 p.m.

## Fundraising

Organizations which desire to raise funds should present their proposals to the Dean of Students in the fall and may then be asked by the Dean of Students to appear before the Senate for approval. The Dean of Students and the Senate, with sensitivity to avoid frequent requests for money, will determine the number, the type, and the timing of the fundraising activities for that school year. An organization which might, later in the semester, find it necessary to raise funds may

petition the Senate for approval. Once or twice a year, the Senate may designate a worthy charity or organization to which they will give funds (funds might, for example, come from the proceeds of The Grazing Patch, a.k.a. The Snack Shack.) All requests for fundraising must receive the approval of the Head of Upper School.

## **Student Leadership: Student Government, Organizations, Publications, Clubs and Interest Groups**

Developing student leadership is one of the core objectives of our Journey program. We believe that leadership is a collaborative, relationship-building process guided by moral and spiritual values with the purpose of improving our world and the human condition. The Head of Upper School oversees our leadership program offerings.

Besides student government, there are a number of school organizations, publications, clubs and interest groups that serve to help students develop their leadership skills and contribute to the vitality of our school.

### **Student Government**

#### **Student/Faculty Senate**

The mission of the Student/Faculty Senate is to promote unity within our school community by leading with excellence, responsibility, integrity, and compassion. Composed of students, the Dean of Students, and the Class Deans, the Student/Faculty Senate manages student affairs. It serves as a forum of student opinion, channels suggestions to the administration, and acts upon given suggestions. It initiates programs, helps to organize student life on campus, and is responsive to student and community needs. Senate membership includes faculty representatives and sixteen students (fifteen in the fall up until the election of three freshman Senate officers in January).

#### **Discipline Committee**

Refer to the handbook section "Discipline" regarding this committee.

### **Prefects**

Prefects are students whose character, dependability, and potential for leadership enable them to maintain positions of responsibility within the school community. Boarding students submit applications in the spring of their junior year. Any junior who has been a boarding student for at least one year may apply. They are appointed by the Dean of Students, with the approval of the Head of Upper School.

Prefects are chosen on the basis of an application, an interview, their involvement in the school community, their demonstrated willingness to serve and volunteer when needs arise in the boarding department, and their commitment to school values as demonstrated by their previous behavior. It is the expectation that any prefect applicant will have previously demonstrated an interest in student leadership positions at School. Generally, a student who has appeared before the Discipline Committee may not apply to be a prefect. Prefects are asked to assume responsibilities in the dining room, chapel, and dormitories. This group of individuals is a vital link among the students, the faculty, and the administration, and strives for continued communication and understanding among these groups. Their goal is to promote the best interests of the school and the student body. It is the school's expectation that prefects will assume the responsibilities of this position and thus will retain the position of Prefect for the entire year. Prefects are directed by the Dean of Students.

It is most important that students become involved in school life as much as possible. There are many activities and clubs to consider, and both the continuation of previous interests and the beginning of new ones will be important. Equally important is a student's management of time. Advisors will help each advisee with this so that she can find a way to do the things that she most enjoys. Advisors and the Class Dean are the first point of contact when a parent and/or a student need help or direction in getting involved in a school activity or club.

### **Organizations**

- The Student Alumnae Organization (STAR)
- Cum Laude
- National Honor Society (NHS)
- Peace & Justice Alliance
- Peer Tutoring Program

Students can apply to be peer tutors through the math and language departments

- Community Service
- Spiritual Life Committee



- Santa Catalina Children's Fund
- Student Health and Wellness Committee
- Admission Ambassadors

### **Publications**

- *Catalinan* (yearbook)
- *Lamplighter* (student newspaper)
- *Mosaic* (publication of the arts)

### **Clubs and Interest Groups**

A wide variety of student-run clubs and interest groups are active each year on campus. Clubs and interest groups are approved and overseen by Senate; they must have an active faculty advisor who attends all meetings and serves as a mentor and manager for the group. Some examples include the following:

- Accents
- Chinese Club
- *ecco!*
- Jewish Culture Club
- Students of Color
- TEDxSantaCatalinaSchool

### **Facilities and Services**

Santa Catalina is most fortunate to enjoy a beautiful campus with grounds and facilities that are cared for daily. Students and faculty help to maintain the beauty of this environment by their vigilance in picking up any stray litter they might notice, by placing papers and items to be discarded in appropriate receptacles, and by seeing that an area which they have used is left in good order. This care on the part of the entire school community enables everyone to continue to enjoy together these beautiful surroundings.

#### **Chapel**

Communal worship, the experience of liturgical singing, and the gathering of the community to pray together encourages both an understanding of the spiritual and an appreciation of varying approaches to spirituality. For this reason, all boarding students attend Sunday Mass together. All students, boarding and day, attend a weekly Chapel Service and periodic student body Masses during the school year. Students are encouraged to participate as fully as possible, and this dimension of life at Santa Catalina is among the school's most valued traditions. On Sunday services, a student should be punctual, appropriately attired in a skirt, dress, or tailored pants, sensitive to others, and reverent in the Chapel. The Chapel should be appreciated as a place of prayer and meditation and, therefore, of quiet and chapel etiquette should be observed.

#### **Dining Room**

The dining room is utilized by day and boarding students alike. Day students who wish to do so may have breakfast in the dining room simply by making the proper arrangements with the Bon Appétit Manager. We regret that, other than those girls who have made these arrangements for the semester, we are unable to host day students in the dining room prior to school each morning. Lunch is provided for all day students. Students should sit only at the number of chairs set at each table and should clear their own dishes when finished. Food, drink, dishes, and utensils should not be taken from the dining room. Boarding students, please refer to "Boarding Life" in this handbook for further information regarding the dining room.

#### **Laundry and Laundry/Cleaning Service**

There are washers and dryers in all dormitory areas for resident student use, free of charge. Students will need to provide their own detergent. Additionally, there are several local dry cleaners that are easily accessible to students. Bizzie Box, managed by a local dry cleaner, is also available to students in the dormitories for easy pick up and delivery of dry-cleaned items.

**Mail**

Even with text messaging and online shopping, mail from home for boarding students is still welcomed—just a card, a note, or a “care package” can brighten a resident student’s day. If families would like to send flowers or other delivery items, please address the item in the following manner:

Name of Student  
Santa Catalina School  
1500 Mark Thomas Drive  
Monterey, CA 93940

Day students may not receive mail at school.

**Library**

The Sister Kieran Memorial Library is open Monday through Thursday from 7:30 a.m. to 6:00 p.m and Friday from 7:30 a.m. to 5:00 p.m. It contains both volumes and computer networking for detailed and thorough research and study.

**Health Center**

Our Health Center is staffed by nurses, under the supervision of the Head of Upper School who will assist in the general medical care of your daughter. Please know that you will be called immediately should there be any serious or emergency treatment required. We do approach health care of the students conservatively and follow the philosophy that says, “If the degree of an injury or a condition is uncertain, have it checked.” We work closely with a number of very fine doctors, dentists, and orthodontists in the area, and good care is readily available.

Please note that ultimately, parents are responsible for the cost of routine or emergency medical and/or dental treatment.

All medical appointments must be covered by insurance or by credit card payment at the time of service, depending on the preference of the particular medical office.

In the event of an emergency or serious illness, the student will be accompanied by a faculty member to the appropriate medical facility. All routine medical and dental appointments for resident students are scheduled by our Health Center. If a routine appointment can not be arranged during the hours that staff are available to drive, students will be sent by taxi. If traveling by taxi, the student is given a voucher for the taxi fare, and the parents are billed through the Business Office.

**General Guidelines**

- Any emergency is to be immediately communicated to the Dean of Students. If the Dean of Students is unavailable, the nurse should contact the Head of Upper School.
- The nurse is to immediately notify the Dean of Students should a student (day or boarding) come to the Health Center more than once in the course of a week.

**Boarding Students Guidelines**

- Students who need medical assistance or are ill are to check-in with the nurse. If a determination is made by the nurse that a boarding student should not attend school that day, the student must generally remain in the Health Center until 5:00 p.m. on Mondays – Thursdays or 4:30 p.m. on a Friday. Generally, students may not check-in to the Health Center and then be released to attend school. The student should remain in the Health Center for the duration of the day.
- Students are not generally permitted to sleep in the Health Center during free periods or during lunch.
- Students missing any portion of the day are not permitted to participate in any after school activities, including athletic practices or games, drama rehearsals, or tutoring sessions. Nor may students leave campus.
- Any student missing any portion of school on a Friday will not be permitted to sign out that evening. The nurse will provide a list to the Dean of Students each Friday with the names of those students who spent time in the Health Center that day.
- At the beginning of the year, we require students to bring to the Health Center any and all prescription medications

that they have. Typically all medications are dispensed through the Health Center. On the weekends, medications are dispensed from the Health Center by a resident faculty member during established and routine times.

### **Day Students Guidelines**

- Day students may make a visit to the nurse if they need medical assistance or are not feeling well. If the nurse determines that a day student should not be in class, then the nurse will notify the parent to pick up the student. If the student has driven to school and is well enough to drive herself home, the nurse will make arrangements with the parents and the front office for the student to sign out.
- Students are not generally permitted to sleep in the Health Center during free periods or during lunch.

### **Information**

- If the nurse becomes aware of any information regarding a change in a student's health status, the nurse must notify the Head of Upper School and the Dean of Students via email within 24 hours.
- If the nurse has a specific health concern (either physical or mental) about a student, she is to notify the Dean of Students via e-mail within 24 hours.
- Information regarding a student's health, medication, or medical situation must be discussed first with the Head of Upper School and the Dean of Students before any additional information may be given to faculty or an advisor. The Health Center is available to day and boarding students. A nurse is on duty Monday through Friday until 9:00 p.m. and on Saturday and Sunday from 9:00 a.m. to 6:00 p.m.

### **Exercise/Recreation Room**

Exercise equipment is available to students and faculty in the Recreation Room, Monday through Friday, starting at 3:00 p.m., and on the weekends. Students may use the equipment in groups of two or more. Care should be taken in the use and upkeep of this equipment, and nothing should be removed from this room. Maintenance needs or necessary equipment repairs should be emailed to the Director of Athletics.

### **Pool**

The pool is available for recreational swimming on weekends as weather permits and as lifeguards are available. Recreational swim hours will be announced to students.

### **Bookstore**

The bookstore is open during school hours, Monday through Friday, for general supplies and school paraphernalia. The bookstore carries, in addition to necessary school supplies, required pieces of the PE team uniforms and a number of optional items that girls may enjoy during the year. These items include such things as school sweatshirts, mugs, film, stamps, and school stationery. Limited Catalina-spirit items are also available for purchase at Catalina & Co., the school's online bookstore.

If you wish to place any limitation on the amount your daughter charges at the bookstore, over and above necessary school supplies, please call the bookstore manager, at 831.655.9376.

### **Student Demeanor and Dress**

A student's demeanor should always be neat, clean, and appropriate. Extremes of dress, manner, hairstyle or color, and skirt length are not suited to this environment. Inappropriate piercings, tattoos, body art, or unnatural hairstyle or color are not acceptable, as determined by the school. A student may be required to make a suitable adjustment in these areas of personal demeanor. As part of her total education, each student should learn to distinguish among varying occasions, should dress as informally or formally as the occasion requires, and comport herself appropriately according to the circumstance and environment.

While we are blessed with the simple choices offered by school uniforms, boarding students will need some dresses or dressy slacks and blouses and shoes suitable for Chapel, the school Community Dinner each Monday evening, and other somewhat more formal occasions during the year. All attire, whether formal or informal, should be neat, clean, and in good repair.

Specific guidelines apply to two types of dress:

**Chapel dress** requires a dress, skirt, or tailored slacks with a full blouse or shirt, and dress shoes. Short dresses or skirts, bare midriff, low cut blouses, or spaghetti straps are not acceptable. Nor may students wear flip flops, athletic shoes, or other shoes deemed inappropriate to chapel. Resident faculty on weekend duty should make sure that each of the girls is dressed appropriately. If a student is not dressed appropriately, she will be sent back to the dormitory to change by the faculty member on duty.

**Community Dinner/Special Events dress** requires a dress, skirt, or nice pants (not jeans, tights, or leggings), all with an appropriate blouse or shirt. Students may not wear denim, flip flops, athletic shoes or other shoes deemed inappropriate to Community Dinner or to a special event. If a student is not dressed appropriately, she will be sent back to the dormitory by a faculty member on duty.

Jewelry, if any, worn to school should be simple and in good taste. Extremes are not appropriate. In keeping with this principle, inappropriate body piercings, facial or otherwise, are not acceptable.

## The Uniform

The school uniform consists of:

1. A full zip, navy blue fleece jacket from Dennis Uniform company
2. A white short-sleeve or long-sleeve polo shirt (both with our school logo) from Dennis Uniform company
3. A blue plaid skirt from Dennis Uniform company
4. Navy cotton pants from Lands' End (optional)
5. A navy pullover v-neck sweater (or a navy-blue crew neck sweater from our used uniform stock) from Dennis Uniform company
6. A navy pullover v-neck sweater vest from Dennis Uniform company (optional)
7. A navy puffy jacket with school logo from Ace High Designs (optional)
8. White or navy blue knee-high socks, crew socks, or tights with no logo(s)
9. Uniform shoes (one or more of the following options):
  - Sperry's women's authentic original 2-eye leather boat shoe in classic brown
  - Vans Authentic canvas lace-up sneaker in navy blue
  - Vans canvas classic slip-on in navy
  - Converse Chuck Taylor All Star women's canvas sneakers in navy blue

Substitution of these items is not permissible uniform attire. The fleece jacket and sweater may be worn together. The skirt and polo shirt are the basic uniform pieces and must be worn at all times during the school day.

**No athletic shoes** may be worn to school, except with a doctor's note presented to the Dean of Students and then only for a period of time; the Dean of Students will inform the student's teachers and other appropriate faculty on campus. Students who are required by their doctors to wear support shoes must purchase their own orthotics to fit the uniform-style shoe.

**No sweatshirts or athletic** apparel may be worn as part of the uniform, except when permitted by the administration during winter months.

**No hats** or beanies may be worn during the school day as part of the uniform. Head coverings are permitted for religious purposes only.

**No colored shirts or turtlenecks** may be worn with the uniform. (A short-sleeved, white t-shirt or white turtleneck may be worn in addition to and underneath the polo shirt if the student is cold. The uniform is then quite comfortable and warm, particularly if both the sweater and the fleece are worn together.)

An appropriate raincoat may be worn over the uniform when it is raining. Rubber rain boots may be worn when it is raining as well. Ugg boots may not be worn.

Skirts may be no more than four inches above the crease of the back of the knee. A student whose skirt is judged to be too short will be required to make the appropriate alterations or purchase a new skirt.

The uniform is worn beginning at 7:55 a.m. and to all commitments, including during free periods, special presentations and guest speakers until the end of the school day, and to at least 2:35 p.m., or to 3:15 p.m. if the student has an 8th period class. Day students wearing their uniform to and from school should always wear the complete uniform.

**Note:** Non-uniform attire worn during the school day will be confiscated and given directly to a local charity. Students not in proper uniform may not be permitted to attend classes.

### Physical Education Attire

- Running shorts and appropriate top or running pants
- Appropriate tennis, ankle or knee socks
- Athletic shoes
- More specific dress will be required for certain classes such as dance, tennis, riding or teams.

### Traditions

Some calendar traditions include:

- **Santa Catalina Tennis Tournament:** held in the fall with other public and private schools
- **Parents' Weekend:** a special weekend in the fall during which parents come to campus
- **The Winter Dance:** a dance given by the sophomore class for the entire school
- **Christmas Traditions:** Candlelight Mass, caroling, and collection of food baskets for the needy
- **Spirit Day and Senior Cake Auction:** an all-school activity featuring events involving both faculty and students. The concluding events are a sports event between seniors (supported by sophomores) and juniors (cheered on by freshmen) and the Senior Cake Auction, which raises funds for the seniors' gift to the school.
- **Ring Dinner:** a special dinner given by the senior class, at which the juniors receive their class rings
- **The Junior-Senior Prom:** a spring formal sponsored by the junior class for seniors and juniors
- **Father-Daughter Weekend:** a special weekend in the spring during which students and dads enjoy a variety of sports, activities, and fun
- **Senior Reflections and the senior-hosted college fair**
- **Retreats:** a time for reflection and drawing together the whole community, a class, or a small group

### Parents' Weekend

Each year in October, this weekend offers parents the opportunity not only to be with their daughter in Monterey but also to meet her teachers, to have parent/faculty conferences, to share the thoughts of a fine keynote speaker, to gather educational information from faculty and other professionals who join us for the weekend, to enjoy a musical put on by the girls, and to share a lovely liturgy in our chapel on Sunday morning. Invitations and detailed information are distributed in September.

In contrast to Father/Daughter Weekend, girls may stay off campus with their families both Friday and Saturday nights of this weekend, if they wish. They will take care of letting us know their plans earlier that week. It is most helpful if you and your daughter can make your plans regarding those two nights early so that she will be very clear and can let us know when we ask. Please note that all boarding students are required to attend the Parents' Weekend Mass at school on Sunday morning.

This is a very important weekend for both you and your daughter—it's an excellent chance for you to meet her friends and other parents and another opportunity to learn more about how we can all best work together on your daughter's behalf. Time is balanced between structured and "free" time so that you can benefit from the school's offerings and still spend personal time with your family.

### **Father-Daughter Weekend**

Just as Parents' Weekend in the fall provides a special experience for families at school, Father-Daughter Weekend in the spring offers a unique opportunity for fathers and daughters to share some special time. Fathers attend from all over the world and enjoy varied sports activities, dinners, a play produced by the students, a lovely Sunday liturgy, and private time with their daughters. Invitations with detailed information are sent in late February. If a girl's father or stepfather is unable to come, a grandfather, older brother, uncle, or other friend of the family is most welcome to join us instead.

In contrast to Parents' Weekend, all resident students stay on campus overnight on Friday and Saturday of Father-Daughter Weekend. Because family situations differ so much, this arrangement has proven to be most helpful in assuring the most comfortable situation for all. We have also observed that while their daughters seem to have unending energy, most of our dads return very gratefully to their hotel for a good night's sleep.

### **Work Hours**

Work hours are practical deterrents to minor infractions rather than correctives for attitude, personal or academic problems, or chronic offenses that require a more personal response. Work hours are not to be given to a student for academic management, nor are they meant to deal with attitude or personal difficulties. These can only be managed through mutual understanding and respect between students and faculty, and, if they arise, are handled personally. Work hours may be given for such offenses as tardiness, improper uniform, parking violations, a room that is not quite what it should be, a slightly late return to the dorm in the evening and other minor infractions, and it is the prerogative of the teacher or resident faculty member whether or not to inform the student.

A student with work hours must discharge her obligation as arranged by the Dean of Students, possibly after school on a Friday afternoon or on a Saturday morning beginning at 10:00 a.m. with the Resident-in-Charge for the weekend. Drama rehearsals and performances or team practices and matches do not excuse a student from work hours. Faculty may utilize students for assistance with jobs at the times set by the Dean of Students. The Dean of Students will periodically inform the community of work hours assigned.

### **Journey: Santa Catalina's Advising Program**

The mission of Journey, Santa Catalina's advisory program, is to impart the Santa Catalina culture to all students, to develop their leadership skills, and to ensure them excellent college placement. This unique advising program, directed by the Dean of Students, works to encourage and support in each student the development of her highest personal, academic, and spiritual potential and to promote her growth as a young woman of compassion, integrity, courage, and grace. The advisory program for sophomores, juniors, and seniors includes the ongoing steps of the college application and choice process. Advisors assist their advisees in assessing sizes, locations, and styles of various colleges and universities and in judging the suitability of different institutions to their individual personalities and personal goals.

Guidance is a most significant aspect of every educator's profession. It is a particularly important part of life at Santa Catalina, and it is a responsibility shared by the faculty. While all students are encouraged to talk with any faculty member they wish, they are particularly encouraged to seek guidance from those directly involved with this aspect of their class: their Class Dean and their advisor. Advisors work in teams. They attend Journey class meetings as needed and work with the entire class on projects and activities. Advisors meet regularly with their advisees formally, one-to-one, each month to develop the advisee's POINTS (Personal Objectives in Navigating to Success) Portfolio, and additionally whenever the student or advisor feels there is need. All faculty who live with boarding students assist girls specifically in the skills and responsibilities involved in community-living at the resident level.

### **Advisor-Advisee Confidentiality**

The school recognizes that day-to-day life can, at times, become very complex. For this reason, when assisting students, no adult may deal with or carry alone a confidence regarding a serious concern for a student's mental or physical health. The shared wisdom and expertise and the official judgment of experienced members of the school community must always enter into the resolution of a serious matter. Students should be confident that, as professional educators, faculty and administration will deal with shared information in a discrete and respectful manner, and all must be confident that the

proper assistance will be given to the student in need. Any serious concern for a student's mental or physical health will be shared by the faculty member with one of the following people: the Head of Upper School, the Dean of Students, and the school counselor. Such a concern, pending further information, will ordinarily not be considered a disciplinary matter. The purpose of this communication is to insure that no faculty member will carry the burden of such a confidence alone and that, if necessary, the faculty member will have the benefit of shared experience and judgment.

## **Counseling**

If there is a need or a desire for individual, professional counseling, this is arranged through the school counselor. The school counselor will work with the student, her parents, and with local professionals. If we feel that there may be a need for counseling of this type, we will talk with you and your family in order to ascertain the best solution. The provider sends billing for these services directly to parents. Over the course of the school year, on a Health and Wellness Day, programs given by professionals from the community are held on campus in order to strengthen the students' education in a number of health-related issues.

## **Employee-Student Interactions Policy**

### **Our Policy**

Santa Catalina School encourages close, warm relationships between students and teachers and other staff. At the same time, it is important that each employee's conduct is at all times professional. Employees must maintain appropriate boundaries between themselves and students to ensure that they avoid even the perception of inappropriate conduct. Some activities may seem innocent from an employee's perspective, but can be perceived as flirtation or sexual insinuation from the perspective of a student or parent.

The objective of this policy is not to restrain positive relationships between employees and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Employees must ensure that they do not cross the boundaries of a professional teaching relationship.

### **Unacceptable Behavior**

Below is a list of examples of conduct that may involve inappropriate crossing of the boundaries of the professional relationship:

- Giving gifts to an individual student that are of a personal or intimate nature;
- Unnecessary physical contact with a student in either a public or private situation;
- Intentionally being alone with a student on campus or away from the school without parent or supervisor permission;
- Making, or participating in sexually inappropriate comments;
- Sexual jokes, stories, or jokes/comments with sexual innuendo;
- Seeking emotional involvement with a student for an employee's benefit;
- Discussing an employee's own personal troubles or intimate issues with a student;
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior;
- Inappropriate use of social media with or about students;
- Excessive attention toward a particular student;
- Sending emails, text messages, or letters to students of a personal nature if the content is not about school activities; or
- Failing to keep parents informed when a significant issue develops about a student.

### **Duty to Report**

If an employee finds him or herself in a difficult situation related to boundaries, the employee should ask for advice from a supervisor or the Head of School. When any employee becomes aware of another employee crossing appropriate boundaries with a student, the employee must report the matter to the Head of School. In some circumstances, employees will also have the duty to report such conduct in accordance with the mandated reporter requirements.

## **Policy Regarding Harassment**

Within its Christian heritage, Santa Catalina School is committed to its responsibility to love, to support, and to educate its members and to insure that they are being treated equally with courtesy, dignity, and tact; therefore, the school community



addresses the issue of unlawful harassment, including sexual harassment, with clear guidelines and procedures. Such guidelines and procedures assure the maintenance of an atmosphere free of harassment or intimidation and serves to further the school's mission to impress upon all members of its community the value of Christian charity and justice.

Santa Catalina School is committed to providing an educational and work environment that is free of unlawful harassment.

Santa Catalina School prohibits all forms of unlawful harassment including sexual harassment and harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. Santa Catalina School's anti-harassment policy applies to all persons involved in the operation of the school and prohibits unlawful harassment by any employee or student of Santa Catalina School, including supervisors, co-workers, vendors, visitors, and others doing business with Santa Catalina School. This policy prohibits unlawful harassment in any form including verbal, physical and visual harassment. It also prohibits retaliation of any kind against individuals who file complaints or who assist in Santa Catalina School's investigation of a harassment complaint.

Prohibited unlawful harassment may take many forms, and includes, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments, or negative stereotyping.
2. Visual conduct such as offensive, derogatory and/or sexually-oriented posters, photography, cartoons, drawings, gestures, computer images, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual because of a protected characteristic, that is placed on walls, bulletin boards, or elsewhere on Santa Catalina School's premises or property, or circulated in the workplace.
3. Physical conduct such as assault, unwanted physical contact, impeding or blocking normal movement, interfering with work, and threatening, hostile or intimidating acts that relate to a protected characteristic.
4. Sexual harassment includes harassment of women by men, or men by women, and same-sex, gender-based harassment.

### **Reporting Process for Harassment Concerns**

Reporting is done through the Head of Upper School. Should any individual become aware of or experience an incident of harassment of any kind in person or to another employee or student, the incident must be reported directly and immediately to the Head of Upper School. The report or complaint may be verbal or written and should include details of the incident(s), names of individuals involved, and names of witnesses. The notified administrator will notify the Head of School.

In the case of the absence of the Head of Upper School, the report should be made directly to the Head of School.

## **Boarding Life**

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### **Community Living**

While each student may wish to perceive her room in her dorm as a private environment, one of her most essential experiences in boarding school will be that of sharing space gracefully with others. She will quickly learn that sensitivity, thoughtfulness, respect, and patience both enhance her own life and enable her to contribute positively to the experience of others.

### **Residential Program**

As part of resident life, a structured boarding program is in place for students to ensure a number of important educational objectives at Santa Catalina School. All resident faculty, under the guidance of the Dean of Students, will implement the boarding program for each dorm and grade level. Resident faculty will meet with students and engage in discussion and participate in a number of exercises designed to help students develop as individuals living in community. The program is customized for students at each grade level but designed to build from one year to the next with the freshman year being foundational. By the time of graduation, a student will have acquired a number of important life-skills. Through this program, each student is taught how to further develop good decision-making skills and a sense of

responsibility for herself and others in the school community. Each student is also taught how to take advantage of the many resources at school, to make connections with adults, and learn how to be her own advocate. Upon completion of the boarding program, a student will have further developed:

- good decision-making skills;
- a sense of responsibility for herself and others in the school community;
- courtesy and thoughtfulness towards others;
- a greater understanding of appropriate behavior;
- her ability to take advantage of the many resources at school;
- her ability to make connections with adults;
- skills to be her own advocate.

Similar topics will be addressed with day and boarding students during Journey meeting times and in advisor/advisee group meetings throughout the year.

### **Dormitory Rooms**

In addition to those personal qualities so important for students, a sense of order is also essential. To this end, each student should be sure that the following are accomplished each day before she leaves for class:

- lights and electrical items turned off;
- bed is neatly made;
- clothes and shoes are put away;
- dresser and desk top is neat;
- shelves are straightened;
- floors are clear of books, paper scraps;
- food is properly stored in airtight containers;
- closet door is closed and locked;
- items are hung on bulletin boards only;
- towels and personal items are removed from the bathroom;
- curtains are open and window is cracked;
- door is propped open.

Room decor must always be in good taste. Faculty inspect rooms daily and will notify students should their room need attention. Pieces of furniture should not be added to a room; nor should items of furniture be exchanged between buildings.

*Please note:* For reasons of fire safety, students may never use an open flame on campus. Candles, matches, incense, sealing wax, or any other items requiring an open flame may not be brought to school. They will be confiscated if found. (See also “Discipline”.)

Items may be hung only on the bulletin boards in student rooms. Nothing may be attached to or hung from the ceiling, walls, bookcases, mirrors, or doors. Students are permitted to hang strands of lights or LED lights, or other decorations on bulletin boards only. Aside from empty suitcases that can be stored in various luggage rooms, all personal belongings are to be kept in the student’s room. Students may not bring electric blankets, toasters, or refrigerators to school. Fire, energy conservation, and space are of concern here. For reasons of health and cleanliness, the school is not able to accommodate students’ pets.

The dorms are closed during the school day between 7:55 a.m. and 1:45 p.m. for necessary cleaning. Any student needing to return during the day may ask to do so through the Dean of Students or with permission from a member of

the administration. All students are reminded to only enter another student's room with the occupant of that room being present. Day students in the dormitory should be in the company of the boarding student they are visiting.

### **Privacy Right/Belongings/Locks**

The school does not provide insurance to cover a student's personal effects. These items must be covered through a family's homeowner's insurance policy. Students should bring only those items that are necessary and will be used, and all personal items should be well marked. Valuable or irreplaceable possessions should not be brought to school.

Each student has a closet in her room for which she is issued a school lock. She should always keep such items as credit cards or money, or any item of value locked in this location. Students may use only the lock issued by the school. Any other lock added by the student will be removed by the school and confiscated. Locks are collected at the close of school. The school reserves the right to open any locked area in a student's room if there is felt to be significant reason to do so.

### **Summer Storage**

A limited amount of summer storage space is available at school for resident students who live out of the state of California. Storage space is divided equally among those who need it, and every item stored on campus must be contained within an approved plastic bin. The process and guidelines for storing items are explained to the girls in detail prior to Easter Break, but you should be aware of the possibility so that we can help you if necessary. Although the storage room is locked and secure all summer, please know that we do not have enough space for bikes. Other arrangements should be made for their storage.

Shipping materials are also available in May for students to ship items acquired throughout the year.

### **Study Hours**

Study hours are structured to support each student's progress toward her academic goals. Each contributes to the endeavors of all by observing quiet during this time. Formal study hours for freshmen, sophomores, juniors, and seniors are Sunday through Thursday evenings from 7:30–9:30 p.m.

During study hours, in the dormitory, students must be in their own rooms and quiet with the door open so that they can do their best and so as to be considerate of others. While a quick question to a roommate is fine, girls needing to talk to others or to work together should do so before or after formal study hours. Students who need to be out during study hours for a time because they are attending a home game must check out and in with the faculty member on their floor. (Based on academic performance, any student may be restricted from attending home games or from studying anywhere other than in her room during study.)

Seniors may generally use the photo lab during study hours provided all their other work has been completed.

### **In-Dorms/Quiet Time/Lights Out/Late Lights**

Monday through Thursday nights all are expected to be back in their own dorms for quiet at 10:00 p.m. Quiet time requires that the hallways and rooms be very quiet. Doors to individual rooms should be closed. Sunday through Thursday nights freshmen have lights out at 10:30 p.m. and sophomores at 10:45 p.m. Juniors and seniors should observe quiet hours and generally be ready for bed and in their own rooms by 11:00 p.m.—and use good judgment regarding necessary sleep. Any freshman or sophomore who feels that she needs a bit longer to finish her homework Monday through Thursday nights may request “late lights.” No “late lights” are given on Sunday nights.

On Friday and Saturday evenings all students are expected to be back in their own dorms at 11:00 p.m. Quiet begins at this time. All students should be ready for bed by 11:30 p.m. so that bathrooms and halls are quiet for those sleeping. Quiet time on Friday and Saturday nights requires the same courtesy and consideration as during the week.

Quiet hours on the evenings of returns from vacations as well as Parents' Weekend and Father-Daughter Weekend begin at 9:30 p.m. Lights out for all four classes on these nights is at 10:00 p.m. On all nights, food deliveries must arrive prior to the beginning of study hours or by in-dorm times.

### **Dining Room**

The goals of sharing dinner are an increased awareness of community through the family dinner, a broadened sense of

relationships, increased awareness of proper etiquette, and growth in the art of conversation. To these ends, dinner is a time when the Santa Catalina community gathers in varying configurations.

One night each week, an evening on which sports events and other extra-curricular commitments rarely occur, is reserved for a formal dinner, the Santa Catalina Community Dinner. All of the Santa Catalina faculty, whether they live on or off campus, participate in this occasion on a rotational basis. The decor of the dining room is formal. Dress is as described previously under "Demeanor/Dress." One student from each table serves dessert. Seniors hostess each table and are responsible for providing the leadership and for setting the tone at their table. Seating is assigned for this dinner. A student may be excused from Community Dinner only by the Dean of Students. Community Dinner begins at 6:15 p.m.

On all other evenings, dinner is an informal service. Seating is not assigned on these nights and dress may be informal. On informal dinner nights all students are asked to check-in at the dining room by 6:20 p.m. with the Prefect and/or resident faculty member and to sit only at the number of places actually set at each table. Informal dinner Tuesday through Sunday nights begins at 6:00 p.m.

At breakfast, lunch, and at informal dinners each girl is responsible for clearing her own table. No food or tableware should be taken from the dining room. Dress in the dining room should always be in good taste. Girls should always be neat and well-groomed, must wear shoes, and may not wear hats.

### **Food Delivery**

While students should have regular meals in the dining room, they may want to order food to be delivered on occasion.

Approved food delivery hours are:

- Saturday: 11:00 a.m.–10:00 p.m.
- Sunday: 11:00 a.m.–7:15 p.m.
- Monday through Thursday: 3:00 p.m.–7:15 p.m.
- Friday: 3:00 p.m.–10:00 p.m.

No food deliveries are permitted during the school day.

Dorm meetings will address food delivery logistics and best practices such as courtesy, good communication, and tipping.

### **Student Health Center**

It is the goal of Santa Catalina to promote the spiritual, mental, and physical wellness of young women during their time at school. To that end, students are encouraged to maintain good health through a nourishing diet, exercise, and sufficient sleep. School nurses provide care for those who do become ill. So that the nurses are free to be with students requiring nursing care, the Health Center cannot be a "drop-in" place. Students may use the Center's posted dispensing hours to receive minor medication or to make a later appointment to consult with the nurse. The nurse is available for consultation during lunch and after academic classes. All medication prescribed by a physician must be checked by the nurse at the beginning of each school session. All *controlled* medications will be administered directly by the Health Center nurse and must be prescribed by a licensed practitioner. Such medications would include, but are not necessarily limited to, stimulants, pain control, sleep medications, and certain anti-depressants and tranquilizers. These medications may not be kept in student rooms, and any student found in possession of such medications may be considered in violation of a major school rule. If any student is in doubt about whether a prescription drug is a controlled medication, she must consult the Health Center nurse. Non-controlled prescribed medications, such as antibiotics, may be kept in a student's room at the discretion of the Head of Upper School.

### **Medical Appointments and Prescriptions**

Medical and dental appointments for boarding students are made through the nurse. Should a medical or dental appointment be made initially by parents, it must subsequently be communicated to the Health Center so that the nurses are aware of the health needs of the students in their care.

Generally, boarding students should check out from and return to the Health Center for all routine medical and dental appointments. In the event of an emergency or serious illness, the student is accompanied by a faculty member to the appropriate medical facility. All routine medical and dental appointments are scheduled by our Health Center. If a routine appointment can not be arranged during the hours that staff are available to drive, students are sent by taxi. If traveling by taxi, the student is given a voucher for the taxi fare, and parents are billed through the Business Office.

Medication prescribed by a physician is ordered from a local pharmacy and is delivered to the Health Center. Billing for this medication is handled only by credit card. All prescription medicine is kept in and dispensed from the Health Center.

### **Checking Account and Allowance**

It is essential that for personal spending, a student keep a debit and/or credit card or that she have a personal checking account. Under no circumstances should parents send cash to their daughters through the mail. It is recommended that students' accounts be established at a bank with a branch in both the home locale and in Monterey or Carmel. Use "Santa Catalina School, 1500 Mark Thomas Drive, Monterey, CA 93940-5291" as the printed address on the checks. Since students also frequently need a form of identification, in addition to their student body card, in order to cash a check off campus, it is recommended that they secure such a card through the Department of Motor Vehicles.

The amount of a student's allowance depends a great deal on what she is expected to cover with this sum. Costly credit card spending is absolutely not necessary. There are a number of activities that present little or no cost to the students, and we encourage all students to participate. Any special outing for which a fee is charged is optional, and in many cases, can be charged to the student's account.

### **Community Weekends**

These are weekends on which no overnight permissions are given. Regular daytime permissions follow the usual permission procedures. Community weekends are placed during the first month of school in order to allow all to become acquainted and to become comfortable with regular school life. This adjustment is particularly important for new students. Other community weekends are placed throughout the year at times when life is particularly busy at school or particularly focused on events, such as final examinations and the last month of school.

### **Off-Campus Permissions**

Any off-campus departure other than that with a class or a team requires the appropriate off-campus permission. Students are expected to use weekday afternoon time wisely and to consider responsibly both their personal and academic needs.

**Note:** While for reasons of safety, we encourage all students to go off campus with other girls; for many reasons of practicality, a junior or a senior may go off campus alone during daylight hours. Generally, during the winter months, that is prior to 5:00 p.m. Students may never leave campus alone nor may they ride the public bus after dark. Juniors and seniors wishing to jog alone should do so on public streets that are well populated but never in isolated areas. Again, while for reasons of safety we recommend that bikers ride with other students, we realize that for some, biking is a sport and that for those girls, it is often very difficult to find others to accompany them. Juniors and seniors, during daylight hours, may ride alone but should exercise the same caution as joggers by avoiding isolated areas.

One of the fundamental principles of life at Santa Catalina is that of trust. This principle results from an individual's active support of the school's motto, *veritas* (truth). The school's first assumption will always be that students are doing the right thing in the proper manner. Most things that girls would like to do are quite reasonable, and faculty will do their best to make the reasonable possible. When enjoying off-campus permissions, all should be aware that faculty will assume that girls are where they checked out to be and are out for the purpose which they indicated upon departure. Students are asked to call the school should any significant change of plans be necessary or should they be delayed in returning. As in the family home, no one worries if the phone call has been made.

### **Overnight Permissions**

(Given by the Dean of Students or Resident-in-Charge)

The school recognizes the value of each type of overnight permission. Attendance at a wedding, a religious observance, or sharing in specific family occasions are all very important; the same is true of an occasional parental visit to the Monterey Peninsula. The interaction between day and boarding students and the opportunity to develop a broader range of friendships within school is essential as well. Pursuing these values, as well as the communal goals of the campus, requires the understanding of all. The end result is well worth the combined cooperation.

Whether it involves the scheduling of classes, examinations, athletic contests, special activities, or social events, the school's overall program is designed to foster within every student a sense of individual responsibility, cooperation, and community. This development, and the cohesion of the student community, is a primary goal of the school. As a result, when a student is absent during the week or on the weekend, there is an impact that affects both the individual and the

community. While the academic and social calendars are, therefore, planned with the goal of having every student present from the beginning of the school year, the school recognizes that there are occasions or times when permission to be away is appropriate.

Permissions of any type are granted at the sole discretion of the school to students in good academic and social standing. A student's academic performance or her behavior may preclude a request being granted.

No overnight permissions should be requested during the month of September or on any weekend specified as a "Community Weekend" on the calendar.

**Note:** Resident faculty may never assume that a student who is not present at night in the dorm is legitimately absent, unless the Dean of Students or another administrator has informed them of this. Faculty may never accept information in this regard from another student. Any message received from a parent regarding a student's whereabouts overnight must be relayed immediately to the Dean of Students.

## **Procedures for Overnight Permissions**

### **Special Weekend Permission**

A Special Weekend Permission is a request to be away from campus Friday through Sunday for a special occasion. The student may depart after classes on Friday and must return Sunday evening by 7:00 p.m. Those wishing to request this permission should submit the request on REACH at least a full week in advance of the departure day. The parent of the student must submit permission on REACH before the Dean of Students can approve it. Requests for this permission should not exceed three times per year.

### **Overnight with a Santa Catalina Day Student**

An overnight with a Santa Catalina day student is given on a Friday night or on a Saturday night. This permission will not ordinarily be granted on an evening when there is a school or class obligation. The student is due back on campus no later than 6:00 p.m. the following day.

If permission is given on a Saturday night, the boarding student must return to school in time for Mass, if scheduled, on Sunday morning. Students should submit their request for permission in REACH by 12:00 noon on the Wednesday preceding the evening in question. The student should ask the parents of the host of her visit to call the Dean of Students. In the event of a spontaneous request, if appropriate a resident faculty member can give permission. Verbal contact should take place between either the Dean of Students or the resident faculty member granting the permission and the parents of the student hosting the boarding student.

### **Overnight with a Parent Locally**

An overnight with parents visiting locally is intended for occasional family visits by those living out of the area and not for regular weekend visits to a locally owned house. Again, the intent of this procedure is to enable a student to become involved in boarding life with her classmates and to support her in maintaining this connection. At the same time, clearly, the school believes wholeheartedly in working with parents on behalf of their daughters and in enabling them to share some time together. A request for this permission must be submitted in REACH by the student by noon on the Wednesday preceding the evening in question. Parents of boarding students can then give approval through REACH. Requests for this permission should not exceed one time per month. Such a permission only permits an absence from the dormitory; it does not include approval to miss any academic or extracurricular commitments (i.e. classes, theatre rehearsals, and athletic team obligations).

A student leaving for any overnight permission is expected to fulfill all academic obligations prior to departure and to remain in uniform until these obligations have been met. Students departing for and returning from an overnight permission should follow all of the regular checkout/in procedures appropriate to the time at which they are departing or returning.

## **Procedures for General Off-Campus Permissions**

It is most important that girls understand and exercise a concern for basic safety at all times. For this reason, faculty will instruct students regarding activities and/or places to be avoided. Girls may never go to any beach at night, even in a group, unless accompanied by a faculty member on a school-sponsored outing.

Evening permissions are arranged for each class, with the faculty member in their dorm, for each weekend. There will be some weekend evenings on which students will be asked to attend an all-school event or a class or dorm activity. These are scheduled-event evenings and are indicated on the monthly calendar. Off-campus permissions, whether overnight or daytime, have a direct relationship to a student's academic performance and to her personal behavior. Permissions will be adjusted accordingly.

Students taking taxis should depart from and return to the Johnson Music Center. Taxis are asked to turn around and go out the way they entered and not to drive around between Greer and Thompson.

**Note:** State law requires any student riding a **bike** to wear a helmet. The school also requires any student using roller blades to wear both a helmet and protective arm and kneepads. Skateboards, longboards, and scooters may not be used on campus.

Boarding students in good standing may leave campus according to the guidelines listed below. All permissions assume the following:

- Students are responsible to be on time for and to meet all school commitments.
- No student will be off campus alone after dark.
- Weekend evening permissions begin Friday at 6:00 p.m. unless, due to the specific proposed plan, an earlier and more appropriate departure time has been approved.
- Overnight permissions for freshmen, sophomores, and juniors may not occur on two consecutive nights of the same weekend.
- An overnight permission is not counted as a student's night out.

#### Freshmen

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Monday through Thursday	3:00-6:00 p.m. in groups of 2 or more check-out/in with the afternoon duty adult
Weekend Evenings	1 night out each weekend in groups of 3 or more until 10:00 p.m.

#### Sophomores

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Monday through Thursday	3:00-6:00 p.m. in groups of 2 or more check-out/in with the afternoon duty adult
Weekend Evenings	1 or 2 nights out each weekend in groups of 3 or more until 10:00 p.m.

#### Juniors

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Monday through Thursday	3:00-6:00 p.m. check-out/in with the afternoon duty adult
Weekend Evenings	1 or 2 nights out each weekend in groups of 2 or more until 11:00 p.m.

#### Seniors

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Monday through Thursday	3:00-6:00 p.m. check-out/in with the afternoon duty adult
Friday	3:00-5:00 p.m. check-out/in with the afternoon duty adult
Weekend Evenings	1 or 2 nights out each weekend in groups of 2 or more until 11:00 p.m.



## Dating

The Dean of Students will make resident faculty aware of students that have permission to “date” someone. In all cases, we work with parents to make sure that they are aware and comfortable with any dating situation. Our students should expect that resident faculty ask to meet any person (a “date” or otherwise) with whom they are going to leave campus. All curfews and sign-out guidelines apply as well to dating.

## Dining Off Campus

Students in all four classes wishing to dine off campus during the week with a member of their own family should arrange for this permission with the faculty member on duty in the afternoon. They should sign out in their dormitory REACH binder before they depart. Dinner with day student friends or birthday dinners with student friends should generally be arranged for a weekend evening; however, exceptions to this may be made by the Dean of Students.

## Driving Permissions

**Senior and junior** boarding students must have general driving permission from their parents to be driven by anyone other than an adult driver. This includes riding with Santa Catalina day students.

*Note:* Given the numerous recent changes in California law regarding the issuance of a license to young drivers and the accompanying stipulations regarding passengers, time of day, and the presence of an adult in the car, the responsibility of conforming to these laws lies with the driver. The school cannot be responsible for knowing the extent of each driver’s training or the status of each driver’s license.

**Freshmen** have no permission to be driven by students. Driving permissions for **sophomore** boarding students will be granted with specific parental permission as occasions arise, according to regular school stipulations. This permission will be given for daytime driving only. When parents have given their permission for the initial request, the Dean of Students will discuss with them their wishes for further permissions of this type. If, at that point, parents wish to give a more general daytime driving permission for their sophomore daughter, the Dean of Students will request this permission in writing.

No boarding student may drive a private or rental vehicle while under school jurisdiction. No vehicle for a boarding student may be located nearer to the school than the primary family residence, never at a second family home on the Monterey Peninsula or at the home of a family friend or a day student.

## Rideshare Policy

The benefits of living at Santa Catalina School are many, and we strive to provide healthy activities to make our students’ lives on the Monterey Peninsula interesting and varied. To a teenager, however, getting around may prove problematic at times. Taxi services have long provided a transportation option for our students beyond school-sponsored events.

The company policies of Uber and Lyft specify that minors are only able to use the service when accompanied by an adult who is authorized to use the service. To be clear, unaccompanied minors are in violation of these companies’ user contracts. For this reason, our policy must be that no students under the age of 18 may arrange rideshare services. Further, students under the age of 18 may not book a ride using an adult’s account or credit card.

The rideshare services we mention are Uber and Lyft because those are somewhat popular with the student population, but this prohibition carries over to other rideshare services not mentioned, as well.

## Driving with Other Individuals Approved by a Student’s Parent or Guardian

Families may choose to have other individuals provide transportation for their student. These individuals may be a relative, family friend, or an independent driving service. In such cases, families must complete a “Student Pick-Up Authorization” form which can be found in School Forms Online.

In the case of using the services of an independent driver, it is the student’s responsibility, not the independent driver, to be familiar with school rules regarding off campus privileges. All independent drivers must comply with the School’s traffic and safety rules while on campus. Their failure to do so could result in the School denying them access to campus.

Finally, when checking out with Resident Faculty, students must indicate where they are going, with whom, and their mode of transportation. If their plans change at any time, students must contact the Resident Faculty member on duty

to communicate this change and receive permission. Failure to follow any of these procedures will result in disciplinary consequences.

All of our transportation policies are in place to ensure the safety and well being of our boarding students. Should you have any questions you are encouraged to contact the Dean of Students Katherine Busch at [katherine.busch@santacatalina.org](mailto:katherine.busch@santacatalina.org).

## Contacting Your Daughter

Students communicate via cell phones. Phone numbers of individuals who can be helpful are listed in the Resources Persons section of this handbook. In the case of any emergency during the school day, please call 831.655.9315. To speak to a resident faculty member between 3:00 p.m. and 11:00 p.m., please call the duty room at 831.917.4391. In the case of an emergency **after 11:00 p.m.**, call the Dean of Students at 831.884.8485.

Please note that boarding students are asked not to use their phones for communicating with friends or family during classes, meal times, study hours, or after lights out.

## For Resident Students: Contacting Your Parents

You will certainly remain in close contact with your parents while at boarding school. You will share happy news, as well as at times not so happy news, as is the case in life. While it is important to reach out to your parents, know that they can be left frustrated and even sadder than the situation warrants if you call them upset, especially if it is late at night when nothing can really be done. It is hard for parents to receive such communications because more often than not, they are left with a helpless feeling. Make sure that you reach out to the adults on campus to help you with whatever concern you have: we are all here to help, whether it be your advisor, a resident faculty member, or a teacher with whom you feel comfortable talking. Remember, too, that sometimes trying new things and being in a boarding school for the first time can be challenging. You may even, at times, question whether or not you have made the right choice. During those times, reach out to an adult on campus who has a lot of experience with life at boarding school and who can lend a good ear and offer you some sage insight. Someone here “on the scene” at school can give you practical tips, encourage you, and help you.

In all of this, the key is good communication—communication among students, parents, all of us at school, and between students and families. There will be times when you will need to be reassured and times when you will need to put forth a stiff upper lip, and we must all work together to recognize the difference and help you.

## Vacation Travel Arrangements

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The school publishes the dates of beginnings and endings of the school vacations well in advance. Times of departure and of return to campus are also published. Plans for vacation travel must be scheduled so that it is not necessary for students to miss classes in order to leave early or to return late. Students traveling a distance may remain on campus overnight and depart the next morning. The school recognizes that there may be rare instances of complicated travel arrangements or significant personal hardship, and an exception can be made under these circumstances; however, these occasions should be extremely rare and can generally be avoided with careful planning.

**Students will be asked to submit a travel form to the Dean of Students 10 days in advance of travel.** In addition, boarding students must submit their travel plans on REACH and parents should take time to review and approve student plans.

Families should make every effort to arrange family vacations, trips, and special events during the open weekends and major vacations according to the master calendar to avoid conflict with departure and return times. In those rare instances in which they seem necessary, students must fill out an “Application for Planned School Absence” form, available in the Main Office, and submit it to the Dean of Students no less than 10 days prior to the anticipated absence. In addition, the student’s parent(s) must email or phone the Dean of Students directly no less than 10 days prior to the anticipated absence, requesting the excused absence and stating the reason for the request. No travel plans should be made prior to the Dean of Students’ approval. Please note that the submission of an application does not grant approval; only the Dean of Students, in collaboration with the Assistant Head of Upper School, can grant approval for excused absences from class. Boarding students should also submit their travel plans on REACH.

**Students may not make any arrangements with teachers to attend an earlier class, to take a test early, or to miss a class in order to leave early for a vacation.** The Dean of Students will notify teachers of any student who has obtained an excused absence. Please note that unexcused absences surrounding vacations will result in work hours for every class missed and a “0” for any class work missed.

A boarding student requesting to stay anywhere other than home on an open weekend must have her parents communicate with the Dean of Students to give specific permission. The only exception to this is the case of a student whose parents have granted a general permission for their daughter to stay with any Santa Catalina family. In this case, the school requires a phone call from the host family.

### **Santa Catalina Charter Bus Destinations**

On open weekends and major vacations, Santa Catalina offers a charter bus service to two destinations: San Jose and San Francisco. The bus does not stop at airports. The cost is \$30.00 per student each way. Schedules to the Bay Area vary depending on dismissal times. Return times from the Bay Area are confirmed and will not change. All schedules are posted for students well in advance of each vacation. Students sign up prior to vacation through the Dean of Students. Please note that the departure and arrival times listed below are approximate; students are encouraged to keep in contact with their families about timing for arrival to the final destination.

- **San Jose/Silicon Valley:** 5108 Stevens Creek Blvd., San Jose
- **San Francisco:** YMCA @ Presidio 63 Funston

### **September 2020: Open Weekend**

Wednesday, September 23–Sunday, September 27

- Wednesday, September 23, 2020  
Depart Santa Catalina 3:30 p.m.  
Arrive SJ 5:30 p.m.  
Arrive SF 7:00 p.m.
- Sunday, September 27, 2020  
Depart SF 4:00 p.m.  
Depart SJ 5:30 p.m.  
Arrive SCS 7:00 p.m.

### **Christmas Break 2020**

Friday, December 18, 2020–Monday, January 4, 2021

- Friday, December 18, 2020  
Depart Santa Catalina 12:30 p.m. (note time)  
Arrive SJ 2:30 p.m.  
Arrive SF 4:30 p.m.
- Monday, January 4, 2021  
Depart SF 4:00 p.m.  
Depart SJ 5:30 p.m.  
Arrive SCS 7:00 p.m.

### **Easter Break 2021**

Friday, March 26–Sunday, April 11

- Friday, March 26, 2021  
Depart Santa Catalina 3:30 p.m.  
Arrive SJ 5:30 p.m.  
Arrive SF 7:00 p.m.
- Sunday, April 11, 2021  
Depart SF 4:00 p.m.  
Depart SJ 5:30 p.m.

### **Thanksgiving Break 2020**

Friday, November 20–Sunday, November 29

- Friday, November 20, 2020  
Depart Santa Catalina 3:30 p.m.  
Arrive SJ 5:30 p.m.  
Arrive SF 7:00 p.m.
- Sunday, November 29, 2020  
Depart SF 4:00 p.m.  
Depart SJ 5:30 p.m.  
Arrive SCS 7:00 p.m.

### **Winter Holiday 2021**

Friday, February 19–Tuesday, February 23

- Friday, February 19, 2021  
Depart Santa Catalina 3:30 p.m.  
Arrive SJ 5:30 p.m.  
Arrive SF 7:00 p.m.
- Tuesday, February 23, 2021  
Depart SF 4:00 p.m.  
Depart SJ 5:30 p.m.

Students most often utilize the Monterey Airbus Shuttle for transportation to and from the San Jose and San Francisco airports. Arrangements can be made by calling 831.373.7777 or booking online at [montereyairbus.com](http://montereyairbus.com). This shuttle service departs and arrives at various times during the day; however, sufficient travel time must be allowed so that students

do not miss classes for travel. If an early morning airbus or taxi is needed, the Dean of Students will need to make arrangements ahead of time for the front gate to be open for the arrival of the airbus or taxi.

All families should make every effort to return by 7:00 pm on the evening of returns. In the event of an unavoidable travel delay (i.e. flight delays), please contact the Dean of Students who accounts for all students upon their return to school.

## Guests on Campus

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A boarding student wishing to have an **overnight guest** who is **not** a Santa Catalina **day student** should do the following prior to the anticipated visit:

- Complete and submit a visitor request form to the Dean of Students by noon on the Wednesday prior to the anticipated visit.
- The parent of the boarding student should contact the Dean of Students to approve the visit.
- The parents of the guest should contact the Dean of Students to approve the visit.

The hostess is responsible for her guest at all times. The school is not able to host any graduates of Santa Catalina or non-Santa Catalina students over the age of 18. Santa Catalina reserves the right to restrict visitors to the dormitories.

A boarding student wishing to have an **overnight guest** who **is** a Santa Catalina **day student** should complete and submit a request to the Dean of Students **by noon on the Thursday** prior to the anticipated visit. The parent of the day student must always contact the Dean of Students before any permission to spend a night on campus will be given.

Overnight guests are welcome on Friday and/or Saturday night only, not on school nights. The exception to this is a day student whose parents have made arrangements with the Dean of Students for their daughter to stay at school for a specific reason such as family travel.

Students may have male visitors on campus until 5:00 p.m., Sunday through Thursday evenings, and until 10:30 p.m. on Friday and Saturday evenings. When boys visit on Friday and Saturday evenings, they should be introduced to the faculty member on duty in their own dorm and to the faculty member on duty in either Greer or Hills if the boy will be visiting in one of those two lounges. Boys are specifically not allowed in other areas of the dorm. They may use the rest room at the Music Center. When a guest is ready to leave, the student should let the faculty member on duty in the appropriate locations know. Students are responsible for their male guest at all times.

## Day Student Procedures

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### School Day

The school day begins at 7:55 a.m. **(Please see “Daily Schedule/Attendance” section.)** The conclusion of each day varies depending on each student’s schedule and after-school commitments. Events which require a student to remain later than her normal departure time are noted on the monthly calendar. Lunch is scheduled over the noon hour according to personal academic schedules. In any case, a student must remain on campus until 1:45 p.m. even if, on a given day, she has completed her classes earlier. The student is responsible for announced changes in the schedule, which may require her remaining at school beyond 1:45 p.m.

### Observation of Boarding Student Procedures

Day students are welcome to remain on campus after 6:00 p.m. for a specific purpose. Should a day student have reason to be on campus after 6:00 p.m. on a school night, other than for a rehearsal or a game, she must, for security and emergency purposes, have the permission of the Dean of Students. She must then observe the procedures and schedules for boarding students and must attend all resident functions.

#### Note for Day Students on Disciplinary Policies

Disciplinary policies apply to all students while under school jurisdiction. Day students are under school jurisdiction while in the company of a boarding student who is under school jurisdiction and at any event to which students have been invited as Santa Catalina students.

## **Student Health Center/Medical Appointments**

The school has licensed vocational nurses (LVNs) to provide care for the ill. So that nurses are free to be with students requiring nursing care, the Health Center cannot be a “drop-in” place. Students may use the Center’s posted dispensing hours to receive minor medication or to make a later appointment to consult with the nurse. The nurse is available for consultation during lunch and after academic classes.

A day student with a medical or dental appointment during the school day should bring a note from her parents and give this note to the Main Office. She should then check out upon departure and in upon her return at the Main Office. A day student who becomes ill during the day should go to the Health Center. The nurse will contact the student’s parent and will notify the Main Office if the student leaves for the day.

## **Driving/Parking Policies**

The school assumes that parents have made clear to their daughters the stipulations placed by them on the use of their car including who, if anyone else, may drive it and who may be transported in it. A day student may not drive a junior or senior boarding student unless the boarding student has written permission from her parents.

Any day student driving a car to school must obtain an “Automobile Registration” form (parking permit) from the Dean of Students, complete the form, and return it. The Dean of Students will then issue the student a campus student-parking sticker. Any student driving a car that is not registered and does not have the proper sticker will not be allowed to drive to school for a period of time, and may receive work hours. Day students park their cars only in the areas designated for day student parking.

Any day student who does not comply with written or verbal policies regarding the use of an automobile may be prohibited from driving on campus for a period of time determined by the school. Because of the number of small children and infants both in school and residing on campus, the residential area must be considered primarily a pedestrian area. For this reason, only those faculty who live in Thompson, Greer, and Hills may drive or park on the road between Thompson and Greer. Day students should park at the Performing Arts Center or any other area designated for students and may not drive around or between Thompson and Greer. For similar reasons, day students should not drive or park in the area of the Hill apartments, field, or science building. Students, whether boarding or day, should not visit in a day student’s car during the day.

A day student found to have left campus during the day without the proper permission may be asked to turn in her keys each day to the Dean of Students, may receive work hours, and/or she may be prohibited from driving to school for a period of time depending on the circumstances.

## **Guests to Campus**

As a general rule, day students may not host guests on campus other than to a public event or, with prior approval, to a class. If a day student would like to have a friend accompany her to classes or study with her in the library after school, she should request permission from the Dean of Students prior to the visit. The student hostess is responsible for her guest at all times.

## **Food Service**

All day students have lunch in the dining room. Day students wishing to have breakfast in the dining room as well must make these arrangements for the year in advance with the Bon Appétit manager. Day student families receive a form to complete and return with appropriate payment if their daughter wishes to have breakfast at school. The school is not able to host day students in the dining room unless they have made the appropriate arrangements with Bon Appétit.

## **Overnight Stay/Events**

We are always happy to have day students spend one or two weekend nights on campus with their boarding friends. Particularly for younger girls who do not drive, this can afford the opportunity to become actively involved in school life on the weekend and to enjoy the benefits of our activities program. We ask that the day student’s parents call the Dean of Students by noon on Thursday of the week in question. There is no cost involved in this visit, although a fee may be charged for extended stays. Girls generally bring sleeping bags and stay right in the room with their friends, or in an assigned guest room. Parents are billed for any meals eaten on campus. The Dean of Students will always speak directly with the day student’s parents before she spends the night. In this way, you will know that your daughter is expected and that she has made all the arrangements for which she is responsible. No day student will be hosted on campus unless this conversation between the school and a parent has occurred.

Should parents need to be away for a period of time, the school is happy to provide hospitality for your daughter during your trip. Please simply contact the Dean of Students in advance so that we can arrange this. For these visits, the girls stay in a student guest room in the dorm. If a day student's visit is an extended one of three or more days, there will be a fee and a daily charge to cover meals. This is billed to the student's account.

These details will be arranged with the Dean of Students before parents go so that the student does not have to worry about them. We do ask for telephone numbers so that we can reach parents in case of any emergency while they are away, but know that we are happy to help with hospitality if we can.

**Under no circumstance will a day student spend the night on campus unless her parents have communicated directly with the school.**

Day students often want to invite boarding friends to spend the night on the weekend. Again, this is simple to arrange and depends on convenience to day student parents, permission from boarding parents, and school commitments. The Dean of Students will always talk with the day student's parents to be sure that adults will be at home and that the visit really is convenient. These visits are fun, and all the girls enjoy the exchange on weekends. Boarding students complete a simple form that is returned to the Dean of Students for approval by noon on the previous Thursday.

Please know that there are times when boarding students may have commitments at school that differ from those of day students, and in these cases, an overnight permission may not be granted. In all cases, boarding students staying overnight with a day student on a weekend are required to return for the scheduled weekend Mass on campus.

## Discipline

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### Discipline Systems

#### Jurisdiction

These regulations apply to all students while under school jurisdiction. Note that a day student is under school jurisdiction while in the company of a boarding student who is under school jurisdiction and at any event to which students have been invited specifically as Santa Catalina students. The school also reserves the right to deal with any student, day or boarding, under these regulations, whenever her conduct is prejudicial to the reputation of the school. Any student present at a breach of discipline will be considered to condone and, therefore, to be a part of that action.

### Causes for Disciplinary Action

While the school realizes that, as part of their educational and developmental growth, students must be given the opportunity to learn from mistakes and to go forward, attitudes or personal behaviors which are inappropriate to this school environment and which demonstrate an unwillingness or an inability to meet the school's standards and/or the procedures specified in the handbook, may result in separation from school, probation, campusing, or other appropriate consequences. Such attitudes and behaviors include but are not limited to the following list:

- Abuse/misuse of technology;
- Academic dishonesty;
- Excessive and/or deliberate truancy;
- Damaging or destroying property;
- Fighting or any physical altercation;
- Harassment and bullying online in any form;
- Hosting male visitors in the dormitory at any time (with the exception of the lower lounges in Hills and Greer dormitories);
- Inappropriate behavior of a sexual nature;
- Jeopardizing life or property;
- Leaving campus without permission or failing to adhere to the stated purpose, intention, and arrangements of a permission;



- Leaving the dormitory during the night;
- Possession, use, or distribution of drugs or alcohol including nicotine;
- Possession of paraphernalia or containers associated with alcohol or drug use, including e-cigarettes or vaporizers;
- Abuse or misuse of any legal over-the-counter or “homemade” preparations or remedies for purposes other than legitimate medical treatment. This includes inhalants and prescription drugs, including those used to treat ADD or ADHD;
- Remaining in the presence of the use or possession of alcohol, nicotine, or any illegal substance (or any paraphernalia or containers associated with their use while at school). Note: All residents of a dormitory room are equally responsible for possession of alcohol, nicotine, and other illegal substances that are discovered in that room and unclaimed;
- Smoking anywhere on or off campus;
- Stealing;
- Utilization of candles, incense, or an open flame.

Any activity that severely disrupts and damages the community, undermines the basic principle of truth, and destroys trust. A deliberate, significant incident of this nature will result in dismissal from the school. In such an instance, the Discipline Committee will not meet.

## **The Discipline Committee**

The Discipline Committee resolves cases involving serious violations of school rules. It is convened to deal with a specific case for which it has been determined that a major rule has been broken or to deal with a pattern of behavior that is significantly unacceptable. Concerns in this area are to be reported directly and immediately to the Dean of Students or, in her absence, to the Resident-in-Charge on the weekend and to the Head of Upper School during the week. Regarding “causes for disciplinary action,” the Dean of Students in conjunction with the Head of Upper School will determine the significance of the circumstances and whether or not the case will be directed to the Discipline Committee. In the case of academic dishonesty, specifically, the Assistant Head of Upper School in conjunction with the Head of Upper School will determine the significance of the circumstances and whether or not the case will be directed to the Discipline Committee.

The Committee is co-chaired by a faculty representative and the current student-chair. The Committee is composed of the Dean of Students, two faculty members (a Faculty Representative and a Faculty Alternate) and five students. Four of the student representatives, who must be one junior and three seniors, are elected by both students and faculty to a full-year term; the fifth student is a senior member of the Student Faculty Senate and elected by Senate. Only students and faculty who have been at Santa Catalina School for at least one year may be considered on the ballot, or may vote. Any student appearing before the Discipline Committee will ask her advisor or another faculty member to accompany her to the committee meeting. The Committee hears all relevant facts of a case and submits its recommendation to the Head of the Upper School who, having been present for or having been informed of the deliberations, in consultation with the Head of School, modifies or accepts the recommended decision of the Committee. Students who have gone before the Discipline Committee may not run for a Senate position for the subsequent school year. Parents may expect to be informed by the school of any pattern of difficulties related to their daughter. In the event of a single serious infraction the student herself will notify her family by calling them with the Dean of Students, or in the case of academic dishonesty, with the Assistant Head of Upper School. Parents are informed by the Dean of Students of any decision from the Discipline Committee.

Students appearing before the Discipline Committee do so within the context of their total school experience. Decisions are individualized accordingly. Advisors and administrators will endeavor to assist students remaining in school after disciplinary action by positive follow-up and encouragement.

In extenuating circumstances or in situations in which the standard disciplinary procedure is not in the best interests of the school or the student, the administration may choose an alternative response. This is particularly applicable during the final weeks of school when testing and/or other significant commitments may preclude the reasonable gathering of the Discipline Committee’s members. Any disciplinary situation which occurs near the conclusion of the school year may result in a student’s, including a senior’s, remaining at school for an extended number of days after graduation. All decisions pertaining to these matters are ultimately made at the discretion of the administration.



## **Statements Regarding a Disciplinary Action**

Should a student appear before the Discipline Committee for a violation of standards or should she become involved in a serious disciplinary matter, a statement in regard to the general nature and resolution of the situation will be given to faculty. A periodic summary of disciplinary cases may be provided to the students. The purpose of this statement is to prevent rumors, which may be damaging to the individuals involved and harmful to the school community.

## **College Notification**

In accordance with guidelines established by the National Association of College Admission Counselors, the school will notify colleges to which a senior has applied of disciplinary action resulting in a suspension or in permanent separation from school. The school will not, however, inform colleges of the reasons for the disciplinary action. The student is responsible for contacting college admission offices within two weeks of the disciplinary decision to explain the circumstances leading to her change in status at Santa Catalina.

Should a college ask a specific question regarding a disciplinary action, which has not involved suspension or permanent separation from school but requires an explanation, the student will be required to prepare a statement.

## **Policy of Assistance**

Santa Catalina School believes strongly in encouraging individuals to seek assistance in life when they need it. Likewise, the school realizes that students may not seek help if they fear discipline or punishment because of the activities in which they have been involved. To this end, the school will not consider to be a disciplinary situation that in which a student comes forward to a faculty member or to an administrator, and requests assistance for herself or for another.

This non-disciplinary approach will apply to the use of alcohol or drugs or to other behaviors which may be of concern to the student and which may or may not, under other circumstances, be a matter of discipline. This process may be requested once on behalf of a given student. Continued difficulty with the same matter for the same student will indicate that student needs additional assistance beyond what the school is able to provide.

It is understood that so long as the student is truthful in these conversations, this non-disciplinary policy will remain in force. Any deliberate dishonesty will end any further utilization of this process.

In order to be of assistance under these circumstances, the school will ask the student for any necessary information. The purpose of this is to enable those assisting the student to exercise informed judgment. Although perhaps not the initial contact, a member of the administration will always oversee the process.

Exercise of the Policy of Assistance is a private matter. To the greatest extent possible, the student's name and her circumstances will be communicated privately among the student, her family, and the school personnel directly involved.

## **Emergency Procedures**

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The school has an emergency plan with specific responses for earthquakes, fires, or other such situations. Each year, students and faculty review our emergency procedures and participate in drills to familiarize themselves with the proper responses and procedures.

Although the occasions are rare, an emergency, such as an earthquake, could occur while your daughter is away from home at school. We understand the anxiety that this causes for both girls and parents. The most reassuring things for parents to know are that your daughter will be well cared for, and we will help the girls to be in touch with their parents as soon as it is humanly possible. (Your daughter would be as eager to know how you are as you would be to hear from her.) Our school emergency plan is known and has been recommended both locally and statewide. The plan is quite detailed, has been very carefully thought out, and is well practiced. It provides for an emergency during the week or on the weekend, during the day or at night. We always hope that we will not have to utilize these procedures, but your daughter will be as safe as possible if we do.

Santa Catalina School uses the Blackboard Connect communication system in order to communicate effectively with parents, families, or emergency contacts in the case of an event that impacts our campus. The Blackboard Connect communication system will send you a message via telephone, and/or text message, and/or email. All parents are enrolled in the system using information that they provided for the school-maintained database. If families notify us about a change in their database information, such as their email address, cell phone number, or home telephone number, the information is updated automatically in Blackboard Connect.

## Medical Emergency

At Santa Catalina, we have a nurse on staff to provide immediate attention to any medical problem or injury on campus during school hours.

**NOTE: You do not need to dial “9” to access an outside phone number.**

### REMAIN CALM

This is the most important thing to remember. If you remain calm, you will instinctively recall the procedures for the situation and will be able to help others get through the emergency safely.

If you or another student experiences a medical problem or is injured, **CONTACT THE NURSE IMMEDIATELY.**

- Call the nurse at the Health Center (Ext. 347), or
- Call the emergency phone (831.655.9300) and dial 9 to reach the administrator on duty, or
- Call 9-1-1, and have someone go to meet the ambulance, or
- Call the nearest division office to have the nurse alerted to the situation.

### When the nurse is off-duty:

1. If a student is **SERIOUSLY INJURED OR SHOULD NOT BE MOVED**:
  - a. Stay with the student;
  - b. Send another student to get the closest adult to:
    - i. Call 9-1-1,
    - ii. Meet the ambulance, and
    - iii. Call the emergency phone (831.655.9300) and dial 9 to reach the administrator on duty.
2. **WHEN IN DOUBT, CALL 9-1-1.**
3. Complete a report for the nurse; be specific and include all details.

## Fire

The campus fire alarm system is designed to sound in the building in which a fire occurs. If a fire alarm sounds, evacuate the building immediately.

### If you **DISCOVER** a FIRE

1. **SET OFF ALARM** and **EVACUATE THE AREA.**
2. Call the emergency phone (831.655.9300) and dial 9 to reach the administrator on duty.
3. Proceed to the evacuation area to provide assistance or to receive further instructions.

### If you **HEAR** an **ALARM** and **SEE** a **BLINKING STROBE LIGHT**

1. **EVACUATE** the **BUILDING.**
2. **DO NOT RUN.**
3. Proceed to the evacuation area to provide assistance or to receive further instructions.

## Earthquake

### REMAIN CALM

This is the most important thing to remember. If you remain calm, you will instinctively recall the procedures for the situation and will be able to help others get through the emergency safely.

### INSIDE: REMAIN IN THE BUILDING; DO NOT RUN OUTSIDE!

- Faculty will give the command “Earthquake Drop!”
- Faculty will instruct students to:

- Duck and cover under a table or desk.
- Move away from windows with large panes of glass, bookshelves, or suspended lighting.
- Faculty will take roll and determine if students are accounted for.
- When safe to do so, faculty will determine if there is visible damage in the room.
- If there is visible damage in the room, faculty will instruct students to begin evacuation procedures.
- Proceed to the evacuation area to provide assistance or to receive further instructions.

**IN A CAR OR BUS**, stay in the vehicle, but be sure the car is not on or underneath a bridge or overpass.

### **Prowlers / Intruders**

If you hear the Campus Alert System, or hear an emergency announcement on the nearest campus phone, move indoors as quickly and safely as possible. When inside:

1. If feasible, secure the room.
2. Take cover away from windows and doors.
3. Call the following emergency numbers:
  - Call 9-1-1 (from an on-campus phone)
  - Call the emergency phone (831.655.9300) and dial 9 to reach the administrator on duty.

Should you receive any inquiries from the media, please respond politely and direct the media person to the Head of School or the Assistant Head of School.

**2020-2021**  
**Student & Family Handbook**  
**ADDENDUM**

## Santa Catalina Community Expectations—Our Collective Responsibility

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We urge all students, teachers, and employees returning to campus this fall to take steps to protect good health prior to returning to school. In order to mitigate the risk of infection and the spread of COVID-19, we ask all students, teachers, and staff to incorporate these practices into your daily routine:

- wash your hands
- wear a mask in public and in situations when distancing cannot be met
- maintain a physical distance of 6 feet from others and avoid large crowds
- continue to follow public health orders and minimize exposure

### Before Returning to Campus

All members of the Santa Catalina community have a shared responsibility to prevent the spread of illness. With the knowledge that there is community spread of this infection, before returning to campus, we ask that all employees and students follow the practices of washing hands, wearing a mask, and physically distancing with particular attention to the 14-day period before returning to school.

It is imperative that each member of our school community remain committed to the safety and policy procedures listed in this and future communications to help keep students, staff, faculty, and families safe.

## Academics

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In the event that a hybrid or distance learning model is adopted, Santa Catalina will continue to deliver a robust and full curriculum to its students. With this in mind, the following policies will be put in place:

### Synchronous Class Standards

Students must adhere to the following standards for all synchronous classes:

- Attendance for all synchronous classes is mandatory. Unexcused absences will be recorded and may be reflected in course grades. Students, particularly international students, who are in time zones that make synchronous class times inconvenient or unhealthy are not expected to attend. All class materials will be made available via Schoology.
- Students should log-on to class meetings in a quiet, distraction-free environment. Ideally, students should attend class while sitting at a desk or table.
- Student attire and demeanor for synchronous class meetings should always be neat, clean, and appropriate (i.e. no pajamas, spaghetti straps, bandeau/tube tops, etc.). A student will be required to make a suitable adjustment if her attire is deemed inappropriate.
- Students should keep their audio on mute until they want to speak. Everyone must work together to limit background noise.
- Students should enable their computer video so that their teacher can see them. If a student does not feel comfortable or is unable to share her video, she should notify her teacher. A student must be granted permission in order to keep her video off.
- If a student is unable to attend class, she should inform her teacher. All Zoom class sessions will be either recorded or summarized and placed on Schoology.

### Instructional Technology Policy

In addition to adhering to the Instructional Technology Policy outlined in the *Student and Family Handbook*, students should not copy or share course content in any way (particularly on social media or any other outside platform). This includes, but is not limited to, recorded Zoom sessions, screencasts, documents, assignments, discussion posts, and other student work.

### Honor Code

Whether classes are conducted in-person or virtually, academic honesty, the production of one's own work resulting from one's own ideas, efforts, and knowledge and expressed in one's own words, is at the heart of Santa Catalina's academic life. With this in mind, the Santa Catalina Honor Code as outlined in the *Student and Family Handbook* will be strictly enforced. A

student with questions or concerns regarding the honor code and/or academic honesty is strongly encouraged to confer with the appropriate teacher, her advisor, or a member of the administration.

## **Daily Schedule/Homework**

In a hybrid or distance learning schedule, classes will continue to meet at different times on different days. Similar to our regular schedule, this will provide some open periods during the academic day during which teachers will be available to give assistance; music lessons and tutoring sessions will also continue to be scheduled during these periods.

Tests, major papers, and projects will continue to be scheduled on the Google Testing Calendar and on the Project Calendar to avoid a student having too many tests or major assignments due on the same day or in the same week.

### **Daily Schedule - Hybrid Model**

The school day consists of nine 45-minute periods and begins for all students at 7:55 a.m. At 7:55 a.m., all freshmen, sophomores, and juniors are expected to be on campus. If a freshman, sophomore, or junior does not have a first-period class, she must report to the School Office by 8:00 a.m.

Regardless of personal class schedules, all students must be present each day by 9:35 a.m.

All students will be provided with a set lunch time. Students should only enter the dining hall during their assigned time.

The conclusion of each day will vary depending on each student's schedule and after-school commitments. Regardless, Santa Catalina will remain a closed campus, and students must remain on campus until 1:45 p.m. even if, on a given day, a student has completed her classes earlier.

Homework will continue to be assigned but will not exceed approximately 30 minutes for each class.

### **Daily Schedule - Distance Learning Model**

In the distance learning model, classes are conducted both synchronously (via Zoom) and asynchronously. Each school day consists of four 60-minute synchronous class periods and begins at 8:30 a.m. PT. There will be a 20-minute break between each period and a 60-minute lunch period from 12:10-1:10 p.m. PT.

With the exception of Wednesdays, synchronous classes conclude at 2:10 p.m. PT, and optional office hours are held from 2:30-3:30 p.m. No office hours are offered on Wednesdays, and classes conclude at 3:30 p.m.

Classes may also assign asynchronous work that can be completed at any time during the day. The total workload for any single class should not exceed approximately 60 minutes per day (including synchronous class meetings, videos, and assignments). While 60 minutes is the limit, there may be occasions when a class assigns less.

## **Class Attendance and Absence from Class**

Both in-person attendance and synchronous class attendance will continue to be monitored carefully. Parents will be notified should their daughter's rate of absenteeism or tardiness seem excessive. Excessive absence will jeopardize a student's grade in the class and may jeopardize her standing at the school. Teachers will not only monitor an individual student's presence during class meetings, but they will also be tracking participation via the completion and submission of work (viewing of Loom videos, participation in discussion boards, submission of homework, etc.). Any irregularity in a student's class attendance or work completion will be pursued, and the student may lose credit for the semester.

Note: In the event that a distance learning model is adopted, students, particularly international students, who are in time zones that make synchronous class times inconvenient or unhealthy are not expected to attend. All class materials will be made available via Schoology.

## **Academic Support**

In both the hybrid and distance learning models, students will continue to have access to the same support they receive while on campus. All teachers will host regular office hours, and tutors will continue to be available upon request. Most importantly, advisors will continue to connect with their advisees on a regular basis in order to support student learning and socio-emotional wellbeing.

## **Grading**

In both the hybrid and distance learning models, Santa Catalina will continue to assign traditional letter grades for all academic courses.

## **Technology**

It is anticipated that students will experience an occasional technological hiccup. The faculty are prepared to be flexible and patient, and students are encouraged to ask for assistance from Technology Support Coordinator Alex Demushkane at alex.demushkane@santacatalina.org.

## **Final Examinations**

In both the hybrid and distance learning models, final examinations will not take place in the fall. Courses may assign a final cumulative assessment during the final two weeks of class, but these assessments will only be 45 minutes in length and will only count as a regular test within the course.

Depending on the model being followed, traditional final exams may be held in the spring for freshmen, sophomores, and juniors.

# **General Student Life**

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## **Assembly**

In the hybrid or distance learning models, Assembly occurs one time each week on Wednesdays via Zoom webinar. The Dean of Students oversees Assembly and is assisted by the Student Senate and Class Deans. Students wishing to make an announcement should inform the Dean of Students no later than noon on Monday.

## **Food Service**

Bon Appetit has provided Santa Catalina with a comprehensive reopening plan for food service and safety, including the development of attractive menus and enhanced training for all personnel regarding safety measures, with staff who will clean, sanitize, and disinfect highly touched areas following CDC guidelines.

In the hybrid model, a number of food stations (not open buffet stations) will be provided and Bon Appetit will design healthy, tasty menus with care paid to students with dietary restrictions.

Access to the dining room may be restricted and procedures for reducing density will be employed. While initially the dining room will be closed for indoor seating, the seating plan will follow guidelines set by local and state authorities and the CDC and lunch will be staggered to eliminate areas of congestion.

## **Expanded Health Center Hours and Personnel**

The Health Center is staffed Monday through Friday from 7:30 a.m. to 9:00 p.m., and Saturday and Sunday from 9:00 a.m. to 6:00 p.m. In addition to the licensed vocational nurses (LVNs), a registered nurse (RN) has been added to the nursing staff to provide care for the ill. In addition, an on-call nurse is also available for overnight support. Boarding students who are ill may be moved to the Health Center overnight under the care of the on-call nurse to minimize the spread of illness in the dorms.

## **Day Student Procedures**

In the hybrid model, day students will be expected to arrive at school between 7:30 and 7:40 a.m. in order to complete their daily health screening and temperature check prior to the start of classes at 7:55 a.m. Classes will end at 3:25 p.m. daily followed by co-curricular activities.

# **Boarding Life**

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## **Dormitories**

Students will move into the dorm by appointment and will receive information from the Dean of Students with appointment instructions. Upon arrival to campus, each student will receive a health assessment by the school nurse. This assessment will include a temperature check and health attestation survey.



Students will have the option of a single room or having a roommate and will be grouped into residential cohorts with designated bathrooms and residential facilities.

Students must wear masks in the dormitories for 14 days upon arrival, after every vacation, and when in any area of the dormitory that is not part of their residential cohort. Following the 14 day entry period, students will function as “residential cohorts” in the dorm and as such will not be required to wear a mask while in their dorm room or on the dorm floor. Students who visit a dorm other than their own should do so with a mask on.

Restrictions will be placed on common meeting places in the dorm, including lounges and dorm kitchens. Dorm meetings will take place in small cohorts and/or in outdoor spaces, weather permitting. Dorm kitchens will be closed. Students will be permitted to have a mini refrigerator in their dorm room for storing food and beverage items. An acceptable refrigerator, should a student choose to have one, is 1.8 cubic meters.

To minimize risk, resident faculty will not host students in their homes for social gatherings, dessert nights, etc. Resident faculty will wear a mask when on duty.

### **Food Delivery**

In the hybrid model, food delivery service will not be permitted on campus. We are committed to maintaining a closed campus during the fall semester as we establish a healthy community baseline. This restriction may be lifted if the situation improves.

### **Chapel Singing**

Chapel Singing will not take place whether in hybrid or distance learning models.

### **Day Student and Resident Student Interactions**

Day student and resident student interactions will be limited to the academic day and co-curricular activities. Day students will not be permitted in the dorms and resident students may not request to visit day student homes.

### **Senior Boarding Students Vehicles on Campus**

Parking on campus is a privilege. Senior boarding students will be granted this privilege temporarily during the uncertain times due to COVID-19. Senior boarding students who wish to drive a vehicle to school may apply to do so, provided that she adheres to the policies and procedures outlined by the vehicle registration process. Santa Catalina School has a limited number of parking spaces for senior boarding students. If granted permission to have a car at school, students must obtain an “Automobile Registration” form (parking permit) from the Dean of Students, complete the form, and return it. The Dean of Students will then issue the student a campus student-parking sticker.

Students agree to the following rules if granted parking privileges. Failing to adhere to these rules will result in a loss of car privileges.

1. Prior to bringing a car on campus all cars must be approved and registered with the Dean of Students. The Dean of Students will then issue the student a campus student-parking sticker. A copy of the student driver's license, car registration, and insurance is expected at the time of registration.
2. Students must park in designated areas as outlined during the registration process.
3. No speeding. The campus speed limit is 10 mph.
4. No student may transport another student in her car without written permission from both sets of parents/guardians on file and without the consent of the Dean of Students.
5. No car should be used or moved, for any reason during the class day, without permission.
6. Since Santa Catalina School cannot be responsible for any loss, damage, or theft to student cars, students must park in designated areas and lock their doors. Valuables should not be left in plain view.
7. Resident students must turn in their keys to the resident faculty on duty. Keys will be kept in a secure lockbox. If a student is found to be in possession of duplicate keys, loss of privileges will result.
8. Seat belts must be worn at all times.
9. Failure to meet the expectations outlined above may result in loss of privilege.

10. Cars on campus are like an extension of a residential room and therefore subject to search if the school has reasonable cause.
11. Senior boarding students with driving privileges agree to comply with the following California state law: During the first 12 months after becoming licensed, it is prohibited to drive between 11 p.m. and 5 a.m. or to transport passengers under 20 years old, unless accompanied by a California-licensed parent or guardian, a California-licensed driver 25 years old or older, or a licensed or certified driving instructor.

## Discipline

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### The Discipline Committee

Discipline Committee resolves cases involving serious violations of school rules.

The distance learning model precludes the reasonable gathering of the Discipline Committee members. Consequently, any disciplinary situation which occurs during distance learning will be determined by the administration.

## COVID-19 Procedures and Protocols

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### Screening and Monitoring

According to the CDC's *June 30 Interim Considerations for K-12 Schools*, "It is not known if testing in school settings provides any additional reduction in person-to-person transmission of the virus beyond what would be expected with the implementation of other infection preventive measures (e.g., social distancing, cloth face covering, hand washing, enhanced cleaning and disinfecting)." At this time, the CDC does not recommend universal testing of community members in schools.

With additional information provided by the CDC and with guidance from medical experts, the administration will provide employees, students, and families an update on testing protocols. On a daily basis, all students and employees will answer health questions and have temperatures taken. (See "Health Attestation Survey and Temperature Checking.")

### COVID-19 Exposure

If anyone in your household has been notified by the Monterey County Health Department (or another health department) that they were in contact with a suspected or confirmed individual infected with COVID-19, please notify Head of Upper School Julie Edson.

- Close contact is defined by the Centers for Disease Control and Prevention as any individual who was within 6 feet of an infected person for at least 15 minutes starting within two days before illness onset.
- Parents will be asked to keep your student home from school until cleared to return by the school nurse or your medical provider. During this time, your student will be able to continue via distance learning.
- Employees will be asked to stay at home and follow the CDC recommendations for an isolation period and until cleared by the school nurse or medical provider.

### COVID-19 Suspected or Confirmed Cases

If a student or employee becomes ill with COVID-19, or someone in your household tests positive for COVID-19, you must notify Julie Edson. The school will then notify the Monterey County Health Department. The school's response will be dictated by health and safety concerns and our desire to provide uninterrupted education for all students.

- Parents will be asked to keep your student home from school until cleared to return by the school nurse or your medical provider. During this time, your student will be able to continue via distance learning.
- Employees will be asked to stay at home until cleared by the school nurse or medical provider.
- If there is a positive case confirmed, our school nurse will coordinate with the Monterey County Health Department to conduct contact tracing with the support of the school. These individuals may expect to quarantine

for up to 14 days. A medical professional may clear an individual to return prior to the 14 days. During this period students may continue learning with our distance model.

- The classroom, office, or other facilities used by the affected individual will be temporarily closed for two days followed by cleaning and disinfecting. Students and teachers who were in contact with the individual will move into distance learning until the facilities reopen and the individual is able to return to campus.

## **Boarding Student with Confirmed Case of COVID-19**

If a boarding student becomes ill with COVID-19, they will be quarantined in a campus apartment and cared for by our on-call nurse until their parent or guardian arrives on campus. Parents/guardians must be available to make arrangements to stay with their daughter locally or to travel home.

## **Health and Safety Protocols**

### **Health Attestation Survey and Temperature Checking**

Each of us plays a vital role in maintaining safety on campus. It is of utmost importance not to come to school if you are sick. Students will have temperature checks, and students and employees will be asked these questions each day:

1. Have you been in close contact with a confirmed case of COVID-19 within the past 14 days?
2. Have you had a fever (over 100.4 degrees F) in the last 72 hours?
3. Are you experiencing any new respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
4. Are you experiencing any new muscle aches or chills?
5. Have you experienced any new change in your sense of taste or smell? Or with your eyes?

It is important that families understand that even with all of these precautions in place, as a result of being on campus, your child may be exposed to COVID-19 and contract the disease; your child may transmit the disease to others, including members of your household; and, as a result, your child and household members may experience COVID-19 symptoms and may require isolation, quarantine, and hospitalization.



Santa Catalina School

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