



# All-School STUDENT HANDBOOK

REVISED July 2021

## ADDENDUMS

<b>COVID-19 Addendum</b> .....	5
St. Mary’s Mask Policy	
COVID-19 Reporting and Self-Screening Policy	
Experiencing COVID-19 Symptoms While on Campus	
Return to School Policy	
Family Responsibilities	
COVID-19 Emergency School Closure Policy	
COVID-19 Waiver of Liability, Acknowledgment and Assumption of Risk Agreement	
<b>Title IX Addendum</b> .....	10

## INTRODUCTION

<b>School Overview</b> .....	11
Mission	
Accreditation and Memberships	
School Prayer and Songs, Colors, Motto, Mascot	
<b>General School Information</b> .....	12
Episcopal Identity & Welcoming Community	
Statement on Diversity, Equity and Inclusion	
Character Education	
Honor Council/Code	
Core Values	
School/Home Partnership	
Dress Code	
Statement on Learning Differences	
<b>Attendance Policies</b> .....	15
Attendance Expectations	
Arrival, Dismissal	
After-School Participation	
Absences	
Excused Absences	
Unexcused Absences	
Extended Absences	
<b>School Safety and Security</b> .....	16
<b>Technology Acceptable Use Policy</b> .....	16
<b>Distance Learning Technology Acknowledgment and Consent</b> .....	21
<b>Communications, Photography, Video, Recordings &amp; Social Media</b> .....	23
<b>Parent Teacher Conferences</b> .....	25
<b>Health and Wellness Policies</b> .....	25
<b>Counseling Services</b> .....	27
<b>Parent Volunteers/Field Trips</b> .....	28
<b>Auxiliary Programs</b> .....	28
<b>Lost and Found</b> .....	28
<b>Dining Services</b> .....	29
<b>Interruption of St. Mary’s Operations; Unforeseeable Events</b> .....	29
<b>Legal Policy</b> .....	29
<b>Compliance</b> .....	29

**EARLY CHILDHOOD.....30**

- Arrival/Dismissal
- Check in and Check out Procedure
- Snack and Lunch
- Dress Code
- Outdoor Play
- Items from Home
- Academic Policies
- Absences
- Behavior Expectations
- Discipline
- Potty Training Policy
- Birthdays, Seasonal Parties, Special Occasions

**LOWER SCHOOL .....35**

- Arrival/Dismissal
- Check in and Check out Procedure
- Lunch Times
- Dress Code
- Outdoor Play / Learning
- Absences
- Behavior Expectations
- Cell Phones
- Birthdays
- Morning Snack
- Teacher Requests
- Curriculum
- Homework
- Ballet/Creative Movement
- Athletics

**MIDDLE SCHOOL .....41**

- Academics
- Honor Code
- Discipline
- Check in and Check out Procedure
- Absences
- Middle School Lunch Times
- Dress Code
- Cell Phones
- After-School Hours
- Personal Community Service Projects
- Invitations to Social events outside of school
- Lockers
- Food and Beverages
- Morning Announcements
- Athletics
- Youth Legislature
- Model UN
- Math and Science
- Public Speaking/Drama
- Publications
- Writing Competitions

**UPPER SCHOOL .....49**

- Academics
- Honor Code
- Dress Code
- Books
- Backpacks
- Lockers
- Food and Beverage
- ALAPP Policies
- Cell Phones
- Off Limits for Students
- Senior Privileges
- Parking Lot
- Windows and Doors
- After School Care
- School Visitors
- Attendance
- Discipline

## COVID-19<sup>1</sup> ADDENDUM

Thank you for your patience and support as we continue to weather the COVID-19 pandemic together as a School community. St. Mary's is committed to protecting the health and safety of all of its students.

This COVID-19 Addendum sets forth St. Mary's COVID-19 policies. The COVID-19 Addendum amends and supplements St. Mary's All-School Student Handbook. St. Mary's school reopening and continuing operations plan, as well as the School's COVID-19 health and safety protocols, may be found on St. Mary's website, which are incorporated herein by reference. **These rules and policies are subject to change in St. Mary's sole discretion as information and guidance about the pandemic continues to develop and evolve.**

St. Mary's does not mandate that students of St. Mary's receive a COVID-19 vaccine. St. Mary's nevertheless strongly encourages individuals to obtain a COVID-19 vaccine as soon as it is available to them.

According to CDC guidelines, vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Achieving high levels of vaccination in our community can help us safely return and continue in-person learning as well as extracurricular activities and sports.

Additional information on the COVID-19 vaccine may be found on the CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>.

### ST. MARY'S MASK POLICY

St. Mary's continues to closely monitor guidance on masks issued by the CDC, the Shelby County Health Department, and other federal, State, and local health and education authorities. St. Mary's will set and revise the School's mask policy at the School's sole discretion. St. Mary's will continue to re-evaluate and update this policy as necessary for the duration of the health crisis as information and guidance develops. St. Mary's will update parents and students regarding changes to this mask policy.

In the event masks are required:

- Each student who is required to wear a mask should have an additional clean mask with them each day.
- A mask should fully cover from the bridge of the nose to under the chin, fit snugly to the face, and stay in place while talking.
- Masks with valves or vents, face shields or gaiter style coverings are not permitted.
- No bandanas, face masks with sewn-on patches, words, logos (other than the Lands' End SMS logo mask), or post-market embroidery are permitted.
- "Mask shaming" or any other type of intimidation will not be tolerated.

A medical exemption to wearing a mask if required will be made by the person's doctor and state the medical condition that exempts the person from wearing a mask. The unmasked person may be required to do regular COVID testing.

### COVID-19 REPORTING AND SELF-SCREENING POLICY

Please contact St. Mary's School Nurse Judy Bearman at [jbearman@stmarysschool.org](mailto:jbearman@stmarysschool.org) or 901-537-1457 as soon as possible if a student has any of the following:

1. A positive COVID-19 test result
2. A confirmed diagnosis of COVID-19 by a healthcare provider
3. Exposure to someone, including a family member, with a confirmed diagnosis or positive test for COVID-19

---

<sup>1</sup> All references to COVID-19 in this Handbook include variants of the coronavirus.

Parent(s)/caregiver(s) should notify the Shelby County Health Department as soon as possible if someone in their household (adults or school-aged children) has a positive COVID-19 test.

St. Mary's will contact and coordinate with the Shelby County Health Department, as appropriate and applicable. St. Mary's School Nurse will report all confirmed cases of COVID-19 – via diagnosis by a health care provider or positive PCR-RT test – to the Shelby County Health Department.

Before bringing your daughter to campus, check for the following COVID-19 symptoms from the Centers for Disease Control and Prevention. Symptoms may appear 2-14 days after exposure to the virus and range from mild to severe.

- “High-risk” symptoms for COVID-19 (those that are common and relatively specific for COVID-19) include:
  - Fever of 100.4° F or higher
  - Cough
  - Shortness of breath/increased work of breathing
  - Loss of sense of taste or smell
- “Low-risk” symptoms for COVID-19 (these are more common and alone do not necessarily indicate COVID-19) include:
  - Sore throat
  - Nasal congestion/nasal discharge
  - Nausea/vomiting/diarrhea
  - Myalgias (muscle aches)
  - Headache
  - Fatigue

The child should be kept home if she has a fever of 100.0° F or higher. Also, if the child has one high-risk or two low-risk criteria (any one of the first group or any two of the second group of symptoms) she should be considered to have a “COVID-19 - like illness” and should not report to school. The parent should keep the child home and call the child's doctor for guidance.

Please call or email your division office to report your daughter absent. Contact Nurse Judy Bearman [jbearman@stmarysschool.org](mailto:jbearman@stmarysschool.org) or 901-537-1457 to report possible or confirmed COVID-19 illness. Once a COVID-19 case is confirmed, Nurse Bearman will report this case to the Shelby County Health Department and begin a contact trace to identify those students and faculty that may have been exposed.

### **EXPERIENCING COVID-19 SYMPTOMS WHILE ON CAMPUS**

A student who begins to experience any of the symptoms of COVID-19 while on campus should inform the student's teacher, who will assist the student in reporting to the School's Health Center. That student will be assessed by the nursing staff and monitored until a parent/guardian arrives.

A student presenting with one (1) “high-risk” symptom OR two (2) “low-risk” symptoms is considered to have a “COVID-like illness” and will be sent home. Any sibling of a student identified as having a “COVID-like illness” will be required to leave the School and isolate at home until it is determined whether the ill student has COVID-19.

The student's parent and/or caregiver will be notified immediately and should pick up the student as soon as possible. The School Nurse or another St. Mary's employee will stay with the student until the student's parent or caregiver arrives. All St. Mary's employees attending to ill students who may have COVID will use appropriate PPE under the circumstances, including N-95 masks, etc. Only approved adult emergency contacts as noted in the student's file will be permitted to pick a student up from

School. “High-risk” individuals (someone who is at risk for severe COVID if infected, e.g. a grandparent older than 65 years) should not come pick up the student if possible. The student will remain in the Health Center until their parent and/or caregiver arrives for pick up. A St. Mary’s employee will bring the student out to the parent and/or caregiver. The parent and/or caregiver should not enter any building on campus. St. Mary’s reserves the right to set and revise its visitor policy at the School’s sole discretion.

To the greatest extent possible, St. Mary’s will notify employees and students about the presence of COVID-19 cases in the School, but individuals will not be named. St. Mary’s will contact and coordinate with the Shelby County Health Department, as appropriate and applicable. St. Mary’s School Nurse will report all confirmed cases of COVID-19 – via diagnosis by a health care provider or positive PCR-RT test – to the Shelby County Health Department

St. Mary’s will coordinate with the parent(s)/caregiver(s) of the student as to when they may safely return to school.

### **RETURN TO SCHOOL POLICY**

A student who has been exposed to, been diagnosed with, experienced symptoms of, or tested positive for the COVID-19 virus will be required to be away from the school’s campus and complete school work as determined by the student’s teacher(s). St. Mary’s will set and revise this Return to School Policy at its discretion. This policy is subject to change as federal, state, and local guidance develops.

### **Quarantine from School Timelines / Return to School from Quarantine**

#### **1. Symptomatic Students**

A student with a COVID-like illness (one “high-risk” or two or more “low-risk” symptoms) should be assessed by a physician and tested for COVID-19 (as well as influenza, RSV, group A *Streptococcus* depending on the signs and symptoms).

- If the test is negative, or another pathogen is identified and the person is not a contact of a COVID case, then he or she can return to school when symptoms have improved and are fever-free for  $\geq 24$  hours without the use of fever-reducing medications.
- If the test is positive or no test is done (and no other pathogen identified), the student must stay home for a minimum of 10 days and be fever-free with improving symptoms for  $\geq 24$  hours.

A student with an illness that is unlikely to be COVID-19 (single “low-risk” symptom resolving in 24-48 hours or non-infectious diagnosis e.g. migraine, allergies) may return to school when symptoms have improved and are fever-free for  $\geq 24$  hours without fever-reducing medications.

#### **2. Quarantine and Isolation Requirements**

A student who is fully vaccinated against COVID-19 (meaning two weeks following receipt of the second dose in a 2-dose series, or more than two weeks following receipt of one dose of a single-dose vaccine) and who is exposed to someone with suspected or confirmed COVID-19 is not required to quarantine IF the student has remained asymptomatic since the current COVID-19 exposure. Fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 should be tested 3-5 days after exposure and wear a mask in public indoor settings for 14 days or until they receive a negative test result.

A student who is not fully vaccinated against COVID-19 who is in close contact with a person with COVID must be in quarantine at home. There are three quarantine options after a close contact.

#### **Quarantine timeline**

- 14-day quarantine is recommended by the TN Department of Health, return to school on day 15.
- 10-day quarantine without PCR testing, return on day 11.

- 7-day quarantine with a negative PCR test result (tested within 48 hours of returning to school), return day 8.

#### **Isolation**

- A student who tests positive for COVID-19 or develops symptoms must follow the CDC and SCHD required 10 days of isolation.
- After 10 days of isolation the student may return to school if she is fever-free in the last 24 hours and all her COVID-19 symptoms have improved.

St. Mary's will coordinate with the parent(s)/caregiver(s) of the student as to when they may safely return to school. St. Mary's will monitor absences and dates of isolation and quarantine to approve the student's return to campus.

#### **FAMILY RESPONSIBILITIES**

- Parents/guardians are asked not to give their student Tylenol, Advil/Motrin, Aleve, or other fever-reducing medication before school. A student with a fever should stay home and not report to campus.
- Establish, before the start of school, childcare options for ill children or in case of intermittent school closures due to COVID-19.
- Update and maintain current parent/guardian contact information in SchoolDoc and division offices throughout the school year.
- Parents/guardians or other authorized individuals must pick-up a student who is ill within 1 hour of receiving a call from the Health Center or SCHD. If the ill student is of driving age, and well enough to drive, she will be allowed to leave campus only with the parent's permission.
- If the student is showing COVID-19 signs and symptoms:
  - The parent will contact the child's physician for guidance on testing.
  - Keep the child home **and**
  - Follow the Return to School Guidelines referenced above in the COVID-19 Reporting and Self-Screening Policy section.
- Strictly follow the guidelines from the CDC for quarantine/isolation. These guidelines will be given to the family when an ill child is picked up from school or can be found on the CDC Website and St. Mary's website - Health Center page.

#### **COVID-19 EMERGENCY SCHOOL CLOSURE POLICY**

Due to the ongoing developments of the COVID-19 pandemic, St. Mary's and its community must be prepared for the possible closure of the School and return to virtual learning.

##### **1. Confirmed Case of COVID-19**

Upon receiving information that an employee or student who was on campus has been diagnosed with COVID-19 by a healthcare provider or has tested positive for COVID-19, St. Mary's Head of School and School Nurse will coordinate with the Shelby County Department of Health to coordinate next steps, including requirements for contact tracing, cleaning and disinfecting, and possible campus closure. If a cluster of COVID-19 cases (two or more cases sharing a common source) occurs at School, or if widespread exposures have occurred as a result of an infected St. Mary's employee who spent time in multiple locations in the School, the School may need to be closed to allow for contract tracing and cleaning. St. Mary's will coordinate with the Shelby County Health Department to ensure that campus is reopened safely and in the appropriate manner.

At present, this closure plan applies only to employees and students with confirmed cases of COVID-19 who were on campus in the forty-eight (48) hours prior to being diagnosed and taking a test that produced a positive result. This closure plan does not apply to employees or students who were off campus for forty-eight (48) hours or more prior to being diagnosed with or testing positive for COVID-19.

##### **2. Government-Mandated Shut Down**

In the event that the federal, state, or local governments with jurisdiction over St. Mary's issue orders or regulations mandating school closures, St. Mary's will abide by the terms of those orders or regulations.

### **COVID-19 WAIVER OF LIABILITY, ACKNOWLEDGMENT AND ASSUMPTION OF RISK AGREEMENT**

The novel Coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and a National Emergency has been declared in the United States due to COVID-19. COVID-19 is highly contagious and as a result, social distancing is recommended by federal and state health agencies. St. Mary's Episcopal School (the "School") has implemented reasonable preventative measures to reduce the spread of COVID-19. However, given the nature of the virus, there is an inherent risk of being exposed to or even contracting COVID-19 by reporting to the School's campus or attending related activities and programs.

Even though such standards will be reasonably followed, and reasonable measures put into place, the School cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, you understand and acknowledge that attending the School and its related activities or programs could increase your risk and your child(ren)'s risk of contracting COVID-19.

#### **You agree and acknowledge that:**

1. I am aware of the highly contagious nature of the 2019 novel coronavirus (COVID-19) and the risk that I or my child(ren) may be exposed to or contract COVID-19 by being on the School property and engaging in School sponsored activities.
2. I am familiar with federal, state, and local laws, orders, directives, and guidelines related to COVID-19, including but not limited to guidance on COVID-19 issued by the Centers for Disease Control and Prevention (CDC), Shelby County Health Department, and Le Bonheur Children's Hospital and the University of Tennessee Health Sciences Center, including their "Back-to-School Task Force Recommendations" dated July 24, 2020, as updated from time to time.
3. I will comply with all such orders, directives, and guidelines while on School property or at School-sponsored events, including, without limitation, requirements related to hand sanitation, social distancing, and facemasks/face coverings.
4. I agree not to enter the School property or attend any School-sponsored event if I am experiencing symptoms of COVID-19 (such as cough, shortness of breath, or fever), have a confirmed or suspected case of COVID-19, or have come in contact in the last 14 days with a person who has been confirmed or suspected of having COVID-19.
5. I understand and acknowledge that such exposure or infection may result in serious illness, personal injury, permanent disability, death, or other damages.
6. I understand that while the School has implemented preventative measures to reduce the spread of COVID-19, the School cannot guarantee that I or my child(ren) will not become infected with COVID-19 while on campus or at School-sponsored activities, whether from actions, omissions, or negligence of others, including School employees.
7. I understand that being on School campus or at any School-sponsored activities may increase my or my child's or children's risk of contracting COVID-19.
8. I grant permission for my child(ren) to voluntarily enter the School property and attend School-sponsored activities, notwithstanding the risks associated with the COVID-19 virus and group activities.
9. I agree to follow and be bound by any protocols set forth by St. Mary's applicable to or concerning COVID-19 and any policies and procedures set forth in the St. Mary's Student Handbook ("Handbook") and any amendments and/or revisions thereto, which may be implemented by St. Mary's in its sole discretion and without notice.
10. In the event my child or anyone in the home where my child lives tests positive for COVID-19, is presumptive positive for COVID-19, or is being tested for COVID-19, I will keep my child at home, follow the advice of my healthcare provider, and immediately alert the Health Center at St. Mary's. Presumptive positive is defined as having close contact, as defined by CDC guidelines, with a known positive case, is now showing symptoms and a doctor or the Shelby County Health Department requires quarantine or isolation.

11. I understand that my child's or my attending St. Mary's, participating in St. Mary's activities on or off campus, and/or using St. Mary's facilities is expressly conditioned on my reading, understanding, and agreeing to abide by the All-School Student Handbook.
12. I agree to accept and assume all risks of personal injury, illness, disability, death, or other damage related to COVID-19, arising from my or my child's or children's being on School property or engaging in School-sponsored activities, whether caused by the negligence of the School or otherwise.
13. I expressly waive and release any and all claims, now known or hereafter known, against the School, and its officers, directors, employees, agents, affiliates, board members, successors, and assigns (collectively, "Indemnitees"), on account of injury, illness, disability, death, or other damage arising out of or attributable to my or my child's or children's being on the School property or engaging in School-sponsored activities and being exposed to or contracting COVID-19, whether arising out of the negligence of the School or any Indemnitees or otherwise.
14. I covenant not to make or bring any such claim against the School or any other Indemnitee, and forever release and discharge the School and all other Indemnitees from liability under such claims.
15. I shall defend, indemnify, and hold harmless the School and all other Indemnitees against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including attorney fees, fees, and the costs of enforcing any right to indemnification under this COVID-19 Waiver of Liability, Acknowledgement and Assumption of Risk Agreement, and the cost of pursuing any insurance providers, incurred by/awarded against the School or any other Indemnitees, arising out or resulting from any claim of a third party related to COVID-19 due to my or my child's or children's attending the School or any school-sponsored activities.
16. This COVID-19 Waiver of Liability, Acknowledgement and Assumption of Risk Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Tennessee and that if any portion thereof is held invalid, it is agreed that the remaining provisions of this COVID-19 Waiver of Liability, Acknowledgement and Assumption of Risk Agreement shall, notwithstanding, continue in full legal force and effect.

## TITLE IX ADDENDUM

Title IX of the Education Amendment Act of 1972 (Title IX) prohibits discrimination against individuals (students, employees, and parents) on the basis of sex in any education program or activity.

Although adopted in its original form to address inequalities and bias facing women and girls in programs and activities, including athletics, the scope of Title IX has broadened to provide protection against sexual harassment, bullying, pregnancy discrimination, gender-based stereotyping, gender-based harassment, and sexual violence. Title IX requires that institutions receiving federal funds have a coordinator to oversee compliance efforts and to adopt a grievance procedure to respond to alleged violations. St. Mary's Title IX Coordinator is Sarah Jenks. The role of the Title IX Coordinator is to work with faculty, staff, students, and visitors to address potential violations of policy, as well as provide education on available support resources, incident reporting, and the various ways gender-discrimination may surface in the community. Sarah can be reached at [sjenks@stmarysschool.org](mailto:sjenks@stmarysschool.org) or 901-537-1482.

## **INTRODUCTION**

### **SCHOOL OVERVIEW**

This All-School Student Handbook is an informative booklet for parents and students setting forth the policies and procedures of St. Mary's Episcopal School. St. Mary's reserves the right to amend the Handbook at any time. Parents/legal guardians will be notified of any changes made.

### **MISSION**

**The mission of St. Mary's Episcopal School is to provide a superior educational experience for girls which will encourage and enable each student to reach her individual potential.** St. Mary's Episcopal School is an independent college preparatory school for girls 2 years old through 12th grade. It is a school for students from diverse socio-economic, ethnic, and religious backgrounds. St. Mary's does not discriminate in its hiring on the basis of age, race, color, religion, national origin, sex, gender identity, sexual orientation, political opinion, marital status, disability status, or any other characteristic protected under applicable state and federal law.

### **ACCREDITATION AND MEMBERSHIPS**

St. Mary's Episcopal School maintains dual accreditation from the Southern Association of Independent Schools (SAIS) and Cognia. St. Mary's is a member of the National Association of Independent Schools (NAIS), SAIS, the National Association of Episcopal Schools (NAES), and the National Coalition of Girls Schools (NCGS).

### **ST. MARY'S SCHOOL PRAYER AND SONGS**

#### **Prayer**

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

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

#### **Day by Day**

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

#### **Alma Mater**

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

### **SCHOOL COLORS**

Blue and White

### **SCHOOL MOTTO**

"Light and Life"

## SCHOOL MASCOT

Turkey

### GENERAL SCHOOL INFORMATION

#### EPISCOPAL IDENTITY & WELCOMING COMMUNITY

St. Mary's seeks to express the Christian faith in the Episcopal tradition, providing an environment in which Christians and non-Christians can affirm together God, who transcends all creeds and religions. Being strong and comfortable in one's faith, while being knowledgeable and respectful of the faith of others, may be more important today than ever.

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

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

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

*Revised and approved by the Board of Trustees, 2005*

#### STATEMENT ON DIVERSITY, EQUITY, AND INCLUSION

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

To ensure that we pursue this goal, the Diversity and Inclusion Task Force of the Board of Trustees was created in 2018. Task Force members include Board members, faculty, parents, and administrators. The group facilitates conversations and initiatives around the areas of community, curriculum, and faculty recruitment and retention.

*Adopted by the Board of Trustees, September 2019*

#### CHARACTER EDUCATION

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

The goals of the program are to:

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

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

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

### HONOR COUNCIL/HONOR CODE

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

### HONOR CODE PLEDGE

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

### CORE VALUES

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

### SCHOOL/HOME PARTNERSHIP

St. Mary's Episcopal School has found it helpful for the School and home to enter into an agreement by which we articulate the reasonable expectations we have of each other.

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

#### General:

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

#### Communication:

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

## **Home Responsibilities - Parents or Guardians**

### **General**

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

### **Communication**

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

## **Student Responsibilities**

### **General**

- Come to class prepared to learn with materials ready and assignments complete.
- Work diligently.
- Uphold standards of the honor code.
- Show respect and give support to all members of the St. Mary's community.
- Recognize and accept your responsibility to self, family, and school.
- Accept responsibility for your actions.
- Maintain a healthy balance between academic and extracurricular pursuits.
- Maintain a healthy lifestyle conducive to lifelong learning.

### **Communication**

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

## **DRESS CODE**

The official uniform supplier for St Mary's Episcopal School is [FlynnO'Hara](#). The uniform pants are available from [Lands' End](#). In addition to uniforms, approved St. Mary's sweatshirts can be obtained from the Gobble Shop, the official school spirit store, located next to the McNeill Family Gymnasium in the Athletic and Wellness Center. The Gobble Shop is managed by Cyndie Fogarty, (901) 255-4287, [cfogarty@stmarysschool.org](mailto:cfogarty@stmarysschool.org).

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

## **STATEMENT ON LEARNING DIFFERENCES**

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

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

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

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

## **ATTENDANCE POLICIES**

### **Attendance Expectations**

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

### **Arrival**

Although school hours vary by division, we ask students to arrive on time for school. Excessive tardiness is disruptive to our learning community and tardies are reported on report cards. North campus students can be dropped off starting at 7:15 a.m. although our regular carpool doesn’t start until 7:30 a.m. Students in grades 6th-12th may arrive as early as 7:15 a.m.

### **Dismissal**

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

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

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

### **Absences**

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

### **Excused Absences**

Absences are considered EXCUSED for the following reasons:

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

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

### **Unexcused Absences**

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

### **Extended Absences**

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

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

## **SCHOOL SAFETY AND SECURITY**

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

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

## **TECHNOLOGY ACCEPTABLE USE POLICY**

### **Introduction**

Technology at St. Mary's serves the primary goal of supporting the school's mission through supporting the instructional and operational needs of the St. Mary's community. St. Mary's Episcopal School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. Access to St. Mary's systems, which include, but are not limited to, equipment, software, networks, data, and telephones is a privilege and must be treated with the highest standards of ethics. This policy outlines the standards for acceptable use of these systems. St. Mary's expects all students to use computing and information technology resources in a responsible manner, respecting the rights and privacy of others, adhering to the guidelines of use set forth by the Technology Department, and complying with state and federal laws as well as the School's overall policies and standards.

Preserving access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:

- Use only those computing and information technology resources for which you have authorization.
- Protect the access and integrity of computing and information technology resources.
- Abide by applicable laws and the School's policies and respect copyright law.
- Avoid the use of school-owned technology to access resources that either promote or distribute inappropriate materials.
- Use computing and information technology resources only for their intended purpose.
- Respect the privacy and personal rights of others.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Preserve the St. Mary's network for educational purposes.

And further, to understand that:

- All activity over the network or using school technologies may be filtered, monitored, and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- St. Mary’s makes a reasonable effort to ensure students’ safety and security online but will not be held responsible for any harm or damages that result from the use of school technologies.
- Users of the school network or other technologies are expected to alert the Technology Department immediately of any concerns for safety or security.
- Misuse of school resources and violation of this AUP may result in disciplinary action.

### **Technologies Covered**

The technologies that St. Mary’s may provide include, but are not limited to, internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, cell phones, and email. The policies are intended to cover all available technologies, not just those specifically listed.

### **Technology Usage Policies and Guidelines**

All technologies provided by the school are intended for educational purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful, and kind; do not try to get around technological protection measures; use good common sense, and ask if you do not know.

- **St. Mary’s Technology Equipment and Care**
  - Students using St. Mary’s owned devices agree to the following:
    - Students will not make any changes to software, operating system, or appearance of the device’s user interface
    - Students will use extreme care when handling and using a St. Mary’s device
    - Students will use approved search engines, such as Google, under the direction of her instructor
  - All St. Mary’s technology equipment is maintained by various software installed by the Technology Department in order to better serve and protect our community. This software includes, but is not limited to anti-virus, data encryption, and mobile device management (MDM) softwares. These softwares better enable the Technology Department to manage, update, and troubleshoot remotely to address issues in a timely manner.
- **Personal Technology Equipment and Software**
  - St. Mary’s allows students in grades 8-12, as members of the Bring Your Own Device Program (BYOD), access the St. Mary’s Student wireless network for academic purposes. In addition, St. Mary’s allows students outside of the BYOD Program to bring personal devices on campus with teacher permission for academic purposes under direct supervision of her teacher.
  - The Technology Department will serve as a resource for students in the BYOD program to be a first step for troubleshooting and technical support. However, the Technology Department will not repair any hardware related repairs and is not responsible for any damage to any device that is not owned by St. Mary’s.
  - Prior to bringing any device with a full operating system (MacOS or WinOS) on campus, a functioning antivirus program should be installed. If you have internet provided by AT&T or Comcast, these internet service providers provide free copies of antivirus programs for their customers. Please reach out to their customer service for details and support.
  - Cell phones are permitted on campus, but are not allowed access to the St. Mary’s wireless network. Please refer to each division’s section of the handbook for the individual division specific cell phone policies.

- Quality of service and/or access to the St. Mary's network using personal non-BYOD devices is subject to change without notice to provide consistent service to St. Mary's and BYOD devices for academic purposes. Due to security reasons, personally-owned devices are limited to accessing local resources, and access to printers may be made available for printing from personal devices on an as-needed basis. While the technology department will attempt to ensure the compatibility of a personal non-BYOD device on the network, we cannot guarantee its operation or support any issues that may arise.
- Users are not permitted to connect any personal device to the physical network. Some examples would include, but are not limited to, a router, personal printer, or personal computer via ethernet cable. In addition, students should not use mobile hotspot or tethering solutions from their personal devices to connect to the internet or circumvent St. Mary's network restrictions and filtering policies. Such actions cause interference with the St. Mary's wireless network.
- **CIPA, Filtering/Monitoring and Data Privacy**
  - St. Mary's is in compliance with the Children's Internet Protection Act (CIPA). CIPA mandates that all access to the internet and digital communications be filtered and monitored to protect students from inappropriate online content and communications. St. Mary's uses appliances that prohibit members of the community on the St. Mary's network from accessing websites containing materials that are inconsistent with the values of the School and the Children's Internet Protection Act (CIPPA). Filtering content means the filtering of keywords or blocking of web sites containing content that is, in the view of St. Mary's and CIPA, unacceptable for viewing, reading, or downloading. In commercial filtering products, the filtering is based on inappropriate categories and keywords. In addition to on-site monitoring and filtering, St. Mary's utilizes third-party vendors and software solutions for off-site monitoring and filtering of content on all St. Mary's devices and accounts.
  - Users of St. Mary's computers, systems, and accounts have no rights, ownership, or expectations of privacy to any data including personal data that is, or was, stored on a St. Mary's device, school network, cloud-based storage solutions, or any school issued applications. Users are given no guarantees that any data will be retained or destroyed.
  - St. Mary's Technology equipment, email and voicemail accounts, and computer hard drives and St. Mary's network drives may be examined by the Technology Department as part of scheduled repairs, updates, and/or maintenance.
- **Third Party Vendor Information Access**
  - St. Mary's shares specific user data with third-party applications/vendors when appropriate to provide various services and products to assist with achieving the mission of St. Mary's. This includes, but is not limited to, Google's G Suite for Education Core Apps, G Suite Additional Apps, Senior Systems (Student Information System), Learning Management Systems, and other applications that support instruction and operations. For a complete list, please contact the Technology Department.
  - St. Mary's provides every student with a G Suite account for management and access in our various platforms and services. Access to these accounts are shared with the student when it becomes necessary for their grade level.
    - SMP- Grade 2: Accounts are created, with only essential services enabled for academic purposes. Email is not active on these accounts.
    - Grades 3-12: GSuite Core Services, including email, are turned on with age appropriate restrictions applied in accordance with CIPA. Additional Google Services may also be activated for academic purposes.
    - Signing the Re/Enrollment Contract provides parental consent for St. Mary's to create an @stmarysmemphis.net account on behalf of the student. Having a GSuite account is a vital component of our academic program and is a requirement for all students.



addition, students should always be physically present in the room where the printer is located when sending a print job to a printer.

- All students should be mindful of the following when executing a print job:
  - Is the job for academic or St. Mary's purposes?
  - Am I printing to the correct printer?
  - Am I only printing what is necessary?
- **Copyright and File Sharing**
  - Students are required to follow copyright laws around all media including text, images, programs, music, and video. The downloading, sharing, and posting online of illegally obtained media is against the Technology Responsible and Acceptable Use Policy.
  - In an academic setting, copyright laws allow for the limited use of copyrighted works under the "fair use" clause in school related works, however, students should always cite the work of others that have been used in their assignments.
- **Plagiarism**
  - Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author. Failure to comply with St. Mary's plagiarism policy may result in disciplinary action.
- **Student Responsible Usage Agreement**
  - Based on the policies outlined above, each student agrees to the following statements.
    - As a St. Mary's student, you understand that you must:
      - I respect and agree to live by the principles of the Honor Code, and the mission of the school.
      - I will communicate only in ways that are kind and respectful.
- I will not post any type of media that would represent myself or my school in an inappropriate manner.
  - I will report any threatening or inappropriate communications, posts, and other materials to a teacher or supervising adult.
  - I will be a responsible digital citizen, and I will help others be responsible citizens. I will not send, write, access, or collect material that can be hurtful or offensive to someone or inappropriate for a minor. If I see anyone that is not following this rule, I will immediately tell the teacher or a supervising adult.
  - I will not intentionally access, transmit, copy, or create material that violates the school's mission or Honor Code (such as messages that are rude, threatening, harassing, bullying, discriminatory, or inappropriate).
  - I will not intentionally access, transmit, copy, or create material that is illegal (such as stolen materials, or illegal copies of copyrighted works).
  - I will not send spam, chain letters, or other mass unsolicited messages from your St. Mary's email account.
  - I will not buy, sell, advertise, or otherwise conduct business from your St. Mary's email
  - I will not access social networking sites (such as Facebook, Instagram, Snapchat etc.) while in class. St. Mary's encourages each student to use her time at school wisely and to refrain from using technology for entertainment during school hours.
  - I will not waste or abuse school provided computer, network, or printer materials (for example, you will not print unnecessary copies).
  - I will receive permission from a teacher before printing to a classroom printer and will be in the room when printing to a classroom printer.
  - I will not waste or abuse school provided internet access (for example, you will not stream video for entertainment purposes).
- **Respect and protect the privacy of others.**
  - I will use only the assigned accounts.

- I will not view, use, share, or copy passwords, data, or networks for which you are not authorized.
- I will not create or upload any post or media that includes a St. Mary's staff or faculty member's name or image.
- I will not distribute private information about myself and/or others. This includes passwords and personal information such as addresses, the name of my school, and telephone numbers. If I believe that someone else knows or has shared private information, I will report that to a faculty member immediately.
- Respect and protect the integrity, availability, and security of all electronic resources.
  - I will report security risks and any misuse of computers or computer resources to a faculty member or the technology department. Misuse would include (but is not limited to) unauthorized access to other people's files or passwords, theft of data, passwords or equipment, vandalism, or spreading of viruses.
  - I will not destroy, damage, or modify data, networks, or other resources that do not belong to me.
  - I will not use a mobile device as a hotspot while on campus to connect to the internet.
- Respect and protect the intellectual property of others.
  - I will not infringe on copyrights (for example, making illegal copies of images, text, music, games, or movies).
  - I will attribute sources appropriately.
- **Compliance Statement**
  - It is the responsibility of each student to follow all instructions and directives issued by the Technology Department from time to time to ensure proper use and security of St. Mary's equipment, network, and data.

### **Limitation of Liability**

St. Mary's will not be responsible for damage or harm to persons, files, data, or hardware. While St. Mary's employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. St. Mary's will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

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

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

### **DISTANCE LEARNING TECHNOLOGY ACKNOWLEDGMENT AND CONSENT**

St. Mary's is committed to protecting our students' privacy and to providing a safe virtual learning environment should school closure be necessary. This document outlines the expectations and requirements for participation in distance learning. Adapting to changes, including the evolving COVID-19 pandemic or other future pandemics, will be important, and we expect to communicate with families on a regular basis. As a part of this learning, we must utilize third parties, many of whom are out of our control. While we have undertaken a vetting process, we must acknowledge that no system is "perfect," and students must continue to utilize healthy computing practices. As the circumstances surrounding COVID-19 continue to evolve, we may update this document and our practices.

**Acceptable Use.** Participation in distance learning is a privilege, and students and families must adhere to our policies and practices while engaged in virtual schoolwork. Students must abide by all rules and policies set forth in St. Mary's Student Handbook, as amended from time to time, including but not limited to the *Honor Code*, the *Technology Acceptable Use Policy*, the *Student Responsible Usage Agreement*, and the *Communications, Photography, Video, Recordings, and Social Media Policy*, as well as applicable

laws. Students who violate school policy or rules during distance learning may be subject to disciplinary action as set forth in St. Mary's discipline policy in the Student Handbook. You acknowledge that St. Mary's may dismiss a student for non-compliance with this Distance Learning Technology Acknowledgement and Consent. Parent(s)/guardian(s) or students who have questions or concerns should contact Justin D. Whitford, Director of Technology at [jwhitford@stmarysschool.org](mailto:jwhitford@stmarysschool.org).

**Synchronous Learning.** Because our distance education plans may include synchronous classwork, students must be available and online during normal school hours in accordance with our attendance policies and the Student Handbook.

**Technology Requirements.** Student technology requirements are set forth in the Technology Acceptable Use Policy in St. Mary's Student Handbook, the terms of which are incorporated herein. If you need assistance obtaining the necessary technological resources, please contact Justin D. Whitford, Director of Technology at [jwhitford@stmarysschool.org](mailto:jwhitford@stmarysschool.org).

**Online Learning Vendors.** We have carefully selected vendors to support and provide our online learning platforms. These platforms, applications, and web-based services are operated by third parties and not by the School. A list of our current online education vendors is below. This list of vendors is subject to change. We will inform you of the changes and any material effects that such change might have, implemented and continued use by the student shall be considered acceptance of these terms and understanding that all student conditions and obligations continue. These vendors may receive, use, and share personal information regarding the student and send email and other notifications, and you consent, and authorize St. Mary's to consent on your behalf, to the sharing of such information with, and receiving messages from, them. While we have carefully selected these vendors, the use of these services is at your own risk. We cannot guarantee the privacy or security of any information that is shared via these services, and you may wish to review their terms of service and privacy policies.

St. Mary's Current Online Vendors:

- Google
- Mosyle
- Community Brands- Senior Systems, Ravenna, Radius
- KhanAcademy
- NoodleTools
- ESET
- St. Mary's Device
- Active Directory (On-Prem)
- Tech-Logic
- Sirsi-Dynix
- MAISLIC
- ScreenCastify
- SeeSaw
- Reflex Math
- Typing Pal
- BrainPop
- Explain Everything
- Glogter
- PowerSchool Learning
- VoiceThread
- Wixie
- EdPuzzle
- School Docs
- Adobe Creative Cloud
- Extreme Networks

- Heartland A Global Payments Company (MySchoolBucks)
- Sage Dining

**No Expectation of Privacy.** When using any of the online learning platforms, students should have no expectation of privacy. We may monitor and review any communications and content on or transmitted through the platforms.

**Informed Consent for Class Recordings.** By signing the Re/Enrollment Contract, you grant permission for St. Mary's, and/or any person(s) or entities authorized on St. Mary's behalf, to record the student's participation in St. Mary's coursework transmitted via any of the online platforms listed herein, as updated by St. Mary's from time to time, and you waive your right of nondisclosure of these records under federal law only for this purpose. Such recordings may consist of audio, video, or any combinations thereof. You understand that these recordings may be broadcast live during the class session and may be made available at a later date for students and teachers to review, or for other educational or marketing purposes. You grant permission for St. Mary's, and/or any other person or entity authorized by St. Mary's, to make copies in any form or media of the recording made of the student, including digitized copies or written transcriptions. Further, you understand that this recording is being made by St. Mary's for educational purposes and will be used by St. Mary's for educational purposes only.

**Passwords and Accounts.** Students may be required to create accounts to use certain platforms. In some instances, the student will create her own account for the platform. However, in other instances, students will login under the School's account. Students are prohibited from the following:

1. using another student's account(s)
2. allowing another student to use her account(s)
3. sharing passwords with others

**Acknowledgement and Consent.** By signing the Re/Enrollment Contract, you acknowledge that you have read, understood, and agree to abide by the requirements described above. You also release St. Mary's Episcopal School and its staff from all liability and claims with respect to the distance education offerings. Finally, you consent to the use of the third-party services described above and appoint St. Mary's Episcopal School as your agent for purposes of consenting to these services and the collection of student information.

## COMMUNICATION, PHOTOGRAPHY, VIDEO, RECORDINGS, AND SOCIAL MEDIA

### Communication

The Communication Department manages the brand reputation of St. Mary's Episcopal School. This includes social media profiles and handles, online account names and URLs, and any other form of public representation.

Use of the School's identity (formal or informal, print or digital) must be approved by the Communication Department. Any communications/media incorporating the St. Mary's name, logos, or school-related information must be approved by the Communication Department. Please contact the department for the latest versions of school logos and templates, and a current Style Guide. Contact Director of Communication Jennifer Parris at [jparris@stmarysschool.org](mailto:jparris@stmarysschool.org) with questions.

### Photography, Video, and Recordings

St. Mary's respects the privacy of its students and families; therefore, families may opt out of having their daughters used in the School's marketing, including print and digital. Please let your division head know if you choose to opt-out.

The School does not allow personal or hired photography or audio or video recording on campus without advance written permission from the Director of Communications.

**Voice and video recordings of meetings and conferences with faculty, staff, and administration are prohibited without advanced written permission from the Director of Communication.**

Photography, videography, recordings, and school marketing is handled by St. Mary's Communication Department.

**The use of photography, videography, or recordings of St. Mary's online classes or meetings is strictly prohibited.**

### **Social Media and Publishing**

Only the Communication Department determines what will be posted to the School's social media accounts. Students and parents are prohibited from posting to social media St. Mary's related photographs and recordings of individuals other than those of themselves or their children. Please note that only the St. Mary's Communication Department is authorized to establish and manage social media profiles and accounts on behalf of the School. ***Please check your social media accounts to ensure reference to St. Mary's is NOT included in your handle name/profile pictures, etc.***

**In an effort to keep both branding and voice consistent across all platforms, faculty, staff, parents and students should not create separate accounts for their classes, sports, or clubs; instead, content should be sent to the Communication Department for posting consideration on the main School accounts.**

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

### **Newsletters**

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

### **School Closure Announcements**

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

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

### **Communication with Teachers**

St. Mary's is strongly committed to timely personal communication with parents to support the success of each student. We believe that the best results can be achieved when families and teachers work together toward specific goals. If you need to speak with a teacher, their email addresses are listed in

the directory as well as on the St. Mary's website. Please allow a teacher 24 hours to address your inquiry. If you need more immediate attention, please contact the division office.

### PARENT TEACHER CONFERENCES

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

### HEALTH AND WELLNESS POLICIES

#### Immunization Requirements

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

All students must provide the school with an up-to-date Tennessee Immunization form before the start of school. Out of state or foreign Immunization records will not be accepted.

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

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

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

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

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

Returning to School – Your daughter may return to school:

- 24 hours after being fever free without the aid of acetaminophen and/or ibuprofen
- 24 hours after last vomiting or an episode of diarrhea and back eating regular food
- 24 hours after starting antibiotics for pink eye, strep throat or other bacterial infections
- 24 hours after regaining strength and normal activity
- 24 hours after being discharged from the hospital or emergency department
- With doctor's note after treatment of severe bacterial infection of the skin

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

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

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

Mary Nease, RN  
ECC/LS Nurse  
537-1457

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

### **Food Allergy Policy**

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

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

#### **South Campus:**

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

#### **North Campus:**

- No foods, for personal consumption, celebrations or classroom use will contain nuts/peanuts, have been processed in a facility with nut/peanuts, or contain any nut/peanut oils, butters, or other nut/peanuts byproducts.
- Foods served at receptions, fundraisers, birthday celebrations or food that is to be shared with other students must be nut/peanut free.
- Each student with a diagnosed food allergy will have a comprehensive Individualized Health Plan developed to meet her health needs; this will include an Action Plan to treat possible reactions to food allergies.

### **Medication Administration Policy**

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

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

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

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

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

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

Non-Prescription Medication:

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

Prescription Medication:

- The medication must be brought to school in its original container.
- Prescription label must be intact with:
  - Student's name
  - Name of medication
  - Medication dosage
  - Route of medication
  - Time(s) to receive medication
  - Any alerts or warning labels must be legible
- The medication must be added to the student's SchoolDoc site before the medication can be brought to school.
- Medications will be kept locked, in the St. Mary's Health Center. A record of medication administration will be kept in the student's SchoolDoc site and will include: student's name, medication, dosage, date, and time of administration.
- At the end of the school year, the parent must pick-up the medication(s) from the respective Health Center.

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

### **COUNSELING SERVICES**

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

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

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

### **Bullying**

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

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

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

**Please note that the school is not at liberty to discuss the disciplinary actions taken in response to a reported offense.**

### **PARENT VOLUNTEERS/FIELD TRIPS**

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

### **AUXILIARY PROGRAMS**

Auxiliary Programs at St. Mary's offers after-school care (After3), academic and non-academic activities (Specialty Classes), tutoring, and music lessons for St. Mary's students. In all divisions, After3 is available until 6:00 p.m. each regularly scheduled school day. All students receive a snack and engage in a wide range of activities including indoor and outdoor games, arts and crafts, reading, free time, and for our older girls, dedicated homework and study time. For all divisions, this program provides students with a safe and structured environment after school. During the school year, Auxiliary Programs offer a variety of Specialty Classes. If your daughter participates in a Specialty Class, she may attend After3 free of charge until her class begins. Pickup for classes is within 15 minutes of the end of the class. If your daughter is not picked up within 15 minutes, she may stay for the daily drop-in rate of \$20. During the school year, all programming concludes at 6:00 p.m. Please pick your daughter up on time to avoid late fees. All offerings and information on how to register is located on the St. Mary's website under Auxiliary Programs. For questions regarding any Auxiliary Programs, please contact Raquel Capocaccia, Director of Auxiliary Programs, at 901-537-1485.

### **LOST AND FOUND**

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

## **DINING SERVICES**

Sage Dining is pleased to be a part of the St. Mary's Episcopal School community. They pride themselves in preparing high-quality dishes from fresh ingredients. The menus are constantly changing and may be found online through the St. Mary's website and app. For the 2021-2022 school year, students can choose to participate in the meal plan for the full year, fall semester, or spring semester. Any student currently enrolled in the meal plan who wants to opt-out for the spring semester, must notify the Business Office by November 1. Students not currently enrolled in the meal plan may opt-in at any time for a pro-rated charge. Sharing food from the dining hall with students who are not enrolled in the meal plan is considered an honor code violation.

## **INTERRUPTION OF ST. MARY'S OPERATIONS; UNFORESEEABLE EVENTS**

If any unforeseeable event or situation prevents St. Mary's from being open to the students or causes the permanent or temporary closing of the School, or otherwise adversely affects, limits, or precludes the School from remaining open or otherwise being able to maintain normal operations, St. Mary's may need to suspend, modify, or otherwise adjust St. Mary's policies in the best interests of the School, students, and employees. Unforeseeable events and situations that may require such measures include but are not limited to: natural disasters (for example, floods, earthquakes, hurricanes, severe weather events); epidemics, pandemics, including but not limited to COVID-19, public health emergencies, quarantines, and other similar events; war, terrorist acts, civil unrest, and other public acts of violence or acts of violence at or toward the School; government actions or orders; shortages of power, supplies, infrastructure, or other essential services or products; any other acts beyond St. Mary's reasonable control, including any force majeure, acts of God, or similar or dissimilar events. In such a situation or event, it also may become necessary in the judgment of St. Mary's to transition from in-person to remote and/or hybrid learning, extend the St. Mary's active term into periods that normally are considered vacation periods, and/or close or shorten the School's term/year.

## **LEGAL POLICY**

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

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

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

# EARLY CHILDHOOD DIVISION

Brennan Adrian  
Head of Early Childhood

Jacinta Miller  
ECC Administrative Assistant

71 N. Perkins Road  
Memphis, TN 38117  
901.537.1456

## ARRIVAL/DISMISSAL

Classrooms open for all ECC girls at 7:30 a.m. An early drop-off is available beginning at 7:15 a.m. on the Marlene R. Shaw Early Childhood Center porch. Noon carpool (SMP-JK) will run from noon to 12:15 p.m. Carpool gates will open at 11:45 a.m. SMP-SK afternoon girls will dismiss for carpool at 3:00p.m. Carpool gates will open at 2:45 p.m. Wednesdays are 2:15 early dismissal days. SMP, PK, JK and SK students will dismiss at 2:15 and carpool gates will open at 2:00 every Wednesday.

## CHECK-IN and CHECK-OUT PROCEDURE

### After 8:00 a.m. Check-in

ECC girls who arrive after the gates are locked at 8:00 a.m. must be signed in at the front desk of the Marlene Shaw Early Childhood Center and will be escorted to their classrooms by St. Mary's faculty or staff.

### Early Check-out

If you need to check your daughter out of school early, please notify your daughter's teacher as well as the front office as soon as possible. Please come in and sign your daughter out at the front desk.

## MORNING SNACK

Early Childhood students will be provided with a healthy snack each morning

## EARLY CHILDHOOD LUNCH TIMES

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

JK and SK: 12:30 p.m. in the cafeteria

Students can bring their lunch each day or families may choose to sign up for the Sage dining meal plan (see Dining Services). It is considered an honor code violation to share food with students who are not on the meal plan.

## DRESS CODE

The Early Childhood Division does not require a uniform. However, optional uniforms are available.

- Tennis shoes and socks are required daily. All tennis shoes must be appropriate for active play. Shoes must have laces, Velcro, or another secure closure. Please do not send your daughter in boots or backless or open-toe shoes.
- Shorts should be an appropriate length.
- T-shirts with a St. Mary's logo.
- Hair accessories and jewelry can be distracting in the classroom and unsafe during movement activities. We encourage girls to keep these items to a minimum and leave it to a teacher's discretion regarding appropriate accessories.
- Only small stud earrings are allowed at school. The school will not be responsible for loss of jewelry worn to school.

## OUTDOOR PLAY/LEARNING

Children will play outdoors and attend some classes outdoors daily unless it is raining, exceptionally hot, or exceptionally cold. Please provide appropriate clothing each day, including sun hats, sunscreen, gloves or mittens, and hats for cold weather play.

## ITEMS FROM HOME

Your child may not bring toys from home. Conflicts often arise over sharing special possessions, and children are distracted from investing in the classroom materials and activities set up by the teachers. A washable "lovie" for rest time is welcome. We ask that it fit in your daughter's book bag and that it is washed weekly. A book bag is provided by St. Mary's for students in SMP through SK and should be brought to school daily.

## ACADEMIC POLICIES

### Curricular Approach

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

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

## ABSENCES

### Make-up Work

If a student is unable to attend school in-person due to illness or other circumstances, please notify her homeroom teacher and Division Head. Teachers will work with families to keep students informed and up to date with assignments.

### Absences due to Trips / Vacations

If a vacation is scheduled during the school year, parents must notify the Division Head stating the reason for the absence and the dates involved.

### Absences due to Medical Appointments

For academic consistency, please try not to make doctor, dentist, or orthodontist appointments during the school day. If a student must leave school, parents should contact the school no later than 7:50 a.m. on the day of the appointment. Please refer to our check-in and check-out procedures for further information.

### Teacher Requests

In order to maximize your child’s school experience, our goal is to create nurturing, cooperative, and balanced classroom communities. As we plan for classes each year, we consider several factors:

- Academic needs of each student
- Behavioral and social needs of each student
- Classroom balance of age, ability, and personality
- Current teacher input

Our knowledge of your daughter as a learner may vary from your knowledge of your daughter at home. Please know that much time, thought, and consideration is given to the process in order to create the best possible community for each student, including invaluable input from your daughter's current classroom teachers and learning support. Therefore, we cannot accept requests for particular teachers. We appreciate your understanding with regard to the complexity of the process and your confidence in our ability to make decisions fairly and with sensitivity.

## BEHAVIOR EXPECTATIONS

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

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

## DISCIPLINE

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

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

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

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

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

## POTTY TRAINING POLICY

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

## BIRTHDAYS AND NOON SPECIALTY CLASSES

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

**Birthday Pencils**

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

**Individual Birthday Parties and Invitations**

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

# LOWER SCHOOL DIVISION

Dr. Marcisha Brazley-Keith  
Head of Lower School

Barbara Leach  
LS Administrative Assistant

41 N. Perkins Road  
Memphis, TN 38117  
901.537.1400

## ARRIVAL/DISMISSAL

Classrooms open for students at 7:50 a.m. The school day begins at 8:00 a.m. An early drop-off is available beginning at 7:15 a.m. on the Early Childhood Center porch where students are supervised in the Gilmore Lynn Room until 7:30 a.m. At 7:30, Lower School girls in early room will transition to the Kelsey Zehring Library if they are in grades 1-3. Early room students in grades 4 and 5 will transition to the ballet room in Hyde Hall. At 7:50 a.m., the girls move to their classrooms and begin class promptly at 8:00 a.m. Please reference the North Campus carpool protocol and map for further information.

## CHECK-IN and CHECK-OUT POLICY

### After 8:00 a.m. Check-in

Lower School girls who arrive after the gates are locked at 8:00 a.m. must be signed in at the front desk of Moss Hall and will be escorted to their classrooms by St. Mary's faculty or staff.

### Early Check-out

If you need to check your daughter out of school early, please notify your daughter's homeroom teacher as well as the front office as soon as possible. Please come in and sign your daughter out at the front desk.

## LOWER SCHOOL LUNCH TIMES

Students can bring their lunch each day or families may choose to sign up for the Sage dining meal plan (see Dining Services). Students are not allowed to share food. If you bring lunch for your child, please do not bring soft drinks or candy, and please do not bring lunch for your child's friends. Students will eat in the cafeteria. Please note we are NUT FREE on the North Campus.

1st - 3rd grade lunch	11:30-12:00
4th and 5th grade lunch	12:00-12:30

## DRESS CODE

### Grades 1-3

**Uniform requirements:** Students may select from the dress, jumper with a shirt underneath, skort, or pants. There are several choices for tops, including both long and short sleeved versions, as well as an optional navy cardigan. Students may wear St. Mary's sweatshirts from the Gobble Shop.

- Jumpers and skorts must be three inches above the knee.
- Solid white or navy tights may be worn underneath the dress, jumper, or skort.
- Tennis shoes and socks are required daily. Shoes must have laces, Velcro or another secure closure.
- On P.E. or Creative Movement/Ballet days, shorts should be worn underneath the dress or jumper.
- Only small stud earrings are allowed at school. The school will not be responsible for loss of jewelry worn to school.
- Spirit Days:
  - Jeans and shorts (without rips or tears) are approved.
  - St. Mary's t-shirts or sweatshirts are allowed.

### Grades 4-5

**Uniform requirements:** Students may select from the jumper with a shirt underneath, skirt, skort, or pants. There are several choices for tops, including both long and short sleeved versions, as well as an optional navy cardigan. Students may wear St. Mary's sweatshirts from the Gobble Shop or athletics.

- Jumpers, skirts, and skorts must be three inches above the knee.
- Plain, solid, full-length navy or black leggings may be worn underneath the jumper or skort, but not as pants.
- Tennis shoes and socks are required daily in grade 4. Shoes must have laces, Velcro or another secure closure.

- For girls in grade 5, any shoe with a back or strap is permitted, but tennis shoes should be brought or worn to school on P.E. days.
- Solid white, navy, or black tights may be worn underneath the dress, jumper, or skirt.
- On P.E. or Creative Movement/Ballet days, shorts should be worn underneath the jumper or skirt.
- Only small, stud, pierced earrings are allowed. The school will not be responsible for the loss of jewelry worn to school.
- Spirit Days:
  - Jeans or shorts (without rips or tears) are permitted.
  - St. Mary's t-shirts or sweatshirts are allowed.

### **Dress Code Variance**

Allowances will be made for special articles of clothing relevant to a specific religion or medical necessity. Parents need to contact their daughter's division head.

### **Coats and Raincoats**

During the school day, when students are indoors, uniform sweaters or sweatshirts from the Gobble Shop or athletics are the preferred extra layers. Coats and raincoats may be worn outdoors.

### **Hair Color**

Hair color and hair extensions outside of the natural range of hair colors are not permitted. Please be mindful of this as you get ready to return to school.

### **Special Notes about Uniforms**

- Students should ENTER and EXIT the building each day in dress code compliance.
- Uniforms must be clean. Skirts must have hems.
- All leggings that are worn with the uniform must be full-length, solid and plain and not worn as pants.
- For the 2020-21 and 2021-22 school years, the navy houndstooth plaid skirts that some girls may already own are permitted as part of the uniform.
- Students may not wear undergarments that show or show through the outer layer of clothing.
- No hoods or hats may be worn at school.

### **Gobble Shop hours**

Monday and Thursday 7:00 to 7:50 a.m.

Wednesday and Friday 11:30 a.m. to 1:30 p.m.

Tuesday 2:30 to 4:00 p.m.

Contact Gobble Shop Manager, Cyndie Fogarty, at [cfogarty@stmarysschool.org](mailto:cfogarty@stmarysschool.org) for assistance.

### **OUTDOOR PLAY/LEARNING**

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

### **ABSENCES**

#### **Make-up Work**

If a student is unable to attend school in-person due to illness or other circumstances please notify your homeroom teacher and the division office. Teachers will work with families to keep students informed and up to date with assignments.

#### **Absences due to Trips / Vacations**

If a vacation is scheduled during the school year, parents must notify the Division Head stating the reason for the absence and the dates involved.

### **Absences due to Medical Appointments**

For academic consistency, please try not to make doctor, dentist, or orthodontist appointments during the school day. If a student must leave school, parents should contact the school no later than 7:50 a.m. on the day of the appointment. Please refer to our check-in and check-out procedures for further information.

### **BEHAVIOR EXPECTATIONS**

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

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

### **CELL PHONES**

Students may not use cell phones in school. Students who need to call home from school may ask a teacher or Mrs. Leach if they are permitted to use the school phone. Please send a note to your daughter's teacher if you must send her to school with a cell phone, and make sure that she understands that the cell phone must be kept in her backpack, turned off, and not taken out of the backpack while she is in school or waiting on the carpool porches. Students who are seen with a cell phone during school hours will have the phone confiscated. Confiscated cell phones may be picked up by parents in the school office.

### **BIRTHDAYS**

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

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

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

### **Birthday Pencils**

St. Mary's birthday pencils are given out during chapel every Tuesday for girls celebrating their birthdays during the week (Sunday to Saturday).

### **Birthday Parties**

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

## MORNING SNACK

Lower School students in grades 1-2 will be provided a morning snack through SAGE Dining Services.

Lower School students in grades 3-5 should bring a healthy snack and bottled water to school. No other drinks are permitted. Snacks will not be provided for students in grades 3-5. Please note we are NUT FREE on the North Campus.

## TEACHER REQUESTS - CLASS COMPOSITION

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

## CURRICULUM

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

In keeping with our Episcopal identity, St. Mary's supports a culturally responsive campus where we believe that all of the students who learn in our classrooms enrich our community with their cultures and backgrounds. Our faculty and staff are committed to knowing our students well, integrating diverse work and study practices, understanding student learning needs and styles, and empowering students to share their stories.

## HOMEWORK

Homework is an integral part of the learning process. For young children, it serves as reinforcement through practice and an opportunity to complete independent assignments that have been discussed in class. To best support and reinforce learning, daily homework time should take precedence over extracurricular activities.

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

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

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

### **Forgotten Homework**

Parents should not bring forgotten homework, books, or projects to school unless specifically requested by a teacher. Classrooms will remain open until 3:30 p.m. if your daughter forgets her assignments, books, please call Mrs. Leach for further instructions.

### **Missed Assignments**

Unless otherwise noted by your child's teacher, lessons and assignments on PowerSchool will be archived after two weeks.

### **BALLET/CREATIVE MOVEMENT**

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

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

Fourth and fifth graders do not need ballet shoes. They will need to wear pants or wear shorts or leggings underneath their uniform on creative movement days.

### **ATHLETICS**

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

# MIDDLE SCHOOL DIVISION

Katherine House  
Head of Middle School

Jeanne Ross  
MS Administrative Assistant

60 Perkins Extended  
Memphis, TN 38117  
901.537.1410

## ACADEMICS

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

### Grades

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

The following letter grades are also used in some courses:

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

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

### Homework

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

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

## MIDDLE SCHOOL HONOR CODE

- Every Middle School student is on her honor not to engage in lying, cheating, plagiarizing, and/or stealing.
- Every student is expected to report Honor Code infractions to a Middle School teacher or the Middle School Head. It is considered an Honor Code infraction not to report a known Honor Code infraction.
- Any student who observes an Honor Code offense is held responsible for not discussing the offense with any other students. Consequences will be imposed for a violation of this rule.
- Each 6-8th grade student will be expected to sign an Honor Code pledge on tests, quizzes, papers, and projects that indicates the student has neither given nor received help. In addition, all 7th and 8th grade students will also sign a pledge that they have not witnessed a violation of the Honor Code on the particular assignment being turned in:  
"I have neither given nor received help on this exam (6th),  
nor have I witnessed a violation of the honor code (7-8th)."
- Each student is expected to make sure she understands the Honor Code and what is expected of her behavior under the Honor Code. Any questions about the Honor Code from students or parents should be directed to teachers or the Middle School Head as soon as they arise.
- Each student is reminded that she is responsible for doing all work on her own both in class and outside of class UNLESS the teacher gives different directions. Students are especially reminded that working together on homework through e-communication via computer or cell phone is not acceptable.
- The Honor Code governs use of the Internet for school assignments. Copying documents or statements without properly citing sources shall be considered plagiarism and is a violation of the Honor Code.

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

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

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

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

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

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

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

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

### **DISCIPLINE**

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

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

- Honor infractions such as: theft, lying, or plagiarism.
- Possession\*, use or distribution of drugs (including, but not limited to prescription medicine), alcohol, tobacco, or related paraphernalia.
- "Vaping" is prohibited and will be considered the equivalent of a smoking offense unless the device is found to contain a controlled substance.
- Possession of a weapon or a weapon facsimile, whether functional or not.
- Violation of the school medicine policy.
- Vandalism.
- Invasion of privacy of students and/or school personnel.
- Inappropriate physical contact.
- Assault, threat of bodily harm, or bullying of school personnel or other students.
- Open or continued defiant attitude, willful disobedience or vulgar, profane, racially offensive, or rude remarks (whether spoken or written) toward a member of the school staff or other students.

- Being in an unauthorized area without permission, including parking in unauthorized areas, and unauthorized entrance to the school facility.
- Reckless or improper use of a motor vehicle on school grounds, designated parking area, or at a school-sponsored event.
- Inappropriate use of electronic media.
- Tampering with grades, exams, or other graded material, or report cards.
- Misuse of the school email.
- Committing any offense in violation of accepted local, state, or national laws.
- Any other violation of school rules or regulations or a series of violations that makes the presence of the student in school disruptive to the educational process and/or a danger to persons or property.
- Any action deemed inappropriate by the Middle School Head and/or Head of School.

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

### **Procedures Governing Discipline**

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

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

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

### **CHECK-IN and CHECK-OUT PROCEDURE**

If you need to check your daughter out of school early, please use the Middle School checkout form located in the St. Mary's app under "Resources." You may also call or email the Middle School office. At the time of your appointment, we will have your daughter in the lobby of the Windland Smith Rice building. In the event you have a same day appointment, please call the division office at 537-1410.

### **ATTENDANCE**

Attendance is expected. Please contact the Middle School office if your child is going to be absent. Remote learners are expected to attend all of their synchronous classes and follow the attendance check-ins each school day.

### **MIDDLE SCHOOL LUNCH TIMES**

Students can bring their lunch each day or families may choose to sign up for the Sage dining meal plan (see Dining Services). It is considered an Honor Code violation to share food with students who are not on the meal plan.

## DRESS CODE

**Uniform requirements:** Students may select from the skirt, skort, or pants. There are several choices for tops, including both long and short sleeved versions. Students may wear St. Mary's sweatshirts from the Gobble Shop or athletics.

**For dress-up days, all Middle School girls must wear one of the following with her uniform:**

- Uniform navy cardigan
- Uniform navy v-neck sweater
- Uniform navy blazer
  
- Skirts and skorts must be three inches above the knee.
- Plain, solid, full length navy or black tights or leggings may be worn underneath the skirt or skort, but not as pants.
- Middle school students must wear shoes that are comfortable and safe. No flip flops or shower shoes are permitted. Tennis shoes must be worn to P.E.
- Spirit Days:
  - Jeans and shorts (without rips or tears) are approved.
  - St. Mary's t-shirts or sweatshirts are allowed.

### Dress Code Variance

Allowances will be made for special articles of clothing relevant to a specific religion or medical necessity. Parents need to contact their daughter's division head.

### Coats and Raincoats

During the school day, students may not wear coats or raincoats while inside. Uniform sweaters or the uniform blazer may be worn as well as any sweatshirt from the Gobble Shop or athletics.

### Middle School Physical Education

All P.E. Classes will require students to change out of the school uniform and into:

- Any St. Mary's t-shirt or St. Mary's athletic t-shirt (e.g. used for soccer, volleyball, etc.)
- Dark-colored athletic shorts or St. Mary's athletic shorts
- Athletic tennis shoes
- Please contact Athletic Director John Bartholomew at [jbartholomew@stmarysschool.org](mailto:jbartholomew@stmarysschool.org) should you have questions about P.E. uniforms.

### Hair Color

Hair color and hair extensions outside of the natural range of hair colors are not permitted. Please be mindful of this as you get ready to return to school.

### Special Notes about Uniforms

- Students should ENTER and EXIT the building each day in dress code compliance.
- Uniforms must be clean. Skirts must have hems.
- All leggings that are worn with the uniform must be full-length, solid and plain and not worn as pants.
- For the 2020-21 and 2021-22 school years, the navy houndstooth plaid skirts that some girls may already own are permitted as part of the uniform.
- Students may not wear undergarments that show or show through the outer layer of clothing.
- No hoods or hats may be worn at school.

### Gobble Shop hours

Monday and Thursday 7:00 to 7:50 a.m.

Wednesday and Friday 11:30 a.m. to 1:30 p.m.

Tuesday 2:30 to 4:00 p.m.

Contact Gobble Shop Manager, Cyndie Fogarty, at [cfogarty@stmarysschool.org](mailto:cfogarty@stmarysschool.org) for assistance.

## **CELL PHONES**

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

## **AFTER-SCHOOL HOURS**

Middle School students may use the library after school until 3:30 p.m. to check out books or perform research on school-related assignments. The library is NOT to be used as a place to wait for late pick up after school. Students who are not picked up by 3:45 p.m. will be automatically dropped into the After3 program.

## **PERSONAL COMMUNITY SERVICE PROJECTS**

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

## **INVITATIONS TO SOCIAL EVENTS OUTSIDE OF SCHOOL**

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

## **LOCKERS**

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

## **FOOD AND BEVERAGES**

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

## **MORNING ANNOUNCEMENTS**

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

## **ATHLETICS**

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

## **YOUTH LEGISLATURE**

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

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

## MODEL UN

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

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

## MATH & SCIENCE

### **Mathcounts**

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

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

### **Robotics**

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

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

## PUBLIC SPEAKING/DRAMA

### **Speech Team**

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

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

### **Middle School Play**

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

## PUBLICATIONS

### ***Belles Lettres***

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

### ***Belles Melodies***

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

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

## WRITING COMPETITIONS

### **Mays Writing Contest**

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

**NCTE Promising Young Writer**

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

# UPPER SCHOOL DIVISION

Lauren Rogers  
Head of Upper School

Carla Evans  
US Administrative Assistant

60 Perkins Extended  
Memphis, TN 38117  
901.537.1420

## ACADEMICS

### Minimum Graduation Requirements

English.....	4 credits
Mathematics.....	4 credits
World Language (3 years in sequence).....	3 credits
History.....	3 credits
Science.....	3 credits
Fine Arts.....	1 credits
Religion.....	1 credits
Wellness .....	1 credits
Electives.....	1.5 credits
Online course.....	0.5 credits

### Grading (Grades 9-12)

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

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

### Honor Roll

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

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

### Academic Reports

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

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

September 10  
November 12  
January 28  
April 8 (seniors)  
April 14

#### End of Quarter Report Cards

October 1  
December 10  
March 10  
April 29 (seniors)  
May 20

**First Semester Exams:** December 14-18

**Second Semester Exams:** May 18-22 (Senior Exams: May 3-7)

### Exams

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

### **Senior Exam Exemption**

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

### **Placement in Advanced Courses**

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

### **Course Changes**

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

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

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

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

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

### **Academic Support**

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

### **Academic Probation**

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

after one semester, that student's contract will be reviewed to determine if continued enrollment at St. Mary's is in that student's best interest.

### UPPER SCHOOL HONOR CODE

The purpose of the St. Mary's Honor System is to create an atmosphere of honesty and integrity among students and faculty members. Infractions of the Honor Code shall include any form of stealing, lying, plagiarizing, cheating, receiving help on a test or divulging information concerning tests to those who have not yet taken the test, and failing to report any infraction of the Honor Code. Any student who is suspected of committing one of these infractions shall be called upon by the Honor Council President to account for her actions.

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

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

### DRESS CODE

Dress code violations will be handled on an individual basis. The first violation is an educational opportunity to discuss the matter with the Division Head. Repeated violations will be asked to call home for a change of clothing before returning to class. Continued disregard for the dress code will be considered defiance and may result in suspension. The faculty and administration reserve the right to make the final decision regarding appropriateness for school.

**Uniform requirements:** Students may select from the skirt, skort, or pants. There are several choices for tops, including both long and short sleeved versions. Students may wear St. Mary's sweatshirts from the Gobble Shop or athletics.

#### **For dress-up days, all upper school girls must wear one of the following with her uniform:**

- Uniform navy cardigan
- Uniform navy v-neck sweater
- Uniform navy blazer
  
- Skirts and skorts must be three inches above the knee.
- Plain, solid, full-length navy or black tights or leggings may be worn underneath the skirt or skort, but not as pants.
- Upper school students must wear shoes that are comfortable and safe. No flip flops or shower shoes are permitted. Tennis shoes must be worn to P.E.
  
- Physical Education:
  - All P.E. Classes will require students to change out of the school uniform and into:
  - Any St. Mary's t-shirt or St. Mary's athletic t-shirt (e.g. used for soccer, volleyball, etc.)
  - Dark-colored athletic shorts or St. Mary's athletic shorts
  - Additionally, students will be required to wear closed-toe athletic shoes.
  - Please contact Athletic Director John Bartholomew at [jbartholomew@stmarysschool.org](mailto:jbartholomew@stmarysschool.org) should you have questions about P.E. uniforms.
  
- Spirit Days:
  - Jeans (without rips or tears) are approved.
  - St. Mary's t-shirts or sweatshirts are allowed.

### **Senior privileges**

- A designated colored polo is available on the FlynnO’Hara website.
- College sweatshirts are permitted - but not other schools’ spirit wear.
- Special dress-up days will be communicated throughout the year.

### **Dress Code Variance**

Allowances will be made for special articles of clothing relevant to a specific religion or medical necessity. Parents need to contact their daughter’s division head.

### **Coats and Raincoats**

During the school day, students may not wear coats or raincoats while inside. Uniform sweaters or the uniform blazer may be worn as well as any sweatshirt from the Gobble Shop or athletics.

### **Hoodies and Layers**

Hooded uniform-appropriate sweatshirts are permitted. Students may not wear hoods over their heads while in class or chapel. Uniform sweaters or the uniform blazer may be worn as well as any sweatshirt from the Gobble Shop or athletics.

### **Hair Color**

Hair color and hair extensions outside of the natural range of hair colors are not permitted.

### **Special Notes about Uniforms**

- Students should ENTER and EXIT the building each day in dress code compliance.
- Uniforms must be clean. Skirts must have hems.
- All leggings that are worn with the uniform must be full-length, solid and plain and not worn as pants.
- For the 2020-21 and 2021-22 school years, the navy houndstooth plaid skirts that some girls may already own are permitted as part of the uniform.
- Students may not wear undergarments that show or show through the outer layer of clothing.
- No hoods or hats may be worn at school.

### **Dress Expectations for Non-Uniform Days**

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

### **Gobble Shop hours**

Monday and Thursday 7:00 to 7:50 a.m.

Wednesday and Friday 11:30 a.m. to 1:30 p.m.

Tuesday 2:30 to 4:00 p.m.

Contact Gobble Shop Manager, Cyndie Fogarty, at [cfogarty@stmarysschool.org](mailto:cfogarty@stmarysschool.org) for assistance.

### **BOOKS**

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

## BACKPACKS

Books may be transported to and from school in backpacks, but during the day students are required to store their backpack in their lockers. No backpacks, purses, books, etc. are to be left on the floor in common areas or any gathering place on campus.

## LOCKERS

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

## LUNCH TIME / FOOD AND BEVERAGES

Students are expected to assist in keeping the school clean. Food and drinks are not allowed in hallways and may not stay overnight in lockers. During lunch, students are allowed to eat outside or in classrooms, if teachers permit, but all trash must be deposited in receptacles by the end of the lunch period. Students can bring their lunch each day or families may choose to sign up for the Sage dining meal plan (see Dining Services). It is considered an Honor Code violation to share food with students who are not on the meal plan.

## ALAPP POLICIES

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

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

All students who have signed out of ALAPP must return before the bell rings to end the period.

## CELL PHONES

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

## OFF-LIMITS FOR STUDENTS

Students are not permitted in the following locations:

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

## SENIOR PRIVILEGES

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

- Late arrival - Seniors who are free first period of the day (meaning they are not in a class or assigned to a study hall) may delay arrival until 8:30 a.m. Upon arrival, seniors must sign in at the Upper School Office. Failure to do so will result in a loss of privileges.

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

### PARKING LOT

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

### WINDOWS AND DOORS

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

### LIBRARY/AFTER-SCHOOL CARE

The Smith Library is open from 7:15 a.m. to 4:30 p.m. on regular school days. Upper School students may use the library before school, during free periods throughout the day, and after school. Upper School students who are not picked up by 4:30 p.m. on regular school days will be automatically dropped into the After3 program.

In the event of a scheduled shortened school day or early closure due to inclement weather, the library will close 15 minutes after dismissal. During exam week, Upper School students may use the library until 4:30 p.m., except on the last day of exams. The library will close 15 minutes after the end of any Friday exam and the last exam of the semester. Students in the library after the times outlined here will be sent to After3 and charged a drop-in fee.

There is no aftercare for Upper School students on normal school days. If a student remains on campus after 3:15, they must register for After3. Please contact Raquel Capocaccia, Director of Auxiliary Programs, at 901-537-1485 to register.

### STUDENT VISITORS

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

### ATTENDANCE

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

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

#### **Absences**

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

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

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

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

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

**Long-Term Assignments:** Long-term assignments should be emailed to the teacher on the due date, if the student is absent. Late penalties will be applied if long-term assignments are not submitted on time, whether the student is present at school or not. Extenuating circumstances must be approved by the Upper School Head.

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

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

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

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

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

**Excessive Absences:** Students should not miss more than five days of class in any one nine weeks grading period. If a student misses five days in a nine weeks period, she will be required to meet with the Upper School Head and one percentage point may be deducted from the nine weeks grade for each day

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

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

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

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

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

## DISCIPLINE

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

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

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

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

### **Procedures Governing Discipline**

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

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

In the event that a student uses, possesses, or is under the influence of tobacco products, alcohol, drugs, or other vaping devices at school or school-sponsored MAIS activities, disciplinary action will be initiated. If a student is found guilty of an infraction, the minimum consequence is suspension, during which the student may be required to undergo an assessment by a professional specializing in addiction. Results of the assessment will then be shared with the school before the girl may return to

classes. Other consequences, including but not limited to probation or expulsion, may be imposed and will be determined on a case-by-case basis.

### **Search Policy**

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

### **Detention**

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

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

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

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

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

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

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

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

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

### **Disciplinary Probation**

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

### **Off-Campus Behavior**

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

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