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This Handbook is for informational purposes only. It is not intended to be a contract, nor does it create a contract or part of a contract in any way, including but not limited to, between Saint Mary’s School and any parent, guardian or student affiliated with or attending the School. Saint Mary’s School reserves the right, in its sole discretion, to add, revise and/or delete School policies before, during and after the school year.
School Hymn

The Saint Mary’s School Hymn is sung arm-in-arm in chapel, at graduation, and at formal school occasions. Saint Mary’s tradition holds that this sacred hymn be sung with dignity and respect.

We build our school on Thee, O Lord; To
Thee we bring our common need; The
loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight, We
live together in Thy love;
Guide Thou our faltering steps aright, And
lift our thoughts to heaven above.

Hold Thou each hand to keep it just, Touch
Thou our lips and make them pure; If Thou art
with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same, The
same good Master, Teacher, Friend; We
change; but Lord, we bear Thy Name, To
journey with it to the end. AMEN

Sebastian W. Meyer 1908 (words)
Russell Broughton (music)
School Song: “Hail, Saint Mary’s”

The School encourages the School Song to be sung with enthusiasm to promote school spirit at assemblies and other informal school events.

Hail, Saint Mary’s

In a grove of stately oak trees,
Where the sunlight lies,
Stands Saint Mary’s true and noble
'Neath the Southern skies.

Chorus: Far and wide, Oh, sound her praises
Chorus full and free
Hail, Saint Mary’s, Alma Mater
Hail, all hail to thee!

Well we love the little Chapel
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Chorus: Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet enticing bird notes
Sound their magic call.

Chorus: Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Chorus: Far and wide, etc.

Adapted from Margaret Mason Young, 1899
| 2. West Rock                | 19. Pittman Auditorium       |
| 3. East Rock                | 20. Chan-Poyner Dining Hall  |
| 4. Chapel                   | 21. Bishop’s House Faculty/Staff Residences |
| 5. Faculty/Staff Residence  | 22. Kenan Library            |
| 6. Head of School’s Residence | 23. Faculty/Staff Residence   |
| Science faculty offices     | Registrar’s Office           |
| 8. Faculty/Staff Residence  | Various faculty offices      |
| 9. Faculty/Staff Residence  | 25. Buildings and Grounds Office |
| 11. Bacon Gymnasium         | 27. Faculty/Staff Residences |
| 12. Natatorium (indoor swimming pool) | (opposite campus on Hillsborough Street) |
| 13. Holt Hall               | 28. Athletic Practice Field  |
| 14. Eure-Jones Tennis Courts | 29. Faculty/Staff Residences |
| 15. Penick Hall (residence hall) | 30. Chiller Plant           |
| 17. Cheshire Hall: classrooms | World Language faculty      |
# IMPORTANT CONTACT INFORMATION

(All numbers are in the 919 Area Code)

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Academic/Student Services</td>
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<td>424-4075</td>
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<tr>
<td>Admission</td>
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<td>Alumnae Relations</td>
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<td>Athletics/Triangle Fitness</td>
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<td>Attendance Coordinator</td>
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<td>Business Office</td>
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<td>Clubs/Organizations</td>
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<tr>
<td>College Counseling</td>
<td>Ms. Phillips</td>
<td>424-4117</td>
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<tr>
<td></td>
<td>Mr. Orvis</td>
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</tr>
<tr>
<td></td>
<td>Ms. Lee</td>
<td>424-4069</td>
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<tr>
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<td>Head of School</td>
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<tr>
<td>Library</td>
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<td>Main Office/Switchboard</td>
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<td>Medical Concerns</td>
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<td>Registrar/Records</td>
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<td>Residential Life/Overnight Guests</td>
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<td>School Counselors</td>
<td>Ms. Ball</td>
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<td>Ms. Burton</td>
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<td>Smedes Activities Desk</td>
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<td>Student Expense Accounts</td>
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<td>Summer Camps</td>
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<td>Technology Help Desk</td>
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<td>Weekend Permissions</td>
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## Emergency Numbers

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<td>Campus Security</td>
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<tr>
<td>Health Center</td>
<td>424-4037</td>
</tr>
</tbody>
</table>
Dear Saint Mary’s Community –

Thank you for taking the time to carefully read this Student-Parent Handbook and to use it as a reference throughout the 2021-2022 school year. This Handbook outlines the expectations of every member of the community as well as the procedures that will ensure a successful, safe school year for all of us.

Saint Mary’s School is a community dedicated to academic excellence and personal achievement. The root of our success is found in “The Oath” which I am sharing here and is also on page 8 of this document:

*I pledge that I will uphold the highest standard of personal integrity in every phase of life at Saint Mary’s School, and I recognize and accept my responsibility for helping others to live up to that standard.*

We all must hold each other accountable for being positive, productive members of this community, and we expect others to hold us accountable, too. Now while this promise is made by all students and employees, we welcome and encourage our parents/guardians to also accept this responsibility.

As you can guess, there will be changes made to areas of this handbook as the year progresses – Saint Mary’s is never stagnant, and you will be notified when updates occur.

2021-2022 promises to be an exciting, remarkable year for the Saint Mary’s Community, and to borrow from this year’s SGA: We are READY FOR IT!

*Faithful friends and comrades sure*,

Carol Killebrew
Interim Head of School

*from the “Saint Mary’s Hymn”*
I. INTRODUCTION

Mission

Saint Mary’s School, a community dedicated to academic excellence and personal achievement, prepares young women for college and life.

To accomplish our mission, Saint Mary’s School:

- Challenges each young woman to embrace the habits of an intellectual life, engages her with the past and the emerging future, and empowers her to serve and shape her world.
- Fosters in each young woman a spirit of connection to others, guides her in developing her spiritual and ethical integrity, and prepares her to take responsibility for herself and her future.

A Saint Mary’s education is distinct in that it provides:

- A vibrant, full-time campus, with boarding and day students, faculty and staff in full partnership
- A community that knows girls individually and works effectively with each student
- An extensive access to faculty, academic resources, and opportunities to explore academic and co-curricular interests
- A highly personalized academic advising and college counseling
- An age-appropriate programs for personal development, leadership training and life skills, complementing a challenging academic curriculum

Philosophy

Observation and current research indicate that girls learn differently from boys. With this knowledge, Saint Mary’s School deliberately designs curriculum to enable young women to develop confidence, competence, and connectedness—the foundation for taking risks necessary to learn, grow, and compete in today’s world.

We intend that graduates of Saint Mary’s School use the 10 key competencies to build on a foundation marked by core knowledge of a liberal arts curriculum with the intentional development of clear communication, critical thinking, and character, while also encompassing effective collaboration, intellectual creativity, and global awareness.

Our Understanding of Girls

- Think in detailed, dynamic, global ways and make connections, and see nuances readily
- Are strongly influenced by their feelings and express them readily
- Have a deep need to belong, collaborate, and make connections
- Perform best in an environment that balances challenge with support and competition with collaboration.

Compared to their co-educational counterparts, girls’ school graduates consistently rate themselves higher in abilities, self-confidence, engagement, and ambition. They study longer hours, have more confidence in their mathematics and computer skills, and are more likely to pursue careers in engineering. They keep current with political affairs and see college as a steppingstone to graduate school. In step with other leading independent girls’ schools, Saint Mary’s School has intentionally developed a curriculum and mindfully employs strategies that capitalize on the strengths of girls.

History of School

Founded in 1842 by the Rev. Aldert Smedes, an Episcopal priest, Saint Mary’s School has operated continuously on the same site ever since.

With the support of the Episcopal Diocese of North Carolina, Smedes founded Saint Mary’s as a school for young ladies “designed to furnish a thorough and excellent education equal to the best that can be obtained in the city of New York, or in any Northern school.” The School was founded on the site of the Episcopal School of North Carolina, a short-lived school for boys in the 1830s. Three of the present School buildings—East Rock, West Rock, and Smedes Hall—formed the original campus. East Rock and West Rock, the first two buildings, were constructed with remnant stones from the construction of the North Carolina state capitol.
History tells us 13 girls, “The Original 13,” arrived on May 12, 1842, for the first day at Saint Mary’s. A total of 21 students enrolled for the first session. During the Civil War, Saint Mary’s became a haven for relatives of both Union and Confederate generals, including Robert E. Lee’s daughter and the family of Jefferson Davis. Smedes kept the School operating throughout the war. In 1865, General Tecumseh Sherman’s Union troops camped in The Grove on front campus, and Sherman visited Smedes in the main building.

Today, Saint Mary's School is an independent, Episcopal, college-preparatory, boarding and day school dedicated to academic excellence and personal achievement for girls in grades 9-12. Saint Mary's School remains true to Aldert Smedes’ time-honored mission of providing an excellent education for young women.

The historic core of the School’s 23-acre campus is listed on the National Register of Historic Places and is a stop on the North Carolina Civil War Trails. The Saint Mary’s Chapel, designed by Richard Upjohn, is a National Historic Site, and five of the School’s 25 buildings are Raleigh Historic Properties.

Non-Discrimination Policy

Saint Mary’s School admits girls of any race, religion, national or ethnic origin, disability, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to our students.

Saint Mary's School does not discriminate on the basis of race, religion, national and ethnic origin, or sexual orientation in the administration of its educational policies, admissions policies, financial aid programs, or athletic and other school programs.

Accreditation

Saint Mary’s is an independent Episcopal School and accredited by the Southern Association of Independent Schools (www.sais.org) and the Southern Association of Colleges and Schools (www.sacs.org). The School is a member of the National Association of Independent Schools (www.nais.org), National Association of Episcopal Schools (www.episcopalschools.org), National Coalition of Girls’ Schools (www.ncgs.org), North Carolina Association of Independent Schools (www.ncais.org), and The Association of Boarding Schools (www.tabs.org).

Governance

The School is a non-profit organization, governed by a volunteer Board of Trustees. For a list of current trustees, please refer to the School’s website.
II. VALUES AND HONOR

Core Values
At Saint Mary’s School, we value equally the following core values:

**Excellence in teaching and learning**
We value the transformational growth that takes place when teachers and students experience the joy of learning together. A collaborative academic culture nurtures intellectual courage, curiosity, and creativity.

**Personal achievement in mind, body, and spirit**
We value intellectual, physical, and spiritual wholeness. We inspire young women to discover their talents, pursue their passions, and achieve their personal best.

**Honor**
We value honor and integrity as central to building character. Our individual and shared commitment to honor, embodied in the Honor Code, creates a foundation of trust and respect essential to an ethical and moral life.

**Community**
We value relationships that connect us to each other and to the larger world. We aspire to be a nurturing community that respects the dignity of every human being.

**Heritage**
We cherish and celebrate our heritage, one that is rich in tradition, Episcopal values, and opportunity for women. The best of our past forms the foundation for the best of our future.

**Honor Code**
Each Saint Mary’s School student pledges to “uphold the highest standard of personal integrity in every phase” of her life at the School. By making this promise, each student contributes to the creation of a community whose members can enjoy the security and freedom made possible by trust. A student upholds the highest standard of personal integrity when she is honest, respectful, and responsible, but she also upholds the standard when she accepts accountability for conduct that is dishonest, disrespectful, or irresponsible. If a student has lied, cheated, stolen, or plagiarized, the purpose of the judicial process is to enable a student to accept responsibility for her actions and then to rebuild the trust she has broken with the School.

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**THE OATH**
All students and faculty are required to take the following oath of understanding and promise:

I pledge that I will uphold the highest standard of personal integrity in every phase of life at Saint Mary's School, and I recognize and accept my responsibility for helping others to live up to that standard.

**THE PLEDGE**
The pledge is included on examinations, tests, and assignments as a reminder of students’ commitment to academic honesty and integrity:

I pledge that I have neither given nor received help on this test or assignment, nor have I seen anyone else do so.
III. ACADEMIC PROGRAM

Curriculum/Graduation Requirements

To qualify for the Saint Mary’s School diploma, students must meet the following requirements:

- Complete a total of 22 units with a cumulative grade point average (GPA) of not less than 2.000
- Successful completion of Seminar curriculum with each semester of enrollment
- Within 22 units, have the following distribution of subject matter:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 units</td>
</tr>
<tr>
<td>(Includes English I, II, III, and IV)</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>4 units*</td>
</tr>
<tr>
<td>(One unit of World History I, one unit of World History II, one unit of U.S. History, one-half unit of Religion/Philosophy, and one-half unit of Government)</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>3 units</td>
</tr>
<tr>
<td>(Includes one unit of Biology and one unit of a Physical Science)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 units**</td>
</tr>
<tr>
<td>(Includes Algebra I, Geometry, Algebra II or the equivalent, plus one unit beyond Algebra II)</td>
<td></td>
</tr>
<tr>
<td>World Languages</td>
<td>3 units/1 language***</td>
</tr>
<tr>
<td>Visual and Performing Arts</td>
<td>2 units****</td>
</tr>
<tr>
<td>Electives</td>
<td>3 units</td>
</tr>
</tbody>
</table>

*Students entering after 9th grade are required to have completed four units of Humanities and Social Sciences; specific named courses will be determined based on transcript.

**Mathematics units must be taken in a high school or college program. A student who enters the 9th grade with math credits for Algebra I or beyond will need three units beginning at the next level. Students interested in attending a four-year college are expected to progress through Pre-Calculus.

***For students interested in attending a selective college or university, Saint Mary’s School recommends four units of the same World Language.

****Students entering in the 11th or 12th grade without Visual and Performing Arts credits will be required to take one-half unit of Visual and Performing Arts.

Fulfillment of Requirements

Generally, a candidate for the diploma must be enrolled as a full-time student during her 12th grade year. If there are unusual circumstances, the Executive Cabinet may give her permission to enroll part-time. The student must request permission through the Office of the Interim Assistant Head of School for Student Experience.
Required Courses

Required courses must be attempted at Saint Mary’s School or through school-approved alternates. Typically, credit from summer courses outside of Saint Mary’s School are not accepted, but may be used for student placement, remediation, or acceleration. Generally, students must complete graduation requirements in four years and comply with the conditions stated in the Student-Parent Handbook. In unusual circumstances, with the prior approval of the Interim Assistant Head of School for Student Experience, or designee, exceptions may be made.

Course Levels

Saint Mary’s School offers high school courses at two levels: Honors and Advanced Placement (AP). Placement in Advanced Placement courses is dependent on demonstrated ability in prior coursework, rather than preference.

Advanced Placement Courses

The Advanced Placement (AP) Program, sponsored by the College Board, is an academic program of college-level courses and examinations for high school students. A typical AP course takes a full academic year, offers a challenging curriculum, and is more rigorous than an Honors course. These courses follow the College Board Advanced Placement course descriptions, and students are recommended for an AP class by her teacher in the prior year. At the end of the course, all students are required to take the Advanced Placement exam. A passing score on the AP exam at the end of a course may earn college credit for a student depending on an individual college’s policy. Failure to complete or to make a full effort on a national AP exam at the end of the course may result in the loss of AP weighting and may have an impact on a student’s enrollment in future AP courses. See the “Grading Procedures” section for full details.

Advanced Placement courses are usually taken in the junior and senior years; juniors may take up to two AP courses, seniors may take up to four AP courses. With teacher recommendation, sophomores can enroll in AP World History. Exceptions to this policy may be approved by the Interim Assistant Head of School for Student Experience or designee. The criteria for recommending students for these courses are based on the school’s experience with students’ success in AP courses and College Board recommendations. The teacher’s recommendation of the prerequisite is an important factor in determining if enrollment in an AP course is appropriate. Teacher recommendations consider the student’s demonstrated ability to:

- Handle college-level work independently and consistently
- Be positively engaged with the subject
- Demonstrate intellectual curiosity
- Willingly tackle difficult material
- Rise to challenges, accept criticism
- Work through setbacks
- Have a high level of written and oral discourse
- Have a high quality of interaction with others in pursuit of knowledge
- Have an ability to handle her combination of academic and other responsibilities

All Saint Mary’s School Advanced Placement courses have prerequisites. It is the family’s responsibility to pay the fee associated with the AP external exam for each AP course a student takes.

Online Courses

Saint Mary’s School is in partnership with One Schoolhouse and Laurel Springs, an accredited online provider offering asynchronous learning opportunities. All courses offered by One Schoolhouse and Laurel Springs are taught by experienced teachers. Classes at both schools have assessments in the form of daily assignments/homework, projects, group discussions, essays, and tests.

- Students wishing to take an online course to explore a subject not offered at Saint Mary’s in addition to her official course load will be allowed to do so at the family’s expense under the following conditions:
The Interim Assistant Head of School for Student Experience, or designee, must approve any credit earned via online courses. The School must approve the course in advance.

Courses and grades earned will be listed on the student’s transcript but will not be calculated into her overall GPA.

- Students may be approved to take an online course in place of a course offered at Saint Mary’s under the following conditions:
  - Students wishing to accelerate their academic program may, with the approval of the Interim Assistant Head of School for Student Experience, or designee, be allowed to do so at the family’s expense.
  - Students choosing to take an overload in courses may, with the approval of the Interim Assistant Head of School for Student Experience, or designee, be allowed to do so at the family’s expense.
  - If a student has exceeded the course offerings at Saint Mary’s, she will be allowed to take an online course at the School’s expense.
  - Requests to enroll in online courses in place of courses offered at Saint Mary’s for other reasons will be considered on an individual basis.
  - Courses and grades earned will be listed on the transcript but will not be figured into her overall GPA.
  - If a student is required to repeat a course that she previously failed at Saint Mary’s School, she may be allowed to re-attempt the class via an approved online course at the family’s expense. The online course and grade earned will be listed on the student’s transcript but will not be included in the calculation of her GPA. If appropriate, she will be asked to take a placement test upon returning to Saint Mary’s School to ensure she has the knowledge needed to move on to the next course level.

Seminar at Saint Mary’s School

Students’ quarterly seminars meet every other day, within the context of the regular school day. Each seminar is designed to develop the 10 key competencies and includes opportunities for students to partner with resources and organizations in the greater Raleigh area. Students will experience a quarter dedicated to each of the major themes of communication, social impact, health and wellness, and innovation. Each quarterly seminar theme meets girls where they are by providing just-in-time learning that engages them in content-specific topics within these major themes.

Seminar is a pass/fail course. The pass/fail demarcation is based on student attendance, class participation, and personal growth within the key competencies, as demonstrated through the Portfolio for Life.

Registration Procedures

Registrar’s Office

The Registrar works with advisors and students on procedural matters of scheduling, course credits, academic records, and transcripts. Students should consult their advisors on other aspects of their schedule and academic program. The Registrar’s Office is located on the first floor of Ragland Classroom Building.

Course Request Period

Early in the second semester, students meet with their advisors to plan and make course requests for the next year. Some course requests may require a recommendation.

Academic Load

Students are expected to carry a load of six courses and seminar each semester. The Interim Assistant Head of School for Student Experience, or designee, must approve any departure from this standard academic load.

Adding Courses

A student may add a course during the designated time periods at the beginning of both the first and the second semesters; this time period is designated as the “drop/add” period.
Withdrawal from a Course

During the drop/add period, a course may be dropped without penalty. No grade is recorded on the transcript. Students are expected to remain in year-long courses for both semesters.

Drop/Add Procedures

During drop/add periods at the beginning of each semester, students must initiate requests for dropping or adding a course through their advisor, using official forms. It is not always possible to grant requested course changes. Therefore, students must remain in the class on their current schedule until they have confirmed their enrollment with the Registrar.

Withdrawal Passing

After the drop/add period, a student who is passing a course may, with the permission of the Interim Assistant Head of School for Student Experience, or designee, withdraw from the course. No credit is awarded for the course, and “WP” is recorded on her transcript. This permission is given only in unusual circumstances.

Withdrawal Failing

After the drop/add period, a student who is failing a course and has a valid and documented reason to withdraw, may do so only with the permission of the Interim Assistant Head of School for Student Experience, or designee. In this case, units attempted are averaged into her grade point average, no credit is awarded for the course, and “WF” is recorded on her transcript. This permission is given only in unusual circumstances.

Withdrawal Medical

A student may be allowed to withdraw from a course for medical reasons. The Interim Assistant Head of School for Student Experience, or designee, may grant such permission upon the written recommendation of a medical professional. No credit is awarded for the course, and “WM” is recorded on her transcript.

Repetition of Courses

Should a student repeat a course in which a grade of D or F was earned, both grades are recorded on the transcript. Although credit hours can be awarded only once, all units attempted, and all grade points earned are included in the computation of the grade point average.

Transfer of Credits and Transcripts

Transfer of Courses

When a new student is accepted at Saint Mary's School, it is her responsibility to request that a final and official transcript of her record be sent to the Registrar’s Office before the start of classes in August. Without her transcripts on file at Saint Mary's School, a student will not be allowed to attend classes. Placement in courses at Saint Mary’s School is primarily determined by the coordinator of each academic department and other academic professional staff. Any questions as to how courses will receive credit at Saint Mary's School should be directed to the Registrar.

Transcripts in languages other than English must be submitted with an English translation and an evaluation that gives guidance on awarding credit.

Transcripts

When a currently enrolled student applies to a college, university, or scholarship program, she must request that a transcript be sent to the institution(s) to which she is applying. To make a request, the student must contact her College Counselor at least two weeks in advance of the application or scholarship deadline and follow procedures established by the College Counseling Office. A final transcript will be sent to the college or university at which each student indicates she will enroll following graduation. All other transcript requests should be directed to the Registrar’s Office.
Once a student graduates or is no longer enrolled at Saint Mary’s School, all transcript and records requests must be directed to the Registrar’ Office.

Note: Saint Mary's School policy prohibits issuing transcripts, progress reports, or report cards to any student indebted to the School. The issuance of partial transcripts or partial report cards is also strictly prohibited.

**Assessments/Test/Examinations**

**Assessment and Exam Information**

Assessments are given in every class during a final assessment period in May, and the format of these vary depending on the nature and the level of the course. The weighting of assessments is posted in Canvas by the faculty member. Please consult the school calendar for the school exam schedules. Generally, all students must complete assessments unless there is documentation of illness that is excused via a healthcare professional.

Students may request to reschedule final assessments only in highly unusual circumstances. Please see information in the Attendance section for policies for international students and other students who reside a significant distance from the School. Students may arrange with the Registrar to reschedule final assessments to accommodate travel needs. Saint Mary’s School will administer no more than two final assessments (including papers and projects to be turned in) per day during the regularly scheduled exam period.

Changes in a student’s examination schedule may not be made by an individual faculty member, advisor, or other staff members, but may be made only through the Registrar, who will notify in writing the student and the faculty member concerned.

**Second-Semester Senior Final Assessments**

For seniors, an exemption releases a student from the requirement of taking a final assessment in the course for which she earns the exemption. Faculty members or departments determine whether eligible seniors in a course are granted exemptions. To qualify, a student must have:

- Academic standing as determined by the Director
- No suspensions during her senior year
- No academic honor offenses during her senior year
- No academic agreement during her senior year

AP courses may require an exam regardless of exemption status. Students in classes that use other means of assessing students, such as juries or performances, will continue to participate in those assessments. A student eligible for exemption may choose to take the examination. If a student elects to take the examination, the examination grade will become part of her semester grade; she may not change her decision after she has taken the examination.

**Learning Lab, Tutorial and Flex Period**

Saint Mary’s School students have opportunities throughout the week to work with faculty outside of class. All 9th and 10th graders are assigned a learning lab as one of their classes, while 11th and 12th graders have the option of a flex period or a learning lab. During learning lab students complete work and prepare for assessments in a structured environment with learning coaches. Furthermore, students move through a study skills curriculum designed by Saint Mary’s faculty, which includes topics such as time management, organization, goal setting, memory skills, and test taking strategies. Flex period affords students the opportunity to choose where they study and how they use this time, preparing them for college. For students who still need structure, or prefer the structure, they can attend a learning lab. Additionally, all students have access to their faculty at the end of the day in Tutorial. During tutorial students can schedule an appointment or drop in for help on assignments, test preparation, or collaborate with their faculty.

**Learning Lab Framework**

- 9th and 10th grade students will be assigned a Learning Lab with a learning coach.
- Second semester 10th graders can transition from Learning Lab to Flex Period or add a class during that period depending on the students’ grades and be recommended by the Director of Learning Support.
• Second semester 10th, 11th, and 12th grade students will have the freedom to choose their Flex Period location on campus. Juniors and Seniors may self-select into a Learning Lab or be recommended and/or assigned by faculty and/or parent/guardian to be attached to a Learning Lab.
• Attendance will be taken at all grade levels; 11th and 12th graders can earn the privilege of using this time more independently if granted by the Interim Assistant Head of School for Student Experience, or designee.

Homework and Study Habits

Since homework is an important factor in the learning process, it is considered an integral part of academics at Saint Mary’s School in preparation for college or university. It is expected that students use their unscheduled time to complete homework, projects, and study. There will be required homework to be completed weeknights and on weekends depending on the ebb and flow of the curriculum.

The following policies are designed to help students manage their academic work:

• Faculty will provide information on their course Canvas page and will notify students of changes.
• As noted on the daily schedule, every student has access to her faculty members through a scheduled tutorial block, and it is highly recommended she take advantage of this opportunity.
• In general, students should expect to do work outside of class each day.
• Advanced Placement courses may require more work outside of class than honors classes.
• The estimate of the amount of homework depends on several variables including the student’s time management skills, the student’s course load, and extracurricular activities and off-campus commitments.
• If a student is spending an unreasonable amount of time on homework, she should communicate her concerns with her faculty member and advisor.

Grading System and Progress Reports

Academic progress reports are made available electronically to all parents at regularly-scheduled intervals and posted on the parent portal. Report cards will be available after the end of each semester. Saint Mary’s School students earn a numerical grade in each course taken for credit. Also, faculty members provide narrative feedback that details more specific information about a student’s proficiency in the curriculum. These narratives address accomplishments, make suggestions for further growth, and are essential to understanding the student’s progress.

The evaluation of all academic work at Saint Mary’s School rests with the faculty member. Grades will be determined by the means considered to be most appropriate by the faculty member, in consultation with the academic department, and subject to the approval of the department chair and the Interim Assistant Head of School for Student Experience, or designee, to measure accurately, fairly, and consistently the quality of students’ academic work. Faculty explain the grading policy to the class at the beginning of each course and through Canvas. Grades determine the student’s cumulative GPA. Each of the semester grades and a final grade are reported on a student’s transcript. If a student’s grade is ‘F’ in either semester but her year-end grade is passing, credit is earned; the School may require remediation before a student may progress to the next level.

All academic work will be evaluated per the following grading system:

<table>
<thead>
<tr>
<th>Letter</th>
<th>%</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ A</td>
<td>100-97</td>
<td>Excellent: The learner consistently demonstrates complete mastery of both the content and skills of the course. The work produced by the student often exceeds the requirements of the course.</td>
</tr>
<tr>
<td>A-</td>
<td>96-93</td>
<td>Proficient: The learner demonstrates a strong command of content and skills of the course. The work that the student produces meets the primary requirements of the course.</td>
</tr>
<tr>
<td></td>
<td>92-90</td>
<td></td>
</tr>
<tr>
<td>B+ B</td>
<td>89-87</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>86-83</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82-80</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td>Satisfactory:</td>
<td>Tenuous:</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>C+</td>
<td>The learner demonstrates an adequate command of content and skills of the course. This learner creates a foundation to build on to master more complex content and develop deeper skills. The work that the student produces shows evidence of accurately focused and consistent effort even if it does not meet all the requirements of the course.</td>
<td>The learner demonstrates an unreliable or weak grasp of the content and skills of the course. She does not have a strong foundation and though credit is earned, she may not be prepared or recommended for further work in the discipline. Remedial work or intervention may be required by the School for a student with a grade of D. The work that the student produces shows some evidence of effort even if it does not meet the requirements of the course.</td>
</tr>
<tr>
<td>C</td>
<td>79-77</td>
<td>69-65</td>
</tr>
<tr>
<td>C-</td>
<td>76-73</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72-70</td>
<td></td>
</tr>
</tbody>
</table>

WP      Withdrawal from a course while passing
WF      Withdrawal from a course while failing
WM      Withdrawal from a course for medical reasons
INC*    Incomplete – Indicates that some part of the class work has not been completed

*The time permitted to erase an incomplete is determined by the faculty member and student, in coordination with the Department Chair and Interim Assistant Head of School for Student Experience, or designee. Any incompletes after the second semester must be resolved by June 15. Extraordinary situations will be dealt with on an individual basis.

In Advanced Placement courses in which the external exam has been completed, grade points are awarded as follows. If for any reason an Advanced Placement examination grade is not reported to the School, or if the student does not complete or make a full effort on the examination, GPA weighting will not be granted.

### Grade Weighting

<table>
<thead>
<tr>
<th>Grade</th>
<th>Honors</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5 grade points per unit</td>
<td>6 grade points per unit</td>
</tr>
<tr>
<td>B</td>
<td>4 grade points per unit</td>
<td>5 grade points per unit</td>
</tr>
<tr>
<td>C</td>
<td>3 grade points per unit</td>
<td>4 grade points per unit</td>
</tr>
<tr>
<td>D</td>
<td>1 grade points per unit</td>
<td>1 grade points per unit</td>
</tr>
<tr>
<td>F</td>
<td>0 grade points per unit</td>
<td>0 grade points per unit</td>
</tr>
</tbody>
</table>
When a student’s GPA is noted on a grade report or transcript, both an unweighted and a weighted GPA are provided. The unweighted GPA does not include the extra grade points per unit earned in honors and AP classes; the weighted GPA does include the extra points.

Academic Honors and Recognition

Valedictorian

At graduation, the senior with the highest weighted academic average, based on her junior and senior work at Saint Mary’s School, is valedictorian. A student who is new to Saint Mary’s School her senior year is not eligible for this award.

National Honor Society

In 1921, the National Honor Society (NHS) was founded to “honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character.” Eleventh- and 12th-grade students at Saint Mary’s School with a cumulative unweighted GPA of 3.700 or higher or a cumulative weighted GPA of 4.000 or higher are eligible and will be invited to complete and submit a membership interest form. Approved members will be invited to participate in an induction ceremony. Once inducted, students must maintain the required GPA and remain in good academic standing and cannot be under an honor or behavioral agreement to retain a membership. Additionally, NHS members must participate in community service.

The Honor Roll

The Honor Roll is a general award of merit open to students who carry a minimum of six courses, or an approved course load each semester, attain an unweighted GPA of 3.500 or better in courses taken for credit each term, and have no honor violations or honor agreement (as defined below) because of an honor violation during that semester.

Honor Societies in World Languages

The National French Honor Society, the National Latin Honor Society and the National Spanish Honor Society recognize high achievement in French, Latin and Spanish, promote understanding of the culture and civilizations of each language and encourage further study of the language. To qualify for consideration for each society, a student must be in at least her fourth semester of study of the language at Saint Mary’s School, must have completed or currently be taking the level three course in the language and must have maintained a 90% (A-) average for four consecutive semesters including the second semester of the level three course. Additionally, the student must have an overall cumulative weighted GPA of 3.5 and not have failed any courses nor had any honor violations or be serving an honor agreement. Saint Mary’s School inducts new members each spring. Students new to Saint Mary’s School are not eligible to be inducted until they have completed both the level three course and four semesters of study of the chosen language. Only students who continue the chosen language in the senior year may wear a membership cord at graduation.

National Honor Society for Dance Arts

Founded in 2005, the National Honor Society for Dance Arts (NHSDA) is dedicated to promoting standards of excellence in dance education. Saint Mary’s School was the first high school in North Carolina to receive Chapter status in 2006. Student induction into the NHSDA is awarded from points earned for meritorious work in dance that meets the honor society’s guidelines. Also, the prospective inductee’s demonstration of technical achievement, motivation, and respectful and responsible participation in the varied aspects of dance (e.g., consistently focused class participation, execution and performance of choreography, and collaborative teamwork) are factors in the determination of eligibility for membership. Saint Mary’s School dance faculty will determine when a student has met the criteria for becoming an inductee of the local chapter. Inductions of new members are held each spring.

National Art Honor Society

The National Art Honor Society (NAHS) was established by the National Art Education Association in 1978 to promote standards of excellence in visual arts education. The program was designed to recognize students who show outstanding ability in visual arts. Students, who have taken Advanced Art and are currently enrolled in at least one visual arts course and who have maintained a cumulative weighted GPA of “B” (3.0) or better in their visual arts courses, are eligible for membership. Members are required to actively participate in NAHS activities that promote excellence in visual arts such as exhibiting work, hanging shows on campus, and participating in NAHS events. Chapter registration takes place in the fall, and inductions take place in the spring. Only active, current members may wear a membership cord at graduation.
Honors Convocation

A special honors convocation is held each spring to recognize outstanding achievement in all areas of the educational program with the presentation of a variety of departmental and special awards.

Unsatisfactory Academic Performance

A student who is not making satisfactory progress toward graduation is given a warning at the end of a semester of unsatisfactory progress and may be subject to Academic Probation or dismissal.

Academic Warning

A student with an unweighted semester GPA below 2.0 or a junior or senior with a first-semester unweighted GPA below 2.0 will be placed on Academic Warning for the subsequent semester. The Interim Assistant Head of School for Student Experience, or designee, in collaboration with faculty, will make recommendations for any student on Academic Warning (see “Strategies for Students in Academic Difficulty” below). Interventions may include, but are not limited to, loss of off-campus privileges, assignment to a Learning Lab, and removal from a sports team.

Academic Probation

A student with an unweighted semester GPA of less than 2.9 at the end of a semester or a junior with a first-semester unweighted GPA of less than 2.0 is placed on Academic Probation for the subsequent semester. She must bring her GPA above that level, or she will not be making satisfactory progress toward graduation and may be dismissed from the School.

After each progress and grade report, the Interim Assistant Head of School for Student Experience, the Director of Learning Support, the student’s advisor, and faculty will work with the student to design an academic success plan to identify strategies for the student’s academic improvement.

If a student does not pass a course required for graduation, and if she is unable to repeat the course and complete all other graduation requirements at Saint Mary’s School in time to graduate with her class, one of the following consequences will ensue:

- The student may withdraw from the School.
- The student may complete one of the following options:
  - Completing a credit recovery course approved in advance by the School
  - Attending a summer school and subsequently passing a Saint Mary’s School proficiency examination in that subject

The School will select the appropriate option and set the timetable for completion. All costs associated with these programs will be the responsibility of the family.

Standardized Testing

PSAT/SAT/ACT

Information about the PSAT, SAT, and ACT is available in the College Counseling Office. Standardized test dates are determined by the College Board, ACT, or other national testing organizations and are posted on their websites. Students with documented accommodations work directly with the Director of Learning Support to file for testing accommodations, and when appropriate, schedule testing at Saint Mary’s School.

In compliance with North Carolina State Laws, the School administers a nationally-normed achievement test to all 9th grade students.
**Advanced Placement Testing**

Students sit for AP exams on a schedule designated by the College Board; the exams are usually the first two weeks of May. All students who are enrolled in an AP course are required to take the national AP exam for the course. Parents are responsible for fees associated with this test.

**College Counseling**

The benefit of access to our College Counselors begins with a student’s enrollment at Saint Mary’s School. The College Counselors offer support to each student and her advisor on questions and concerns related to academic planning and preparation for college. The College Counselors will advise students in the process of identifying and applying to colleges or universities that offer the best fit based on individual students’ academic profile, interests, and goals.

**Commencement**

Graduation provides a special opportunity for friends, relatives, and extended family to celebrate the unique gifts of the graduating students.

**Graduating with Honors**

Students are recognized as graduating “with honors” if their cumulative Saint Mary’s School weighted GPA is in the range of 3.500 to 3.999. With a cumulative weighted GPA of 4.000 or better, students graduate “with high honors.”
IV. STUDENT CONDUCT

Saint Mary’s School sets high standards for its students and their parents and for the adult members of the school community. We expect all community members to behave in accordance with the School’s values by adhering to the rules of the community and the laws of the State of North Carolina. The School seeks to establish a collaborative partnership among Saint Mary’s School adults, students, and parents to teach responsibility, nurture respect for others, and encourage self-discipline.

While the School recognizes that parents/guardians assume responsibility for their daughters when they leave School grounds to return home after school, on weekends, and during school vacations, Saint Mary’s School reserves the right to apply disciplinary consequences for issues of student behavior which compromise the safety of a student or the community or jeopardize the reputation of the School.

A chronic failure to cooperate with School rules and regulations over an extended period demonstrates an unwillingness to accept the fundamental values of the community and will likely lead to suspension or dismissal.

General Code of Conduct and Essential Expectations

General Code of Conduct

Mutual respect and self-discipline are the underlying principles of the Saint Mary’s School community. In keeping with the values of Saint Mary’s School, all members must meet four major expectations to maintain a positive environment in our community:

Be respectful and polite.
- Show interest in, and appreciation for, others’ accomplishments and problems, for others’ acts of kindness, and for everyone present, not just a few friends.
- Look others in the eye when in conversation.
- Greet and help others, especially guests.

Assume responsibility.
- Accept responsibility in a civilized, gracious, and tactful manner.
- Give people reasons to trust you.
- Resolve differences in a sincere and genuine manner.
- When speaking or writing:
  - Avoid the use of crude language, profanity, or obscenities; and
  - Identify yourself by name.

Be thankful.
- Give credit where credit is due (in athletics, in academics, and in our community).
- Be grateful for the opportunity to be at Saint Mary’s School and for all provided while in attendance.
- Represent the School in a positive manner both on and off campus.

Be inclusive.
- Assert and question by stating your opinions positively so that you show respect for the thoughts and feelings of others.
- Include others, even if it means reaching beyond your usual boundaries.
- Forgive.
- Volunteer.

Essential Expectations

The school has established “Essential Expectations for Living and Learning” in the Saint Mary’s School community. Violating any of the seven Essential Expectations of the School compromises the well-being of the entire school community and thus places a student’s position at the School in jeopardy. Suspension, dismissal, or withdrawal is a likely consequence for such actions. Essential Expectations include the following:
1. Upholding the Honor Code by not lying, cheating, stealing, or plagiarizing.
2. Not hazing or harassing others.
3. Not using impairing substances (alcohol and other drugs).
4. Not engaging in violence and vandalism.
5. Not leaving campus or the residence hall without permission.
6. Not endangering others.
7. Not engaging in behavior that jeopardizes the reputation of the School.

Each student is expected to take assertive action should she find herself witness to a violation of any behavioral expectation. If the offender does not turn herself in, the bystander is obligated to report her. If a bystander does not submit the information to the appropriate person, she is eligible for disciplinary action. This Handbook describes school policies, and violation of any of the policies may lead to a disciplinary response as described further below.

**Major Misconduct**

**SAINT MARY’S SCHOOL CONSIDERS THE FOLLOWING TO BE MAJOR MISCONDUCT VIOLATIONS. THE CONSEQUENCES MAY INCLUDE IMMEDIATE DISMISSAL OR SUSPENSION.**

**Use of Alcohol and Drugs**

Saint Mary’s School is a drug-free environment and alcohol-free for students. Use, possession, and distribution of alcohol or other drugs, including prescription drugs, possession of drug paraphernalia, or being under the influence of alcohol or other drugs while under school jurisdiction, either on or off campus, is prohibited by students and their guest(s) and will result in disciplinary actions which can include suspension or dismissal from school.

**Knowingly in the Presence of Drugs and Alcohol**

Any student who remains in any situation or place for more than the amount of time to become aware of the situation where drugs, substances, or alcohol are present will be considered to be in violation of Saint Mary’s School policies. Students may call (919) 389-8764 during times when school is in session in the academic year and ask to be picked up from an uncomfortable situation.

**Behavior that Jeopardizes the Reputation of the School**

A Saint Mary’s School student represents herself, her family, and her school. Any student who involves herself in inappropriate behavior as determined by the School, both on and off campus, that jeopardizes the reputation of the School makes herself subject to disciplinary consequences.

**Relational Aggression**

“Relational aggression” is the use of relationships to hurt or harm others. Relational aggression is contrary to the principles of the Saint Mary’s School community. Examples of relational aggression include, but are not limited to:

- Gossiping
- Using embarrassing or insulting gestures and words
- Teasing
- Making threats
- Bullying
- Cyber-bullying
- Harassment

Each student is expected to take assertive action should she witness an instance of relational aggression or other violation of a behavioral expectation. If the offender does not turn herself in, the bystander is obligated to report her and can face disciplinary consequences. Prohibited behaviors include:

**Academic Honesty**

Students are expected to approach their academic work with the utmost care and integrity. Plagiarism, cheating, and other kinds of academic misrepresentation are regarded as serious breaches of conduct. Each case is treated individually and with the potential for learning in mind. For students who demonstrate a pattern of this behavior, disciplinary responses
may be more severe.

Bullying, Harassment and Intimidation

The School strives to provide a safe and supportive environment that will help students succeed academically and socially and is committed to providing a school free of bullying and intimidation. To that end, the School promotes respect for all people and will not tolerate harassment or bullying based on race, color, national origin, religion, disability, age, socioeconomic status, physical appearance, sexual orientation, or familial status that impacts a student’s experience at the School (whether the bullying or harassment takes place on or off campus), including cyber-bullying through the use of electronic technology (on or off the School’s campus, and on or off the School’s network).

Bullying occurs when a student is subjected to unwelcome behavior, often as a result of an imbalance of power. “Bullying or harassing behavior” may be a pattern of gestures or written, electronic, or verbal communications or physical act or threatening communication that takes place on School property or at a School-sponsored function and that: (1) places a student or school employee in actual and reasonable fear of harm to her person or damage to her or property; or (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits. For purposes of this section, “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Cyber-Bullying

Cyber-bullying is prohibited at Saint Mary’s School. Under the laws of the State of North Carolina, it is unlawful for any person to engage in cyber-bullying. Cyber-bullying occurs when a person uses a computer or computer network to do any of the following: (1) with the intent to intimidate or torment a minor, build a fake profile or website, pose as a minor, follow a minor online, or post or encourage others to post on the Internet private, personal, or sexual information pertaining to a minor; (2) with the intent to intimidate or torment a minor or the minor’s parent or guardian, post a real or doctored image of a minor on the Internet, access, alter, or erase any computer network, data, program or software, or use a computer system for repeated, continuing, or sustained electronic communications; (3) make any statement intending to immediately provoke any third party to stalk or harass a minor; (4) copy and disseminate an unauthorized copy of any data pertaining to a minor for the purpose of intimidating or tormenting that minor; (5) sign up a minor for a pornographic Internet site with the intent to intimidate or torment the minor; and/or (6) without authorization of the minor or the minor’s parent or guardian, sign up a minor for electronic mailing lists or to receive junk electronic messages and instant messages, with the intent to intimidate or torment the minor.

Fake Identification

Creation, sale, purchase, possession, distribution, or use (or arranging/facilitating the creation, sale, purchase, possession, distribution, or use) of any identification with false information for the student or any other third party is prohibited. This includes using another student’s ID.

Gambling

The School prohibits gambling of any kind, including gambling over the Internet.

Hazing

Hazing is prohibited at Saint Mary’s School. Under the laws of the State of North Carolina, it is unlawful for any students to engage in hazing, or to aid or abet any other student in the commission of this offense. “Hazing” means subjecting another student to physical injury or humiliation as part of an initiation or as a prerequisite to membership into any organized school group, including any society, athletic team, or other similar group.

Hate Incidents

As an Episcopal school we value the worth and dignity of each student. As such, any form of harassment that is rooted in hate is considered a Major Misconduct policy violation. Hate incidents are words; displaying of symbols; or actions that target, threaten, or attack an individual or group because of their actual or perceived race, color, national or ethnic origin, religious affiliation, gender, disability, or sexual orientation.
Inappropriate Items/Weapons

Students are not allowed to have items at the School that pose a risk to themselves or others or will disrupt some aspect of the school day. Unless authorized or permitted by applicable law, Saint Mary’s School prohibits the possession of any firearm, imitation firearm, pellet gun, knife, taser, other dangerous weapon, or ammunition or fireworks on campus, on any school-sponsored, off-campus trip or excursion, or in any school vehicle. Pepper spray is permitted in a vehicle on campus or at an off-campus, school-sponsored event. This policy applies to students, faculty, staff, applicants, alumnae, parents, and anyone else who enters the campus, regardless of whether the individual has a valid permit to carry a firearm.

Retaliatory Behavior

Retaliation against an individual who makes any of any kind or report to an employee in the Saint Mary’s community is prohibited; as such, Saint Mary’s views retaliatory behavior of any kind as a Major Misconduct violation.

Smoking (Including E-Cigarettes and Vaping)

Use, sale, purchase, distribution, or possession (or arranging/facilitating the use, sale, purchase, distribution, or possession) of tobacco or nicotine products or paraphernalia is prohibited. Tobacco or nicotine products include, but are not limited to, cigarettes, e-cigarettes, dip, snuff, and chewing tobacco. Additionally, as e-cigarette paraphernalia can be used for alternative forms of THC/Marijuana, anyone found with e-cigarette paraphernalia will be subject to a drug test.

Sexual Intimacy

Students may not engage in sexual intimacy on the Saint Mary’s School campus. Violations of this expectation are subject to counseling intervention and/or disciplinary consequences. Situations involving sexual intimacy will be handled administratively on an individual basis. Additionally, while initially not a Major Misconduct violation, Public Displays of Affection (PDA) are subject to discipline, and repeated offenses can result in a Major Misconduct violation. Students are to refrain from acts of romantic affection that may make others uncomfortable and are inappropriate for a residential school setting.

Sexual Harassment

Through education and intervention, the school endeavors to maintain an environment free from sexual harassment. The school does not tolerate verbal or physical behavior that constitutes sexual harassment. Most unwelcome and/or harassing behavior results from ignorance and flirting or teasing that is not welcome or that becomes excessive. Being sensitive to other people’s feelings and communicating clearly are the best ways to prevent sexual harassment. Sexual harassment is defined as behavior involving a single instance or repeated instances of inappropriate verbal and/or physical conduct of a sexual nature. Examples include unwelcome sexual advances, requests for sexual favors, touching, innuendo, and other conduct of a sexual nature that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; (2) interfering unreasonably with a person’s academic performance; or (3) creating a situation where an evaluation of a student depends on her submitting to and/or not objecting to the behavior. Sexual harassment between students, and students and employees, is prohibited: it violates both state and federal law and the School’s core values.

The School takes seriously all complaints of sexual harassment or retaliation and will investigate each complaint thoroughly and promptly. A student or parent who wishes to report any alleged violation of the School’s Sexual Harassment Policy, including any instance of sexual abuse, should contact the Interim Head of School or any other administrator. The School reserves the right to act unilaterally to end sexual harassment where such intervention is deemed warranted.

Sexting

The School prohibits students from using technology devices (whether owned by the student or the School, whether through use of the School’s network or outside of the School’s network, and whether used on or off campus) to send any written message or image that contains explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as “sexting”). North Carolina law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors or adults to minors, and the School reserves the right to contact law enforcement should any student violate this policy.
Tampering with Safety Equipment

Tampering with, disabling, or using safety equipment (fire alarms, fire extinguishers, emergency call boxes, etc.) as a prank or without good cause is strictly prohibited.

Violence and/or Vandalism

Physical fighting and/or the use or possession of a weapon (firearm, edged weapon, chemical agent, etc.) is a violation of school policy. Intentional damage or destruction of school or personal property is a violation of the School’s Essential Expectations (as described in the Discipline section of this Handbook) and is prohibited.

Honor Code Violations

Lying

Telling a deliberate falsehood or misrepresenting the truth to any member of the Saint Mary’s School community or knowingly allowing a falsehood to stand is lying and a violation of the honor code. Examples of lying include, but are not limited to:

- Omitting or distorting information or being evasive in an attempt to deceive or to justify an action
- Giving false information regarding academic work or how it was completed
- Misrepresenting one’s whereabouts or reasons for an absence, lateness, or missed obligation
- Providing dishonest information on any sign-in/out form or procedure, e.g., About Town Permissions (ATPs) or study hall or weekend forms or procedures
- Misrepresenting parental permission, either in writing or by falsifying an email or phone call
- Asking friends or parents to misrepresent the facts or lie on a student’s behalf, signing in illegally for a friend, or directly or indirectly falsifying information to protect another student.

Cheating

Cheating is deliberately taking and using another person’s ideas or work or using unauthorized materials during tests, quizzes, examinations, or assignments, either inside or outside of the classroom. Cheating is a serious academic offense and constitutes an honor offense. Examples of cheating include, but are not limited to:

- Deliberately looking at another student’s work on an assessment either prior to taking or while taking the same assessment
- Copying homework or answers to class work, a quiz, or a test without express permission from the teacher
- Submitting work that is not the student’s own
- Working with others on an assignment that is supposed to be completed independently
- Using unauthorized notes or books during a test, quiz, or examination
- Using any unauthorized materials such as papers downloaded from the Internet, study aids, or another person’s notes or test
- Giving or receiving information in advance about an examination or class assignment.

Plagiarism

Plagiarism is using other people’s words, phrases, ideas, or opinions without giving proper credit. Plagiarism is a serious academic offense and constitutes an honor offense. It is always better to give too much credit than too little. Plagiarism usually falls into the following categories:

- Copying word-for-word another person’s writing without quotation marks or paraphrasing from the source using the author’s basic sentence structure with some words added, omitted, or changed and failing to cite the source
- Paraphrasing from the source using the author’s basic sentence structure with some words added, omitted, or changed, even when citing the source
- Putting together a patchwork of phrases and words taken from different sources
- Using facts, ideas, or opinions, in the student’s words or the author’s, without giving proper credit in standard form (standard form will be determined by the instructor for each subject)
- Not citing Internet sources.
Stealing

Taking the property of someone else without right or permission is stealing and a serious offense. Stealing constitutes an honor offense. Examples of stealing include, but are not limited to:

- Taking anything belonging to another individual or to Saint Mary’s School without express permission, including money, clothing, books, academic work, papers, calculators, tablets, uniforms, classroom or art supplies, costumes, supplies from the activities or art rooms, or library books
- Unauthorized borrowing (a student must make sure that any borrowed items are given to her directly by the owner and returned in the same manner)
- Violating another student’s privacy by entering her room, locker, bathroom, cubby, book bag, car, or other personal property or space, and taking belongings without her express permission and knowledge
- Stealing or pirating computer software or illegal information from the Internet or other sources
- Shoplifting or theft on or off campus.

Disciplinary Procedures and Consequences

Minor Misconduct

Saint Mary’s School’s expectation is that students will abide by the Code of Conduct, the Honor Code, the School’s Essential Expectations, and the guidelines set out for them in this Handbook, the Residential Life Guide, and the Athletic Handbook regarding behavior on or off campus. Minor misconduct represents actions and activities that are in violation of appropriate behavior outlined in the areas identified above.

The following Minor Misconduct and will likely result in a disciplinary response and/or automatic detention:

- Three unexcused tardies
- Inappropriate attire
- Technology misuse (i.e., unapproved internet use in class, cell phone violation, inappropriate use of tablet in class)
- Responsible Use Policy violation
- Disrespect for faculty/staff or others
- Rude or disruptive behavior
- Inappropriate language
- Unexcused class absence
- Missed school obligations (e.g., detention, Advisory, Triangle Fitness session, teacher meeting, class meeting, required Extended Tutorial, Chapel, residential Community Night, Assembly, community service obligation, community time programming or special programs)
- Any other clear and serious deviations from appropriate conduct.

If a student consistently accumulates excessive disciplinary offenses and/or detention, her situation will be addressed by the Interim Assistant Head of School for Student Experience, or designee, and subsequent disciplinary action, including suspension and/or loss of leadership, may be imposed.

Detention and Minor Misconduct

Students are notified of detention assignments via email by the Director of Student Life, or designee. It is each student’s responsibility to check her email daily.

Advisors have access to each student’s discipline report. The Advisor, in concert with Student Life and Academics, will track and communicate to their advisees’ families as appropriate.

Detention will be an activity or assignment to address the misconduct during a designated, after-school time. It can range from an article reading and short reflective paper, study hall, or assisting with programs across campus. The goal is to work with the student to understand what caused her to be assigned detention and then to create opportunities to help improve or prevent additional offenses.

If a student accumulates more than three (3) detentions within a single semester, parent(s)/guardian(s) will be informed. Students who accrue five (5) or more detentions in one semester will be referred to the Interim Assistant Head for School
Experience, or designee, for an attendance contract or honor/discipline agreement.

If a student’s detention needs to be rescheduled, it is the student’s responsibility to contact the Director of Student Life and request the change. The student may be required to submit appropriate documentation from a parent/coach/faculty member/etc. to support the request for change.

**Judicial Board Process for Potential Honor and Major Discipline Violations**

A suspected Honor Code violation is reported to the Interim Assistant Head for Student Experience, or designee. The Interim Assistant Head, or designee, will discuss the situation with the involved parties and determine whether there is reason to think the Honor Code was broken. If it is determined that the Honor Code was broken, the Judicial Board will handle the matter. When exams are in progress, the Review Board handles disciplinary matters. In special, rare circumstances, especially when separation from the School is likely, the Review Board will handle the matter. The following timeline summarizes the general process:

**Honor Code Violation Process**

- The Interim Assistant Head of School, or designee, and/or the student contacts her parents and advisor.
- The Interim Assistant Head of School, or designee, communicates with all people directly involved in the situation and requests written reports from those whose statements are necessary for an evaluation of the conduct.
- The Judicial Board reviews the submitted material and makes a determination. If the Judicial Board finds that the Honor Code was broken, the Judicial Board recommends consequences for the violation(s).
- The Review Board receives the Judicial Board’s recommended consequences and, in most cases, adopts them in full. In rare cases, the Review Board may choose alternative consequences.

**Major Misconduct Violation Process**

- A Major Misconduct issue or violation is reported to the Interim Assistant Head of School or designee.
- The student(s) involved is/are interviewed to gather information about the issue/situation.
- Parents are notified that their daughter(s) is/are involved in a Major Misconduct issue/situation.
- The Major Misconduct Board meets to review the issue/situation and make a recommendation of consequences. The Board consists of the Interim Assistant Head of School, Director of College Counseling, Judicial Board Chair, Judicial Board Vice Chair, and one (1) additional Judicial Board Member determined by the Judicial Board Chair and Vice Chair. Should one of the adult members of the community be unavailable the Interim Assistant Head of School will appoint someone to serve in her/his place.
- The Major Misconduct Board makes a recommendation of consequences to the Interim Head of School for a final decision.
- Once the decision is made by the Interim Head of School, the Interim Assistant Head of School, or designee, will notify the student(s), parent(s), and advisor(s).
- Students can also undergo this process when they have an excess accumulation of Minor Misconduct offenses.

**Other Consequences for Misconduct**

**Work Service**

Hours of work service to the School may be assigned to a student to make amends for a violation of the Honor Code or behavioral expectations.

**“Campused”**

Being “campused” is a consequence under which a student (boarding) must always remain on campus, unless granted special permission to leave by the Director of Residential Life. Any off-campus visitors, except parents, must be pre-approved by the Director of Residential Life. For a day student, being “campused” means that the student may not attend events and activities.
Honor/Disciplinary Agreement

Any student who is found to violate the Honor Code or has a Major Misconduct will execute an Honor and/or Disciplinary Agreement. The Honor/Disciplinary Agreement states that the student understands that further violation of the Honor Code or disciplinary expectations may result in suspension or expulsion. Any student who finds herself under an Honor or Disciplinary Agreement loses her leadership position(s) and is ineligible to run for office while under the Agreement. An Honor/Discipline Agreement is essentially Saint Mary’s form of probation.

Technology Probation

Technology probation, including Internet restriction, places a student’s computer activity under scrutiny for a designated period. This penalty can be recommended by the Interim Assistant Head of School, or designee, or the Technology Department if the student violates the “Technology Use” Policy.

Suspension/Academic Work During Suspension

Suspension is a consequence recommended by the Judicial Board and the Review Board or the Misconduct Board, that requires a student to leave Saint Mary’s School for a specified period. In consultation with the Interim Assistant Head of School for Student Experience, or designee, a plan for academic continuity will be arranged during the time the student is suspended. Major tests must be taken upon return to school, and papers and projects should be turned in prior to leaving or on the day of return. When a student is suspended, she may not return to campus during her suspension without specific permission from the Interim Assistant Head of School, or designee. A suspended student should communicate with her faculty members about work she will miss during her suspension. The student’s advisor, in coordination with the Director of Learning Support, will address any academic concerns and will handle all academic communication between the School and the student and her parents during the suspension. When a student is suspended, the days missed will count toward the credit limit of ten absences per semester.

If a suspended student is unable to leave campus, the student will be assigned to a daily location, must stay in their residence hall room in the evenings, and may not participate in any activities, events, etc. without permission from the Assistant Head of School, or designee.

Dismissal/ Required Withdrawal

Dismissal/Required Withdrawal is a consequence recommended to the Interim Head of School by the Judicial Board, Review Board, or Misconduct Board, that requires a student to leave Saint Mary’s School permanently. Students who are dismissed or asked to withdraw from Saint Mary’s School may not return to campus for the remainder of the academic year without permission from the Interim Head of School or Interim Assistant Head of School.

Reporting Disciplinary Action to Colleges

College and university administrators are concerned about the behavior of prospective students during their high school careers. It is imperative that Saint Mary’s School maintain credibility, respect, and trust with its college and university colleagues in order to be certain that educational opportunities for future students are not compromised.

In the spirit of the Honor Code, Saint Mary’s School expects students to provide accurate and honest responses to the questions posed to them on college applications. While the administration and faculty of Saint Mary’s School view disciplinary action as part of the educational process, there are times when serious or repeated infractions by students and the subsequent disciplinary actions must be reported to college and university admission officers. When disciplinary action taken against a student results in an honor agreement, discipline agreement, suspension, or dismissal, colleges to which the student has applied for admission or from which she has received an offer of admission must be notified by the student within a timeframe determined by the School.

Students who are unsure about whether a particular disciplinary sanction needs to be reported in the college application process should consult with their college counselor. If an explanation of circumstances is necessary, Saint Mary’s School’s College Counselor will work with the student to present the situation honestly, highlight the lesson the student has learned through the experience, and emphasize (when possible) the growth and learning of the student as a result of any disciplinary action.
Reparation

In some instances, students may be called upon to “repair” any damage done by their misconduct. Reparation includes a written apology or service to make amends for a transgression. Students and families are responsible for reimbursement or replacement of lost or damaged property.

Disciplinary and Student Conduct Policies

Required Alcohol/Drug Assessment

At its discretion, the School may recommend an off-campus alcohol/drug assessment. The alcohol/drug assessment should be completed by a certified substance abuse counselor. A parent (or a designated guardian approved by the School if involving a student who lives a substantial distance from her home) is expected to accompany the student to, and participate in, the required evaluation. The parent is expected to sign consent for a release of information to the School Counselor or School Nurse. The completed evaluation results will be submitted in written form to the School Counselor, who may share support recommendations with the Interim Assistant Head of School for Student Experience, or designee.

If a student returns to school after the assessment, the parents (or approved, designated guardian) and the student will be required to meet with the Interim Assistant Head of School, or designee, sign a no-use agreement, and agree to follow treatment recommendations as outlined in the drug/alcohol assessment, as well as any other conditions the School deems appropriate. Treatment recommendations may include substance abuse education. All costs of the alcohol/drug assessment and treatment will be borne by the parents or legal guardian.

The alcohol/drug assessment will likely include alcohol/drug screening at the recommendation of the treatment provider. A student must be deemed safe to return to campus by the treatment provider, in collaboration with the School Counselor and the Interim Assistant Head of School, or designee, before the student may return to School.

Parents who do not accept the recommendation of the School and/or treatment providers are putting their daughter’s and the Saint Mary’s School community at risk, thus jeopardizing their daughter’s continued enrollment at Saint Mary’s School.

School-Administered Drug Screen

As Saint Mary’s School takes being a drug-free community seriously, a student might be required to submit to a drug test on campus through the Binder Health Center. These tests will primarily consist of urinalysis testing. Test results will not be shared with any outside jurisdiction and are meant to promote the health, wellbeing, and safety of the Saint Mary’s School Community.

Substance Testing Policy and Procedures

Consent

All persons attending Saint Mary’s School are required to submit to a drug screen if deemed necessary by the Interim Assistant Head of School, or designee.

Reasonable Suspicion Testing

Whenever there is reasonable suspicion to believe that a student is using drugs, substances, or alcohol, the student may be tested. If a student refuses to consent to or cooperate with any testing, she is subject to dismissal/required withdrawal from Saint Mary’s School.

Scope of Reasonable Suspicion Testing

A belief that a student is using or has used drugs or alcohol in violation of Saint Mary’s School policy is based upon facts and inferences such as the following:
• Observable phenomena, abnormal conduct, or erratic behavior of a student while at school, at extra-curricular programs, in her dormitory room, during meals, or at other times
  ▪ Direct observation of drug, substance, or alcohol use or the physical symptoms or manifestations of being under the influence of drugs, substances, or alcohol
• Significant deterioration in academic performance
• Significant change in personality, being easily agitated, or acute depression
• Significant weight gain or loss or significant change in the student’s physique
  ▪ Evidence that a student has tampered with her test or has possessed, sold, solicited, or transferred drugs, substances, or alcohol
• Alcohol on breath, unusual redness of the eyes, slurred speech, unsteady balance, or coordination, or inability to focus attention
• Possession of e-cigarette paraphernalia
• Information gathered from an investigation or other sources, including fellow students.

Prescription Medication

Students who are taking prescription medication must inform the Binder Health Center. If a student is required to test for drug or alcohol use, the student may wish to inform the Medical Review Officer of any such prescription medications taken prior to the test.

Scope of Tests

The testing lab that the School uses will be instructed to test for the presence of illegal drugs, substances, or alcohol. Student samples will not be screened for the existence of any other physical condition other than drugs, substances, or alcohol.

Sample Collection

Saint Mary’s School will primarily use urine and breath analysis but reserves the right to use hair analysis (described below). Saint Mary’s School also reserves the right to use other recognized testing methods without notice to students or their parents/guardians.

For hair analysis, the collection procedure requires the collector to remove approximately 120 strands (20 mg) of hair from the back, crown area of the student’s head. Any student whose head hair is not of sufficient length for the purpose of testing will be required to submit body hair. The hair, which is sealed in a tamper-evident container, is then forwarded to a licensed testing facility. All samples will be identified by the student’s identification number.

For urine analysis, the student who will be tested will report to the Binder Health Center office or other facility at a time determined by Saint Mary’s School. Students shall provide specimens under the supervision of the collector in a manner which will minimize intrusiveness and embarrassment to the student while ensuring the integrity and validity of the testing. Once the specimens have been collected and sealed in the tamper-evident containers, the student will be asked to certify that the procedure was performed in accordance with the described protocol. Any alleged deviations from the procedures must be described on the procedure deviation form. If deviations are alleged, the student will be required to provide additional specimens in accordance with the same procedures outlined above.

Test Results

Negative Results: In the event of a negative result, no further action will be taken.

Positive (Non-Negative) Results: In the event of a positive result (non-negative), the Discipline Committee of Saint Mary’s School will conduct a hearing within a reasonable time after the confirmation of the positive result and determine disciplinary action.

Disciplinary action may include the following: dismissal from Saint Mary’s School; suspension from Saint Mary’s School; and participation in, and successful completion of, a drug, substance, or alcohol-assistance program acceptable to Saint Mary’s School and submission to follow-up testing for the duration of the student’s stay at Saint Mary’s School. Any cost incurred for the assistance program and testing will be the sole responsibility of the student and her parents/guardians.
Should Saint Mary’s School permit a student who tests positive to stay at Saint Mary’s School and the student does not submit to the restrictions, discipline, or assistance program required by Saint Mary’s School, the student will be dismissed. If a student who tested positive has been permitted to stay at Saint Mary’s School and failed a subsequent drug test, the student will be referred to the Discipline Committee and likely dismissed/required to withdraw.

Use of Masking Agents Prohibited

Any student who is found to have used any product or chemical designed to interfere with or mask the result of any test will be presumed to have a positive (non-negative) result.

Medical Review Officer

The Medical Review Officer (“MRO”) will receive all reports of positive tests and will be supplied with information to determine the correct name of the student whose identification number appears on the report. A student or their parent/guardian may request the opportunity to confidentially discuss the test results with the MRO, provide the MRO with the student's medical history and any other relevant information that would assist the MRO in determining whether he or she should verify the result as positive or deem the result to be negative.

If the MRO determines that the test result should be deemed negative, then no further action shall be taken and the student's test result will be reported to the Interim Assistant Head of School, or designee, as a negative result. If the MRO verifies that a positive result as reported by the laboratory is indeed positive, then the MRO shall submit that positive result to the Interim Assistant Head of School, or designee, identifying the student by name so that the appropriate disciplinary action can be taken pursuant to this policy.

Right to Administer a Breath Alcohol Indicator

If a student (or her guest at a school function or on campus) is suspected of drinking and has not admitted to drinking, she/he may be administered a breath-alcohol-indicator test by the Saint Mary’s Security Department or another responsible school adult. The test may be administered on school property or at the site of a school function. All testing will be witnessed by a school representative, and results will be documented. If alcohol is detected, a boarding student will be admitted to the Binder Health Center and a day student will be sent home with parents. If the assessment indicates other conditions that warrant an emergency response, the student and/or her guest will be transported by ambulance to a hospital emergency room.

Search and Seizure

Upon reasonable suspicion of the use, possession, or sale of an impairing substance, or any other serious disciplinary violation, a student, with or without notice and whether the student is present or not, is deemed to have consented to, and shall submit to, the inspection of the following:

- any vehicle brought onto or parked on the School campus
- any personal items brought onto the School campus
- her room in the residence hall if a residential student
- her locker(s).

Sanctuary Policy

A non-disciplinary response for alcohol or substance use/abuse is available for those students who come forward or are referred to a school counselor for alcohol/drug use issues outside the parameters of a specific disciplinary infraction. A non-disciplinary response may include a requirement for an alcohol/drug assessment or other evaluation. The student and her parents will be expected to follow all treatment recommendations resulting from the alcohol/drug assessment.

The School’s Sanctuary Policy provides students with a way to access support around alcohol and substance abuse issues without triggering the disciplinary process. The use and abuse of alcohol and drugs can lead to serious health consequences. As a way of letting students know that their health and safety are of paramount concern, the School encourages students to ask for help should they find themselves impaired or ill. Any student may invoke this policy on her own behalf, or on behalf of another student, simply by contacting anyone on the faculty, staff or administration at the School and using the term “Sanctuary.” If a student is already involved in the disciplinary process due to alcohol or
substance abuse, this Sanctuary Policy may not be invoked.

If a student invokes Sanctuary, she is immediately referred to the School Nurse or School Counselor, who will determine if immediate medical attention is warranted and/or if any follow-up evaluation or counseling is needed. Appropriate administrators will also be notified of the student’s invocation of the Sanctuary Policy. The School reserves the right to notify parents if, in the School’s sole judgment, the student’s condition poses a substantial physical threat to her own well-being or the health and safety of others. This threat may be mitigated by parental notification (by, for example, parents’ supplying necessary medical history or information about the student), and/or the student lacks the capacity to make a rational decision in this regard.

If a student is participating in a school-sponsored activity involving firearms, the School will permit possession of firearms for the limited purpose of participating in such club activity, provided students transport and secure such firearms, and contact and notify the on-duty security officer, in accordance with the School’s policy and applicable law. Please note that the School has a separate policy specifically designed for Trapshooting and Skeet-Shooting sportswomen and their advisors, which is distributed to participants in that activity.

Other School Policies

Appropriate Attire

The School’s policy on attire promotes pride in self, pride in the school, consideration for others, and the expression of individuality. Saint Mary’s School students are expected to dress appropriately; dress should be neat, clean, and modest. It should not be distracting, nor should it cause disruption or interfere with the educational process. Students are to adhere to the following guidelines:

<table>
<thead>
<tr>
<th>Business Casual</th>
<th>Professional Dress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nice jeans, slacks, skirt or dress</td>
<td>Dress or skirt of an appropriate length</td>
</tr>
<tr>
<td>Appropriate clean top</td>
<td>Dress slacks</td>
</tr>
<tr>
<td>T-shirts and sweatshirts are not appropriate</td>
<td>Dress blouse, sweater, or suit jacket</td>
</tr>
<tr>
<td>Tennis shoes and other casual shoes allowed</td>
<td>No tennis shoes, jeans, shorts, or flip flops</td>
</tr>
<tr>
<td>Ripped or torn clothing is not appropriate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Never Appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pajamas or slippers in areas other than residence hall floors</td>
</tr>
<tr>
<td>Exposed undergarments</td>
</tr>
<tr>
<td>Strapless or bare midriff attire</td>
</tr>
<tr>
<td>Shorts or skirts that are too short (those that fall shorter than the student’s fingertips)</td>
</tr>
<tr>
<td>Clothing with messages or illustrations that are lewd, indecent, vulgar or that advertise any product or service not permitted by law to minors</td>
</tr>
<tr>
<td>Cleats inside a building</td>
</tr>
<tr>
<td>Bare feet outside of residence hall</td>
</tr>
<tr>
<td>Hats in chapel, dining hall, or other indoor professional dress or formal activities</td>
</tr>
</tbody>
</table>

Certain occasions require students to dress in attire differently than standard school attire such as Eucharist Chapels, and other special school events. Students will be notified when business casual and professional dress is required.

Cell Phones and Electronic Devices

Recognizing cell phones and electronic devices as a research tool can be used for curation and creation, the School seeks to eliminate distractions and promote the healthy use of technology while understanding there is no replacement for the value of face-to-face interaction.
During the academic day (8:30 a.m. until 3:30 p.m.), student cell phones:

- May be used only for organizational purposes (e.g., time tools or appointment reminders), between classes, or when a student is not in a scheduled activity.
- May be used when given permission by faculty or staff member.
- May not be used in Pittman Auditorium, the Chapel, or Chan Poyner Dining Hall unless it is a part of the program (i.e., text surveys like Kahoot).

Outside of the academic day, student cell phones:

- May not be used in Chan Poyner Dining Hall.
- Can be used in accordance with the residential guidelines for study hall and other residential programming.
- May not be used for talking in the Library to maintain a quiet study environment.

Earbuds and Headphones

During the academic day (8:25 a.m. until 3:30 p.m.) earbuds and headphones:

- May not be used in class without faculty and staff permission.
- May be used in the Library, lower Smedes, and fitness facilities.
- May not be used while walking between classes.
- May never be used during a meal in Chan-Poyner Dining Hall.
- May not be used during community time activities such as chapel, assembly, etc.

Driving Privileges/Off-Campus Privileges

Having a car on campus is an exceptional and significant privilege accorded as a measure of trust, maturity, and responsibility. Any serious violation of the Honor Code, Essential Expectations, safe driving practices, residential life expectations, or car regulations will likely result in the loss of car privileges. This privilege may also be revoked at any time if the Interim Assistant Head of School for Student Experience, or designee, in consultation with the advisor, teaching faculty, parents, or residential faculty, determines that possession of a car is having a detrimental effect on a student’s academic performance or conduct. This stipulation applies to both boarding and day students. Saint Mary’s School discourages parents from allowing their daughter to drive another student’s vehicle; written permission is needed for such an exceptional circumstance.

All student cars must be registered with the School Security Office. Parking passes must be displayed in cars at all times. Returning junior and senior boarders (and all legally licensed day students) must be in good behavioral and academic standing (not on academic probation). A new junior/senior boarder may have a car after her first semester if she meets the same eligibility requirements. Junior boarders are permitted to use their cars on weekends only. Rare exceptions to this policy may be made with the prearranged approval of the Director of Residential Life and the Interim Assistant Head of School for School Experience, or designee. Exceptions may include off-campus doctor appointments and community dances, music, athletic, or tutorial commitments. Each spring, the School will consider granting juniors weekday driving privileges on a limited basis. A new boarding student who has previously attended Saint Mary’s School as a day student will be permitted returning-student status regarding having a car on campus. Senior boarders will be permitted to use their cars for approved weekday About Town Permissions (ATPs).

Parents of boarding students should be aware that it is a violation of Saint Mary’s School policy to allow their daughter to bring a car to Raleigh and park it off campus without meeting the School’s car/driving expectations and eligibility.

A Saint Mary’s School student must have permission from her parent(s) to transport or ride with other students. This permission must be on file in the Director of Residential Life’s Office.

Generally, students may not drive another student to or from a school-sponsored activity or event and only in rare circumstances and explicit permission will the School allow such requests.
Note: Transporting a student without permission will result in the loss of car permission for a boarder or parking permission for a day student.

Behavioral Expectations While Away from School

“School jurisdiction” includes every student at any time while on campus or attending a school-sponsored activity, athletic event, or trip. Jurisdiction includes traveling to and from these events. However, as stated earlier, Saint Mary’s School reserves the right to apply disciplinary consequences for issues of student behavior in or out of the School’s jurisdiction which compromise the safety of a student and/or the community or jeopardize the reputation of the School.

Students and their parents (when chaperoning an off campus gathering) are expected to maintain conditions consistent with the law and Saint Mary’s rules.

Parent Involvement

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a school administrator. Please speak to the appropriate school administrator for guidance with respect to any questions about contacting another student or parent about a school-related matter.

Jobs

Any student who considers taking a job outside of school should discuss those plans with her parents. Students who have jobs should understand that commitment to school should come first and going to a job is not an excuse for missing classes or school obligations.

Student Transportation of Firearms to and from School

Firearms are not permitted at Saint Mary’s School. If a student has a question about this, consult Security.

Attendance

As a college preparatory school, it is understood that students attending Saint Mary’s value their education and demonstrate this through regular attendance. Saint Mary’s School and parent partners work together to ensure students are not missing school unnecessarily.

- The School will designate absences and tardiness as “excused” if parental permission has been given, and “unexcused” if parental permission has not been given. Absences are counted by period of the day for classes, Advisory, Assembly and Chapel.
- All students are expected to be on campus from 8:25 a.m. until 2:30 p.m. on Tuesday/Thursday and 8:25 a.m. until 3:30 p.m. on Monday, Wednesday and Friday, and for all school obligations beyond the academic day. Unauthorized departures are considered missed obligations.
- To participate in after-school games, practices, rehearsals, or performances for that day, students must not miss more than half a day. Exceptions to this rule can be made in advance with the Director of Athletics.
- More than 10 absences (a class period, Advisory, Assembly, and Chapel) per semester, whether excused or unexcused, can be detrimental to a student’s academic success. When 10 absences (excused or unexcused) per semester have occurred, contact will be made with parents to discuss a plan for success, and students may lose privileges to participate in sports, leadership roles, clubs, visual and performing arts, weekend activities, field trips, etc.

Note that North Carolina State law states that missing more than ten days of school is considered truancy.
Absences

Saint Mary’s School asks that all medical, psychological, and dental appointments be made after school hours or during school vacations. If a student must leave for an appointment during the school day, there must be contact with the Attendance Coordinator either through an email, a phone call, or a note.

Saint Mary’s School encourages co-curricular participation by students. Students who miss a class due to participation in school-sponsored events, such as team sports or class field trips, will not be considered absent from class. However, students are responsible for completing assignments as outlined by their faculty member.

Requests for Scheduled Absences

Students and parents may request a scheduled, excused absence for college visits, religious observances, medical appointments and/or for an extraordinary academic program or unique family event. All work missed during the absence is the responsibility of the student and should be arranged with the faculty member prior to the absence.

The scheduled absence must be requested at least one week in advance with a completed Scheduled Absence Request Form (pink form) from the Attendance Officer. The reason for the request must be described in full.

The following people must sign the form for the excused absence to be considered for approval:

- Each faculty member of a proposed missed class
- Dorm parent or Director of Residential Life
- Student’s Advisor
- Athletic Director if the student will miss an athletic obligation
- College Counselor if the absence is due to a college visit
- Director of Residential Life if the absence involves a boarder being gone overnight.

Unexcused Absences

Students are expected to attend every class, Advisory, Assembly, Chapel, and other academic commitments. If a student misses more than half of a class, her absence may be considered unexcused.

Academic Expectations/Consequences for an Unexcused Absences

- If a student misses a test or turning in an assignment due to the absence, the student must consult with the faculty member about making up this test or handing in the assignment. Since the absence was unexcused, the faculty member may not allow the student to make up the test or hand in the project or paper.
- The student is responsible for making up missed class work and assignments and is required to discuss the situation with the faculty member.

Consequences for Unexcused Absences

First Offense
- The first offense will be considered a student error.

Second and Third Offenses
- The student will need to attend detention, which is scheduled for Thursday afternoons, from 2:30-3:30 p.m., on the first floor of Ragland in classroom #102.

Fourth and Fifth Offenses
- The student will have detention, and the parent/guardian will receive notification from the Interim Assistant Head of School for Student Experience, or designee.

Subsequent Offenses will lead to additional consequences to be determined by the Interim Assistant Head of School for Student Experience, or designee, up to and including learning plans, restrictions in co-curricular activities, suspension, and dismissal.
Class absences reset upon the conclusion of the semester.

Missed School Obligation

Students are also expected to attend all school obligations outside the classroom including, but not limited to, after-school activities, Triangle Fitness, class meetings, required tutorials, scheduled meetings with teachers or staff members, athletic obligations, visual and performing arts obligations, community service obligations, detention, Community Dinners (boarding students), Vespers (boarding students), Stop and Reflect Days, and all-school events. Missing these events may also result in unexcused absences and require detention and consequences as noted above.

Tardiness

Unexcused tardies are unacceptable and will result in the assignment of detention. Three instances of unexcused tardiness are equivalent to one unexcused absence. For every three instances of unexcused tardiness, a detention will be assigned. Excessive unexcused tardiness may result in further academic and/or disciplinary consequences. A student will be considered absent from class if she misses more than half a class period.

Day Students

During the School Day

- All students should be on campus and in their designated location or signed five by their first class.
- Students are expected to remain on campus until the end of the day’s obligations.
- Day student parents must contact the Attendance Coordinator by 9 a.m. on the day of a student’s absence for the absence to be excused.
- Students who arrive on campus after 8:30 a.m. must sign in with the Attendance Coordinator.
- Students who need to leave and return to campus during the academic day must provide parental authorization and receive permission from the Interim Assistant Head of School for Student Experience, or designee. If a student is leaving before the end of the academic day, the student must sign out with the Interim Head of School for Student Experience, or designee, before leaving campus and sign in upon her return.

Student Sign-In/Sign-Out Procedures

Saint Mary’s School takes seriously its responsibility for the safety and conduct of all students while they are enrolled at the School. Therefore, student cooperation is essential in keeping track of students’ whereabouts.

During the academic day, if not signed out through the Binder Health Center, students must sign out with the Attendance Coordinator before leaving campus and sign in upon their return to campus.

Any day student who becomes ill during the day should report to the Binder Health Center. If a student is sent home sick, she will sign out with the nurses at the Binder Health Center. The Binder Health Center will communicate with the Attendance Coordinator.
V. STUDENT SAFETY AND TECHNOLOGY PROCEDURES AND POLICIES

Security
For the protection of the students, faculty, staff, parents/guardians, and guests, the following procedures apply:

Emergency Notification

The safety and well-being of the school community are of primary concern. To that end, Saint Mary’s School contracts through an emergency notification system. Should the School experience an emergency, parents will be notified of the situation via text message and email.

Additionally, the School has a public address system within the buildings across campus that can be used to notify the campus of issues that arise.

It is very important that the School have up-to-date contact information. At times, Saint Mary’s School may communicate with students and parents via text message using the cell phone number registered in the School’s database system.

Building Security Codes

To provide a safe and secure environment for students, buildings are kept locked. Most buildings are accessible by security codes. Students will be informed of these codes and will be notified as they change periodically throughout the year. For the protection of all students using these buildings, students must not make these codes known to anyone who is not a current Saint Mary’s School student. Additionally, boarding students cannot share dormitory codes with day students. Violation of this trust endangers others and is a serious breach of campus security.

Safety and Emergency Information

Each office and classroom are equipped with an Emergency Guidelines Manual. They are typically located in the black baskets near the front of a classroom or near the door of an office. Students and employees can reference the manual in case of an emergency for procedural instructions.

Saint Mary’s School conducts at least one fire drill every month during the regular school sessions. Students and employees are required to participate in all emergency drills throughout the year.

Fire Procedures

If a student, employee, parent, or guest sees fire or smoke, she/he should pull the closest fire alarm, leave the building immediately, and then call Security from the nearest phone. If the smell of smoke is present, she/he should alert an employee or call Security from the nearest phone. Everyone must remain outside the building until Security, or a member of the Fire Department, has verified that it is safe to enter the building. No one should enter a burning building under any circumstances.

When the fire alarm sounds during the academic day, everyone should proceed immediately and quietly to Nimocks Athletic Field or to Hannah Smith Quad outside of the academic day. At the field or quad, students and employees must check in with their designated grade-level faculty/staff member. Guests need to check in with an employee. Everyone must stand quietly in line until everyone is accounted for. No one can leave the field until they have been officially excused.

Lockdown Procedures

In the unlikely event of a potentially dangerous situation, the entire campus community will follow lockdown procedures. Each student, faculty and staff member, and any residential faculty family members currently on campus will be alerted to remain in their current locations in a secured building site. No movement between campus buildings will be permitted until all personnel are accounted for and Security has given clearance. Periodic lockdown drills may be conducted throughout the school year.
Inclement Weather Procedures

In case of inclement weather, information about the opening or closing of school will be communicated by the School via the website, email, and text. If necessary, the school-wide public address system will be used.

Severe Storm Warnings

During severe storm warnings, students must stay in residence halls or school buildings and will not be permitted to go off campus until the warning has been lifted. On the weekend or in the evening, boarders should check in with residence hall faculty, either in person or through the duty phone, to ensure that students are accounted for.

Tornado

If there is a tornado sighting or warning, or if the Raleigh tornado siren sounds, students should seek cover in a building’s first floor or basement, away from windows, as quickly as possible. Students and faculty in the residence halls should proceed to the designated tornado shelter. As soon as the storm has passed, boarders should return to the front of their residence hall, and day students should make their way to the Long Student Center in Lower Smedes as quickly and safely as possible so their whereabouts and safety may be assessed.

Winter Weather

In the event of hazardous conditions related to a winter storm, the Interim Head of School, or designee, determines if the School is to be closed or if the School day schedule is altered. Closings, delays, or early dismissals will be communicated by email, text alert, on the website, and through local news and radio outlets.

Hurricane

In general, there is ample warning if a hurricane is approaching. If boarders can be sent home safely, the School makes necessary arrangements. Day students will be dismissed when it is safe to travel. No student is to leave campus without permission or without checking out through the proper channels. In some cases, no student will be allowed to leave without specific permission from parents regarding her travel. While it is natural to want to go home during an emergency, campus is often the safest place to be.

Electronic Communications, Computers, and Responsible Use

The network, Internet access, tablets, and other computers at Saint Mary’s School are provided for students to complete assignments, communicate with others, conduct research, and explore their creativity. Use of technology at Saint Mary's School is a privilege, not a right. The Responsible-Use Policy outlines guidelines for online behavior to which students will be held accountable. The Technology Agreement provides guidelines and conditions for the distribution and continued use of tablets by students at Saint Mary's School.

Responsible-Use Policy for Social Media and Technology for Student Use

Members of the Saint Mary’s School community agree to use electronic resources responsibly and appropriately as deemed by the School, both online and offline. Saint Mary’s School looks to promote healthy citizens including when using technology.

Parameters of the Responsible-Use Agreement

To obey copyright laws and respect the electronic and intellectual property of others, students will:

- Not make copies of school software.
- Respect the privacy of individuals by not copying, modifying, destroying, or reading documents without the owner’s permission.
- Own only media (songs, movies, etc.) that is legally obtained, and students will not load media from someone else’s device onto their computer.
- Not load software that enables students to download music or video from other individuals without payment.
- Cite any electronic source that students use with proper citation.
• Not use pictures or other files without permission and/or citation.

To be courteous and respectful in all online communications, students will not:

• Use hurtful, discourteous, disrespectful, sexually explicit, or profane language in online communications.
• Send chain letters (emails that “require” that they be sent to others to avoid bad luck or gain good fortune), petitions, or warnings to other students.
• Send mass emails to sell personal items, locate lost items, ask for donations for charity, or promote events that are not sponsored by Saint Mary’s School without express permission from a faculty or staff member.
• Email employee groups without advance permission from the Technology Department.
• Modify pictures or videos of themselves or others in vulgar, demeaning, or disrespectful ways.
• Take, record, post online, or distribute pictures, audio recordings, or videos without the consent of all individuals in them or any other action deemed inappropriate by the School. Essentially, only post items from public events like sporting events, concerts, and graduation unless all parties are aware and consent. Posting from the classroom and practices should only be done with the permission of the teacher or coach. No posting should ever be done from areas where people have an expectation of privacy such as bathrooms and locker rooms.

To respect the security measures of the School-issued tablet and to respect the privacy of others, students will:

• Not install any unauthorized software on their tablets.
• Not modify the hardware or software settings without permission, except for desktop and use settings on their tablets, including stalling hardware to “upgrade” the tablet.
• Use only their own username and password on their tablet and on any online site, such as Snapchat, Facebook, Twitter, or email.
• Will not give their username or password to anyone and will never use the username and password of someone else.
• Not use her cell phone or any other Internet-connected device to access the Internet in ways that break Saint Mary’s rules.
• Connect only to the Saint Mary’s wireless network on campus.
• Not bring any computer other than her Saint Mary’s tablet to campus unless she obtains specific permission in advance from the Technology Department.
• Respect the security of the network by not attempting to discover passwords or override measures the School uses to control access to any resource.
• Turn off email notifications of social media posts.
• Use video and image capabilities wisely and in compliance with all other School expectations.
• Report any violations of these rules to the Technology Department immediately.

To uphold the Honor Code online and in her computer use, students will be honest about her computer use and will not:

• Impersonate someone else online.
• Take pictures or videos without the knowledge of all individuals in them.
• Use services that claim to disguise the sites she visits or “anonymize” emails or social media.

To use the Internet in safe, appropriate, and responsible ways, students will:

• Not access or contribute to websites containing pornography, inappropriate language, or material of a discriminatory nature.
• Obey all rules and directions posted in labs or classrooms, included in faculty’s syllabi, or given verbally.
• Use her tablet and other electronic devices only in the ways that are expressly allowed; and not for playing games, shopping, or emailing during class, study hall, or required campus events.
• Not create or post tasteless or vulgar images, including those that contain inappropriate attire, real or simulated use of alcohol or drugs, or sexually explicit material or poses.
• Protect herself and other members of the Saint Mary’s community and the reputation of the School and its students, faculty, and staff. Under no circumstances should images of, or information about, another individual be posted without that person’s consent. These guidelines include, but are not limited to:
  ▪ Posts online or any social media site
  ▪ Pictures and captions posted on any photo or social media sites
- Videos posted on YouTube or other video sharing sites
- Livestreaming sites
- Creation of characters or locations in virtual environments or multi-player online games
- Playing games, shopping, or emailing during class, study hall, or required campus events.

Students and parents should be aware that:

- The School acknowledges the pervasiveness of web-connected cameras and devices and will strive to educate the community regarding safety, honor, and respect in relation to easily transmitted images and video.
- For reasons of security, the Technology Department will not install any software from a website that is not in a language the staff can read.
- For reasons of safety, students should never give out personal information through email or over the internet. Doing so can endanger the student and other members of the community.
- No online communication is truly private. Students should understand that college admission officials often are able to view information on the Internet and on other social media sites, and this information can affect their status during the college admission process.
- When there is a breach in safety or there is suspicion of a violation of a school rule, the Technology Department, and Interim Head and/or Interim Assistant Head of School, or designees, reserve the right to inspect all electronic files and devices including school-owned computers and student-owned electronics on campus.
- The Technology Department has the right to monitor, view, and log all school-owned computer, email, and Internet activities, and to revoke technology privileges at any time. Faculty members are authorized to create policies for their classrooms and to monitor or limit tablet activity during classes.
- The School reserves the right to discipline users for actions performed off-campus if the actions adversely affect the safety of the students or constitute behavior that jeopardizes the reputation of the School.
- The contents of any Saint Mary’s email or anything on the School server is property of Saint Mary’s School.

Email

The School provides students with an email account which should be used only for school-related communication such as contacting and receiving information from faculty, submitting homework and assignments, transferring files to and from school, etc.

Social Media

The School understands the desire of students to use social media sites and other online resources or websites (e.g., Facebook, TikTok, Snapchat, Twitter, Instagram, Pinterest, Wikipedia, etc., collectively referred to as “Social Media”). Whether a student chooses to use social media is a decision, she should make in consultation with her parents. However, to the extent that students, parents, or members of the school community represent the School to each other and to the wider community, participation in such social media should be done responsibly with a mind toward how both the forum where one chooses to participate, and the content posted, reflect on that person individually and on the School. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand before participating in social media. With the foregoing in mind, the School encourages students and parents to create an atmosphere of trust and individual accountability when accessing social media and the School’s network.

Technology Agreement for School-Issued Tablet Computers

The tablet computing program at Saint Mary’s School is an exciting one-to-one computing initiative that provides each student with a tablet computer. She will use the tablet both at school and at home and will exchange her tablet for an upgrade on a schedule outlined by the School. Following are the guidelines for the use and care of the tablet.

- The tablet computer is intended for educational use by the student enrolled at Saint Mary's School and should not be used for commercial purposes or by other members of the household.
- The use of a tablet is included in the cost of attending Saint Mary’s, and the tablet remains the property of Saint Mary’s School.
- If, for any reason, Saint Mary’s School requests the return of the tablet, the student must surrender the computer immediately.
- Should the student withdraw or be dismissed from Saint Mary’s School, the tablet must be returned to the Technology Department immediately. Failure to comply will result in charges equal to the cost of the remaining
years of the lease plus the anticipated fair market value of the tablet at the time of the student’s expected graduation.

- Students will be issued a tablet, a battery, an AC adapter, and a stylus. Should any of these accessories become lost or damaged, a replacement will be issued by the Saint Mary’s Technology Department and the student’s account will be charged.
- Warranty-based repairs will be administered by the Saint Mary’s School Technology Department, which is the only authorized repair center for these tablets.
- Students must comply with all Technology Department requests to make their tablets available for repair.
- Each student is responsible for the safety and security of her tablet.
- Any loss or damage to the computer must be reported to the Technology Department promptly.
- Damage caused by mistreatment of the tablet and resulting in a broken screen or motherboard may result in charges up to full replacement. Mistreatment could include, but is not limited to, leaving the tablet outdoors or in an unsafe area, running over the tablet, throwing the tablet, throwing things at the tablet, or any other activity not covered by the accident-damage-protection policy.
- Students must take proper care of their Saint Mary’s School tablets.
  - Keep the tablet in a padded bag or case when traveling, including when walking on campus.
  - Do not leave the tablet outdoors or in an unsecured location.
  - Do not place the tablet in stand-by or sleep mode before moving it.
  - Do not place the tablet in a bag with the screen facing outward.
  - Do not write or paint on the tablet or charger.
  - Bring the laptop to the Technology Office for repairs as needed.
- Students are responsible for backing up their own data.
  - School-provided cloud storage on each tablet will back up Microsoft Office files.
  - Music, movies, TV shows, or pictures cannot be stored in the school-provided backup space. To back up these files, students must use an external hard drive. The Technology Department strongly recommends that students purchase this external hard drive and begin backing up personal files at the beginning of their Saint Mary’s career.

Bring Your Own Devices

Saint Mary’s School permits students to add personal devices to the School’s guest network. The School will not be held responsible for computer loss, theft, or damage that may occur. Students are expected to use devices responsibly and in accordance with all school rules and policies as set forth below.

Guidelines and Restrictions

- Student computers/tablets and Internet usage MUST be used for educational purposes ONLY inside of the School and during the school day.
- The faculty member is always the instructional leader; during the academic day, any faculty member may require that technology be turned off.
- A faculty member may check in to see what the student is doing and may view history at any time.
- Social networks may not be accessed throughout the day.
- Unauthorized downloads are not allowed under any circumstances.
- If a student attempts to visit any website that is inappropriate (including games, a social network, or anything similar), doing so may result in a disciplinary consequence.
- Students may NOT use their own smartphone to create a Wi-Fi hotspot.
- If students do not use a school-issued laptop, the student is responsible for the hardware and software.
VI. DAILY LIFE AT SCHOOL

Advisors

The advising system is an integral part of the educational process at Saint Mary’s School. Its purpose is to assist students in their personal growth in all aspects of campus life. All students are assigned to an Advisor. Together, the student and Advisor develop the student’s academic plan to ensure that the student is embracing school programs and is following her own interests and passions. Typically, a student’s Advisor comes to know her well and becomes her guide and advocate, the keeper of the “institutional memory” of her experience at Saint Mary’s. The Advisor is the first point of contact for students, parents, and faculty concerning a child’s experience at Saint Mary’s.

The small Advisory groups (see daily schedule) have lunch together weekly, sit together in Chapel, and bring together boarding and day students to help foster a closely bonded, small community inside the overall one. Advisors also meet individually with advisees regularly and when necessary.

Parents’ first line of contact should be with their daughter’s Advisor. If the Advisor cannot answer a question or help with a situation, then the Advisor will direct the parents to the appropriate school officials. Parents are encouraged to keep in close contact with the Advisor throughout the school year.

Concerns about Classes or Faculty

To help students become independent and responsible for their actions, the School asks students to communicate their needs and concerns directly to their faculty and advisors. If a student has concerns about classes or faculty, she should first discuss the problem with the faculty member concerned or with her advisor. If the concern persists, she may speak to the academic leader of the department who will determine and lead the appropriate follow-up procedure. Should ongoing problems persist, it is recommended that the student and/or parent contact the Interim Assistant Head of School, or designee.

School Day Schedule

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Experience</td>
<td>8:00-8:30</td>
<td>Professional Learning</td>
<td>8:00-8:30</td>
<td>Extended Tutorial</td>
<td>Institutional Meetings</td>
</tr>
<tr>
<td>1st/5th</td>
<td>8:30-9:45</td>
<td>1st/5th</td>
<td>8:30-9:45</td>
<td>1st/5th</td>
<td>8:30-9:45</td>
</tr>
<tr>
<td>2nd/6th</td>
<td>9:55-11:10</td>
<td>2nd/6th</td>
<td>9:40-10:40</td>
<td>2nd/6th</td>
<td>9:40-10:40</td>
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<tr>
<td></td>
<td>Lunch 11:45-12:45</td>
<td>Lunch 11:15-12:15</td>
<td>Advisory Lunch 11:45-12:45</td>
<td>Lunch 11:15-12:15</td>
<td>Lunch 11:45-12:45</td>
</tr>
<tr>
<td>3rd/7th</td>
<td>12:45-2:00</td>
<td>3rd/7th</td>
<td>12:45-2:00</td>
<td>3rd/7th</td>
<td>12:45-2:00</td>
</tr>
</tbody>
</table>

extended tutorial

2:30-3:00

extended tutorial

2:30-3:00

Additionally, the student’s daily schedule after the hours noted above may include the following:
• Athletics practices and/or sporting events
• Visual and performing arts auditions, practices, performances
• Workshops
• Club or leadership meetings
• Meetings with teachers or staff
• Detention
• Other activities/events.

**Inclement Weather Policy**

In case of inclement weather, power outage, or other emergency, information about the opening or closing of school may be obtained by calling 919-424-4000. Information will also be posted on the School’s website, www.sms.edu, and will be sent by text via the School’s emergency notification system. It is the goal of Saint Mary’s School to have as few disruptions to the learning process as possible. The School may hold distance learning days where students and faculty can learn and teach electronically. Because the School may delay its start or institute a distance learning day, families should tune in to the Saint Mary’s website and local Raleigh television and radio stations for information regarding delays in the schedule.

Families should exercise judgment about the safety of road conditions in their area. If parents feel that weather conditions make it unsafe for their daughter to travel to school, the student will be excused from class. However, parents must call the Attendance Coordinator to inform the School. Similarly, if parents feel that a student should leave school early because of weather conditions, they should contact the Attendance Coordinator to advise the School that the student will be leaving campus. Although students will not be penalized for missing class due to weather, it is each student’s responsibility to complete all work missed.

If the School should miss more than ten (10) days in an academic year, make-up days will be scheduled and all expectations for attendance apply. Notice of needed make-up days will be posted and sent to students and families.

**School Meetings and Assemblies**

All-school assemblies are held almost every week throughout the school year. Many of these are devoted to the opportunity to watch other members of our community disseminate information, update the school community, or celebrate accomplishments. On occasion, we are fortunate to be able to welcome visiting speakers and performers. Every student is expected to arrive at assembly promptly and to exemplify mature, supportive, and appropriate audience behavior throughout the lecture or performance.

**Student Life**

The Interim Assistant Head of School for Student Experience, or designee, oversees disciplinary matters and student life, which incorporates athletics, community service, student leadership, and clubs and organizations; residential life and day life; Binder Health Center; the Chapel program; student support services; weekend activities; and special student events. Well-qualified staff oversee programs, many of whom live on campus and who are dedicated to making life outside the academic program positive and productive for all students.

**Campus Facilities**

**Bacon Gym**

The Ann Kidder Moore Bacon Gym houses a gym for basketball, volleyball, and other games and large events; a state-of-the-art fitness center and weight room; indoor swimming pool; dance studios; locker rooms; athletics offices; training room; trophy collection; and Saint Mary’s Mary Lou Jones Athletics Hall of Fame. It is a hub of the School’s extensive athletics program, which features teams in 11 sports and the Triangle Fitness Program. The natatorium is home to Saint Mary’s winning swim team, and the walls of the gymnasium are lined with the School’s championship banners.

**Bratton Hall**

Bratton Hall is the center for music and visual arts instruction, housing music classrooms and practice rooms on the first floor and the art studios on the second floor. After-hours use of the art studios and rehearsal spaces is available for students studying music and visual art. A separate policy for rehearsals, studio hours, and appropriate use, which includes
an after-hours policy, is published and distributed to students and faculty each year.

Chan-Poyner Hall

Chan-Poyner Hall houses Saint Mary’s dining hall including the private President’s Dining Room and the Tyler and Poyner multi-purpose rooms used for meetings, special events, student gatherings, dining, and more.

Cheshire Hall

Cheshire Hall, located conveniently between Ragland Classroom Building and Kenan Library, is home to classrooms and faculty offices, including the world languages department.

Cruikshank Hall

Cruikshank Hall is one of Saint Mary’s three residential halls, housing 10th and 11th grade students in its spacious dorm rooms. Built in 1966, the hall was named for Margaret Cruikshank, an alumna and the first female president/head of school. Cruikshank has undergone significant renovation in recent years and offers large rooms organized in suites with shared bathrooms between two rooms and sleeping nooks separate from desks seating, and study areas. Each floor in Cruikshank features a large lounge equipped for studying, group gatherings and dorm meetings, quiet reading, and hanging out with friends. The views from the balconies are some of the best on campus.

East Park Science Building

East Park Science Building houses state of the art science labs, spacious classrooms, science faculty offices, and an Exploratorium. In East Park, students pursue studies of the STEM fields of chemistry, physics, biology, environmental science, marine science, astronomy, biomedical science, and human body systems. Solar panels on the roof serve as a sustainable energy source for the building.

East Rock

East Rock is the center for Technology and Business at Saint Mary’s School. A separate document, including policies and hours of operation and services offered, is published and updated as needed each year.

Hannah Smith ’12 Quad and Margaret E. McGlohon ’81C Pavilion

The Hannah Smith ’12 Quad sits in the heart of campus, flanked by the residence halls, outdoor patios, the Victory Bell, and the Margaret E. McGlohon ’81C Pavilion. The Quad, along with the Pavilion, is the site of a wide range of events from Sigma-MU intramural games to arts performances to Triangle Fitness workout sessions to outdoor movie nights, cookouts in the fire pit, and more.

Nimocks Field

Nimocks Field is home to Saint Mary’s field sports including field hockey, soccer, and lacrosse programs. A practice field in front of the Chapel provides additional space for these teams and other outdoor activities.

Penick Hall

Named for an Episcopal bishop, Penick Hall is a cozy and vibrant residence hall for 9th grade students featuring three residential faculty apartments, student lounges, and laundry facilities. The dorm rooms are organized in suites with shared bathrooms between two rooms. Penick porch, with its classic rocking chairs, is a favorite campus hang out, as it overlooks the beautiful Hannah Smith ’12 Quad and is a great place to watch the sunset.

Pittman Auditorium

Eliza Battle Pittman Auditorium, built in 1907 as a memorial by a mother for her daughter, is a classic example of a cozy opera house style theater. Pittman Auditorium is a central community space used for fine arts performances, weekly student-led assemblies, academic and honors convocations, athletics awards ceremonies, Sigma-MU field day pep rally, annual grade level dance-off competitions, and more.
Ragland Classroom Building

Ragland Classroom Building is the hub of academics at Saint Mary’s School. Ragland houses classrooms, a learning hub with expert academic support, administrative and faculty offices where students meet with faculty and advisors, a faculty lounge, an auditorium/lecture hall, and a newly renovated lobby featuring an art wall, digital screen, and comfortable contemporary seating.

Saint Mary’s Chapel

Saint Mary’s Chapel is one of the most beloved buildings on campus and is the heart of the School’s spiritual life and community. Built in 1856, the Chapel is a National Historic Site and Raleigh Historic Property. The entire school community gathers for chapel services twice each week and boarders attend vespers on Sunday evenings. The Chapel is a symbol of Saint Mary’s Episcopal heritage.

Sarah Graham Kenan Library

The Sarah Graham Kenan Library is a bright, contemporary, and vibrant center of intellectual life for the students and faculty at Saint Mary’s School supporting the habits of lifelong learners since its dedication in 1966. The Kenan Library was named after alumna and philanthropist Sarah Graham Kenan, class of 1893, whose charitable foundation made the building possible. The space services as a creative commons providing access to extensive research materials and cutting-edge technology. Designed to support both quiet individual study and collaborative group project work, the Library offers a relaxed and contemporary environment fully staffed by knowledgeable and helpful librarians.

Smedes Hall

Built in 1837, Smeades Hall is the main building on campus and hub of campus life. Designated as a Raleigh Historic property, the building has been renovated to preserve its traditional charm and architecture with contemporary spaces for students and thoroughly modern infrastructure. Smeades Hall houses spacious dormitory rooms on the second and third floors; student lounges, game area, Aldert’s Corner snack bar and food court area; mailroom; Shop1842 school store; student life, counseling, and college counseling offices. On the lower floor, called Lower Smedes, there is the Bobby and Kathryn Scott Long ‘73HS ‘75C Student Center (Long Student Center) with several lounges, fireplaces, a recreation/game area, a casual dining area, school store, mailroom and staff offices.

In the Long Student Center, televisions, game stations, and DVD players are provided for student use but may not be on during the academic day (8:30 a.m. until 2:30-3:30 p.m.). Guests are allowed during visiting hours if they are checked in at Smedes Hall. Appropriate behavior is always expected in this building.

Hours: Monday – Thursday, 7:00 a.m. – 10:15 p.m.
Friday, 7:00 a.m. – 11:00 p.m.
Saturday, 10:00 a.m. – 11:00 p.m.
Sunday, 10:00 a.m. – 10:15 p.m.

The Activities Desk in Lower Smedes provides a centralized location for daily or weekend ATPs and sign-ins and sign-outs on the weekend for boarding students. Faculty and staff supervise this area.

West Rock

West Rock houses the Development and Alumnae offices. Hours of operation are consistent with regular business hours.

The Chapel Program

As an Episcopal school, Saint Mary’s School provides an experience of Christian worship that is purposefully welcoming and inclusive, as is prescribed by the National Association of Episcopal Schools. The Saint Mary’s Chapel, a National Historic Site, is the center of the School’s spiritual life and community and the chief symbol of Saint Mary’s affiliation with the Episcopal Church. Chapel provides a time for quiet reflection during prayers and homilies, a place for expression through hymns and special music, and a regular gathering in which the entire school community comes together for spiritual meditation, comfort, and celebration. Students serve in the Chapel as lay readers, speakers, marshals, and acolytes. A student Vestry, the Chapel’s leadership organization, works closely with the Chaplain. Students and advisors attend Chapel together as an Advisory on Tuesday and Friday. Boarding students also attend a Sunday evening Chapel service or activity, to which all members of the Saint Mary’s School community are invited.
The Chaplain, an Episcopal priest, oversees the twice-weekly Chapel services, works with the Vestry, hosts Bible studies and other programs for students, faculty, and staff, hosts a Sunday Vespers service, and, when appropriate, conducts weddings and memorial services. The Chaplain is also available to the entire Saint Mary’s community for pastoral care, counseling, and spiritual direction. Other services may be offered as options.

Respectful and appropriate behavior is expected and required of everyone in this sacred environment. Students are not required to take Communion or participate actively in prayers; students are expected to stand and sit with the congregation and respect the service and convictions presented, regardless of their individual religious affiliation. Food, drinks, and chewing gum are not acceptable in the Chapel. Students may not bring electronic devices, cell phones, or homework to services. School dress is appropriate for most weekday Chapels. Eucharist and special services may require formal dress, and students will be notified when formal dress is required.

**Vestry**

Vestry members are expected to be spiritual leaders in Chapel and in the wider Saint Mary’s School community. They are selected by a committee comprised of Vestry officers and representatives from the faculty, Student Life staff, and Residential Life staff. The Vestry assists the Chaplain in planning and leading worship services and Chapel programs and in caring for the Chapel. The Vestry is led by a Senior Warden, a Junior Warden, and a Secretary.

**Bus Information**

Saint Mary’s School offers transportation to and from school for students who live in the Cary, Chapel Hill/Durham, and North Raleigh areas. If you have questions or wish to register for the transportation service, please contact the Admission Office at 919-424-4100.

**Student Parking**

Students registering cars must obtain a parking tag and gate access card either during registration or after registration from the main receptionist in Smedes Hall. A student must park in her assigned lot. Students will be responsible for turning in their assigned gate access cards at the end of the academic year. Those students who do not turn in a card will be charged $25.00. Students may not park in spaces reserved for faculty or visitors. Student parking is prohibited in fire lanes, handicap spaces, visitor spaces, driveways, and on sidewalks or grass. Students may not park on the side streets adjacent to Saint Mary’s School. Violations of driving or parking regulations will be reported to the Interim Assistant Head of School for Student Experience, or designee, and will likely result in a loss or suspension of driving/parking privileges. Repeated violations could result in the permanent loss of a student’s car privilege. If a student finds her assigned lot full and must park in an unauthorized lot, she must notify Security immediately. Temporary permits may be issued in unusual circumstances. Such requests should be made to the Interim Assistant Head of School for Student Experience, or designee.

Saint Mary’s School assigns students a parking space at the beginning of the school year (or at the time of her licensure or car registration). The School tries to accommodate all parking requests. However, the limitation of space coupled with increasing demand, may create the need to establish an order of priority for parking space. For safety reasons, once assigned, a student’s parking spot will not be changed unless there are medical reasons for the change (injury or illness).

**Student Lockers**

Day students are assigned a locker through Auxiliary Services.

**Personal Belongings**

Students are responsible for their personal belongings and should always make sure valuables are secured. The School is not responsible for lost, misplaced, damaged, or stolen items. Boarders should lock their doors when not in their rooms. Day students should keep their belongings locked in their assigned lockers. A suspicion of theft should immediately be reported to the residence hall faculty or Security.

At the end of the year, it is the responsibility of each student to clean out her space and to return all textbooks and library books. Boarders must empty and clean their rooms and follow all check-out procedures established by the Residential
Life Guide. Day students are responsible for removing their belongings and cleaning their locker.

Student Store

The Saint Mary’s School Student Store (shop1842) is in Lower Smedes Hall. The hours are posted; however, the facility may close intermittently during these hours. The shop1842 has a wide variety of products such as school supplies, toiletries, food, gift items, and Saint Mary’s clothing. The store accepts cash, checks, MC/VISA, and student account charges. Parents may set up student charge accounts through the Business Office. A fee of $15.00 will be charged for returned checks. Grades will be held if a usable check or other form of payment is not submitted promptly.

Mailroom

All Saint Mary’s Students have a mailbox in Lower Smedes Hall near the shop1842.

- Each student is responsible for checking her mailbox daily. All incoming mail will be placed in mailboxes by the end of each weekday.
- All boarding student packages received prior to 2 p.m. will be logged in and placed on shelves in front of the Activities Desk in Lower Smedes. Packages arriving after 2 p.m. will be placed on shelves the next business day.
- All urgent packages will receive priority and efforts will be made to get the package delivered immediately. Contact the Store Manager to communicate information about any urgent package.
- Any packages from a pharmacy or with the appearance of containing medication will be delivered to the Binder Health Center.
- All outgoing mail should be in the mailroom no later than 2 p.m. to be mailed the same day. Any items received after 2 p.m. will go out the following business day.
  - Students may purchase postage for letters and packages through the school store.
  - All outgoing mail is picked up every weekday and Saturday. Times may fluctuate due to the USPS delivery schedule.
- Parcel Post (under 5 lbs.) and UPS (under 70 lbs.) may be sent out and received during mailroom hours.
- International letters may be mailed, but International packages may not be mailed through the mailroom due to customs forms.
- Saint Mary’s School is a bulk mailing address; therefore, it may take a few extra days for incoming mail and packages to arrive via USPS.

Community Care of Campus

Students, faculty, staff, and guests are expected to do their part to keep our campus clean and beautiful by walking on sidewalks (and not through flowerbeds, hedges, or decorative grass), by picking up trash, and by cleaning up when there is a mess.

Dining Hall (located in Chan-Poyer Hall)

The Dining Hall provides healthful daily meals for students, faculty, and staff and allows the school community to meet in a relaxed atmosphere.

Breakfast and lunch are included in day students’ tuition and fees. Day students are always welcome to eat dinner and weekend meals.

The Dining Hall provides boarders with three meals a day during the week and a continental breakfast, lunch, and dinner during the weekend.

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>7:00 – 8:30 a.m.</td>
<td>11:15 a.m. – 12:45 p.m.*</td>
<td>6:00 – 7:00 p.m.</td>
</tr>
<tr>
<td>Saturday/Sunday</td>
<td>9:00 – 11 a.m. (continental)</td>
<td>12:00 – 1:00 p.m.</td>
<td>6:00 – 7:00 p.m.</td>
</tr>
</tbody>
</table>

*Depends on the Daily Schedule.
Students and adults may NOT carry glasses, silverware, or china out of the dining hall or adjacent patio area, nor may they bring personal meals into the Dining Hall. Students and adults may carry food out of the Dining Hall in designated “to go” containers.

Monday and Wednesday evening dinners are **Community Dinners** for residential students. Day students and faculty are warmly invited to Community Dinners and special holiday meals. Guests must sign up with the Director of Residential Life by noon on the day they plan to join the boarding community for any special dinner. Monday and Wednesday night community dinners begin at 6 p.m., but this time may change due to special programs and events.

**Off-Campus Lunch Sign-Outs**

Seniors with Parental Permission Forms on file in the offices of the Interim Assistant Head of School for Student Experience, or designee, or in the Director of Resident Life Office can leave campus for lunch on designated days in groups of two or more, provided they are in good academic and behavioral standing and do not miss any school obligation.

Fall semester – Up to two days a week as designated by the Interim Assistant Head of School for Student Experience, or designee, in consultation with Senior Class President.

Spring semester – Up to two days a week as designated by the Interim Assistant Head of School for Student Experience, or designee, in consultation with Senior Class President.

Each spring, the School will consider granting weekday off-campus lunch and driving privileges to juniors on a limited basis.

Each student must sign in and out with the Attendance Coordinator. Students must return from lunch in time to be on time for their afternoon obligations noted in the Daily Schedule. Failure to sign in and out or a late return from lunch will result in the loss of the off-campus lunch privileges for an appropriate length of time designated by the Interim Assistant Head of School for Student Experience, or designee.

There will be no off-campus lunch privilege on Advisory Lunch days or special event/special schedule days or on days when other required meetings are scheduled. Off-campus lunch privileges may also be suspended because of inclement weather.
VII. RESIDENTIAL LIFE AT SCHOOL

Duty Telephone Numbers

A-Team Leader  919-389-8764
Activities Desk  919-424-3595
Cruikshank  919-389-8752
Penick  919-389-8753
Smedes Hall  919-389-8751

Residential life is an integral part of a Saint Mary’s School education. Boarding students can take increasing responsibility for their personal, academic, and social life under the nurturing guidance of the residential faculty. Detailed residential life expectations of boarders can be found online in the Saint Mary’s School Residential Life Guide via the Saint Mary’s website.

Residence Hall Faculty/Residential Faculty

The Director of Residential Life is responsible for the boarding program, including weekend permissions, boarding life concerns, and special parent requests. Weekend permissions should be called in or emailed to the Director of Residential Life, Monday through Thursday, to allow for the organization of supervision for the weekend.

Residential faculty supervise each residence hall. Many residential faculties live in apartments inside the residence halls, and some residential faculty live in homes on campus separate from the residence halls. The residential faculty aim to provide guidance as well as a safe and nurturing environment. Generally, the residential faculty know the boarders well and can be wonderful mentors and a source of support and comfort. Students’ respect and cooperation are important elements of this relationship.

Should a parent need to contact the residence hall, he or she should call the appropriate residence hall duty phone (see above), after the academic day until 8:00 am the next morning and Friday after the academic day until 8:00 a.m. Monday.

Residential faculty reserve the right to deny off-campus permissions to students and will work in cooperation with parents in such circumstances.

Residence Hall Living

Common courtesy and respect for the rights and property of others are the fundamental tenets of community life. While there is consistency in guidelines, rules, and expectations for all students living in dormitories, there are times when residence hall parents may make individual rules pertinent to their dorm and the circumstances.

Living in a boarding school community requires that a student work to develop independence and good communication skills. Saint Mary’s School uses an accountability system for boarding students to teach and enforce expectations for respectful and considerate living in a community setting. These expectations apply to life on campus and in the residence halls, and consequences for violations of the expectations are outlined below.

Residential Expectations

(The Residential Expectations discussed here are in addition to the Seven Essential Expectations for all students.)

Violations of the Residential Expectations are seen by the residence hall faculty as an opportunity to teach students how to contribute more positively to the residential community. The teaching process usually includes one or more of the following steps: giving an educational warning (identification of conflict, conflict resolution brainstorming, and/or intervention, i.e., academic support, counseling referral), removing the student from the area or situation for a limited time, grounding or limiting ATPs, sending a probationary letter, placing a student on a behavior contract, calling parents, and assigning work service. If a student does not respond to the behavior modification efforts, discussion will begin with the student and her parents whether Saint Mary’s School is the appropriate environment for her.
Rooms

Residence hall rooms may be inspected at any time; the rooms are to be kept clean and neat and will be inspected regularly by residential faculty.

Wall decorations may be hung from molding or attached with Command® strips or Fun-Tac® mounting putty, which do not ruin the walls. Wall hangings must be widely spaced, meeting all fire code regulations and none should extend across the ceiling or outside of the room. Tacks, nails, screws, and tape may not be used on the walls, as they cause permanent damage. All decorations are to be appropriate in nature, as deemed to be so by the School in its sole discretion, as they may be viewed by the public and families. Empty alcoholic beverage containers and items with any drug or alcohol insignia are not allowed. Signs and stickers on doors should follow the same guidelines so they do not damage the paint or finish.

Mattresses: The School provides approved fire-retardant mattresses, complete with protective coverings.

Furnishings: The following basic room furnishings are provided by the School: bed, bureau, desk, and blinds.

Appliances: Only the following electrical appliances are permitted in residence hall rooms: small refrigerators, clocks, radios, small Bluetooth speakers, hair dryers, razors, hair straighteners, and fans. Cell phones, used in accordance with school and dorm rules, are permitted. Space heaters, electric blankets, and halogen lamps are not allowed because of the danger of electrical overload and fire. UL-approved, circuit breaker-protected power strips are the only “extension cords” allowed.

Cleanliness and Damage in Rooms: Students are responsible for the cleanliness of their rooms and will be assessed for damage to furnishings or rooms. Desks are to be neat enough to provide usable working space and viewable from the doorway of the room. Floors are to be kept picked up and clear of clothing and papers. A laundry bag or basket should be used so that dirty laundry is not left around the room. Any damage to the room should be reported to the Dorm Head to ensure that responsibility is appropriately identified, and damage repaired. Cursory inspections by school personnel may occur at any time. Any room not properly cleaned out at the end of the year is subject to a $500.00 cleaning charge.

Music: The use of headphones is encouraged and required during quiet hours and study hours. Music is to be played so that it is heard only within the room.

Television: Located in residence hall lounges and Long Student Center (in Lower Smedes) and may be used during free time.

Computer Use and Cell Phones: Cell phones, videos, movies, and console or computer gaming are not permitted after lights out on school nights (10:30 p.m. or 11:00 p.m.), depending on grade level.

Animals: Students are not permitted to have any animals, including fish, in any residence hall room or building.

Room Keys/Key Cards: Room keys and/or key cards are issued at registration. If a key is lost, a replacement key/card may be purchased from the Director of Residential Life and the student’s account will be charged $20.00. If a room key is not returned at the end of the year, the $20.00 charge is billed to the student’s account.

Room Assignments

Living with others is an important life lesson that involves learning to compromise, to appreciate others’ perspectives, and to share conversation with others. The Residential Life Office partners with the Admission Office to assign housing for new and returning boarding students. Every effort is made to keep rooming assignments for the year, and students should seek the counsel of dorm heads, counselors, prefects, and advisors when there is disagreement or discontent in their room. Following those conversations, if the situation continues to be unresolved, the School will follow the process for roommate mediation and, as a last resort and only if space permits, roommate relocation.
Overnights Policies for Boarding Students (subject to COVID protocols in place at the time)

**Overnight Guests of Boarders**

Female friends may spend the night with boarding students provided the student has requested and received permission from the Director of Residential Life. Guests should be in 8th grade or higher and are expected to be always with their host and to abide by all school expectations. It is the responsibility of the host to inform her guest of the School’s expectations and to make sure they are followed.

**Weeknight Overnights**

If a boarder is interested in experiencing the life of a day student, she may have one free overnight per semester on any weeknight (Sunday through Thursday), provided she is not missing a school obligation (including community nights or residential programming) and she is in good academic and behavioral standing. Boarders must obtain permission from the Director of Residential Life 48 hours prior to the overnight.

**Weekend Overnights**

Number of overnights per grade per semester:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Overnights</th>
</tr>
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<tbody>
<tr>
<td>9th</td>
<td>6 nights</td>
</tr>
<tr>
<td>10th</td>
<td>7 nights</td>
</tr>
<tr>
<td>11th</td>
<td>9 nights</td>
</tr>
<tr>
<td>12th</td>
<td>11 nights</td>
</tr>
</tbody>
</table>

An overnight is defined as one night. A student may sign out to visit home or a location approved by her parents if she is in good academic and behavioral standing. Students must adhere to the following procedure:

- Student must submit weekend plans to the Director of Residence Life by Wednesday night.
- Parents and hosting parent must confirm plans by 12 p.m. on the Thursday prior to the overnight.
- Boarders who will be missing a school day must submit a completed *Scheduled Absence Request Form* to the Attendance Coordinator one week in advance of the absence, in addition to their weekend plans.
- If hosting a student on campus, a request must be made in writing to the Director of Residential Life by 12 p.m. on the Thursday prior; the guest’s parents need to sign an overnight release and confirm plans prior to the overnight.
- Students who exceed overnights are required to make up the time with service to Saint Mary’s.
- Late weekend requests (overnight, full day excursion, or late returns) will not be considered after 4 p.m. on the Friday prior and, if approved, will result in an official warning. A second offense will result in service to the School or weekend restriction. Only the Director of Residential Life or Interim Assistant Head of School for Student Experience, or designee, may grant late requests. A message left on voicemail is not considered permission. Saint Mary’s School reserves the right to deny any late requests.
- Students must return to campus by 5:45 p.m. on Sunday for required community events; guests must depart by 6 p.m. unless approved in advance by the Director of Residential Life. Students who miss community night obligations without permission from the Director of Residential Life will receive a “Missed Obligation” (automatic detention).

Overnights are allotted per semester only and do not carry over. School breaks do not count toward the allotment: Fall Break, Thanksgiving Break, Christmas Break, Winter Break (February), Spring Break, and Easter Break.

**Day Students and Overnight Stays (subject to COVID protocols in place at the time)**

Day students are welcome to spend the night as guests of boarders. Twenty-four-hour advance notice is appreciated. Day students may be in the residence hall only when accompanied by a boarder, and they are expected to abide by all expectations and procedures, including study hall hours, curfews, lights-out, and residence hall sign-outs during their stay. Day students who violate residence hall expectations while visiting may be restricted from visiting the residence halls, both during the day and for overnight stays.

Day students are not permitted to have or use the boarder access code to let themselves into the residence halls unless they are overnight guests.

If a day student is on campus after 7:30 p.m. on a weekday, she must sign in at the Library or be with another student in Lower Smedes.
For an overnight stay, a day student must:

- Find a boarder who is willing to be her hostess for the evening OR contact the Director of Residential Life, who will make a placement.
- Contact the Director of Residential Life to have the overnight request approved.
- Have her parents contact the Director of Residential Life giving their permission for the overnight stay.

In special circumstances, if space permits and the Director of Residential Life approves, day students may arrange to stay in the residence halls without a boarding student host.

Extended Stay

For family convenience or an ongoing school activity, such as weeklong school play rehearsals, staying in the residence hall for an extended period (depending on the availability of space) may be arranged. Overnights will be charged to a student’s account at the rate of $40.00 per night. Arrangements are made through the Director of Residential Life in conjunction with the Business Office.

Vacations

Normally, all students must leave the School during fall, Thanksgiving, Christmas, winter, and spring breaks (please consult the school calendar for exact dates). However, this past year and coming year, due to COVID restrictions, students may be allowed to stay in dorms during vacations/breaks and/or home stays may be arranged for students. These exceptions to stay in the dorms must be granted by permission from the Director of Residence Life. The School cannot normally provide housing or meals, nor assume responsibility for students during vacation periods. During other long weekends, residence halls will remain open, and students will reside on campus.

A student must not return before the published arrival dates and times on the calendar unless special arrangements have been made in advance through the Director of Residential Life. Residence halls are locked, and supervision is not usually available during vacations and at the end of a term.

Travel Arrangements

Prior to any long weekend or term-end break, students complete travel forms in Boardingware specifying their travel plans and needs for assistance. The School will run designated shuttles and assist students in arranging transportation to the bus, train, and airports if their flight times are outside the shuttle times. In the event of an emergency, the Residential Life Office will work with families to coordinate transportation arrangements.

Students arriving by air should plan to fly in and out of Raleigh-Durham International Airport (RDU). If students are planning to fly to and from school and are not yet 15-years old, families should check with the airline regarding their escort requirements and notify the Director of Residential Life at least two weeks prior to the flight date if an escort will be needed. Amtrak train service has similar restrictions regarding unaccompanied minors, and the School encourages parents to be in touch with the Director of Residential Life as needed to arrange an escort for train travel as well.

Transportation Policies

Saint Mary’s School will provide round-trip transportation for school-required events. After the event, students must return in the School vehicle unless they leave with their parent(s) and have permission to do so from the supervising adult. No student may drive herself or others to a school-required or class-required activity off campus without permission from the Director of Residential Life.
VIII. GENERAL SCHOOL INFORMATION

School Communication with Families

Saint Mary’s School communicates with parents in a variety of ways. Parents receive notices of upcoming events, messages from the administration, and other important information through email. A weekly e-newsletter, *The Buzz*, also provides parents with current news, special announcements, a photo gallery, weekend activities, and more. Parents are encouraged to read *The Buzz*, so they are fully informed of all that is going on at Saint Mary’s School. In the case of school closings for inclement weather or other emergencies, parents are notified via text message and email, making it important for parents to provide the school with up-to-date contact information.

One of the best resources for news and information for parents is the Saint Mary's School website. On the website you will find a school calendar of events and activities, news, information about athletics, the Saint Mary’s School store (shop1842), and more. The School’s parent portal is accessed through the website and provides additional information including helpful forms; news from the Parents Association; the Academic Calendar; tutoring support; parent resources; access to Veracross, Naviance, Canvas, Magnus Health (online resources for student academic), and health records/information; and online directories for faculty and staff, parents, and students. The parent portal is password protected, and parents receive a username and password at the beginning of their students’ first year at the School.

Each year, Saint Mary’s School publishes a campus directory containing photographs and contact information for students, parents, faculty, and staff. (As noted above, it is also available on the parent portal.) Twice a year, parents receive the Saint Mary's School Alumnae Magazine containing interesting features about current students, faculty, alumnae, and general school news. Each publication offers valuable information and unique perspectives on the Saint Mary’s School experience.

Lastly, Saint Mary’s School enjoys sharing highlights of life on campus with regular posts on Facebook, Twitter, Instagram, and YouTube. In accordance with the School’s Responsible-Use and social media policies, parents and students are encouraged to “follow” Saint Mary’s School and join in celebrating the School’s good news.

Publicity and Photography

Saint Mary’s School emphasizes the importance of recognizing and publicizing the achievements of its students and news of student and school life. When enrolling a student at Saint Mary’s School, a parent or guardian acknowledges that the student’s photograph, art, voice, statements, pictures, and portraits (video or still) may appear in a variety of news and promotional outlets, including the School’s print and electronic publications, videos, the School’s website, social media, advertisements, newspapers, magazines, and television news. Students may be identified by name in photographs, videos, or articles. These photographs or videos may be used by Saint Mary’s School in subsequent years. No monetary consideration shall be paid for any such publicity. If a parent or guardian wishes to withhold publicity permission, he or she should notify the Director of Public Relations and Publications in writing. A Publicity Release Form is provided for parents to review and return to the School each year.

Parent-Teacher Communication and Conferences

Conferences may be scheduled with advisors and teachers at the request of parents or teachers. Students should be a participant in any conference. These useful forums provide a time for teachers, students, and parents to exchange information about student progress. Additional conferences may be scheduled at the request of parents or teachers at any time during the school year.

Family Day

Each year, usually in October, families are invited to campus to spend time with their daughters and the campus community. There are various sporting events or activities, and parents are invited to attend classes for a portion of the day. Family Day kicks off Fall Break. (Note that COVID suspended this event last year.)

Parents Association

The purpose of the Parents Association (PA) is to focus parent involvement as a positive and supportive element in the ongoing advancement of Saint Mary’s School and its mission. Every current parent is a member of the Saint Mary’s School Parents Association. The Parents Association is actively involved in the life of the School and assists with or sponsors activities throughout the year. Please refer to the website for the latest contact information for the Parents
Association.

**Dual Households**

For the School to communicate most effectively with parents and students, please be sure to inform the School about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips or other issues, please include the School in your communication loop. These situations can be stressful for parents and confusing for students, and your help in minimizing the School’s phone calls to you for clarification is very important. Unless otherwise specified, each parent for whom the School has current contact information will receive a copy of the student’s report card as well as other informational mailings and electronic communications during the year.

**Students 18 and Older**

Some students enrolled at Saint Mary’s will reach the age of 18 before graduation. In the United States, age 18 is the age of majority, which means that legally, an 18-year-old student can enter contractual obligations on the student’s behalf (and is required to abide by those obligations). Therefore, for continued enrollment, the School requires all students upon their 18th birthday, to execute an Addendum to the Enrollment Agreement that their parent(s) or legal guardian(s) have signed on their legal behalf, which provides as follows:

- Permission for the School to discuss and release information and records to the student’s parent(s) and legal guardian(s) about any issues relating to the student’s enrollment at the School, including, but not limited to, academic records, academic performance, health matters, disciplinary issues, and financial matters
- Authorization for the School to interact with the student’s parent(s) and legal guardian(s) as if the student were under the age of 18.

The student’s parent(s) or guardian(s) will also continue to be responsible under the terms of the student’s Enrollment Agreement.

**Visitors to Campus**

To ensure that students have an opportunity to get the most from their academic program, Saint Mary’s School strongly discourages students from receiving visitors during the academic day. To encourage positive social interaction, the School accepts visitors who come in the proper manner after school hours.

Visitors of students are not allowed on campus during the academic day unless they have been given special permission from the Interim Assistant Head of School for Student Experience, or designee, or are visiting through the Admission Office.

Guests of boarders on evenings and weekends must check in with the residential faculty member on duty in the residence hall. All guests must leave campus at or before their host’s curfew time or study hall obligation. Guests of Saint Mary’s School students are expected to always remain with their host and abide by all school expectations while on campus. Each student is responsible for the actions of her guest while he or she is on campus. All guests, whether on personal or institutional business, must wear the name tag provided.

**Rules for Male Guests on Campus**

- Male guests are not permitted in Bacon Gym except for athletic events and special, supervised activities.
- Male guests are not permitted in the residence halls. Only residential faculty can make exceptions for family members and may make other exceptions with appropriate supervision.
- Underclass students in groups of two or more or a senior may have male visitors in the Long Student Center in Lower Smedes Hall with faculty/staff permission. Residential faculty and security guards make periodic rounds and check this building.
- If a student would like to study or do research in the Library with a male friend, she must have permission from the Librarian or residential faculty on duty.

**Parking/Carpool**

With our students’ safety in mind, and because of fire laws and safety procedures, please park only in designated parking
spaces and not along the driveways of the School or on the grass. For safety, and in consideration of the School’s neighbors, please drive slowly in the surrounding neighborhood.

**Student Records**

Information in student files may be made available to the following people:

- Saint Mary’s School officials
- Officials at other schools where a student seeks to enroll upon parent request
- Certain federal or state officials
- Accrediting organizations
- Parents of dependent students
- The appropriate officials to comply with a judicial order or subpoena
- Certain parties in a health or safety emergency.

Information will not be released to others without the consent of the student or her parents.

A student may have access to her official records and files, excluding parents’ financial records, by making a request to the appropriate department. Official student records are kept in the Registrar’s Office; financial records are kept in the Business Office; health records are kept in Binder Health Center; disciplinary records are kept in the appropriate Student Experience offices.

Saint Mary's School may make public certain “directory information,” including name, home and school address and phone number, date and place of birth, extracurricular activities, date(s) of attendance, previous institutions attended, degree, awards, and honors. Any student who wishes that any of this information not be released should notify the Registrar and the Director of Marketing and Communications.

**Lost and Found**

All unmarked clothing found on campus will be put into lost and found. Anything left unclaimed past a semester will be donated to charity or used at the staff’s discretion.
IX. LEADERSHIP AND COMMUNITY SERVICE

Saint Mary’s School prides itself on the many different student leadership opportunities it offers. From student government offices to leadership positions in clubs, organizations, and athletic teams, the School abounds in opportunities. Students are encouraged to strive for leadership positions and give of themselves to the community. Saint Mary’s School clearly defines its expectations of student leaders in a leadership contract signed by both the student and administration. Failure to embrace the Essential Expectations, being placed on an Honor Agreement, or displaying behavior that jeopardizes the reputation of the School could result in loss of a leadership position. Student leaders may also lose their position for a certain period for accumulating excessive but minor disciplinary infractions or for failing to maintain grades. To be considered for a leadership position, an interested student must have a 2.0 cumulative weighted GPA and embrace the Honor Code and the Essential Expectations of Saint Mary’s School. In addition, a candidate for leadership must be re-enrolled for the upcoming year.

Detailed information on the opportunities discussed below may be obtained from the Student Life Office staff.

Student Government Association

All students are members of the Student Government Association (SGA). The purposes of the SGA are to:

- Instill in students the principles of responsibility and honor.
- Teach leadership skills and confidence through experience.
- Foster community.
- Maintain a spirit of cooperation among the students, faculty, and staff.
- Work in the best interest of Saint Mary’s School in every way possible.

Executive SGA

Elected by their peers, the Executive Student Government Association Officers, comprised of 10 seniors, are the governing body that represents students’ concerns and interacts with the administration to encourage dialog, share the student point of view, and seek continuous improvement of the student experience. The positions are President, Vice President, Secretary-Treasurer, Chair of Judicial Board, Vice-Chair of Judicial Board, Chair of Student Life, Day Student Representative, Boarding Student Representative, Chief Marshal, and Senior Class President.

Class Officers

Class officers are considered members of the Student Government Association. The positions include President, Vice President, Secretary-Treasurer, and representatives of the following boards or councils: Judicial Board, Student Life Council, and Food Council. Class elections are held in the fall (for rising 10th and 9th graders) and spring (for rising seniors and 11th graders).

Judicial Board

The Judicial Board handles cases of honor violations: lying, cheating, stealing, and plagiarism. A subset of the Judicial Board will work with the Interim Assistant Head of School, or designee, and other administrators in handling major discipline cases and activities. The Judicial Board consists of the Chair of the Judicial Board, Vice Chair of the Judicial Board, appointed faculty members, and representatives from classes: four seniors; four juniors, two day and two boarding; and two 10th graders, one day and one boarding. Judicial Board Representatives are elected in the spring and are considered Class Officers. The Judicial Board convenes when necessary and works with the Interim Assistant Head of School for Student Experience, or designee, to prepare for a case and to report findings to students, advisors, parents, and appropriate members of the Saint Mary’s School community.

Marshals

Elected by the student body, the six senior-class Marshals set the tone for behavior in all aspects of school life and serve as official hosts for functions. They marshal for Chapel, assemblies, academic convocations, concerts, and special events throughout the year. When a student becomes a rising senior, being elected a Marshal is one of Saint Mary’s School’s highest honors.
Boarding Prefects

Junior and senior Boarding Prefects are chosen by a Prefect Selection Committee comprised of hall faculty and the current and newly elected Boarding Life Representatives. Boarding Prefects live in the residence hall, work with the residential life staff, plan and implement orientation and hall activities, proctor study hall, conduct hall meetings, mediate conflicts, and serve as peer mentors and role models for the girls in the residence halls. The Head Prefect is the Boarding Life representative to the SGA.

Day Prefects

Senior day students are chosen by the Student Life staff to serve as peer mentors and role models for day students new to Saint Mary’s School. The Day Life Representative of the SGA serves as chair of the group. Day Prefects are expected to serve as a liaison between the boarding and day populations.

Global Ambassador Program Prefects

Junior and senior Global Ambassador Program (GAP) Prefects are chosen by the Prefect Selection Committee comprised of Hall Faculty and the current and newly elected Boarding Life Representatives. The GAP Prefects’ primary responsibility is to orient international students to Saint Mary’s School while also working to bridge the gap between international and domestic students. GAP Prefects attend regular meetings with their dorm head, Director of Residential Life, or the Boarding Life Representative. They work together to plan and host community dinners, outings, and educational opportunities for the school community. They serve as peer mentors and role models for girls in the residence halls.

Technology Prefects

Technology Prefects are chosen by the Technology staff and serve as peer helpers regarding technology issues. The Technology staff works with and trains the Technology Prefects. Technology Prefects may be from any grade level. Students in grades 10-12 are eligible. Second semester 9th graders may also be considered.

Student Life Council

Two students per class are nominated and elected to the Student Life Council by their peers. The Student Life Council creates and plans activities for the student body. The Director of Student Life and Leadership Programs serves as the advisor to the Student Life Council. The Chair of the Student Life Council is the Student Life Representative to the SGA.

Food Council

Food Council is comprised of two students from each class (one day and one boarding). The Food Council meets regularly with the Food Service Manager and the Chief Financial Officer (CFO) to discuss student concerns and requests regarding meals at school. Representatives are elected by their peers and are considered Class Officers.

Inclusion Ambassadors

As part of the work of our Diversity, Equity, and Inclusion (DEI) Taskforce, the Inclusion Ambassador program pairs a two-student team with specific departments within the School to provide a student perspective on how each department’s work impacts diversity and inclusion at Saint Mary’s.

Health and Wellness Ambassadors

Health and Wellness Ambassadors work directly with School Counselors to help educate students about holistic health. Topics explored are wide-ranging from body positivity to substance abuse.

Development Ambassadors

Development Ambassadors work directly with the Development and Alumnae Affairs team to support fundraising and friend-raising goals. They share their perspectives and their Saint Mary's experience with alumnae and donors, and act as hosts for special events in support of Saint Mary's School. Through their Ambassador experience, students gain
confidence, build an understanding of philanthropy, develop leadership and communication skills, and can network with alumnae.

Admissions Ambassadors

Admissions Ambassadors work with the Admissions Office team to support admissions tours and admissions events. Students will talk to prospective students and their parents or legal guardians about the benefits of a Saint Mary’s education, the campus life, athletics, visual and performing arts, and answer questions the families may have. As with the Development Ambassadors, Admissions Ambassadors will gain confidence and communication skills while working with prospective families and students. Training will be provided by the Admissions staff for the position.

Community Service

As an Episcopal school, Saint Mary’s School seeks to give students concrete chances to respect the dignity and worth of all. One of the ways we as a community demonstrate this commitment is through community service. Throughout a student’s Saint Mary’s experience, she will have an opportunity to participate in community service activities and programs.

- 9th grade students will have a set hour requirement for community service. Each 9th grade student is required to complete 20 community service hours during the academic school year.
- Starting in September there will be community service opportunities provided on the weekend and during the week for 9th grade students. This will allow 9th grade students to build, or continue to build, their servant leadership skills and get to know the city in which they study and live better.
- Summer hours will no longer be accepted to allow for community building among the 9th grade, unless there is an extenuating circumstance, for example, anticipated heavy involvement in a club or outside sport or activity that would create a hardship for the student during the year.
- While we prefer students to do their community service requirement through Saint Mary’s, students may complete service hours outside of school-sponsored opportunities. The activity/event must be approved prior by the Student and Residential Life Coordinator to make sure it fits with the guidelines of the program.
- Saint Mary’s is a certifying organization for the Presidential Volunteer Service Award. This nationally recognized program recognizes those who volunteer significantly. Students who serve and submit over 100 service hours in a 12-month period (May 1 – April 30) will be eligible for one of the following awards based on hours served:

<table>
<thead>
<tr>
<th></th>
<th>Bronze</th>
<th>Silver</th>
<th>Gold</th>
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<tbody>
<tr>
<td>Teens (11-15)</td>
<td>50 – 74</td>
<td>75 – 99</td>
<td>100+</td>
</tr>
<tr>
<td>Young Adults (16-25)</td>
<td>100 – 174</td>
<td>175 – 249</td>
<td>250+</td>
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</tbody>
</table>

- Participation is open to all American citizens. Saint Mary’s will also offer an equivalent, in-house award for any non-citizens who otherwise meet all program requirements.
- During the 10th, 11th and 12th grade, students can continue serving the greater Raleigh community or other communities. Students in grades 10, 11 and 12 may still participate in any community service activities and will be encouraged to do so.

Student Activities and Organizations

Clubs and organizations provide a forum for leadership, honor, friendship, and special interest opportunities. Students may choose from a variety of organizations. Many have open membership; others are honorary organizations into which members are inducted for specific reasons. Each club or organization has an advisor and must abide by all guidelines and policies of Saint Mary’s School. Students who are interested in forming a new club or organization should speak with the Director of Student Life. Saint Mary’s School does not condone unauthorized or secret clubs or clubs with secretive ceremonies.

In addition to Student Life clubs, the School offers a variety of honorary organizations and publications. Some require application and/or selection, such as the yearbook The Stagecoach; some require auditions, such as Ladies in Blue; and still others have a selection based on certain standard criteria, such as the National Honor Society.
Honorary Organizations

French Honor Society  
Latin Honor Society  
National Art Honor Society  
National Honor Society National Honor Society for Dance Arts  
Spanish Honor Society

Visual and Performing Arts Organizations

Art Club  
Drama Club  
International Thespian Society  
Ladies in Blue (a cappella group)

Publications

The Stagecoach (yearbook, produced by the Graphic Design and Digital Photography class)

Fundraising Policy

All school-sponsored clubs and organizations are permitted to engage in fundraising activities approved by the Director of Student Life and Leadership Programs. All student designed t-shirts must be approved by the Director of Student Life and the Director of Marketing and Communications.

With permission from the Director of Student Life, a student may post information about a fundraising event or donation opportunity on the community bulletin board and/or set up a collection box for items in Lower Smedes. No fundraising emails should be sent without the approval of the Director of Student Life.
X. SPECIAL EVENTS

School-Sponsored Social Events and Traditions

Saint Mary’s School cherishes traditions formed since its establishment in 1842. The School’s traditions represent the ties that bind generations of Saint Mary’s girls together in a common spirit. Here are just a few of the Saint Mary’s time-honored traditions:

Lighting O’ the Grove (LOG)

The Lighting O’ the Grove Christmas event began a new Saint Mary’s School tradition in 1981 as a gift from the Student Government Association to the Raleigh community. Students process from Lessons and Carols Chapel service to the front of Smedes Hall for the lighting of the Saint Mary’s Christmas tree, caroling, and other holiday festivities. The glow of over 500 luminaries, placed by the Granddaughters Club in honor of students and alumnae, lights the circular drive on front campus.

The Saint Mary’s School Ring

The black onyx, Saint Mary’s School ring, bearing the School seal and the student’s class year, is one of the most recognizable symbols of being a Saint Mary’s girl. Many alumnae wear the ring for years after graduation, and others pass the ring on to their daughters or granddaughters who attend Saint Mary’s School. Students order their rings during the spring of their sophomore year; and, in the fall, the juniors receive their rings at a special banquet. While a student, she wears the School seal pointing inwards towards herself, and at graduation she is asked to “turn her ring” so the seal points out toward the world she is about to enter.

Dropping of the Handkerchief

Throughout Saint Mary’s history, the “dropping of the handkerchief” by the Chief Marshal has been the symbolic gesture at the close of commencement to mark an official end of each school year. The newly-elected Chief Marshal, stands on the porch of Smedes Hall and declares the current academic session to be officially closed. She then drops a white handkerchief to the ground, turns, and walks through the front doors of Smedes, which are closed behind her to mark the end of the school year.

Sigma-Mu

The Sigma-Mu intramural society was first established at Saint Mary’s School in the early 1900s. After a short absence, Sigma-Mu was re-established in 2001. Every student and School community member is assigned to either the Sigma or the Mu team, and students who have alumnae mothers or grandmothers are assigned to their team. Throughout the year, various intramural competitions are held including Field Day in the fall and students versus faculty-staff, Olympic-style events during Spring Fling. The Sigma-Mu leadership team also works to promote activities and overall school spirit.

School Trips

Saint Mary’s students will have opportunities to participate in trips that will take them away from campus. These trips will be under the direct supervision of a faculty or staff member of Saint Mary’s School and students will be transported in a school-owned or contracted vehicle. For a student to participate in school trips, her parents(s) must provide permission and authorization for medical and emergency treatment.

Hotel Stays

Because group hotel stays are not appropriate for high school students, Saint Mary’s School requires a parent to be present for any hotel overnights. It is the School’s strong recommendation that parents be responsible for their daughter only. Any attempt to be dishonest or misleading on weekend sign-out procedures is a violation of the School’s Honor Code.
Dances/Mixers

Saint Mary’s students are held responsible for their own behavior and the behavior of their date/guest while under the jurisdiction of the School. This stipulation includes traveling to and from the event. Students and parents are reminded that Saint Mary’s has a hotel policy, a substance use policy, and a policy for any type of illegal behavior as described in “Behavior that Jeopardizes the Reputation of the School” section of this Handbook.

The Fall/Dance Mixer is held on a campus weekend, thus no overnight permissions for residential students are granted. The dance is attended by Saint Mary’s students and as many guests as they would like to invite. Day students are encouraged to stay overnight on campus and arrangement for campus housing are available for out-of-town guests.

The Winter Ball is held on a campus weekend, thus no overnight permissions for residential students are granted. The Formal, planned and hosted by the Parents Association, is held on campus. Following the Formal, students may attend the after-dance social, report to the residential halls, or go home. Day students and out-of-town guests are encouraged to stay on campus.

The Prom is held on a campus weekend, thus no overnight permissions for residential students are granted. The Prom is planned and hosted by the Junior Class. Overnight accommodations on campus are available for out-of-town dates or guests.

**ALL EVENTS:** Students and their guests must observe the 30-minute rule (arrive within 30 minutes of the beginning of the event) and must remain until the event is over. Students must complete and turn in the guest form by the set deadline to be eligible to attend the event. All students attending the event will sign in upon arrival and sign out at the end of the event. Saint Mary’s School discourages all private off-campus, “after-function” events. Students receive detailed information and expectations, as well as a guest form, prior to each event.
XI. SARAH GRAHAM KENAN LIBRARY

Kenan Library creates an inviting, comfortable, and nurturing environment for students and faculty to engage in research, work individually and collaboratively on assignments, and pursue personal interests.

The Library provides access to new technology and current resources in many formats offering diverse viewpoints and global, multicultural perspectives. In addition to an expansive current fiction and curriculum-based nonfiction print collection, students have 24/7 global access to thousands of reliable online research databases, textbooks, journals, periodicals, and multimedia content.

Staffed by knowledgeable and helpful librarians who collaborate with faculty to design student learning strategies, the library program provides instruction, resources, and services to assist students in becoming lifelong readers and effective, ethical, self-confident researchers, critical thinkers, and communicators of information and ideas.

Hours

The library is open from 8:00 a.m. – 9:30 p.m. On weekends, any student can study in the library independently. Regular hours are posted online and on the building. School holidays, long weekends, and special schedules may dictate that the library revise or extend its hours.

Information and Expectations

Information about the library will be shared with students and faculty during library orientation and can be found on the Saint Mary’s School website.

To ensure that the library can be used effectively for reading, research, and study, the library staff expects the following of all students, boarding and day:

- Students must sign-in each time they enter or exit the library after 3:30 p.m., weekends, or any time the library is open for independent use.
- All students should be respectful and courteous to others by speaking softly so that all students can concentrate and study without interruption.
- Focused discussions are allowed on the collaborative side of library if voices and actions do not disturb students studying on the quiet side of the library.
- Study hall students must be focused and ready to work when using the library. They must obtain permission to move elsewhere on campus.
- Electronic devices must be used for academic work only.
- Overdue notices will be sent to students if they have overdue materials, and cooperation is expected.
- Students should follow the policies of the library. Water in a covered container is permissible in the library.
- Students are expected to leave study areas neat, with trash thrown away, whiteboards cleaned, and chairs pushed in.

Circulating/Non-Circulating Materials

Books are checked out for a period of 28 days and may be renewed. Textbooks on reserve may be checked out for use in the Library only. Reference books, reserve books, computer chargers, and textbooks must remain in the Library. Printers, a copier/scanner/fax machine, 3-D printers, and listening and viewing technology are available for student and faculty use.

Penalties for overdue, damaged, or lost materials are as follows:

Overdue item – An overdue item is considered lost if overdue for more than 60 days. See Lost item below.

- Damaged beyond repair – Cost of item, plus $15.00 processing fee.
- Lost item - Cost of item, plus $15.00 processing fee.

Students are reminded not to lend library books checked out in their name to others. If a library item is late, damaged, or lost, the person who checked it out is responsible for the replacement cost. Grades and transcripts will be withheld until all library obligations have been settled.
XII. ATHLETICS

The athletic program at Saint Mary’s School strives to enable students to develop to their fullest potential. Through athletics, Saint Mary’s School students experience:

- Lifelong value of involvement in athletics
- Value of good sportsmanship
- Value of physical activity and hard work
- Importance of teamwork, dedication, accountability, and role modeling proper behavior
- Skills and rules of the game
- Importance of decision making, proper preparation, and time management
- Appropriate response to victory and defeat.

Athletic Facilities

The use of all athletic facilities (Bacon Gymnasium, the fitness center, the Eure-Jones Tennis Courts, the dance studios, and the swimming pool) is intended for current faculty, staff, and students only. Students must be in groups of two or more when using athletics facilities. When the campus is closed for holidays or the summer, students or staff should contact the Director of Athletics for permission to use the athletics facilities.

All students must have adult supervision AND a certified lifeguard must be on duty for student use of the Saint Mary’s School pool. All adults must have another adult present while using the pool. Also, all children must be accompanied by an adult (one adult per child). Therefore, two adults must always be present with children in the pool area.

Requests for use of these facilities by outside individuals/groups should be submitted to the Director of Athletics (or) the Director of Auxiliary Services.

Hours of operation may be found on the Saint Mary’s School website or at the Athletic Facility.

All hours are subject to change and will be posted on the gym door. The use of the fitness center for athletics and Triangle Fitness always takes precedence over other use.

Interscholastic Athletic Programs

<table>
<thead>
<tr>
<th>SAINT MARY’S SCHOOL ATHLETIC TEAMS</th>
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<tbody>
<tr>
<td><strong>Fall Season</strong></td>
</tr>
<tr>
<td>Varsity Cross Country</td>
</tr>
<tr>
<td>Varsity Field Hockey</td>
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<tr>
<td>JV Field Hockey</td>
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<tr>
<td>Varsity Golf</td>
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<tr>
<td>Varsity Tennis</td>
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<tr>
<td>JV Tennis</td>
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<tr>
<td>Varsity Volleyball</td>
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<tr>
<td>JV Volleyball</td>
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</tbody>
</table>

**Varsity Teams:** At the varsity level, the School aims to put the best teams possible on the field. Each athlete’s skill level is evaluated at the beginning of the season for team membership. Varsity selection is based on the skill and maturity of individual players. Varsity teams have roster limitations. All candidates for varsity teams are expected to be present or to clear any conflicts with the coach in advance of pre-season activities.

**Junior Varsity Teams:** The junior varsity teams are the transitional level between middle school and varsity-level teams. By Triangle Independent Schools Athletic Conference (TISAC) rules (see below), seniors are not permitted to play on junior varsity teams. Junior varsity teams may have roster limitations.
Governing Bodies

The School competes as a member of the Triangle Independent Schools Athletic Conference (TISAC) in the following sports: basketball, cross country, field hockey, golf, lacrosse, soccer, softball, swimming, tennis, track and field, and volleyball. Other TISAC member schools include Cary Academy, Durham Academy, North Raleigh Christian Academy, and Ravenscroft. On the statewide level, Saint Mary’s School participates in the North Carolina Independent Schools Athletic Association (NCISAA, 4A Classification).

Expectations of Athletes

To participate in athletics, students are expected to meet all school commitments. This expectation includes, but is not limited to, class attendance, Chapel, Advisory, and meetings. Student-athletes must report to campus or class and partake in two (2) academic classes on the day of an athletic activity to be eligible to participate. Student-athletes who incur an unexcused absence on the day of an athletic contest will not be permitted to participate. Student-athletes are expected to notify their coach and Athletic Director of this circumstance. Unexcused absences or missed obligations may result in athletic consequences, including game suspension.

It is important to understand that participation in the Saint Mary’s School athletic program is a privilege. Should a student-athlete find herself in disciplinary difficulty, she is responsible for communicating her disciplinary consequences to both the Athletic Director and her coach. Athletic consequences may occur because of a disciplinary situation.

Student-athletes accept the benefits of participation as well as the responsibility and commitment to the team.

Practice and Game Attendance

Student athletes are expected to attend all team commitments, practices, and games including post-season tournaments. In making a commitment to an athletic team, note that:

- Practices/games are a 5-6 day a week commitment.
- A student-athlete who has been injured and has had significant medical treatment cannot participate again until she has been cleared by the School Nurse or her family physician and the School’s certified athletic trainer.
- Unexcused absence from scheduled practices or games may subject the student-athlete to the following:
  - Suspension from the team for one contest following two unexcused absences.
  - Suspension from the team for the remainder of the season following the third unexcused absence violation.
- Official college visits, including those for recruitment purposes, will be considered excused, and therefore, will not impact playing time.

Behavioral Expectations

- Be punctual and prepared for all practices and games.
- Place high priority on academic achievement.
- Desire to improve skills and knowledge of the sport.
- Willing to work hard and be attentive in practice.
- Represent self, team, school, and family in a dignified and sportsmanlike manner.
- Refrain from the use of tobacco, alcohol, and illegal substances. Consequences will be levied if an athlete violates the illegal substances policy during the season.
- Promptly turn in all required forms to the Binder Health Center and the Athletic Expectations Form to the Athletic Director.
- Take responsibility for all equipment and uniforms. (Failure to return uniforms or equipment or to submit payment for any team purchase or for loss of uniforms or equipment will result in the withholding of year-end grades. Seniors who fail to meet this obligation will not be able to participate in graduation.)
Training Rules

Success in athletics is determined by each team member’s performing to her potential by trying to achieve the best possible mental and physical condition. Students are expected to read, understand, and abide by the School’s Athletics Handbook, and must have signed the Athletics Handbook Acknowledgment Form to participate on a Saint Mary’s School team.

Transportation Policies

Saint Mary’s School will provide team transportation for games and practices. After a game or practice, students must return with the team transportation provided unless they leave with their parent(s) and have permission to do so from the coach. No student may drive an athlete to or from an athletic contest or practice.

Suspension

Student-athletes who receive detention that conflicts with an athletic practice or game may participate in an athletic game/match on the assigned day only with approval from the Athletic Director and the Director of Student Life. Student-athletes must reschedule their detention or suspension with the Director of Student Life to the next available detention. Student-athletes should remember that accrual of excess detentions may affect their eligibility to participate in sports activities.

Triangle Fitness

Physical fitness and overall wellness are part of the total educational experience here at Saint Mary’s. The School is committed to the development of well-rounded young women and to providing opportunities for students to interact outside the classroom. The Triangle Fitness program provides fitness activities Monday through Thursday from 3:45 p.m. to 4:45 p.m. or 4:45 p.m. to 5:45 p.m. Each season, 9th and 10th grade students are expected to participate in the Triangle Fitness program four days a week, be a member of a Saint Mary’s School athletic team or be enrolled in a Saint Mary’s School commitment (school play/musical) that meets daily after 3:30 p.m. Students in grades 11 and 12 are expected to be involved in a co-curricular activity two of the three seasons. Scheduling for Triangle Fitness will be done by the Athletics Department. The Triangle Fitness program is organized to coordinate with the three athletics seasons: fall, winter, and spring.

Students who participate in outside athletics with a recognized organization, in a structured program, may be eligible to receive Triangle Fitness athletic credit for their independent activities. Students interested in applying for independent activity credit may complete an application from the Athletic Office. The Athletic Director will evaluate and decide on the student’s request.

Sportsmanship

Saint Mary’s School expects coaches, players, students, and parents to exhibit good sportsmanship on and off the court or field. Opposing teams, their fans, and officials are to be treated respectfully as honored guests. Saint Mary’s School supporters are expected to cheer the strengths and victories of Saint Mary’s School teams and not to degrade the performance of opponents or officials. Good sportsmanship includes:

- Appreciating good play on either team
- Attempting to understand game rules
- Showing compassion for injured players and applauding good performance
- Not engaging in heckling, jeering, or distracting players by using profane or obnoxious language or behavior
- Respecting the judgment and strategy of the coach
- Respecting others and the authority of those who administer the competition.

Inclement Weather Policy for Athletics

There will be no practice, games, and/or Triangle Fitness on days when the weather forces the School to close unless there is a special clearance from the Athletic Director. On any day when the weather is suspect, decisions will be made by 2 p.m. and be available on the School’s website. Students should assume that practice or games will be held unless an official announcement is made and posted.
XIII. STUDENT HEALTH SERVICES

The Binder Health Center (BHC) is conveniently located on campus, behind the Chapel. Binder Health Center offers a six-bed infirmary staffed by two, residential full-time nurses and one part-time nurse. Our Supervising Physician, Dr. Mary-Cassie Shaw, of Oberlin Road Pediatrics, provides off-site medical guidance to insure top-notch care and medical oversight. The Supervising Physician may be consulted regarding student’s medical orders on an as-needed basis. BHC also engages in a cooperative relationship with Oberlin Road Pediatrics to provide swift and effective care from medical doctors as needed.

The mission of the Binder Health Center is to promote health and wellness in the Saint Mary’s community through prevention, education, and coordination of all aspects of health care. As part of the Health and Wellness team, we work closely with medical doctors, pharmacists, counselors, Chaplin, therapists, academics, staff and faculty, and parents to maximize physical, emotional, mental, and spiritual growth.

In the event of EMERGENCY call 911 and Security at 919-424-4044.

Office Hours

- Monday through Friday: 7:00 a.m. – 10:30 p.m.
- Saturday and Sunday: A nurse will be in the office during Med Pass Times (below)
- After-hours and weekends: A nurse is on call for urgent needs

Phone Numbers

- Office: 919-424-4043
- Fax: 919-424-4042
- Cell: 919-389-8759 (On-call nurse, for urgent needs after hours)

Med Pass Times

Breakfast Med Pass at BHC:
- Monday, Tuesday, Thursday, Friday: 7:15 a.m. – 8:15 a.m.
- Wednesday: 8:15 a.m. – 9:00 a.m.
- Saturday & Sunday: 9:30 a.m. – 10:00 a.m.

Lunch Med Pass at BHC:
- Monday – Friday: 11:30 a.m. – 1:00 a.m.
- Saturday & Sunday: 1:00 p.m. – 1:30 p.m.

Dinner Med Pass at BHC:
- 6:45 p.m. – 7:15 p.m.

Bedtime Med Pass:
- On dorm, after study hall

Health Forms

Completed health forms are critical for providing prompt and accurate medical care and medications. Medical forms require annual updating to ensure currency. Saint Mary’s School partners with Magnus Health, which allows health forms and information to be uploaded and maintained through a secure on-line website which is linked directly to the Parent Portal of the Saint Mary’s School website.

You will receive electronic notification when it is time to complete these requirements. New families will receive an email from Magnus with instructions for creating a temporary username and password. In late summer, new families will also receive a SAINT MARY’S SCHOOL Parent Portal/Veracross username and password which can be used to access Magnus through the Parent Portal at www.sms.edu. Returning families will use their existing SAINT MARY’S SCHOOL Parent Portal/Veracross credentials. Login through the SAINT MARY’S SCHOOL website, Parent Portal at
www.sms.edu. Navigate to the BHC section through the “quick links” tab. To allow adequate preparation time, please complete all requirements as soon as possible, but no later than July 15. *Please do not hand-deliver, email, fax, or mail forms to the School. Late submissions will delay your child’s ability to participate in sports as well as impact our ability to deliver timely and appropriate care and medication administration.*

**Consent to Treat**

This electronic form, located on the Magnus website, gives the School permission to provide expedient and necessary care. It is critical this form be electronically signed prior to the start of school. This consent does not override the parent’s decisions; it simply gives us permission to initiate necessary treatment until parents can be consulted.

**Medications at School**

*Prescription Medications:*

For the safety of our students, all prescription medications must be administered through the Binder Health Center. No prescription medications are allowed with a student or in the dorm except for inhaled medications, EpiPens, birth control pills, and topical medications.

All prescription medications must be delivered to the BHC in their original, labeled bottle, accompanied by a parent and physician signed “Medication Administration Form” uploaded into Magnus. Each new medication and all prescription changes will require a new “Medication Administration Form.” The prescribing information on the bottle must match the prescribing information on the “Medication Administration Form.” For safety reasons, no medication can be administered without this required form.

Day Students: As medications change throughout the year, please update the medications section of the “Vital Health Record” located in Magnus. It is important that we have current medication information in case of emergency.

To maintain the highest quality and safety standards, all routine prescription medications will be obtained through Glenwood South Pharmacy. A licensed pharmacist oversees the packaging of all medications into small, sealed, plastic packages that are labeled with the student’s name, contents of the package, and time to be given. Medications are be delivered to the School on an as-needed basis. All Boarders must register with Glenwood Pharmacy by August 10 to ensure that necessary medications are available upon arrival. Registration enables your insurance to be automatically billed for necessary medications throughout the year. Glenwood South Pharmacy’s contact information is: Phone: 919-856-9502. Web address: [http://glenwoodsouthpharmacy.com](http://glenwoodsouthpharmacy.com).

Any medications not supplied by Glenwood South Pharmacy must be managed, refilled, and delivered by the parent.

*Accutane/isotretinoin:* Please note that the BHC can only be responsible for the administration of Accutane, isotretinoin. We cannot be responsible for monthly testing, medical visits, or ordering of these products.

*Short-term medications:* Antibiotics or prescribed OTC’s that are used a short period of time may still be brought to BHC from home in their original bottle but must be accompanied by the Physician and parent signed “Medication Administration Form.” New short-term medications may be obtained locally through Glenwood South Pharmacy. All medications whether prescription or OTC must be accompanied by parent and physician signed “Medication Administration Forms.”

*Over-the-counter Medications:* The “Over-the-Counter Medication Administration” form found on the Magnus website must be signed by a parent and your physician indicating which of the approved OTC products your student may be given. This year, with parent’s approval (as indicated by yes/no question in Magnus), students may keep parent and physician approved OTCs in the dorm. The medication must first be brought to BHC for approval and safety education. A BHC approval sticker will then be placed on the medicine for allowance in the dorm.

If an OTC medication not listed on the OTC form is prescribed by a physician, that medication must be accompanied by a “Medication Administration Form” for the medication to be given or allowed in the dorm.

Any supplements must be prescribed by the student’s primary physician with brand specification. These must also be accompanied by the signed “Medication Administration Form.”
**Off-Campus Medication Distribution:**

- Overnights, weekend trips, and breaks: Approval to self-administer medications during off-campus trips must be electronically indicated in the Magnus Health website so that the BHC may release medications to the student. Medications will be prepackaged by the BHC nurses. Any unused medications must be returned to BHC immediately upon return to school.
- School-sponsored trips and activities: Medications will be prepackaged by nurses and administered by trained faculty or staff.

**Medication compliance:** It is the responsibility of the student to manage their medications by reporting to the BHC during the designated Med Pass time. Nurses are unable to track down individual students for medication administration. Also, students will not be excused for tardiness or absences from class to obtain medications. Nurses understand the importance of medication compliance and will work with parents and students to encourage compliance.

- Parents will be notified by email if a student misses two med passes in a single week.
- If a student misses more than two med passes in a single week, they may be referred for detention. Students may lose off-campus privileges in the case of habitual non-compliance. Two tardies in a week will be counted as a single, missed med towards the week’s total.
- If a student misses a Med Pass, they may present at the next scheduled med pass if it is within an appropriate time frame. Students missing medications during the weekend should present at the BHC at the next scheduled med pass time. These will be counted as “tardies.”
- If a student knows they will be unavailable for an upcoming Med Pass, they may notify the nurse in advance and have the medication prepackaged for self-administration with specified parental permission in Magnus.
- If a student neglects to pick up medications for scheduled off-campus time, it will be considered an unexcused missed med pass.
- If non-compliance becomes a chronic issue, that cannot be resolved after all efforts to work with the student and parents, Saint Mary’s School reserves the right to refuse to administer medication and is relieved of all liability. Parents will be notified. Additionally, this may result in suspension and/or dismissal from the School.

**Special cases for medication compliance:** There may be special considerations for certain medications such as:

- Antibiotics: Due to the importance to adhering to antibiotic scheduling, a student will be emailed upon missing one dose. Students shall contact the nurse to arrange for administration at the nurse’s earliest convenience. Failing to do so will result in an email to the parent and disciplinary action.
- ADD medications: We understand that ADD medications are to meet the specific learning needs of the student. Therefore, the following allowances may be made. Parents may sign a waiver stating preferences for their daughter such as:
  - If the medications are not required over the weekend and/or holidays
  - If the student may self-elect when the medication is needed.

**Sickness or Injury**

**For any emergency, please notify Security at 919-424-4044.**

Well visits to the BHC should occur during scheduled med pass times. Non-urgent sick visits will be scheduled online with a BHC form. If an urgent need arises, please call the BHC in advance of arrival. If necessary, transportation to the BHC will be provided by security (919-242-4044). Upon reporting, student will be assessed by the nurse and treatment will be administered per our Supervising Physician’s standing orders or recommendations. If further treatment or evaluation is deemed necessary, a doctor’s appointment will be scheduled. Written excuses from activities or sports will be issued if warranted. A student must notify the BHC prior to missing a class, scheduled event, or sports activity. Failure to do so will result in an unexcused absence.

All BHC and health care provider visits are documented in Magnus.

- Boarders: If needed, an appointment for a physician visit will be made with Oberlin Road Pediatrics or another appropriate health care provider, by the BHC nurses. Parents will be notified. (See “Medical Appointments” section.) Physician’s recommendations for return to the dorm and return to school will be honored. Students who require observation, have influenza or other highly contagious infections, or fever greater than 100.4 will be retained in the BHC infirmary until afebrile for 24 hours. If possible, students who require infirmary retention
will be sent home. Students are required to check out through Boardingware for health care provider visits or if going home. This may be done at the BHC.

- Day students: Parents will be notified of illness or injury. If emergency treatment is required, it will be initiated. Otherwise, the student may receive treatment and wait in a designated area until transportation home is arranged. Students should notify the Attendance Coordinator when leaving classes. A student may return to classes after medical release or after asymptomatic antifebrile for 24 hours. If your Day student is diagnosed with a communicable disease such as flu, COVID-19, mono, or strep, please notify the BHC so we can monitor for other cases.

**Day students should be kept at home for the following reasons:**

- Fever greater than or equal to 100.0 until afebrile for 24 hours
- Fever greater than or equal to 100.0 with flu-like symptoms, until afebrile for 24 hours
- Mononucleosis diagnosis, until cleared by physician and afebrile for 24 hours
- Specified symptoms consistent with COVID-19

**Covid-19:** The Binder Health Center continues to follow our supervising physician’s guidelines which are based on the most recent CDC and local Department of Health guidelines. Currently, we require anyone with symptoms to quarantine until a negative PCR test is obtained. Symptoms of COVID-19 include:

- **One** of any of the following:
  - Chills/fever greater than 100º
  - Shortness of breath
  - Loss of smell or taste
  - New unexplained cough
- **Any two, or multiple days of any one, of the following:**
  - Nausea/vomiting
  - Diarrhea
  - Unexplained rash
  - Sore throat
  - Unexplained fatigue
  - Unexplained muscle or body aches
  - Sinus/nasal congestion
  - Unexplained headache

Non-vaccinated students who are exposed must quarantine. According to the CDC, fully vaccinated individuals are not required to quarantine after exposure.

WE RESERVE THE RIGHT TO AMEND OUR COVID-19 POLICIES AS CONDITIONS AND GUIDELINES CHANGE.

**After Hours Care:** During non-office hours, a sick boarder will be assessed by dorm faculty. The dorm faculty will contact the on-call nurse if needs are determined. The on-call nurse will further assess the student if deemed necessary.

**Medical Appointments**

The BHC is equipped to manage acute illness and injury and follow-up care. To give optimal care to all students, the BHC cannot manage the following: routine wellness checks including physicals, routine chronic illness checks, routine dental or orthodontic visits, routine eye exams and vision checks, and routine dermatology appointments. Also, the School is not responsible for managing appointments not coordinated through the BHC.

All appointments will be made by the BHC nurses with Oberlin Road Pediatrics or with an Oberlin-recommended provider. Transportation will be arranged by the BHC with a school-approved driver, in a school vehicle. An hourly driver’s fee may be charged to the student’s account if applicable. Copays can be covered by BHC and charged back to a student’s account. Saint Mary’s School is not responsible for expenses incurred due to non-current or inaccurate health insurance information.
Students who think they are sick should notify the BHC as early in the day as possible. With early notice, a student can usually be seen by a physician on the same day. Likewise, students who are not feeling well should notify the BHC as early in the week as possible so visits to ORP can be scheduled during weekdays. Late reporting could result in a lengthy wait in an emergency room due to limited access to care during evenings and weekends. Non-urgent medical needs will be addressed during the following work week.

If an appointment must be cancelled, please give a minimum of a 24-hour notice to avoid “no-show” charges. Any charges incurred due to failure to keep an appointment will be billed to the student’s account.

**Emergency Treatment**

In the event of emergency, Saint Mary’s Security is our first contact. Call 919-424-4044. Security will then contact 911 and assume responsibility for directing first responders to the correct location on campus. Security will also contact the nurse if she is not already on the scene. Parents will be notified as soon as possible.

WakeMed is the preferred emergency facility for Saint Mary’s School. WakeMed is Raleigh’s only Level I Trauma Center and has a separate Pediatric Emergency Room.

A nurse, faculty, or staff member will accompany your daughter to the emergency room and remain with her until a parent or guardian arrives.

**Infirmary Visits**

The purpose of the Infirmary is threefold:

- To provide a place for sick or injured students to receive continuous care and observation
- To isolate highly contagious infectious agents from the general student body

Need for infirmary placement is determined by the nurse’s professional judgement, physician’s orders, or the standing orders of our Supervising Physician.

Students who miss class time due to sickness or injury will be restricted from off-campus privileges for the remainder of the day to insure adequate rest and recovery time.

**Health Insurance**

Timely and optimal health care is dependent on proof of insurance. Therefore, prior to July 15, all international and domestic students attending Saint Mary’s School must provide proof of North Carolina-valid, United States-based, comprehensive health insurance. A photo of the back and front of the insurance card must be entered in the Magnus Health website. Insurance information must also be electronically entered in the “Vital Health Record” section of the Magnus Health site. Insurance information must be updated yearly and upon any changes to insure coverage.

*Please make sure your daughter’s insurance covers providers in North Carolina as we have recently encountered some policies which do not transfer across state lines. Saint Mary’s School is not responsible for costs incurred due to non-current, inaccurate, or non-applicable health insurance information.*

**PLEASE SUBMIT UPDATES TO MAGNUS FOR ANY CHANGES TO HEALTH INSURANCE.** Any charges incurred due to inaccurate insurance information will be the responsibility of the parent.

International families may enroll in a Saint Mary’s School-endorsed comprehensive health insurance plan by going to this website [https://caaenroll.com/?school_id=75fd07a1-fd70-293e-cf63-58d26b390fbb](https://caaenroll.com/?school_id=75fd07a1-fd70-293e-cf63-58d26b390fbb). Additional information can be found on the School’s website. Those who do not show proof of comparable, United States-based health insurance by July 15 will automatically be enrolled in the United Health Care Student Plan. The associated cost will be billed to the student’s account. Information on the plan is in the Parent Portal.

**Immunizations**

Saint Mary’s School complies with the high standards set forth by the State of North Carolina for protecting student populations via immunizations. Each student must provide proof of North Carolina-compliance with the completed “Immunizations” form located on the Magnus website. This document must be completed and signed by the student’s physician and uploaded into Magnus by July 15. In addition, international students must have their physician complete
and sign an additional “Annual Tuberculosis Testing for International Students” form located in Magnus. All international students must have an annual PPD (tuberculosis skin test) before traveling to the United States each year. If the PPD test is positive, the student must have a Chest X-ray and start isoniazid (INH) therapy for latent tuberculosis if indicated. If her provider believes that the student may have a false-positive PPD due to BCG vaccination and does not need INH, the student should have blood-testing for tuberculosis via interferon-gamma release assay (QuantiFERON Gold). This must be completed and documented in Magnus prior to traveling to the United States.

Physical Examinations

All students must have a yearly physical examination documented and signed by a physician on the “Physical Examination” form located in the Magnus website. No student will be allowed to participate in any sports or activities without a current form indicating clearance for sports. A one-month grace period will be given, but at the end of that time, the student will be restricted from all activities and athletics until the physical exam is updated. We understand that due to insurance issues, some physicals will need to be done at different times of the year. The following guidelines, set forth by our Supervising Physician, will assist you in meeting this requirement.

If a student has no chronic conditions and has had a Physical within 12 months of our submission date, their physician may complete the physical form and submit it to Saint Mary’s, or the student should have an inter-periodic visit with her physician to complete the form.

If a student has a chronic condition, the physical exam must meet the requirements listed above. The student must have a problem-focused assessment within six (6) months of the submission date.

An electronic email reminder will be issued by Magnus two months before the next physical exam is due.

Life-Threatening Conditions

Any student diagnosed with a potentially life-threatening condition will require a physician signed Action Plan. Action Plans for asthma, bee sting allergy, food allergy, diabetes, and seizure are included in the Magnus Health forms. Please have the student’s physician complete any applicable forms. If your child has a different life-threatening issue beyond those listed, please submit a relevant Action Plan from her physician to the BHC.

*Please discuss all Action Plans with a BHC nurse prior to the start of school so we will be prepared in the event of an emergency.*

Concussions

A concussion is a mild traumatic brain injury caused by a sudden motion of the head due to direct or indirect impact. Concussions are common among teenage girls and are not necessarily sports related. Saint Mary’s School’s concussion policy complies with North Caroline State law as defined by the Gfeller Waller Act.

Symptoms may include, but are not limited to, headache, nausea or vomiting, dizziness or off-balance, double or blurry vision, sensitivity to light or noise, feeling sluggish, foggy or tired, sleep disturbances, confusion or difficulty concentrating, emotional changes, or “just do not feel right.”

Regardless of where or when a head injury happens, if there are any symptoms of concussion, Saint Mary’s School requires clearance by a trained physician to guide the student’s return to classes and return to sports. This rule applies to both Boarders and Day Students.

If the injury occurs while under school supervision:
- Boarders will be evaluated by a qualified neurologist as soon as possible.
- Day students will be kept under supervision in the BHC until a parent picks up the student. The student will not be allowed to drive.

Day Students or Boarders who receive a suspected concussion, even while not currently under School supervision, are required to see a trained physician and provide proper documentation for return to class and return to sports.

*Reporting of concussion or concussion symptoms to the BHC is mandatory so we can support the student per the physician’s recommendations.*
Flu Shots

Saint Mary’s School requires yearly influenza vaccination unless there is a documented exemption. This is important because our girls live in close quarters and flu and its sequelae can be very dangerous and cause loss of many days of class time. Flu shots decrease both the incidence of flu as well as the length and severity of symptoms.

Flu shots are given each Fall on campus for Boarders and Day Students. You must indicate “yes” on the Magnus site if you want your daughter to receive her flu shot at Saint Mary’s. Your health insurance will be billed for the vaccination. The School is not responsible for costs incurred for vaccines due to non-current or inaccurate insurance information.

Unvaccinated students who contract the flu will be sent home, if feasible, due to the potential for serious symptoms and lengthy retention in the Infirmary.

Education

One of the most important roles of a nurse is “Educator.” As such, the nurses at Saint Mary’s School are actively involved in helping your daughter develop habits that will promote lifelong health and wellness. Education occurs at both the individual level and through health and wellness programming. We strive to teach responsible use of medications as well as the incorporation of non-pharmaceutical interventions and preventions into the student’s treatment and education. Our programming emphasizes the development of healthy lifestyles through nutrition, sleep, fitness, relaxation, and, above all, balance. Please encourage your daughter to utilize the resources available at Saint Mary’s School so that she may explore the many avenues to health and wellness and discover what works best for her.
XIV. STUDENT SUPPORT SERVICES

Accommodations

Saint Mary’s School is concerned with the education and overall development of each student, so she can fulfill her potential. Part of the School’s mission is to help young women become independent and responsible for their actions. In support of this mission, the School provides various support services and asks students to communicate their needs and concerns directly to the appropriate adult in the community.

Saint Mary’s School does not discriminate against students with disabilities. Student Support staff provide, arrange, and coordinate accommodations for students with physical and/or learning disabilities and for students with cognitive disorders. The Director of Learning Support maintains disability-related documents, certifies eligibility for services, determines reasonable accommodations, and develops plans for the provision of such accommodations for students with disabilities (including applying for accommodations on standardized testing). Requests for additional information or for a consultation should be directed to the Director of Learning Support.

The School is committed to ensuring that students with disabilities are provided with equal access to all the School’s programs and services, in accordance with applicable law. For students who need additional support or curricular adjustments, the School requires documentation indicating the student’s disability substantially limits a major life activity, including learning. Students who present the School with appropriate documentation of disability will be granted those requested academic accommodations are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process between the student and the Director of Learning Support and the. If a waiver of academic graduation requirements is needed it will be granted on an individual basis by the.

In circumstances whereby a student is on an accommodation plan and is unable to fulfill academic requirements, the School will work collaboratively with the family to determine the path forward. The School, in concert with the family, will discuss whether it makes sense for the student to continue at the School. If there is a disagreement, the School will decide, in its sole discretion, whether to issue a re-enrollment contract to the student.

Director of Learning Support

The Director of Learning Support oversees the Learning Hub, an academic support resource for all Saint Mary’s School students. The Director of Learning Support works closely with faculty to provide appropriate and meaningful academic support to all students and provides group and individual study skills instruction.

Academic Skills and Strategies for Success

The Director of Learning Support offers skills and strategies, which include time management, organization, and study skills assistance to all Saint Mary’s School students. Please contact the Director of Learning Support for more information.

Extended Tutorials

Saint Mary’s School faculty members are available to students outside of class and encourage students to take advantage of their availability. These sessions are called “Extended Tutorial,” and the times are listed in the Daily Schedule.

Tutoring

A student experiencing academic difficulty is expected to consult with her advisor and attend tutorial and review sessions offered by Saint Mary’s School faculty. The School recognizes, however, that in some instances parents may wish to contract with an outside tutor or academic coach to provide support for their daughter. Information about the support services available at Saint Mary’s, the expectations for students working with a tutor, and a list of individuals who may be able to work with students can be found through the Saint Mary’s School Parent Portal by choosing the link “Tutoring Services.” For more information regarding tutoring and academic coaching, please contact the Director of Learning Support.
Please note: Tutors are not employees of Saint Mary’s School; therefore, it is the student’s responsibility to notify her tutor of any interruptions to her tutoring schedule. Additionally, working with a tutor should not take the place of asking for help from the resources available at Saint Mary’s School. While a tutor may offer his or her thoughts about course placement, Saint Mary’s School, in cooperation with parents, will make all final decisions regarding course placement.

**Mental Health and Other Counseling**

Saint Mary’s School recognizes that adolescents are in a position of rapid growth and developmental change, and they have personal needs, issues, and concerns that must be addressed to promote their well-being and success. The School Counselors offer short-term, solution-oriented services aimed at empowering young women to make healthy, responsible decisions and help create support systems for students in the school environment. The School counselors provide support and guidance to parents, as well, and are available for individual consultations at the parents’ request. In that Saint Mary’s School is not a therapeutic institution, issues requiring further evaluation or treatment will be referred to community professionals. A student, parent, faculty member, or advisor may seek out the School Counselors for assistance and support. The School Counselors are the contact for further information or for referrals.

**Pastoral/Spiritual Counseling**

In addition to the School Counselors, Saint Mary’s has a full-time Episcopal Chaplain that is also available to students for pastoral care, counseling, and spiritual direction.

**Confidentiality**

Members of the school community commit themselves to maintaining appropriate professional tact and discretion regarding confidential information they receive. However, confidential information may be disclosed to school employees, outside professionals, law enforcement officers, parent/guardians, or others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm), when there is concern about an individual’s ability to function academically, emotionally, physically, and/or mentally within the school environment, or when legal requirements demand that confidential information be revealed.

**Child Abuse and Neglect Reporting**

The safety and well-being of students is a priority for Saint Mary’s School. Under North Carolina law, any person and/or the School who has cause to suspect that any juvenile has been maltreated, must report the matter to the Department of Social Services (DSS).

When an employee learns of a situation of possible neglect or abuse, the employee should consult immediately with the Interim Head of School, or designee, about the situation so appropriate action can be taken to protect the student and timely reports can be made to DSS. The Interim Head of School, or designee, will review the information promptly and may consult with the School Nurse, and, if appropriate, the student’s family, legal counsel, and/or a consultant specializing in the care and protection of children. If the abuse or neglect is suspected to come from the student’s family, an approach to protecting the student will be defined, and the family may be notified of the School’s obligation to report the information to DSS.

If the Interim Head of School determines that a report should be made to DSS, the Interim Head of School, or designee, will generally make the first report to DSS by telephone call. However, by law, anyone who has cause to suspect a student is being abused or neglected may make a report to DSS at any time. In the event it is not clear whether conduct reaches a level of reportable abuse or neglect, or there is a disagreement between an employee and the School’s administration, any party who believes that the incident rises to the threshold for making a report is expected to make the report. Once again, the responsibility to report rests both on the individual professional and the School.
XV. RE-ENROLLMENT

Each student is admitted for one year at a time. Students are invited to re-enroll if they are making satisfactory academic progress and are exhibiting appropriate behavior. Enrollment decisions are made to meet the needs of boarding and day communities. If space permits, day students can change enrollment status and join the boarding community. However, all students accepted as boarding students must remain boarding students unless there are significant and dramatic circumstantial changes. This policy applies to all currently enrolled students. Saint Mary’s School reserves the right to place any student in the grade level or subjects that, in the opinion of the School, are appropriate for the student.

Re-enrollment/Re-admission Policy

Re-enrollment at the School is not automatic. A student is promoted to the next grade when she has satisfactorily met the expectations of her current grade, when the School feels it can continue to meet the student’s needs, and when the behavior and comportment of the student and family are consistent with the School’s policies. More specifically, the re-enrollment of students whose cumulative GPA is below 2.0 is held until the end of the school year. After final and cumulative grades are calculated, the School determines the re-enrollment status of students who have not attained a 2.0 cumulative GPA. If a student leaves Saint Mary’s School and subsequently wishes to re-enroll, she is required to contact the Admission Office to complete an application for re-admission.

In addition, all financial obligations to the School must be met before re-enrollment or re-admission is possible.

Residential Status/Requirement

Any student not living on campus is required to live with her parents or legal guardian. Any arrangement outside of this is strictly prohibited. Any living arrangement outside this scope will be reviewed by the Interim Assistant Head of School for Student Experience, or designee, with a final decision made by the Interim Head of School. Any International Student admitted to study at Saint Mary’s School on an I-20 must reside on campus.

Parental Comportment and Support for School Policies

At Saint Mary’s, a positive relationship between the School and a student’s parents or guardians is essential to the fulfillment of the School’s mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The School understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, the School reserves the right to dismiss a student whose parent, guardian, family member or other adult involved with the student, in the sole judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off School property that could undermine the authority of the School’s administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School also reserves the right to refuse re-enrollment of a student if the School, in its sole discretion, believes the actions of a parent or guardian, on or off School property, makes a positive, constructive relationship impossible, or otherwise may interfere with the School’s accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the School expects parents will observe the following guidelines:

1. **Share in the School’s vision.**
   - Understand and support the School’s mission, philosophy, policies, and procedures.
   - Understand that curriculum decisions are the purview of the faculty and administration of the School.
   - Support the School’s disciplinary process and understand that the School’s authority in such matters is final.
   - Be supportive of the School’s commitment to a diverse and inclusive community.
   - Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the School.
   - Support the School’s emphasis on sustainable practices.

2. **Provide a home environment that supports the intellectual, physical, and emotional growth of the student.**
   - Create a schedule and structure that supports a student’s study and completion of homework requirements.
• Encourage students to work independently and not to rely on outside help (tutors, parents, the Internet) inappropriately.
• Be aware of the student’s online activities and use of computers, television, and video games.
• Encourage integrity and civility in the student.
• Be a role model, especially when it comes to behavior at school and at athletic events.
• Encourage the student’s participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

3. **Participate in the establishment of a home/school and school community relationship built on communication, collaboration, and mutual respect.**
   • Provide a home environment that supports positive attitudes toward the School.
   • Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
   • Help build and maintain a positive school environment by not participating in or tolerating gossip.
   • Maintain tact and discretion about confidential information.
   • Respect the School’s responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
   • Seek to resolve problems and secure information through appropriate channels (i.e., teacher, advisor, counselor).
   • Acknowledge the value of the educational experience at the School by making regular and timely school attendance a priority, scheduling non-emergency appointments outside the classroom day.
   • Support the School through volunteerism and attendance at School events.
   • Financially support the School to the best of one’s ability.
   • Share with the School any religious, cultural, medical, or personal information the School may need to best serve students and the school community.

**In Summary**

Every Fall, the Saint Mary’s School community is excited for the start of a new year and the opportunity to teach the Saint Mary’s student. The faculty, staff, and administrators appreciate the parents and legal guardians helping us to make the school experience the best it can be for the students and working with us to parent our future generation with us. Thank you.