

BOARDING STUDENT INFORMATION

St. Mark's is a community in which young people and adults learn, work, and play closely together. For boarding students, the community living experience offers countless opportunities to grow by learning from peers from a variety of backgrounds and practicing life-long skills. Sharing a room with a roommate and sharing bathrooms and common spaces with housemates help students develop patience, acceptance, self-discipline, self-advocacy, communication, and compromise. Living together with peers and alongside faculty and their families in a boarding setting builds students' sense of agency and shared responsibility.

This document is designed to put in one place, for easy reference, rules, and procedures that come up often regarding boarding student life at St. Mark's. It is not designed to be comprehensive, and boarding students are still responsible for reading the complete Student Handbook and adhering to all applicable rules and procedures.

HOUSES

St. Mark's students are members of individual houses. The house is the physical space and community where our students live, learn, and play together. St. Mark's has twelve boarding houses and one day house. As members of a house, students are expected to foster welcoming and inclusive communities and to take responsibility and care for shared spaces. At the end of each year, returning students choose houses for the coming year through a lottery system.

HOUSE PERSONNEL AND RESOURCES

HOUSE HEAD

The house head is the faculty member who leads the house and house duty team. This faculty member lives in an apartment within or attached to the physical house and is on duty at least once per week. The house head is the first point of contact for concerns about a student's residential life experience. The house head partners with the dean of students' office and advisors to oversee students, student leaders, and faculty who comprise the house. House heads often reside with family members and pets in the house.

HOUSE RESIDENT FACULTY

House resident faculty reside in apartments within or attached to the house. Along with the house head, they serve on the house duty team and are on duty at least once per week. Together with the house head, they provide emergency overnight coverage and oversight of the house. House resident faculty members often reside with family members and pets in the house.

HOUSE DUTY TEAM

The house duty team is a group of six faculty and staff members assigned to oversee each house. Led by the house head, the house duty team members are on duty at least one night per week, providing care for and supervision of the house and its residents. On and off duty, these house duty team members share meaningful interactions and build strong connections with boarding students as part of the house communities.

HOUSE PREFECT

House prefects are student leaders from the V and VI Forms who are selected by the house heads and community life council to lead in residential spaces. They are assigned to rooms within the house, and they work together with the house heads to support students, foster welcoming and inclusive house communities, and build positive relationships with house members. House

prefects are on duty weekly and assist with house oversight, evening study hours, house chores, room inspections, conflict resolution, academic support, and more. They serve as an integral intermediary between students and faculty, frequently assisting students and referring them to house heads and other resources as needed.

ROOMMATE

Whenever possible, students are assigned to double rooms with a roommate, who shares the living and learning space. Incoming students are paired using responses from the roommate survey; returning students choose their own roommates with permission from their advisors. In an effort to foster strong communication and self-advocacy skills, roommates complete a roommate agreement at the start of each academic year to articulate and agree upon living conditions for their shared space.

COMMON SPACES

Common spaces are shared by the entire house. These common spaces include common bathrooms with multiple sinks, shower stalls, and toilet stalls; individual single-user bathrooms; common rooms for socializing; hallways; and study rooms and nooks. All students have a role in maintaining these shared common spaces, and weekly house chores help students take ownership of this responsibility.

DIRECTOR OF RESIDENTIAL LIFE

The Associate Dean of Students/Director of Residential Life is a member of the dean of students' office who oversees the house heads and the residential experience of all St. Mark's students.

HEALTH SERVICES

St. Mark's Health Services, located in the Pine Cottage behind the Main Building, is available for student use 24 hours a day. Under the leadership of the director of health services and the director of counseling, it is staffed by professional registered nurses and licensed school counselors. For more information, refer to the Health & Counseling Services section of the handbook.

WHAT TO BRING TO CAMPUS

Prior to arrival in the houses, students should review these packing and preparation lists, which include recommended and optional items as well as skills to practice for living in a communal setting. All student rooms include the following items per student: standard twin bed and mattress, desk, desk chair, trash and recycling bins, closet or armoire, and dresser. Windows have roller shades measured to fit each window.

Students are encouraged to exercise restraint when packing for campus. Many optional items, such as area rugs, curtains, and mini-fridges should be obtained after meeting one's roommate and seeing the physical space. Please note that mini-fridges are limited to one per room, and each house common room has a full-size shared refrigerator and microwave. There are numerous big-box stores within a fifteen-minute driving radius of campus.

WHAT TO BRING TO CAMPUS

- Bedspread/comforter blanket (beds are U.S. standard twin size: 39" x 75" / 96.5cm x 190.5 cm)
- Sheets/bedding (beds are U.S. standard twin size: 39" x 75" / 96.5cm x 190.5 cm)
- Pillows
- Towels
- Clothes hangers

- Laundry basket and laundry detergent
- Alarm clock
- Power strip with surge protector
- Desk lamp (no bulbs exceeding 60 watts or halogen lamps)
- Plastic shower caddy for toiletries
- Shower shoes (flip flops or slides)
- Key chain for physical room key
- Personal toiletries
- Course books and school supplies as determined by the class and teacher (may be purchased at the school Bookstore with Lion Card (incidental account) funds, purchased locally, or ordered online)
- Class, casual, chapel (formal), and athletic attire and footwear

NON-REQUIRED, OPTIONAL ITEMS

- Personal place setting (plate, cup, mug, bowl, fork, butter knife, spoon)
- Cleaning supplies (dish soap and sponge, disinfectant wipes, handheld vacuum)
- Snacks and plastic snack container with latch (to prevent spills, mess, and pests in rooms)
- Window, standing, and/or desk fan
- Sleep mask
- Wall decor (cloth hangings and items requiring nails are prohibited)
- Wall-safe hanging products (e.g., Command Strips, Command Hooks, painter's tape)
- Headphones (noise canceling headphones are particularly useful during study hall)

SKILLS TO PRACTICE BEFORE ARRIVING ON CAMPUS

- Setting and waking up to an alarm independently
- Timing personal hygiene: allocating sufficient time in the mornings and evenings to care for oneself (shower, brush teeth, and dress) and determining preferred time of day to shower, particularly depending on athletic schedules
- Timing meals: allocating sufficient time in the mornings and evenings to attend breakfast and dinner before class or check-in time
- Creating a communication plan with family members and/or guardians
- Washing, drying, and folding laundry, including sheets
- Using a microwave safely: reading instructions, adding water when needed, not heating metal
- Good sleep hygiene: no screens before bed, evening sleep routines
- Cleaning personal and shared spaces: vacuuming, organizing one's desk/workspace, wiping down kitchenette spaces, making a bed, taking out the trash and recycling
- Planning ahead: checking a schedule and Google Calendar for the next day and making a daily plan
- Charging a computer fully before school

PROHIBITED ITEMS

For the safety and well-being of our house communities, certain items and item categories are prohibited. Many of these prohibited items pertain to fire and building safety and security, as determined jointly with the Southborough Fire Department, and are therefore repeated in the Fire Safety section. If prohibited items are discovered in students' rooms, they will be confiscated and a conduct response will follow. Repeat possession of a prohibited item will also be treated as an honesty violation.

- Drugs, alcohol, tobacco, vapes, cartridges
- Decorations, paraphernalia, or references to drugs, tobacco, or alcohol
- Pets of any kind, including fish and small reptiles
- Weapons or ammunition of any kind, including replicas that resemble real firearms or weapons
- Bb guns, airsoft guns, paintball guns, and any other shooting apparatus
- Knives, including kitchen, utility, and pocket knives (a butter knife with a single place setting is permitted)
- Televisions or monitors larger than 26"
- Walkie-talkies
- Wireless equipment such as wireless routers, wireless access points, or other multi-user devices
- Candles, incense burners, matches, and lighters
- Halogen lamps
- Air conditioners, space heaters, and microwave ovens
- Electrical appliances that produce heat—such as toasters, hot plates, kettles, coffee makers, immersion coils, popcorn makers, irons, and electric blankets (toasters, kettles, and hot pots may be used and stored in common kitchenettes or common rooms only)
- Personal furniture larger than a loveseat
- More than one mini-fridge per room
- Mini-fridges drawing more than 2.0 amps and 240 volts

HOUSE COMMUNITY STANDARDS

RESPECT

Living in a community enables students to engage, grow, and learn with peers and adults from diverse backgrounds and cultures. While this is often exciting, it can present students with developmentally appropriate challenges as they navigate these relationships in shared spaces. Respect forms the foundation for all of our house actions and interactions at St. Mark's. Curiosity, kindness, and inclusion should guide student interactions in student rooms, common spaces, and digital spaces.

COMMUNITY STANDARDS AND RULES

Schoolwide community standards, norms, and rules carry over into the residential spaces. Respect, understanding, safety, and honesty (RUSH) guide many residential expectations. Students are expected to review and adhere to all community standards in the house spaces in order to foster safe, respectful, and inclusive communities.

HOUSE CONDUCT AND STRIKES

Many aspects of community responsibility, such as house rule and minor School rule accountability, are addressed through the house system. In such instances, students may receive a "strike" for failing to adhere to a house norm, behavioral expectation,

check-in time, or School rule. When blatant or repeated, minor School rule infractions may be elevated by the house head to the advisor and subsequently to the dean of students' office. Students should bring issues, questions, and concerns to their house head, house faculty members, or house prefects.

SEARCH PROCEDURES

If a faculty member has any reasonable suspicion of the presence of contraband (alcohol, drugs, stolen articles, weapons, etc.) in a student's room, among their personal belongings, in their car parked on campus (in the case of a day student), or on their person, that faculty member will speak with the dean of students and/or administrator on duty. If a dean or administrator on duty concurs with the validity of the concern, they will discuss the situation with the student. If that administrator then determines that a search is appropriate, they will conduct the search. If a student's room (or car) is being searched, both the student(s) living in the room and appropriate faculty members will be present. If contraband is found, the appropriate conduct response will occur.

A faculty member who enters a student room without the intent of searching it and finds evidence that a School rule has been broken is fully justified in taking appropriate action, including a search of the student's room and personal belongings.

The school can institute school-wide or house-wide "amnesty" searches at any time with or without prior notification. "Amnesty" searches ask students to anonymously turn in substances and other materials that do not belong in their spaces or that are potential rule violations into a central receptacle. Turning over materials in this manner will not result in a discipline response. In order to ensure compliance, full room searches of spaces will follow afterward as outlined above. Inappropriate materials found after the "amnesty" period and during the follow-up searches will result in additional conduct responses.

HOUSE RULES AND EXPECTATIONS

CHECK-IN

Boarding students must check in with faculty on duty face-to-face every night of the week; students should return to the house and seek out the faculty member on duty in the central duty location. The student should notify the faculty member verbally that they are checking in. While accounting for each student, this policy also builds students' time management, responsibility, and self-advocacy skills. After checking in, students may not leave the house without explicit permission from the faculty member on duty, and they must check back in upon returning; examples of this include visiting health services for evening medication or picking up a food delivery after study hall. When returning from off-campus, students must check in using Orah tiles and the associated mobile app.

Weeknights: Sunday - Thursday	Check in between 7:00 and 7:30 pm with the faculty on duty and proceed to study hall; Burnett students depart campus by 7:30 pm
Friday evenings before Saturday classes	Check in between 7:00 and 8:30 pm; Burnett students depart campus by 8:30 pm
Friday evenings with no Saturday classes	Check-in at 10:00 pm; Burnett students depart campus by 10:00 pm

Saturday evenings	Students must return to their houses before 11:00 pm; Burnett students depart campus by 11:00 pm
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SUNDAY RETURN

Sunday evening study hall is considered the start of the academic week, and boarding students are expected to return to campus by 7:00 pm to check in, unpack, and prepare for evening study hours prior to 7:30 pm. Students running late due to traffic or extenuating circumstances should contact the faculty member on duty and/or the administrator on duty.

OVERNIGHT CURFEW VIOLATIONS

While unauthorized absences from the house during the evening result in house-level conduct processes, an unauthorized absence from the house after the faculty member on duty departs for the evening constitutes an overnight curfew violation, which is considered a major school rule. On Sunday-Friday nights, this includes any time between 11:00 pm - 6:00 am the following morning. On Saturday nights, this includes 12:00-6:00 am Sunday.

If a student needs to visit Health Services during this overnight period, they must call and wake the emergency overnight faculty (EOF) via the emergency overnight phone number specific to their house. They can also call Health Services 24 hours a day, seven days a week. They may not leave the house to travel to Health Services overnight without being accompanied by the EOF or administrator on duty.

If a fire alarm sounds at any time, including during this overnight period, students must walk to the nearest exit and gather as a house at the designated location.

HOUSE ALARMS

To ensure that students remain safely in the houses after faculty duty concludes, doors at the entrances of the houses are alarmed overnight. Tampering or attempting to tamper with the house alarms constitutes a major School rule violation. Students must call an overnight faculty member should they need to visit Health Services overnight.

ROOM INSPECTIONS

Students should expect to have their rooms inspected by a member of the duty team two times per week. During this inspection, the duty faculty member will check for potential health, fire hazards, and school rule violations. Students must keep their rooms generally neat and clean. Desks, dressers, wardrobes/closets, refrigerators, and areas under beds are included in room inspections. Student trash and recycling should be emptied regularly and in advance of room inspections.

HOUSE CHORES

Respect and care for shared spaces are integral to respectful community living. To that end, students are assigned to various house chores on a rotating weekly basis. Chores may include vacuuming, tidying, wiping down surfaces, and organizing a refrigerator clean-out.

ROOM DECORATION, CARE, AND DAMAGES

St. Mark's hopes that all students will decorate their rooms in a comfortable manner that reflects their personal styles and identities. Such decoration must be in good taste and must adhere to the Fire Safety Policy and the Personally Offensive Material

policy. Empty cans or bottles originally intended for alcoholic beverages or advertisements and posters featuring alcohol and drugs are not permitted.

Though the School recognizes students' rights to individual choice and values in reading and viewing material, it must also maintain certain standards of decency and propriety in the use of those materials in the houses (dormitories). For that reason, students are not allowed to display, view, or keep at School gratuitously violent or pornographic magazines, posters, books, videos, DVDs, computer games, or other such materials that are demeaning, objectify human beings, or promote unhealthy or illegal activity—particularly hate material; racist, sexist, or homophobic displays; posters of alcohol, drugs, or drug paraphernalia; or any other obscene printed or viewing material.

Students whose rooms sustain damage beyond normal wear and tear will be charged for repairs and/or replacements. Similarly, students whose rooms are left unclean or not fully emptied will be charged for cleaning. Signing, initialing, or etching into School furniture and fixtures is not permitted and will result in a fine. At the start of each academic year, students will review and sign an agreement attesting to the condition of their room and outlining charges for damages.

WALL HANGINGS AND DECOR

Wall hangings, posters, and decorations should be affixed only with wall-safe strips and hooks (e.g., Command Strips, Command Hooks, painter's tape, etc.). Students should never place nails, tacks, or permanent adhesive onto the walls. *If students plan to set up LED light strips on the wall, they must use painter's tape beneath the strips to protect the paint.*

FURNITURE

All school-issued furniture must remain in the room for the duration of the academic year. After seeing the room and coordinating with their roommates, students may bring their own small furniture items such as desk chairs, storage bins or ottomans, and standing lamps. Students may rearrange the furniture within their room in accordance with the fire code: the entire room must be visible from the doorway, and furniture must not obstruct or block access to egresses, including doors and windows.

NOISE

Music systems are permitted in students' rooms. Use of headphones is encouraged at all times and is required during study hall to control noise levels. Music with explicit lyrics should not be audible beyond the confines of one's room. Music volume and other noise should be low after 10:00 p.m. and should not be audible from the hallway or a neighboring room.

VISITATION AND GUESTS

Intra-House Room Visitation

Students living within the same house are permitted to visit and socialize in each others' rooms only if the resident is present and the roommate has agreed to host guests in the roommate agreement. Such visitation may not take place during evening study hall or between in-room time (as determined by form) and 6:00 am.

Same Gender House & Room Visitation

Students may visit with peers in same-gender houses **only when accompanied by a resident of that house at all times.** Student visitors must adhere to house rules, and hosting students are responsible for the actions of their guests. Visits may only

occur after both roommates have agreed to a guest policy in the roommate agreement. Such visitation may not take place before 8:00 am or after check-in (7:30 pm on weeknights and 11:00 pm on Saturdays).

Mixed Gender House & Room Visitation

Many common and shared spaces exist on campus for students to gather, study, relax, and socialize. These areas include Burnett House, the Lion's Den, the VI Form Quad, the Athletic Quad, the Burgess Center, the Admission Parlor, O'Neill Commons, the Thieriot Great Room, and the Patterson-Sculley study rooms.

Because of the varied configuration and location of common rooms within boarding houses, house common rooms are not open to mixed-gender house visitation. Students are instead encouraged to utilize the spaces listed above.

Boarding students wishing to invite a peer of a different gender to visit their room may do so between 8:00 and 10:30 pm on Saturday nights and must adhere to the following conditions:

- Host and guest request visitation and check in and out with the adult on duty
- Guests enter only when invited
- Guests enter only those rooms to which they have been invited by a resident of that room
- Hosts escort guests for the entire visit
- Doors remain fully open and lights remain on
- Visitation is not in conflict with roommate agreement guest policy

Students in same-gender relationships should follow the mixed-gender visitation policies when visiting with each other. Being in a house in which a student does not reside is not permitted without a host present. Unsupervised visitation is prohibited and will result in a conduct response.

Additionally, students should not be behind closed doors in academic spaces for socializing or other nonacademic purposes. This includes but is not limited to classrooms, music practice rooms, and art studios. Use of these spaces for academic purposes should only take place with the permission of a faculty member and should adhere to the mixed-gender visitation policy outlined above.

Non-St. Mark's Students

Students not currently enrolled at St. Mark's are not permitted in the houses.

FAMILY/PARENT VISITORS

Parents, guardians, and family members are welcome to visit their students in the houses and in their assigned rooms after the conclusion of the school day (3:05 pm) and before 7:00 pm. In-house visits may only take place when the student is present; family members are not permitted in the houses without their student.

PETS ON CAMPUS

Boarding students are not allowed pets of any kind, including fish or small reptiles.

Many faculty and staff members have their pets, including dogs and cats, on campus, and students may encounter these pets in adult work and/or living spaces.

LAUNDRY

Laundry machines (washers and dryers) are available on campus, and they are free for students to use. There are five laundry room locations: the main building basement, the Thieriot basement, and on the first, second, and third floors of Patterson-Sculley. The School also contracts with E&R Campus Laundry. Students may sign up with E&R for a weekly laundry service.

ELECTRONIC EQUIPMENT AND VIDEO GAME SYSTEMS

Each house is equipped with a television for the communal enjoyment of the students residing in the house. In order to foster a studious environment in each house, the School restricts electronic equipment that can undermine students' focus on the study process including but not limited to:

- Students are not permitted to have televisions or monitors larger than 26" or walkie-talkies
- Students may not have wireless equipment such as wireless routers, wireless access points, or other multi-user devices
- In III Form Houses, use of video game systems is allowed in common rooms only.
- In the IV, V, and VI Form Houses, video game system usage and location is determined at the discretion of the house head
- Technology violations during study hall will result in the loss of video game system privileges
- Music systems are permitted in students' rooms. Use of headphones is encouraged and is required during study hall to control noise levels. Music with explicit lyrics should not be audible beyond the confines of one's room. Music volume should be low after 10:00 p.m. and should not be audible from the hallway or a neighboring room

ORDERING FOOD

Food delivery orders may be placed daily from various neighboring vendors and may be delivered only to the front circle designated food delivery location at 25 Marlboro Road. During the academic week, all food orders must be placed so that delivery occurs after the class day and before 7:30 pm and between 9:30 pm and 10:15 pm (10:00 pm for III Formers); on Saturday, food orders must be placed so that delivery occurs by 11:00 pm. Failure to adhere to this schedule may result in loss of ordering privileges.

Students wishing to order from third-party delivery services (such as UberEats or GrubHub) must have parent/guardian permission to do so granted in the summer Family Information Form. Students should be sure to "drop a pin" to the correct location of the front circle designated food delivery location on the food delivery app. Students should exercise caution with their personal information and may not let delivery drives into any campus buildings when utilizing these services.

MAIL AND PACKAGES

Mail and packages may be sent to campus and should be labeled with the student's name and the school address.

[Student Name]

25 Marlboro Road

Southborough, Massachusetts 01772

Each student is assigned an open mailbox slot outside the library. Mail is processed and delivered on weekdays. Packages shipped to the School are delivered, scanned, processed, and brought to the locked student package closet. Students may request the package key from the front desk attendant. When packages are processed, students receive email notification. Students should

wait until after receiving a package notification from the School to retrieve their package; this can take up to a day after the carrier completes delivery. Students may ship small items to campus after August 26, 2024, but students should exercise restraint and not ship large items such as mini-fridges, furniture, or large packages until seeing their room and communicating with their roommate.

CARS ON CAMPUS

Boarding students may not have cars on campus or in the vicinity of campus. They may not drive cars back onto campus when they are signed out for an overnight or weekend. Requests for temporary exceptions to this rule must go through the Dean of Students' Office. Any boarding student who brings a car onto campus or keeps one in the area will be considered in violation of the School's honesty rule.

EVENING STUDY

In the evening, St. Mark's is as much a home as it is a school for its boarding students. The School works to provide an environment in the houses that fosters effective study and healthy sleep habits. Once boarding students check in at the house for the evening, they stay in unless they receive explicit permission from the adult on duty.

ACADEMIC EVENING SCHEDULE (SUNDAY-THURSDAY)

- 7:00 Faculty member and prefect report for duty. Students check in prior to 7:30.
- 7:30 Study hours begin (expectations outlined below)
- 9:30 Study hours end. Upperform students who were signed out check in to houses and are in for the night.
- 10:00 III Formers in their own rooms and quiet.
- 10:30 Lights out for III Formers. IV and V Formers in their own rooms and quiet.
- 11:00 Lights out for IV and V Formers. VI Formers in their own rooms and quiet.

EVENING STUDY CONDITIONS AND EXPECTATIONS

- During study hall, students are engaging in quiet, focused academic work. The house should be conducive to learning for all residents during this time. Students may listen to music on headphones.
- Showers, food orders, laundry, and socializing are not permitted. Phone calls home should take place before or after study hall.
- In order to enhance faculty and student interaction, all students must keep their doors to their rooms open during evening study. After the first two weeks of routine-building in the houses, this expectation may shift for IV, V, and VI Form students over the course of the academic year. III Form students will be expected to maintain open doors during study hall throughout the year.
- If a student believes they are done with work early, they should check Canvas and get ahead on upcoming assignments, plan for assessments, and review completed work before submitting it. If students complete these tasks, they may read for pleasure or engage in other quiet activities until 9:30 pm.

- III, IV, and V Form students spend study hall in their rooms and at their desks. To start the academic year, III, IV, and V formers will study only in their house rooms. Group study privileges for III and IV Formers to designated in-house areas are allowed typically following November break or as required for specific school projects.
- After the first two weeks of routine-building in the houses, VI Formers may sign out to the library for evening study. Sign-out privileges for V formers may be extended in consultation with the Community Life Council during the academic year. When signed out, students are expected to engage in academic work; students not working will be sent back to their Houses and may lose sign-out privileges.
- No student may leave campus after 7:30 p.m. without special permission from the Dean of Students' Office. This includes going to downtown Southborough.

TECHNOLOGY AND EVENING STUDY HOURS

Appropriate academic technology is an integral part of a St. Mark's education and experience, and learning to utilize technology for academic purposes is a skill that is scaffolded in the academic and residential spaces on campus.

- Students are expected to check their email regularly to communicate with teachers
- Students are expected to check Canvas nightly to review assignments, readings, and expectations. Students are expected to submit assignments via Canvas.
- Each house common space has a printer; students should familiarize themselves with printing systems in the house

During evening study hours, technology may not be used for nonacademic purposes.

- III Form students turn their cell phones in to the adult on duty prior to the start of evening study hours each night
- IV and V form students must keep their cell phones off their desk or workspace during evening study hours
- Computer, cell phone, video, and console gaming is not permitted during evening study hours
- Television, movies, streaming, video chatting, texting, and social media is not permitted during evening study hours
- Misuse of technology during study hours will result in a house strike

EVENING SPECIAL PERMISSION FOR OFF-CAMPUS ACTIVITIES

For off-campus programming (athletics, arts, religious observance, family events), boarding students may be exempt from a maximum of one evening study hall per week. Permissions must go through the Dean of Students' Office and Orah. This permission does not extend to overnight special permission, and boarding students should return to campus the same day as their extracurricular activity. Misuse or abuse of evening special permission will result in a revocation of this privilege.

LEAVING CAMPUS AND SIGNING OUT

St. Mark's School takes very seriously its responsibility for its students. Therefore, we expect that all students will follow the established guidelines and will keep the School accurately informed of their whereabouts when they leave the campus boundaries, Southborough, and whenever they get into an automobile. We remind students: **When in DOUBT, SIGN OUT!**

HONESTY AND RESPONSIBILITY

When utilizing Orah and communicating with faculty, students are expected to be honest and transparent about all aspects of their travel and pass plans. This includes noting accurate adult hosts for overnight permissions, noting accurate host contact

information and addresses, and obtaining accurate permissions prior to leaving. Students should request passes in advance of their departure, and they should not leave campus until they have received the proper endorsement (permission) from their host and parent/guardian as well as the complete pass approval from a member of the dean's office.

When returning from passes, students are expected to sign themselves back in by using the Orah mobile app and the physical "tiles" (NFC checkpoints). They can scan their personal Orah app on any campus tile to sign back in. Students experiencing technical difficulties with this sign-in process may ask a faculty member to sign them back in.

CAMPUS BOUNDARIES

Students are expected to sign out using Orah, our permission and signout program, any and every time they travel beyond the campus boundaries. These boundaries are as follows:

- East Border: School Street
- Southern Border: Route 30 (except for Mauro's Market and Café)
- Northern Border: Faculty houses on Barber Field and Route 85
- West Border: Soccer field/cross country trail on West Campus

ORAH

St. Mark's uses Orah for all student permissions, signouts, and campus departures, including for Burnett (day) students. Students can install the app on a smartphone or tablet upon arriving on campus. Parents/guardians will be invited to join Orah and create a parent/guardian account that will be automatically linked to their student's account.

When students request any overnight or special permission pass, Orah requests parent/guardian "endorsement" (permission) via an email notification and host "endorsement" (permission) via an email notification before members of the dean's office can approve a pass. This ensures full parent/guardian and host permissions.

When parents/guardians request any overnight or special permission pass, Orah requests host "endorsement" (permission) before members of the dean's office can approve a pass.

In some cases, students may request a pass that does not require parent/guardian endorsement, such as taking an approved field trip, walking into Southborough, or riding with a previously approved driver at permitted times (such as going out to dinner with a family member, walking to Mauro's Café, going for a run, etc.).

Students can create templates for frequently used passes. Students are expected to fill out Orah information accurately and honestly. At times, an Orah pass may "require more information" via a resubmission for incorrect dates or incomplete information. At other times, a pass may be rejected for being the wrong pass type (e.g., a day pass for an overnight trip) or a pass at a time not allowed (e.g., over a Community Weekend). Questions about Orah and signing out may be directed to the dean of students' office.

COMMUNITY WEEKENDS

All boarding students must remain on campus overnight during a Community Weekend. Boarding students may utilize Riding (daytime) and Walk/Run (daytime) passes for local trips during these weekends. As is always the case, day students are encouraged to participate in activities and meals on Community Weekends up until evening check-in.

Exceptions to the community weekend overnight policy may be granted in the case of religious or cultural holidays or emergency situations. These requests require advance notice and a special permission pass from the dean of students' office.

WEEKENDS

While it is our hope that students will remain on campus for all weekend activities, programming, and social opportunities, we recognize that students may need or want to sign out periodically on the weekends. This can take the form of overnight passes, daytime passes, local walk/run passes, and more. Students may sign out on any weekend that is not a Community Weekend after their last School commitment and return by 7:00 p.m. on Sunday. Saturday classes, athletic practices and games and musical performances constitute School commitments. The School considers Sunday evening hours (or Monday evening hours on extended weekends) to be the first commitment of the academic week.

Weekend Overnights

By noon on Thursday, all weekend and overnight passes are due in Orah for Saturday night overnights. Parent/guardian and host approval should occur by Friday at noon. Overnight requests are approved by the dean of students' office if no restrictions or weekend commitments exist. The dean's office may request more information or clarification prior to approval. **Students may not leave campus without the proper and completed parental endorsement and Dean's Office approval on Orah.**

The School requires an invitation and endorsement from any host. The School will also exercise its judgment and reserves the right to refuse permission for a weekend or overnight.

Note: Any late returns from overnights or weekends must be approved in advance by the dean's office. A student returning to campus earlier than expected must sign back into Orah. Boarding students may not bring a car on campus at any time, including during a weekend.

Weekend Day Permissions

Students may sign themselves out on various daytime Riding and Walk/Run passes on the weekends after obtaining verbal permission from a faculty member. Available passes depend on permissions obtained from parents/guardians in the Family Information Form. These passes may be scheduled in advance or completed just before departure.

WEEKDAYS

All students are expected to meet all School commitments every day. The School expects vacation plans, medical appointments, driver's license exams, family occasions, and all other non-emergency situations to be scheduled around the School calendar. Parents must call Health Services in order for students to be excused for medical appointments. When leaving and returning to campus during the day for non-medical reasons, students must obtain permission from the dean's office in person and sign out

accurately and completely through Orah. Signing out for and returning from medical appointments should take place at Health Services.

In cases where conflicts with the School calendar are unavoidable, requests must be made by a parent or guardian directly to Health Services (in the case of medical appointments) or to the dean of students' office (in other cases) through Orah ten days in advance of the requested absence or as early as possible if not able to meet the ten-day deadline. Please refer to the Excused Absence policy for further guidance on what constitutes an "Excused Absence."

Daytime Special Permissions: These pass requests require advance notice of ten days and apply to any situation where a student wishes to be excused from a required School commitment, including athletics, evening study, and classes (including Saturday classes) but they will return to campus before lights out.

Overnight Special Permissions: These pass requests require advance notice of ten days and apply to any situation where a student wishes to be excused from a required School commitment, including athletics, evening study, and classes (including Saturday classes) and will be sleeping away from campus for the evening rather than returning before lights out.

Riding Passes: Students may sign themselves out on various daytime Riding passes on weekdays after the conclusion of the academic day and after obtaining verbal permission from a faculty member only if the pass does not conflict with any required commitments. Available passes depend on permissions obtained from parents/guardians in the Family Information Form. These passes may be scheduled in advance or completed just before departure.

Walk/Run Passes: Students may sign themselves out on daytime Walk/Run passes during the week after obtaining verbal permission from a faculty member only if the pass does not conflict with any required commitments. These passes may be scheduled in advance or completed just before departure.

MEDICAL APPOINTMENTS, OVERNIGHTS, AND DEPARTURES

Medical appointments, procedures, and campus departures should always be communicated to Health Services. Students must go to Health Services when they depart campus to be signed out on a Health pass by a nurse. They must check in by returning to Health Services at the conclusion of the appointment.

COLLEGE VISITS

Students are allowed to take college visit days after consulting with their college counselor and submitting a College Visit Request Form. Signatures are required from multiple adults (e.g., teachers, coaches) and the form is returned to the student's college counselor. Parents must also sign out their student using the College Visit Pass on Orah.

FIRE SAFETY AND POLICIES

House heads oversee the strict enforcement of fire safety rules throughout the year. Fire drills will be conducted throughout the year and will be witnessed by the Fire Department. Restrictions in house rooms are as follows:

- The entire room must be viewable from the door. Furniture may not be positioned in a way that obstructs the view of any part of the room.

- Doors and windows to student rooms may not be blocked by the placement of furniture or other items; egresses must remain clear.
- The sprinkler system and smoke detectors must not be compromised by room decoration: nothing may be hung from sprinkler pipes, and nothing may be placed within two feet of sprinkler heads or smoke detectors. Nothing may be affixed to the ceiling.
- Overloading of electrical outlets is prohibited. Students may each have one UL-approved 15-amp power strip with multiple outlets. No outlet may have more than one power strip plugged into it nor may an extension cord have more than one electrical appliance plugged into it.
- Extension cords may not be run across a floor or under a rug where they will be walked on.
- Candles, incense burners, matches, and lighters are not permitted in student rooms.
- Halogen lamps are not permitted. Lamps and light fixtures may not have bulbs of a higher wattage than that for which they are rated.
- Lamps may not be attached to bed frames or placed where they will be less than 18 inches from bedding, curtains, or other combustibles.
- All electronics need to be UL-rated (hair dryers, surge protectors, lamps, etc.), plugged into grounded outlets, and turned off when not in use.
- Electrical appliances that produce heat—such as toasters, hot plates, coffee makers, immersion coils, popcorn makers, irons, and electric blankets—are not permitted in individual rooms. Hand-held hair dryers, curlers, and curling irons that are thermostatically controlled are permitted, but must be unplugged when not in use. UL-listed heating pads are permitted for medical purposes. Students may not have appliances such as air conditioners or microwaves in rooms.
- Upholstered furniture is restricted in size and quantity. Each student may have one piece of upholstered furniture no larger than a loveseat. Upholstered furniture must be in good repair. Upholstered furniture, rugs, and accessories may not be placed near a heat source.
- Unframed posters, decorative paper, flags, and wall hangings must not be excessive. Wall decor shall not overlap or be continuous (i.e., space must be maintained between posters/flags). Wall decor should not cover more than 25 percent of the total wall space in a room. Wall decor may not be near a heat source.
- Hallway doors may be decorated with a name sign and a message board, but should not otherwise be decorated with flammable materials.
- Electronic devices (phones, laptops, tablets, smart watches, earbuds, etc.) should be charged on desks and dressers, and never on beds, clothes, blankets, rugs, or other easily combustible surface or material.

House faculty will inspect rooms for fire safety on a regular basis. Students found to be in violation will be issued warnings and the violations will be documented. Repeat violations will be referred to the Dean's Office, where disciplinary action will be taken.

HOUSING PROCESS AND ASSIGNMENTS

NEW STUDENTS

New students complete a roommate survey the summer before their enrollment. This survey is used to match students with roommates based on their interests and living habits while emphasizing building strong connections and relationships with peers from varied backgrounds, hometowns, countries, and schools. While St. Mark's will consider students' answers while assigning rooms and roommates, please keep in mind that not all requests and preferences will be met due to the strong diversity within our

incoming student body. Roommate assignments will also take into consideration the health and well-being of our entire student and adult community. Though we aim to house all incoming students with a roommate, the reality of our building architecture sometimes results in an incoming student being assigned to a single room.

RETURNING STUDENTS

Returning students are able to request and select a roommate in their same form and house gender after consulting with their advisors. Students enter into a housing lottery by form and select houses, not individual rooms.

HOUSING CHANGES

Respect, curiosity, cultural appreciation, self-advocacy, and understanding are essential for successful roommate relationships. Occasionally issues and conflicts arise between roommates and among housemates. Our goal is to support and assist students in negotiating solutions; rather than solving problems by relocating, we will address issues through communication and mediation.

Students who experience difficulties with a roommate or housemate at any time should seek the assistance of house leaders. The sooner concerns can be addressed, the more easily they are generally resolved. Prefects, house heads, resident faculty, and advisors can provide invaluable advice and support in relation to issues that may arise.

In rare instances, where a thorough process of in-house mediation and compromise does not produce satisfactory solutions to issues, a roommate conflict may be escalated to the Director of Residential Life, who, along with advisors and the house head, will endeavor to resolve the issue through a formalized mediation process. After this process, if conflicts persist, the students may request a room change; this proposed change must be supported by the house head, all students involved, and the students' advisors. Proposals for change must finally be approved by the dean's office and Student Support Team.

RESIDENTIAL STATUS CHANGE

Admission to St. Mark's as a boarding student is a commitment to boarding for the duration of the student's enrollment. On rare occasions, requests to change boarding to day status will be handled through the dean of students' office and the Student-Faculty Administrative Group, but these requests are very rarely granted. Midyear status changes are not granted except in emergency situations; status changes for the following year must be submitted prior to the resubmission of admission contracts, and these requests are not guaranteed.

VACATION TRAVEL

Parents and guardians are responsible for finding accommodations for students during vacations when houses are closed. The School will remain open on long weekends for those students whose families are at too great a distance for them to go home. The School will be closed to all students during breaks (November, December, March). Dates can be found on the Essential Dates Calendar.

If there is adequate interest at the longer breaks, the School hires shuttle buses to take students to and from Logan Airport, as well as a bus to and from New York City, with a stop in Connecticut. Students should sign up with the dean of students' office if they wish to use one of the buses in either or both directions. The School will also provide buses at the end of each vacation for the return to St. Mark's. Making these connections is the student's responsibility. Fares for buses and shuttles are charged to the students' incidental accounts. If students choose to take a taxi or a rideshare service, it must be paid for in cash and/or with a personal credit card.

In making travel plans, the School expects that students and parents will adhere to the vacation dates and required School commitments published in the yearly calendar, including Baccalaureate, the Athletic Awards Ceremony, and Prize Day. Arrangements that deviate from the published dates and times must be approved, at least 10 days in advance, by the dean's office. The School does not resume its responsibility for students returning from vacations or overnights until they have returned to campus and checked in with a faculty member in their house.

ADDITIONAL INFORMATION AND POLICIES

LOCAL GUARDIAN POLICY

In support of potential emergency, health, and safety issues, **all** students must have a viable local/U.S.-based guardian/emergency contact who is able to arrange for the student to be able to leave campus within 24 hours via private transportation in the event of student illness or temporary campus closure. A viable local/U.S.-based guardian/contact should not include siblings or family friends who reside in college/university residential housing. The appointed guardian should be at least 18 years of age.

SECURITY

Students are expected to carry their Lion Card (identification card, debit card, and student access card) and physical room key at all times. Campus buildings and individual house doors require Lion Card keycard access for safety. Students often keep their Lion Cards in a wallet, a lanyard with a clear pouch, or an adhesive cell phone pocket. We expect that students will do their part to maintain security by locking their doors when they are not in the room, reporting lost Lion Cards and room keys, and reporting any malfunctioning doors or locks. Lost Lion Cards and room keys can be replaced for a fee during the year. Missing room keys will incur a \$30 fee at the end of the academic year.

For added security of small valuables, student rooms in the Main Building and Thieriot include a drawer with hardware that enables the drawer to be locked, and each boarding student has the option to acquire a padlock from the dean of students' office for use on that drawer. Students in Patterson-Sculley may wish to purchase a lockbox for additional security. St. Mark's cannot guarantee absolute security for valuables, and we urge students not to keep cash or other irreplaceable items unsecured in house rooms.

PERSONAL PROPERTY INSURANCE

The School assists students in keeping their valuables secure as much as possible, but cannot guarantee the safety of electronics, computers, cameras, radios, guitars, and other easily removed personal possessions. During vacations, students may leave possessions, at their own risk, in a locked area (their boarding room or an athletic locker). The School does not assume responsibility for the security of these items and carries no insurance covering student property. Parents have the obligation to insure the personal belongings of their children.

SUMMER STORAGE

St. Mark's does not provide any student storage on school grounds. The School partners with a storage company that provides summer storage at students' expense. This service includes pick up and re-delivery of items, either from a central location or, for an additional fee, directly to student rooms at the start of the next academic year. Information regarding this service is available to families and students in early spring.

IMPORTANT PHONE NUMBERS

St. Mark's School Switchboard 508.786.6000
Emergency Administrator: 508.380.8667
Admission: 508.786.6118
Advancement: 508.786.6279
Athletics: 508.786.6151
Business–Tuition: 508.786.6181
Chaplain's Office: 508.786.6186
College Counseling: 508.786.6283
Communications: 508.786.6389
Community & Equity Office: 508.786.6041
Counseling: 508.786.6266
Dean of Academics: 508.786.6045
Dean of Students: 508.786.6273
Head of School: 508.786.6104
Health Services: 508.786.6372
Parent Engagement: 508.786.6286
Security (after 3:00 p.m.): 508.614.5831
Technology Help Desk: 508.786.4001

HELPFUL LINKS

St. Mark's School Website: www.stmarksschool.org
Athletic Schedules: www.stmarksschool.org/athletics
Calendar of School Events: www.stmarksschool.org/calendar
Lion Card Information: www.stmarksschool.org/lioncard
Overnight Requests & Permissions: <http://app.orah.com>
Parent Portal: www.stmarksschool.org/parents
Photo Galleries: <http://stmarkslions.smugmug.com>
School Store: <https://www.stmarksschool.org/community/school-store>

St. Mark's School Essential Dates 2024-2025

(Labor Day) Monday, September 2	Student Leaders and Varsity Preseason Athletes arrive after 4:00 p.m. (by invitation only)
Tuesday, September 3	Student Leader Training and Preseason Athletic Training (by invitation only)
Wednesday, September 4	New Boarding and Day Student Registration 8:30 a.m. Returning Boarding Students Arrival 2:00 p.m. New Student Chapel 7:15 p.m.
Thursday, September 5	All Student Community Orientation
Friday, September 6	First Day of Classes; Convocation/Installation 7:15 p.m.
Friday, September 6—Sunday, September 8	Community Weekend
Saturday, September 7	Community & Equity Programming (All School) 9:00-11:30 a.m.
Friday, September 13—Sunday, September 15	Community Weekend
Saturday, September 14	Fall St. Mark's Saturdays #1 8:40-11:30 a.m.
Saturday, September 21	Fall St. Mark's Saturdays #2 8:40-11:30 a.m.
Tuesday, September 24	Evening Seated Meal and Chapel 6:00-7:30 p.m.
Saturday, September 28	Fall St. Mark's Saturdays #3 8:40-11:30 a.m.
Saturday, October 5	Fall St. Mark's Saturdays #4 8:40-11:30 a.m.
Monday, October 14	Indigenous People's Day — Classes in Session
Friday, October 18—Saturday, October 19	Family Weekend
Monday, October 21—Tuesday, October 22	No Classes <i>Boarding students return by 7:00 p.m. on 10/22, classes resume on 10/23</i>
Saturday, October 26	PSAT & ACT; Special Saturday Class session for VI Form Students
Tuesday, October 29	Evening Seated Meal and Chapel 6:00-7:30 p.m.
Friday, November 1—Sunday, November 3	Community Weekend
Saturday, November 2	Fall St. Mark's Saturdays #5 8:40-11:30 a.m.
Saturday, November 9	Fall St. Mark's Saturdays #6 8:40-11:30 a.m.
Monday, November 11	Veterans' Day, School in session
Saturday, November 16	Fall St. Mark's Saturdays #7 8:40-11:30 a.m.
Monday, November 18—Tuesday, November 19	Winter Athletic Practices Begin
Tuesday, November 19	Evening Seated Meal and Chapel 6:00- 7:30 p.m.

Friday, November 22—Monday, December 2	November Break <i>Begins at 3:00 p.m., Friday, Houses Close at 1:00 p.m. on 11/23. Boarding students return by 7:00 p.m. on Mon 12/2.; Classes Resume on Tues 12/3</i>
Monday, December 16—Thursday, December 19	Assessment Week
Friday, December 20—Tuesday, January 7	Winter Break <i>No Classes on Friday, 12/20; Houses Close at 1:00 p.m. on 12/20. Boarding students return by 7:00 p.m. on Tuesday, 1/7. Classes Resume on Wed. 1/8</i>
Friday, January 10—Sunday, January 12	Community Weekend
Monday, January 20	Martin Luther King Day — School in Session
Saturday, January 25	Spring St. Mark's Saturdays #1 8:40-11:30 a.m.
Tuesday, January 28	Evening Seated Meal and Chapel 6:00-7:30 p.m.
Saturday, February 8	Spring St. Mark's Saturdays #4 8:40-11:30 a.m.
Monday, February 17	Presidents' Day - No Classes Monday 2/17 <i>Boarding students return Monday 2/17 by 7:00 p.m.; Classes resume Tues. 2/18</i>
Saturday, February 22	Spring St. Mark's Saturdays #2 8:40-11:30 a.m.
Tuesday, February 25	Evening Seated Meal and Chapel 6:00-7:30 p.m.
Saturday, March 1	Spring St. Mark's Saturdays #3 8:40-11:30 a.m.
Saturday, March 8—Tuesday, March 25	Spring Break <i>Houses Close at 1:00 p.m. on 3/8. Boarding students return by 7:00 p.m. on Tuesday, 3/25. Classes Resume on Wednesday, 3/26</i>
Friday, March 28—Sunday, March 30	Community Weekend
Saturday, March 29	Spring St. Mark's Saturdays #4 8:40-11:30 a.m.
Saturday, April 12	Spring St. Mark's Saturdays #5 8:40-11:30 a.m.
Monday, April 21	Patriots' Day - No Classes <i>Boarding students return by 7:00 p.m.; Classes resume on Tuesday 4/22</i>
Saturday, April 26	Spring St. Mark's Saturdays #6 8:40-11:30 a.m.
Tuesday, April 29	Evening Seated Meal and Chapel 6:00-7:30 p.m.
Friday, May 9—Sunday, May 11	Community Weekend
Saturday, May 10	Spring St. Mark's Saturdays #7 8:40-11:30 a.m.
Monday, May 12—Thursday, May 15	Assessment Week
Monday, May 19	No School <i>Boarding students return by 7:00 p.m.</i>

Tuesday, May 20	Lion Term Begins
Monday, May 26	Memorial Day - No Lion Term Classes <i>Boarding students return by 7:00 p.m.</i>
Wednesday, June 4	Lion Term Exhibition of Learning, Evening Seated Meal and Chapel
Saturday, June 7	Prize Day <i>Houses Close @ 5:00 p.m..</i>