



SHATTUCK-ST.MARY'S

Day Student Family Reminders

Attendance policy: School hours are from 8:00am-4:05pm Monday-Friday and students are expected to be active on campus and in dress code. We have established **voicemail boxes** and an email address to report absences to the appropriate office. Please use the following contact information to report an absence by 8am each day your son/daughter will miss school due to illness.

- Upper School office: **507-333-1679** or attendance@s-sm.org
- Middle School office: **507-333-1649** or attendance@s-sm.org

Appointment during school hours? Our handbook states that day students may leave campus for medical appointments and all other times the campus is considered closed. Therefore, we require our day students to remain on campus during the entirety of the academic day. For appointments that need to take place during the school day, please contact the US or MS office as noted above. The Kramer health center needs to be continually updated on any medical needs or changes for all SSM students. Please keep them informed of appointments so our records can be adjusted.



Campus departure times: Please note the following day student departure times:

- 8:00pm when a day student has a grade lower than a C- at that time and thus does not qualify for a free night.
- 9:30pm when a day student does qualify for a free night and has not been issued any form of restriction.

Free Nights: In order to be on campus after 8:00pm in a social capacity, day students must earn free nights the same way our boarding students do. Having all grades at C- or higher will allow day students the opportunity to hang out with friends around the upper school campus, collaborate in groups, and socialize on the parade field unless a restriction has been issued. Day students are welcome to attend special events on campus, athletic events, and teacher-led study sessions without free nights. Day students may also study quietly in the library in the evenings but are asked to leave the dorms by 8:00pm.

Boarding students visiting your home: All visits to your home by boarding students need to be cleared through the process in Reach. Such requests will usually be initiated online by the boarding student and approved via email by their parent(s) and then you, before it can be approved by the office or dorm. If in doubt, please reach out to the dorm parent directly (number listed below). If final approval is not granted, the visit should not take place. If vehicle transportation to your home is involved, the boarding student must be driven by a parent, not a day student. Day students can only drive boarding students if the visit is an approved Free Weekend taking place over multiple days and permission is granted through the process on Reach.



Day students visiting in the dorms: Middle School (6th-9th grade) day students are not allowed in the senior dorms at any time and should not be in rooms of students in grades 11 and up in any dorm. Upper School (10th-12th grade) day students are allowed in same-sex dorm rooms and common areas from 4:00pm until the start of study hall (8:00pm). Day students may not be in the dorm room areas during the academic day.

Members of the opposite sex are not allowed in student rooms or adjacent dorm hallways/stairwells at any time.

Dorm parents may ask day students to leave the dorms at any time. Due to liability and space concerns, the school is generally not able to accommodate day students overnight in the dormitories for non-emergency situations or late school events unless arranged with assistance from the COE.

Closed Campus Dates: There may be certain dates during the year when the School's closed campus rules are in effect, such as prom night. On those days, day students may still visit campus but boarding students are restricted from most off-campus trips, including visits to day student homes.

Car Policy: Our campus is a closed campus, so day students should not be leaving and returning to campus during the day except for authorized appointments as noted above. Students must register their cars and receive a parking pass before driving to school. Students are also required to park in the back lot between the woods and tennis courts, maintain a safe speed on campus, and must never allow boarding students in their car unless the boarder is on a free weekend AND all parents have completed the process in Reach that authorizes their child to ride with your student. Failure to comply with this policy will result in loss of parking privileges on campus and other significant consequences.



Early School Closures: Since the majority of students are boarding students, the school does not generally suspend classes or activities during severe weather. Day student families are asked to make their own decisions about the safety of travel and to notify the school in cases of absence due to weather conditions. If the school deems that upcoming weather conditions may make end-of-the-school-day travel unsafe, day students may be sent home early to avoid the weather. In this case, an announcement will be made and day student families will be contacted by email. Day students must leave campus immediately in this situation and may not return later in the day without specific permission from the administration. If a student cannot make it home safely, parents are encouraged to work out a stay with another area day student or contact the school office.



Other Important Phone Numbers

School offices: Upper school 507/333-1679 Middle school 507/333-1649

Duty Administrator (for emergencies outside of school hours) 507-330-2922

Health Services (Kramer House): 507-333-1644

Counselor On-Call: 507-330-5693

Dorm Duty Phones: Whipple 507-330-4516 St. Mary's 507-339-1478 Breck 507-330-4518

Clapp 507-330-4519 Andreas 507-330-5523 Rectory 507-339-2995 Kim 507-323-0397