

# ST. MARK'S SCHOOL

Student Handbook  
2025-2026



## IMPORTANT PHONE NUMBERS

St. Mark's School Switchboard: 508.786.6000

Administrator on Duty: 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](http://www.stmarksschool.org)

Athletic Schedules: [www.stmarksschool.org/athletics](http://www.stmarksschool.org/athletics)

Calendar of School Events: [www.stmarksschool.org/calendar](http://www.stmarksschool.org/calendar)

Overnight Requests & Permissions: <http://app.orah.com>

Parent Portal: [www.stmarksschool.org/parents](http://www.stmarksschool.org/parents)

Photo Galleries: <http://stmarkslions.smugmug.com>

School Store: <https://www.stmarksschool.org/community/school-store>

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### **THE MISSION OF ST. MARK'S SCHOOL**

St. Mark's School educates young people for lives of leadership and service. Founded in 1865 as an intentionally small residential community, the School challenges its students to develop their particular analytic and creative capabilities by both inspiring their academic and spiritual curiosity and kindling their passion for discovery. We value cooperation over self-interest, and we encourage all members of our community to explore their place in the larger world beyond our campus.

### **THE SCHOOL'S DIVERSITY STATEMENT**

St. Mark's School seeks to reflect the increasingly diverse world in which our students presently live and will live in the future. We intend to provide our students with a superior education in a community of students, parents, faculty, and staff that represents a variety of racial, ethnic, cultural, and religious backgrounds. We strive to ensure respect for all regardless of sex, gender, gender identity, race, religion, sexual orientation, ability, family structure, or economic background.

### **THE SCHOOL'S SUSTAINABILITY STATEMENT**

In valuing cooperation over self-interest and recognizing our role as global citizens, St. Mark's School actively fosters environmental stewardship and sustainable development in its education, planning, and practices.



# SOURCES OF INFORMATION

*Where do I find ...*

## **A list of courses and diploma requirements?**

Information about academic programs can be found here: <https://www.stmarksschool.org/academics>, and in the [Academic Program](#) section of the handbook.

## **School news and features for parents and families?**

Our weekly *Inside the Pride* email newsletter or our Parent Portal online at <https://www.stmarksschool.org/parents/parent-portal>

## **Major school dates like the start of classes and vacations?**

The St. Mark's website, [www.stmarksschool.org](http://www.stmarksschool.org), under "Calendar." Look for a link to "[2025-2026 Essential Dates](#)."

## **A calendar and information about St. Mark's events?**

The St. Mark's website, [www.stmarksschool.org](http://www.stmarksschool.org), under "[Calendar](#)."

## **Information about athletics and the athletic schedule?**

Information about athletics can be found here: <https://www.stmarksschool.org/athletics>. The athletic schedule is available on the St. Mark's website, [www.stmarksschool.org](http://www.stmarksschool.org), under "[Calendar](#)."

## **Discipline and potential responses to infractions of school rules?**

Information about expectations and responses to violations of these community expectations can be found in this St. Mark's Student Handbook (in print or online), under "Community, Student Life, and then the Student Handbook."  
<https://www.stmarksschool.org/community/student-life/student-handbook>

## **Grade reports and teachers' comments?**

Grades will be made available electronically on the [Parent Portal](#) four times over the course of the year (essentially every "quarter"). Comments are available electronically after quarters two and three. The Parent Portal is on the St. Mark's website under "My SM, Parents."

## **Notifying St. Mark's of Contact Information Changes**

All contact information changes can be emailed to the office manager in the Dean of Students' Office. Contact information changes can also be sent to St. Mark's via mail, email, or voicemail, using the following:

**Mail:** Dean of Students' Office, 25 Marlboro Road, Southborough, MA 01772  
**Email:** [deanofstudentsoffice@stmarksschool.org](mailto:deanofstudentsoffice@stmarksschool.org)  
**Phone:** 508-786-6273

## Email

Contact information for administrators, Health Services staff, and deans is available in the directory on the St. Mark's website (<https://www.stmarksschool.org/about/offices-and-departments>).

## Emergency Communications

Urgent evening and weekend calls may be directed to the Administrator on Duty at 508.380.8667. Dial 911 from any campus telephone to reach outside emergency services. Dialing "8" first is not necessary when contacting outside emergency services. If a situation merits a 911 call, please call St. Mark's Health Services as well.

In the case of a national, state, or local emergency, the School will communicate with parents through email, messages on the School's main telephone number 508.786.6000, and the St. Mark's website. The School also uses RAVE, an emergency notification system, which provides the ability to send text and email messages to students and their families instantaneously in the event of a School-wide emergency. All students are automatically enrolled if they provide a cell phone, and parents/guardians are asked annually to provide emergency contact information used by Rave to send any emergency information.

## Mail

Faculty and boarding students' mail is sent to 25 Marlboro Road, Southborough, MA 01772, and is placed in the student or faculty boxes. Packages will be held in the package room for pick-up.

### *Student Mail*

*Postal Service*—Each student is assigned a mailbox. Mail is delivered to the mailbox and students are notified if they receive a package. Students can pick up their packages using the package room key available between 9:00 a.m. and 7:30 p.m. at the front reception desk, Monday through Friday.

*Shipping*—Please do not ship any items c/o Cash on Delivery (COD). Send all items prepaid. The School will not accept COD articles. UPS makes regular deliveries to the School. Students wishing to ship luggage or parcels home or to other destinations are responsible for making arrangements with the shipping department in the basement of the Main Building. Sufficient money should be left in the incidental account to provide for any shipping, as charges will be billed to this account.

## Telephone

Administrators, Health Services staff, and deans' numbers are available in this handbook and in the directory on the St. Mark's website (<https://www.stmarksschool.org/about/offices-and-departments>). The School's main number, 508.786.6000, accesses a computerized system that offers certain information. If you know the telephone number of the faculty or staff member you would like to reach, you may dial that number directly. If the faculty member is not available, please expect a return call or email within 24-28 hours.

## Telephone Operator/Reception Desk

The School reception desk is staffed from 8:00 a.m. to 10:00 p.m. while School is in session. An updated telephone directory is also made available [online](#).

# SCHOOL RULES AND EXPECTATIONS

At St. Mark's, we understand that education is about more than just hitting academic milestones; it's also about building character and integrity. We believe that students thrive when they form strong connections with each other and create a compassionate community. Our goal is to foster an environment where personal and collective growth flourish. We know that mistakes are a natural part of learning and growing; what truly defines character is how individuals respond to these mistakes and use them as opportunities for reflection and improvement. Our conduct process is designed to support this journey, helping students learn from their experiences and build a community rooted in safety, respect, understanding, and honesty. Together, we can uphold these values and create a school where everyone can excel academically and personally.

## STUDENT RESPONSIBILITY

Every St. Mark's student is expected to read the Student Handbook and adhere to the policies and procedures described within. These rules apply to students when they are on campus, when they are off campus for school-sponsored activities or when engaged in other non-school sponsored. The school also reserves the right to apply a disciplinary response to significant misconduct, regardless of where it occurs.

Each student bears some responsibility for what happens in their presence and is expected to take reasonable action against unauthorized activities. Minimally, the School expects that a student will take steps to avoid the scene of any activity that is against School rules. Ideally, a student would actively discourage such activity or intervene when possible. When asked about incidents of harm or violations of school rules and expectations students are expected to engage honestly and openly.

## HONESTY

As trust is essential in a school community, a student must be truthful at all times. Dishonesty is a breach of trust and subjects a student to disciplinary action.

## RESPECT FOR PERSONS

St. Mark's is enriched by the diversity of the individuals that comprise our community and each of us deserves to be treated with respect and care. We are all expected to uphold this standard of behavior. Failure to treat others with respect and/or behavior that reflects poorly on the School is considered behavior unbecoming of a St. Marker.

## ACADEMIC INTEGRITY

Academic integrity requires honesty in the submission of all work. Students are expected to be proud of their own work and to respect that of others: fellow students, faculty, writers, and researchers.

St. Mark's Academic Honor Pledge reminds students of the utmost importance of integrity in all academic pursuits. The St. Mark's Academic Honor Pledge is:

*"On my honor as a St. Marker, I pledge that I have properly acknowledged all resources, and I have not given inappropriate assistance to others on this assessment."*

## Plagiarism

Any use of others' work from any source in the form of words or ideas without proper attribution (citation) is considered plagiarism. This includes verbatim copying of others' work, paraphrasing information without properly citing sources, and the use of artificial intelligence (AI) tools without acknowledgement or contrary to a teacher's expectations on the assignment in question. *More information about using AI can be found in the [Guidelines for Students: Artificial Intelligence in Academics](#) document.*

## Cheating

The giving or receiving of unacknowledged assistance on academic work; or submitting the same work, done at St. Mark's or another educational institution, for more than one course without the specific permission of all teachers involved is unacceptable.

Academic dishonesty of any kind will result in a re-do of the assignment for a full grade deduction and the possibility of an additional discipline response following consultation with the department head and the Academics Office. Students who are unclear about expectations for academic honesty in a particular discipline or for a particular assignment are responsible for consulting with their teachers.

Violations of academic integrity may jeopardize a student's eligibility for academic honors and awards, including membership in the Cum Laude Society.

## **ACCEPTABLE USE OF TECHNOLOGY**

Use of the St. Mark's School computer network must be in accordance with all other School rules. Each user shall abide by the generally accepted rules of network etiquette, including but not limited to the following:

### *Respect*

All users must respect and value the privacy of others and comply with all legal restrictions regarding the use of electronic data. Users must be polite and courteous and use appropriate language in all electronic communications. Profane, abusive or threatening language, or cyberbullying is not acceptable.

Students are not allowed to use any technology to create fake audio, images, or videos of real people unless they have explicit permission from a faculty member as part of a class or school assignment (see the [Guidelines for Students: Artificial Intelligence in Academics](#)) and have obtained direct verbal or written consent from the person(s) depicted. Using artificial intelligence technologies to make deepfakes, audio, images, or video that alters a person's appearance, voice, or actions, without proper permission is a violation of school policy and is considered a Level One offense.

### *Honesty*

All users must recognize and honor the intellectual property rights of others. Research sources from the Internet, including AI sources, must be credited appropriately (see [Guidelines for Students: Artificial Intelligence in Academics](#)). No software may be installed, copied, or used on School equipment except as permitted by law without the Technology Department's permission, and all software license provisions must be strictly adhered to. Users must not attempt to log onto another person's account, alter electronic communications to hide their identity, or impersonate another person, including on all social media platforms.

### *Health and Safety*

All users must respect privacy and maintain confidentiality of student information in compliance with federal and state law. Users should not reveal their personal address or phone number (or those of friends) to anyone. Passwords must be kept confidential and not be shared with other users. If a user feels their password has been compromised, they should contact the Help Desk to have it changed immediately.

### *Inappropriate Materials*

Using the School's network or equipment to create, access, download, store, send, or print materials that are illegal, offensive, harassing, hurtful, intimidating, discriminatory, pornographic, or obscene is prohibited.

The use of the St. Mark's School computer network is a privilege, not a right, and a violation of the expectations will result in disciplinary action. The chief technology officer and/or the School administration will determine what constitutes inappropriate use and their decisions will be final.

If the School has reason to believe that a student's personal data stored locally or online contains material detrimental to the well-being of the student or community or evidence of a serious rule infraction, the student will be informed of that information and the dean of students or other administrator can search, or authorize a search by another administrator, appropriate member of the faculty, or the Technology Department, of the student's computer, mobile devices, and/or online data. If necessary, the student will be required to provide login and password information for accounts not managed/owned by the school.

## **ALCOHOL, DRUGS, AND OTHER SUBSTANCES**

Recognizing the health risks drugs and alcohol can present, particularly to young people, St. Mark's prohibits the use, possession, or distribution of illegal drugs, drug paraphernalia, cannabis, alcohol, tobacco, or the intentional misuse of prescription or over-the-counter medications.

Students who sell or distribute drugs or alcohol on campus may be subject to immediate dismissal.

Students are responsible for their rooms, car, and lockers. Drugs or alcohol found in a student's room, car, or locker constitutes possession.

Students who provide a room or place on campus for the consumption of drugs or alcohol will face disciplinary action. The same sanctions may apply to providing a place off campus.

If a faculty member suspects that a student has used drugs or alcohol, the dean of students or administrator on duty may decide that the student be tested to ensure safety and to confirm or refute the concern. In this instance, a student will be taken to Health Services and one of the deans or administrator-on-duty will be present. Failure to comply with testing may result in additional sanctions. Note: Health Services may test students for medical reasons apart from any disciplinary proceedings.

### **CBD (cannabidiol)**

Students with an active prescription and physician order will be allowed the use of CBD oil or other CBD products under the supervision of Health Services.

Students may not keep any products containing CBD in their rooms. Students found in possession of CBD may be subject to an immediate [room search](#).

### Tobacco

The use or possession of tobacco products, including vapes and e-cigarettes, is not permitted. Use will result in referral to Health Services. Tobacco products will be confiscated and tobacco use will be reported to parents, as well as disciplinary consequences.

### Substance Use/Misuse Health Response

St. Mark's has a comprehensive health response for any student who finds themselves in a situation involving substances which results in the creation of an individualized health plan. The health response includes a drug and alcohol evaluation from an outside, licensed mental health provider. It is expected that a student and family will follow and fulfill any and all recommendations coming from an evaluation. Failure to share the completed outside evaluation with the director of counseling services in a timely manner may lead to a health leave for the student until the student's health status can be determined. Students will also be required to sign a non-use agreement speaking to their commitment to live substance-free for the remainder of their St. Mark's career. The substance health response protocol can be triggered by a conduct situation, a [Care Team referral](#), or [sanctuary](#). The substance health response is a combined effort between both the Counseling and Health Services departments.

## **ATTENDANCE**

St. Mark's believes deeply in the value of in-person learning. We pride ourselves on the relationships students build with faculty and the peer-to-peer engagement in our academic and cocurricular learning spaces. We take attendance seriously because we believe that being present and engaged is crucial for learning and development.

Students are expected to attend all school requirements and obligations, such as:

- academic classes;
- the Saturday Program and Lion Term;
- athletic/team practices and/or wellness activity and/or required co-curricular activity;
- chapel;
- seated lunch and dinner;
- house, form, advisory, and School meetings;
- required assemblies.

We recognize that students may need to miss school commitments for a variety of reasons. We expect students and families to communicate in a timely way about any absences. The School asks families to schedule medical appointments, family trips and celebrations, and non-school extracurricular activities around the School's calendar.

### Excused Absences

Absences can be excused by the Dean of Students' Office and Health Services for the following reasons:

#### *Unexpected emergencies:*

Parents or guardians of students who must miss school commitments because of unexpected emergencies must inform the Dean of Students' Office and their advisor as soon as possible. The Dean's Office will note the reason for the absence and work with the advisor to communicate with faculty.

#### *Medical concerns:*

Boarding students who feel sick or are concerned they are becoming ill must immediately contact Health Services to discuss their symptoms and concerns with a school nurse. Students may not remain in their rooms or other locations on campus due to illness. Parents or guardians of day students must contact Health Services if they will be keeping their child home from school because of illness. Health services will excuse absences during the duration of the visit or based on the needs of the student. Physical injuries or athletic injuries are also assessed by Health Services or the athletic trainers. Appropriate adjustments, including excused absences, will be made to support the student. Medical appointments, including dental and optical appointments, must be shared with health services prior to the appointment or departure from campus in order to excuse the absence.

#### *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. Students must also sign out, with parent/guardian permission, using the College Visit Pass on Orah.

#### *Other requests:*

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 10 days in advance of the requested absence or as early as possible if not able to meet the 10-day deadline. Determinations about whether to approve/excuse absences will be made after consultation with the student's advisor, teachers, coaches, and administrators and on the nature of the event and the student's academic standing and attendance record. When a student misses class, it is the student's responsibility to make up the work in a timely fashion. Planned absences for reasons not approved, such as a family vacation, will be considered unexcused, and will result in a Sunday morning detention, and will count as absences within the Academic Attendance Policy.

### Unexcused Absences

Unexcused absences occur when students miss or skip a required school activity without receiving preapproval or being excused by Health Services. A pattern of unexcused absences from classes, co-curricular activities, and other required events will result in escalating interventions, including dismissal from St. Mark's.

### Consequences for Unexcused Absences

Students can expect the following outcomes for unexcused absences during a semester.



### *Each absence*

The student, advisor, and parents/guardians will be notified by email whenever a student receives an unexcused absence. The advisor will have a conversation with the student. All unexcused absences will result in a Sunday morning detention.

### *After fourth unexcused absence – Attendance Warning*

The student will be required to meet with a member of the Dean of Students' Office. Consequences, in addition to Sunday morning detention, may be imposed at the discretion of the Dean of Students Office. The student is likely to be referred to the Student Accountability Committee.

### *After eighth and subsequent unexcused absences – Attendance Probation*

For subsequent unexcused absences, the dean of students will place the student on attendance probation.

Additional supports or restrictions may be put in place as deemed appropriate. The student must demonstrate marked improvement in fulfilling their obligations at School. Failure to do so may result in dismissal or not being invited to return the following academic year.

## Unexcused Tardies

Arriving to obligations on time is central to the functioning of the St. Mark's School Community. Tardiness affects all members involved in the activity. Learning to arrive on time to obligations is also an essential life skill taught at St. Mark's. If a student receives four unexcused tardies in a semester, the student, student's parent(s)/guardian(s), and student's advisor will receive a written notification. If a student has six unexcused tardies in a semester, the student will meet with a member of the Dean of Students office to discuss how to avoid future tardies. A seventh unexcused tardy in one semester will result in a Sunday morning detention.

## Academic Attendance Policy

Our academic program is not a remote program. As such, completion of the School's program of study requires interaction with a learning community of students and faculty and consists of more than the ability to pass an exam. The development and success of students depends on participation in the academic program, and absences – whether excused or unexcused – compromise the educational experience of both the individual student and their peers. Clarification of [excused](#) and [unexcused](#) absences can be found above. While we understand there are legitimate reasons a student may miss class (excused absences), missing eight class meetings (excused or unexcused) in a semester-long course or 16 class meetings (excused or unexcused) in a year-long course will jeopardize the student's grade in the class and their enrollment status at St. Mark's. Please note that a student who is more than 15 minutes late to class is marked "absent," and a total of four tardies is equivalent to one absence. The policies below detail the consequences of class absences at three levels:

### *Academic Attendance Caution*

A student will be placed on attendance caution after missing four (excused or unexcused) meetings of a semester-long or eight meetings (excused or unexcused) of a year-long course. An attendance caution is used to communicate attendance concerns to the student and their family, allowing the opportunity to carefully plan for

additional absences for both foreseen and unforeseen circumstances. After a student is placed on attendance caution they will be required to meet with their advisor to discuss the importance of the classroom experience.

#### *Academic Attendance Warning*

A student will be placed on attendance warning after missing six meetings (excused or unexcused) of a semester-long or 12 meetings (excused or unexcused) of a year-long course. Students on attendance warning are very close to not meeting our attendance requirement. As such, the student and their family should do everything possible to avoid any additional absences. After a student is placed on attendance warning, they are required to meet with an academic dean and their advisor to discuss a plan for how to move forward.

#### *Academic Attendance Probation*

A student who misses eight meetings (excused or unexcused) of a semester-long or 16 meetings (excused or unexcused) of a year-long course will be placed on attendance probation and will most likely be graded on a pass/fail scale for the duration of the course. A transition to the pass/fail grading scale is determined by the academics office in consultation with the teacher. A student on academic attendance probation has not met the standards of the school, and accordingly may be required to withdraw at the end of a semester or the end of the year at the discretion of the head of school after consultation with the faculty and the dean of academics.

#### St. Mark's Saturdays and Lion Term Attendance Policy

St. Mark's Saturdays and Lion Term are a vital part of the St. Mark's program. Program dates have been published to allow families to plan around them, and attendance is expected each week the programs are held. Policies for excused/unexcused absences for Saturday Programming and Lion Term will be the same as for all other required school activities. While recognizing that in extenuating circumstances, a student may need to request special permission to miss a Saturday session, such requests must be made to the Dean of Students Office as early as possible, and by Wednesday at 3PM at the latest. Students who are preapproved to miss a Saturday session due to extenuating circumstances will be required to attend a mandatory Monday make up session the following Monday from 6:25-7:25PM or at a time deemed feasible by the Dean of Student's Office. Unexcused absences will be treated the same as for all other required school activities.

#### Absence Due to Medical Leave

If a student is placed on medical leave, the absences they accrue during the duration of their medical leave will not count toward academic warning or probation. A student may be placed on medical leave at the discretion of our health services and counseling teams. Once approved to return from medical leave, the student will go through a reentry protocol with a member of the counseling team, their advisor, and an academic dean. During that meeting, an academic plan will be created to assist the student in continuing their courses.

#### Religious Observances

Students missing classes or assignments for religious observances should inform teachers in advance and should submit the appropriate Orah pass to the dean of students office for approval at least 10 days in advance. Teachers should set a reasonable schedule for completion of assignments and/or assessments. When students have multiple assessments during a period of religious obligation, a staggered set of due dates in the days following a holiday may be required. This policy does not apply to holidays that fall on a single day of the weekend.

### Remote Accommodations

St. Mark's School does not offer remote accommodations. As a school that prides itself on learning in relationships and architecture that supports community through proximity, St. Mark's is at its best when we learn in person. A student who is absent due to illness should rest and recover, but if the student feels well enough, they can stay connected to and current with their courses by following along on Canvas.

### Absences and Afternoon Activities

Patterns of absences from school commitments may result in loss of practice or participation privileges, including but not limited to play participation, robotics practice, athletic practice and/or game play.

## **BULLYING, HARASSMENT, AND HAZING**

Each person at St. Mark's has the right to participate fully in the life of the School without harassment or bullying. The School recognizes and respects individual differences and does not discriminate or tolerate discrimination on the basis of race, color, gender, ethnicity, religion, ability, sexual orientation, gender identity, disability, or any other prohibited category as set forth in pertinent state or federal law.

To provide an environment of mutual respect, tolerance, and sensitivity, every member of the community, including students, faculty, and staff, must recognize guidelines for appropriate behavior. Inappropriate behavior towards others, whether verbal or physical, is unacceptable. Such behavior includes unwelcome physical advances; discriminatory comments between or among individuals or groups of individuals; or words, acts, or gestures that cause physical or emotional harm, cause reasonable fear of harm, create a hostile environment, or infringe on the rights of another.

St. Mark's will not tolerate any form of bullying or cyberbullying, nor will it tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyber-bullying are prohibited on School grounds; on property immediately adjacent to School grounds; at a School-sponsored or School-related activity, function or program, whether on or off School grounds; in a vehicle owned, leased or used by the School; and through the use of any technology or electronic device owned, leased, or used by the School.

In addition, bullying and cyber-bullying are prohibited at locations, activities, functions, and programs that are not School-related, or are perpetrated through the use of technology or an electronic device that is not owned by the School, if the bullying creates a hostile environment at School for a targeted student, infringes on the rights of a targeted student at School, or materially and substantially disrupts the educational process or the orderly operation of the School.

Anyone who believes that they are a victim of such behavior should report any such activity. Among those available to help are an advisor, another faculty member, an administrator, a supervisor, the chaplain, one of the deans, or a School counselor. Anyone so consulted is expected to report the incident to the dean of students. See [Appendix for Massachusetts Anti-Hazing Statute](#).

## CELL PHONES & EARBUDS/HEADPHONES

Cell phones and earbuds/headphones may not be used during school commitments, including:

- academic classes;
- Saturday program and Lion Term;
- athletic/team practices and/or wellness activity;
- chapel;
- seated meals;
- house, form, and School meetings;
- required assemblies.

In all academic classrooms, cell phones must be placed in the designated “parking lot” (in “do not disturb” mode) as students enter the room and must remain in the holder for the duration of the class block.

For all other commitments listed above, cell phones need to be off (or in “do not disturb” mode or its equivalent) and out of sight, preferably stowed in a backpack. Violations of this policy will result in the phone being held at the Dean of Students Office until the end of the school day.

Students may use their cell phones in common areas, including houses, the Burgess Center, and the Lions’ Den. When speaking on cell phones, we expect that community members will be considerate of others and step outside of common areas to less public spaces. To promote safety and community building, all community members are strongly encouraged not to use cell phones while walking in school buildings or on campus.

Students who have an approved and germane health or learning accommodation plan that requires the use of a cell phone may have different policies and procedures around their cell phone usage.

## DRESS CODE

The dress code offers a shared experience that signals seriousness of purpose for our community. The parameters of time and venue necessarily impact what is considered appropriate dress. The school’s dress code seeks to define a standard for formality, while supporting personal expression and inclusion of diverse identities and cultures.

We seek to achieve a standard of student dress that is appropriate for a productive learning environment; furthermore, we hope to guide students in navigating a wide range of environments. We expect students to make responsible choices that show respect for themselves, for others in the community, and for the learning environment itself.

### Academic Day

The academic day dress code applies Monday through Friday between 8:00 a.m. to 3:10 p.m., regardless of whether a particular student has a scheduled class. Students are expected to be in academic dress during lunch and free periods until classes are over for everyone for the day.

Dress during the academic day should be neat, clean, in good repair, and conducive to a shared learning environment. Students can expect to be told to change when they are wearing articles of clothing that do not align with the spirit of the dress code. Academic day dress includes:

- **Bottom:** Skirts, pants, slacks, khakis, corduroys, jeans, or shorts.
  - Bottom layers should be of a length that supports full and comfortable participation in all school-day activities. Leggings and tights may be worn as a bottom layer **if paired with shorts, skirts, or dresses.**
  - Must cover all undergarments
  - No sweatpants, spandex, leggings as pants, or pajama pants
- **Top:** Collared shirts, sweaters, blouses, turtlenecks, sleeveless tops, St. Mark's sweatshirts
  - Must meet the top of bottoms and not show midriff
  - No writing or logos on tops
  - No t shirts
  - Must cover all undergarments
- **Dresses:** Should be of a length that supports full and comfortable participation in all school-day activities.
- **Shoes:** Dress, casual, sneakers, sandals
  - Must be worn on feet at all times
  - Closed-toe shoes are expected for science labs
- **Hats and head coverings:** Hats are not to be worn in academic buildings or in the Dining Hall at any time, except as part of a student's religious or cultural tradition.

**Saturday program dress code** is set by the teacher and depends largely on activity and weather. For Gray Colloquia, the school is hosting guests. To welcome guests appropriately, students should follow academic day dress code on Gray Colloquia Saturdays.

### Chapel Dress

St. Mark's calls for Chapel Dress during evening chapel, Prize Day, and other occasions where the expected attire is more formal. Dress for these occasions should be respectful of and appropriate for the occasion.

- **Bottom:** Dress pants, long dress shorts, skirts
  - Bottom layers should be respectful of and appropriate for a more formal experience. Leggings and tights may be worn as a bottom layer if paired with shorts, skirts, or dresses.
  - Undergarments must not be visible.
- **Top:** Dress shirts, blouses, turtlenecks
  - Shirts must be tucked in.
  - Necklines and lengths should not reveal undergarments.
  - Students who wear dress shirts and jackets must also wear ties

- **Jacket:** Blazers, sport coat, suit jacket, cardigan sweater, sweater vest
- **Dresses**
- **Shoes:** Dress shoes, non-athletic shoes
- Traditional formal attire from a student's cultural background is appropriate

### Dress Code Outside of Academic Day

- Must be clean and appropriate
- **In the Dining Hall**, shoes must be worn, no hats are permitted, and athletic wear may be worn but must include shirts and shorts over undergarments
- No bare feet or cleated shoes on first floor of Main Building
- Undergarments should not be visible

### Dress Code Violations

Students in violation of dress code may have their phones held in the Dean of Students office. They may receive their phones back when the Dean of Students office determines that they are in dress code or at the end of the academic day. Repeated violations will be subject to additional consequences.

### **DRONES**

Drones are not permitted on campus without approval from the Communications or Dean of Students' Offices.

### **FIGHTING**

Fighting and other uses of physical force against another person to cause harm are prohibited.

### **FIRE SAFETY**

Any open flame in a building constitutes a significant hazard to others and is not permitted. This includes, but is not limited to, lit candles, the smoking of any substance, or the use of a non-approved heating appliance.

Equipment for fire protection must not be used except for designated purposes.

Students are expected to decorate their rooms in compliance with Southborough Fire Department expectations for fire safety. Boarding students can find more information about what is and is not permissible in the [Boarding Student document](#) provided by Residential Life.

### **GAMBLING**

Gambling for currency or other personal gain, whether on campus or online while under School jurisdiction, is prohibited.

### **KEYS AND LOCKED DOORS**

Students are required to keep house (dorm) rooms unlocked when they, or others, are in them. Any student found behind a locked door, and any student who locks them there, will receive consequences.

Students may not lend their room keys or building access cards (Lion Cards) to friends, nor may they be in possession of a key to a room other than their own.

Room keys that are found by students must be turned in immediately to the Dean Of Students' Office.

Students may not pick locks or attempt in any way to gain access to locked doors and areas.

## LEAVING CAMPUS

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!**

### 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 cafe, going for a run, etc.).

### *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 final approval of the complete pass 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.

## 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 for emergency situations. These requests require advance notice and a special permission pass.

## 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 by a nurse on a Health pass. 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.

## 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.

The parents or guardians of students who arrange music lessons, sports activities, or other personal commitments off campus are responsible for the transportation to those commitments. The School and its faculty do not provide transportation to regularly scheduled off-campus commitments.

## **ORDERING FOOD**

Food delivery orders may be placed daily from various neighboring vendors and may be delivered only to the front circle food delivery kiosk at 25 Marlboro Road. During the academic week, all food orders must be placed so that delivery occurs after the class day and until the time designated by the Dean of Students Office; 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 and food delivery kiosk on the food delivery app. Students should exercise caution with their personal information and may not let delivery drivers into any campus buildings when utilizing these services. Students who order food to locations other than the front circle will lose food ordering privileges.

## PEER-TO-PEER VISITATION

### 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.

### Off-Campus

Boarding students may only visit day and boarding student homes off-campus when an adult is present and following a confirming call/email/Orah endorsement received from the adult hosting the guest and an endorsed and approved Orah pass. Refer to the “Leaving Campus” section for more information.

### Faculty Homes, Enrolled Faculty Children, and Visitors

The on-campus homes of enrolled students (who are children of faculty) are viewed as day student houses and all normal and customary visitation rules and sign-out procedures apply.

Boarding students may only visit day and on-campus boarding student homes with an adult present along with the normal and customary permission through the Deans of Students’ Office and Orah.

Enrolled faculty children living in faculty housing attached to a house (dorm) should observe the student visitation guidelines as a non-resident of the house. Enrolled faculty children should access their apartment via private entrances, not faculty dorm entrances.

## **PERSONALLY OFFENSIVE MATERIAL**

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.

## **RESTRICTED AREAS**

For the sake of safety, students may not leave the residential hallways of their houses after they are required to be in their rooms at night. Prohibited areas after lights out include:

- The Thieriot basement and Great Room;
- For students in Coe, Sawyer, Gaccon or Thayer in the Main Building, no areas are permitted outside their own house in the Main Building;
- In Patterson/Sculley, these areas include but are not limited to the basement, the Classroom in the Sky, central laundry and study rooms, stairwells, the kitchen, and the building lounge.

Leaving or entering a building without permission between check-in and 6:00 a.m. and/or tampering with any internal alarm systems is prohibited and will result in a conduct response.

The tunnel to the power station, all roofs, and all fire escapes are off limits to students except in case of emergency.

The swimming pool may be used only when it is open for the season and only in the company of a faculty member and certified lifeguard.

The ropes course elements, both high and low, may be used only for scheduled activities and in the presence of trained personnel.

Students may walk or play on the ice on West Campus only when West Campus ponds are frozen and conditions are approved by the Facilities Department, and only with faculty permission and supervision.

Students are not permitted to enter the West Campus houses (dorms) or West Campus common areas, including the Ritz Common Room.

Students are not permitted to enter faculty homes, apartments, or faculty or staff offices without express permission.

The staff break room and the locked portions of the basement of the Main Building are not open to students.

## **SEXUAL BEHAVIOR AND UNAUTHORIZED VISITATION**

The School recognizes and supports strong and caring relationships among its students. Students are expected to use discretion and good judgment in their relationships with others. Sexuality is a normal part of human nature, and its discovery a normal part of adolescence. However, given the wide range of ages and maturity levels in our community, the potential for unintended sexually transmitted infections and consequences, and the possibility of exploitation, the School considers sexual intercourse or other acts of such intimacy to be inappropriate. If students are found to have engaged in such acts while under the School's jurisdiction, the students will be counseled and appropriately addressed. First offenses will typically be treated using a health response, which may include (but not be limited to) consultation with parents and Health Services. Some offenses of this nature may require a disciplinary response. Please note that because persons under 16 may not legally consent to certain types of intimate sexual contact, if the School discovers a student under 16 engaged in legally prohibited sexual activity, we will report that information, including the name of the student's partner, to the Department of Social Services and will notify the students' parents.

[Unsupervised visitation](#), including being present in a House room of the other gender (or allowing a guest of the other gender in one's own room) outside of permitted visiting hours, visiting with the other gender in bedrooms in Health Services, or visiting in any area after check-in and before 6:00 a.m. will normally be treated as a major school rule violation.

## **SEXUAL MISCONDUCT**

A student who feels that they have been the victim of a sexual assault, sexual abuse, sexual misconduct, or sexual harassment may refer themselves directly to Health Services, or may seek the assistance of a School employee. When disclosure of an alleged sexual assault, sexual abuse, or other sexual misconduct is made to a School employee, that person should promptly contact a school counselor. The counselor will take responsibility for subsequent steps.

Mandated reporters, including but not limited to faculty, educational administrators and school counselors, will notify the head of school or the head's designee if they have reasonable cause to believe that a child is suffering physical or emotional injury resulting from neglect or abuse, including but not limited to sexual abuse. The head of school will be responsible for making any required reports to the Massachusetts Department of Children and

Families (“DCF”). The head of school or other mandated reporters may also contact law enforcement authorities to report the suspected abuse or neglect.

## TRANSPORTATION

As a general rule, all students may ride with drivers employed by the School and with current St. Mark’s parents. Permission to ride with other drivers or to take public transportation, a taxi, or a ride share service (e.g., Uber) will be given in accordance with parental permission forms; permission may be amended or updated by contacting a member of the Dean of Students Office. In all cases, the School will use its discretion in granting riding permission.

### Motorized Vehicles

Personal motorized vehicles are not allowed on campus. Motorized vehicles include but are not limited to hoverboards, Segways, and motorized skateboards/bikes.

### Ride Sharing Services

With proper parent/guardian permission, students may hire ride sharing services (Uber, Lyft, etc.). Students must have their permissions registered, must ask for permission to leave campus from a faculty member or the Dean’s Office, and must properly sign out through Orah using the correct Ride Share pass. **Students may not use ride sharing services to leave campus during the academic day.** *Note: the use of a ride-sharing service is between the student/family and the related ride-sharing service and the parents/guardians shall hold the School, its employees, agents and successors, harmless and waive the School of any and all claims resulting from the use of a ride-sharing service.*

### Student Cars

Students may not drive or ride with other students with two specific and regulated exceptions:

- Burnett (Day) Student Carpooling: Day students may not drive other day students unless as a part of a carpool. [Carpooling](#) among families must be arranged through the families involved. The Burnett house heads and Dean of Students’ Office must be notified in writing of any carpooling.
- VI Form Extended Riding Permission: In rare cases in the spring semester, VI Form day students may drive VI Form boarding students as part of our VI Form extended riding permission framework—all students with this privilege must be registered in the Dean’s Office. This privilege may be used on weekends only and permissions can only be approved by the administrator-on-duty. Students must submit appropriate Orah passes.

Please make sure to consider the restrictions put on the junior operator driver’s licenses by state law. Under the law, if a student is a junior operator (between the ages of 16 1/2 and 18), they must observe the following restrictions:

*You may not operate a motor vehicle within the first six months after receiving a junior operator’s license while any passenger under the age of 18 is in the vehicle (other than you or an immediate family member of any age), unless you are accompanied by a person who is at least 21 years old, has at least one (1) year of driving experience, holds a valid driver’s license from Massachusetts or another state, and is occupying a seat beside you.*

Enrolled day student faculty children are considered to be day students and are expected to adhere to the School’s driving/riding expectations. Enrolled boarding student faculty children are expected to adhere to the driving/riding permissions of boarding students.

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.

### Helmets, Biking and Skateboarding

As required by state law for persons 16 and under, and to ensure the safety of students at any age, all students must wear a safety helmet while biking, skateboarding, rollerblading, or using a scooter.

Skateboarding is not permitted on public roads, on School driveways, or in School buildings.

### **T**HEFT

Theft—including using others' possessions without explicit prior permission—erodes trust and is a violation of community standards. Students must be clear on this standard and recognize that the unauthorized use of someone else's property including but not limited to personal information (including login credentials), clothes, bicycle, scooter, etc. is also considered theft.

### **V**ANDALISM

Purposeful destruction or damage to school property or the property of any individual will not be tolerated. Included in this rule is the expectation that students will respect others' personal space and belongings.

### **W**EAPONS

The possession or use of firearms, paint guns, pellet guns, knives, pocket knives, tasers, other dangerous weapons, ammunition, or fireworks is prohibited. Any replicas that resemble real firearms or weapons are also prohibited.

## REPORTING CONCERNS, HARM, OR VIOLATIONS

We firmly believe that one of the cornerstones of a strong interdependent community is mutual respect and a willingness to confront and discuss moments when shared expectations are not being met. It is with this spirit of openness and understanding that we encourage students to bring forward any concerns, incidents of harm, or instances of community standards violations that you may encounter during your time here. By doing so, we can work together towards resolution and restoration, nurturing a supportive environment where everyone feels valued and heard.

Students may bring forward concerns about their peers or themselves, incidents of harm, or violations of community standards to their advisor, a member of the Dean of Students' Office, or any other trusted faculty or staff member. Faculty and staff at St. Mark's will assist in bringing forward the concern to the office or individual who will best be able to address it.

### **C**CARE TEAM

The Care Team is a health and counseling resource available to support St. Mark's students. The Care Team is composed of the director of counseling, director of health services, and school counselor. The team's goal is to proactively offer health-related resources and support to students before a serious health or behavioral concern



develops, while also breaking barriers and stigma associated with asking for help. Any St. Mark's community member—student, faculty, or staff—may make a confidential referral to the Care Team if they have a concern about a student's emotional, physical, or behavioral well-being. Individuals wishing to communicate concerns to the team may complete a [confidential referral form](#) or may contact a team member directly. In certain health cases, specifically around alcohol or drug use/misuse, the director of counseling services and/or the director of health services may provide care in the form of our substance use/misuse health response.

## BIASED-BASED INCIDENT REPORTING

St. Mark's believes in a culture of respect and care for others. St. Mark's [Bias-based Incident Report Form](#) is intended to collect instances of insensitivity, bias, and discrimination that occur at St. Mark's. Students may report incidents in a variety of ways. Our dean of students and associate director of community and equity are the primary individuals to whom reports should be made. However, students may also report incidents to any staff or faculty member or by using the Bias-based Incident Report Form, which is available on the St. Mark's website at <https://www.stmarksschool.org/incidentreporting>. The School will use information provided in this form to monitor the campus climate and inform training, program planning, and policy development. Every effort will be made to evaluate all reports promptly. Anonymous reporting is an option; however, we encourage submissions to be accompanied by a name and email. The information contained in this report will be shared with the appropriate school officials involved in any subsequent monitoring, investigation, or resolution of the incident.

## SEXUAL MISCONDUCT INCIDENT REPORTING

In keeping with our commitment to a community of mutual respect, St. Mark's prohibits incidents of sexual misconduct. Any incidents of sexual misconduct should be reported immediately. Students may report incidents of sexual misconduct in a variety of ways. Our dean of students and director of counseling services are the primary individuals to whom reports should be made. However, students may also report incidents to any staff or faculty member or by using the Sexual Misconduct Incident Report Form, which is available on the St. Mark's website at <https://www.stmarksschool.org/incidentreporting>. Any staff or faculty member that receives a report of sexual misconduct will bring the incident to the attention of the dean of students or the director of counseling services. Anonymous reporting is an option; however, we encourage submissions to be accompanied by a name and email. All reports of sexual misconduct will be reviewed promptly by the dean of students, director of counseling services, or appropriate School officials. The report will be investigated, addressed and monitored as necessary based on the nature of the reported issue.

## BULLYING OR RETALIATION REPORTING

Students who believe that they are a victim of bullying behavior or believe they have witnessed bullying should report any such activity to the dean of students, the director of residential life, or any other faculty or staff member with whom they would feel comfortable making the report. Among those who could help are advisors, faculty members, administrators, the chaplain, coaches, or the school counselor.

Any parent or guardian who believes that a student has been the subject of bullying or retaliation should immediately report the matter to the dean of students. Student and parent or guardian reports of bullying may be made anonymously to the dean of students. Although no disciplinary action will be taken against a student solely on the basis of an anonymous report, all reports will be reviewed and may generate an investigation.



Any faculty or staff member who has witnessed or otherwise become aware of any bullying or retaliation must, by law, report it immediately to the dean of students or the head of school.

## SANCTUARY

When students choose to use alcohol and/or drugs on campus, experience shows that students can be deterred from seeking help for a friend because they fear they will get their friend into trouble. **The “Sanctuary Policy” is intended to reduce barriers for calling for help when it is needed by focusing on a health and safety response. Students brought to Health Services under sanctuary conditions will not come before the Student Accountability Committee, they will be required to comply with an appropriate health and counseling plan, including the School’s [Substance Use/Misuse Health Response](#).**

Students should understand that sanctuary is provided to encourage them to seek help for a potentially serious health problem, not to provide a haven for students who choose to drink or use drugs. Sanctuary is a proactive response and cannot be called upon after a student has been found to be using alcohol or other substances on campus. A student may seek sanctuary for themselves if they are worried about their own safety after using alcohol or other substances.

Due to the potentially harmful effects of drug and alcohol abuse, any student who is aware that another student is under the influence should immediately call Health Services and the nurse will assist in getting transportation to Health Services for the student. A request for sanctuary may also be instituted by stating to any faculty member, “I am requesting sanctuary for ...” The faculty member will assist in notifying Health Services and transporting the student if needed. The student will be evaluated medically and admitted to Health Services. If the student’s condition is beyond the scope of practice at Health Services, the student will be transported to the hospital emergency room. At the time of an incident involving substance use, actions may be taken to safeguard other students’ health, including a room search and/or confiscation of equipment or remaining substances. Parents/guardians will be notified any time their child utilizes sanctuary.

Students who seek sanctuary more than once should expect an escalated health response to address continued risks of harm to self and/or others.

## 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.

## STUDENT DISCIPLINE PROCESS

The Dean of Students’ Office and the Academics Office work together to respond to student academic and behavioral rule violations. Our shared goal is to help students learn from their mistakes through a process that offers opportunity for reflection balanced with appropriate response to community standards violations.

### INQUIRY

When information about a potential violation of school policy is shared with the Dean of Students’ Office or the Academics Office, that information is reviewed to assess what rules were potentially violated, what information is known, and what information is needed. This inquiry phase may include speaking with any individuals connected to the violation in order to gather as much information as possible in order to make an informed decision about next steps. Students are expected to engage honestly and openly with the process by sharing their own experiences in a forthright manner.

Using the gathered information the dean of students, the dean of academics, or their designee will make a determination about appropriate next steps.

### STUDENT ACCOUNTABILITY COMMITTEE (SAC)

After violating community standards, reflection on these actions in discussion with peers is a powerful opportunity for students to grow from mistakes and to restore themselves to the St. Mark’s Community. The Student Accountability Committee (SAC) is a group of students and faculty who hold reflective conversations with students following major School rule violations. The SAC operates according to the belief that student growth and learning often best occurs when students are able to deeply reflect upon their actions, discuss them with members of the community, hear honest and open feedback, and take ownership of their mistakes. By being challenged to develop empathy and understanding for one another and themselves, the SAC process reaffirms the importance of the shared values of the St. Mark’s community. The SAC’s primary role is one of reflection and restoration, but it also may recommend meaningful reparations for any wrongdoing. Ultimately, the Dean of Students, Dean of Academics, or other appropriate senior administrator will receive the SAC recommendations and then determine what sanctions are appropriate, if any. As the goal of SAC is educational and restorative, recommendations of dismissal will not be made by the SAC.

### SAC Membership

The Student Accountability Committee consists of nine students, three each from the VI, V, and IV Forms and nine faculty members. The students are elected by a vote of students and faculty in the spring semester for the

subsequent year. The faculty members self-select into the role for the duration of the academic year. Should none of the standing students or faculty members be able to be present for a hearing, a request for assistance will go to the Student Monitors for student representation or to all faculty for faculty representation.

### SAC meetings

There are two types of SAC meetings, a regular version and an administrative variety. The normal and customary version of the SAC has the usual three student representatives, two faculty members, and a dean. This version is used for the majority of cases. For reasons of timing or sensitivity, the administrative version may be used where a dean, a faculty member, and a student will convene.

The rules and responses outlined below are provided as guidelines only and are neither intended to be comprehensive nor binding upon the School. The School reserves in all instances complete discretion to define offenses and determine appropriate responses.

## **STUDENT ACCOUNTABILITY COMMITTEE MEETING PROCESS**

Respect for privacy is an essential element of the success of SAC meetings. Student members of the SAC should never discuss the content of an SAC meeting, including the name of any student who has appeared before the SAC, outside of the SAC meeting. If they have specific concerns from the discussion or need support in processing what they have heard, they may speak with the faculty members present, the Dean of Students, the Dean of Academics, a member of the counseling center, or the Head of School. Violating the privacy of the student meeting with the SAC is a major violation of community standards.

If a student will be meeting with the SAC, they will work with their advisor and a member of the Dean of Students or Academics Office to prepare.

### *Written Statement*

The student will write a statement for the committee concerning what happened. The statement should explain the incident in the student's own words and provide some insight into the student's thought process or reflections.

### *Fact Statement*

A statement will be written by the Dean of Students' Office or the Academics Office which outlines the behavior and provides any additional factual information for the SAC to review.

### *Meeting*

The SAC will read all written information provided and will have an understanding of which rule or rules were violated. The meeting is facilitated by one of the student chairs and will include the following elements::

- Individuals in the room will introduce themselves and the chair will read an introduction reminding all present about the purpose of the gathering and expectations of confidentiality and respect.
- The student will be asked to provide an opening statement if they choose. This should not be a reading of the written statement as the members present will have read it. This is an opportunity for the student to offer any opening remarks or comments to the committee. The student can prepare something to read in advance. The student can choose not to say anything and can simply ask the committee to initiate the conversation.

- The members of the SAC will proceed to ask the student questions and have a conversation with the student about the behaviors and the information they have reviewed. These questions are meant to understand more about the context and to learn more about the student's reflection on what has brought them before the SAC. The conversation should also offer opportunities to consider alternatives the student had to committing the violation, the causes of the behavior, the impact of the behavior on others, and how the student can avoid similar behaviors in the future.
- The student will be able to provide any closing thoughts or comments. This is an opportunity to reiterate any key reflections or to share anything that has not been shared with the committee.
- The advisor may speak or ask questions.
- At the conclusion of the conversation, the student will leave the room. The advisor will remain to provide any additional context that may be helpful. The SAC will review the information they have, including the reflections of the student. The SAC will advise the appropriate administrator regarding the extent to which the student reflected on their actions and offer a recommendation regarding an appropriate consequence(s). The student and the student's advisor (or appropriate faculty member if the advisor is unavailable), will meet with the appropriate administrator on the following school day to have a conversation about the process and learn the consequences. The consequences will be sent in writing to the student, the student's parent(s)/guardian(s), and the advisor.

Students are expected to be honest, straightforward, and forthright during the SAC process.

## ACADEMIC INTEGRITY OFFENSES

The first instance of a Level Two academic integrity violation will likely result in a Probation Letter, and the student will remain on academic Probation for the duration of their time at St. Mark's. The second instance of a Level Two academic integrity violation will result in an SAC with a likely outcome of suspension or dismissal.

While the academic and conduct processes, warnings, and probationary statuses operate separately, an appearance before the SAC will warrant consideration of a student's full conduct history, including both academic and dean's office conduct.

## LEVEL ONE OFFENSES

Serious violations of community standards that will result in significant consequences, including the possibility of dismissal.

Below are some examples of behaviors that could potentially be considered level one offenses. The list is neither exhaustive nor prescriptive, and is provided to serve as guidance.

- Behavior which affects the well-being or violates the rights of individuals within the community. Among others, this rule applies to such matters as blatantly rude or discourteous behavior toward faculty, staff members, or other students; vandalism; bullying or malicious harassment or intimidation (physical, verbal or electronic); and intentional physical or emotional harm.
- Using artificial intelligence technologies to make deepfakes, audio, images, or video that alters a person's appearance, voice, or actions, without proper permission.
- Any deliberate action creating a fire hazard. This includes smoking or burning anything (e.g., matches, candles, incense, etc.) in a building.

- Any deliberate action which interferes with school or community emergency services (e.g., misuse of firefighting equipment, prank 911 calls, etc.).
- Use or possession of firearms, explosives, ammunition, or other weapons.
- Stealing.
- Unauthorized use or possession of school keys other than those assigned.
- Use, possession of, or knowingly being in the presence of those using or possessing illegal drugs (including anabolic steroids and inhalants or other substances used inappropriately in dangerous ways or deliberate misuse/abuse of prescription or non-prescription medication), or any evidence thereof, including possession of drug paraphernalia.
- Distribution of drugs or alcohol.
- Protracted lying.
- Egregious or repeated academic dishonesty.
- Any violation of the criminal laws of the Commonwealth of Massachusetts or the United States.
- A second violation of a Level One or Level Two rule at any time during a student's St. Mark's career.
- Any Level Two offense compounded by lying about that offense.
- Any other infraction deemed by the school administration to be of equal seriousness to those listed above.
- **This list is intended to provide examples of possible level one violations of community standards. The Head of School, in consultation with the Assistant Heads of School and after the conclusion of a fair process in which a student has had a chance to explain the circumstances around the violation, has the authority to determine if an offense rises to a Level One offense.**

## LEVEL TWO OFFENSES:

Significant violations of community standards can result in suspension, full day or multiday in school or out of school detention, and/or Probation or other appropriate consequences. Below are some examples of behaviors that could potentially be considered level two offenses. The list is neither exhaustive nor prescriptive, and is intended to serve as guidance.

- A single offense of calculated, deliberate lying.
- Use or possession of, or knowingly being in the presence of those using or possessing, alcoholic beverages, or any evidence thereof, including possession of alcoholic beverage containers, while under the school's jurisdiction. A second violation of this rule at any time during a student's St. Mark's career will make the student liable for dismissal.
- Use or possession of, or knowingly being in the presence of those using or possessing, marijuana or any evidence thereof, including possession of drug/substance paraphernalia. A second violation of this rule at any time during a student's St. Mark's career will make the student liable for dismissal.
- Willful damaging of or tampering with School property (including computers) or that of members of the community.
- Being off campus without permission (see "Leaving Campus" for specific definitions of "campus").
- Unauthorized visitation.
- Unauthorized use of (driving or riding in) motor vehicles.
- Absence from the House without permission between check-in and 6:00 a.m.
- Academic dishonesty.
- A violation of the laws of the Commonwealth of Massachusetts or the United States.

- A second Level Three offense within one academic year.
- Any other infraction deemed by the school administration to be of equal seriousness to those listed above.

## LEVEL THREE OFFENSES:

A violation of any rules of the following nature will make a student liable for Dean's Caution or Dean's Warning:

- Casual lying.
- Blatant disobedience or disregard of faculty instruction to comply with rules or expectations.
- Use or possession of tobacco products, whether for smoking or chewing.
- Unauthorized presence in any other student's room.
- Unauthorized use of heat-producing appliances. Coffee makers, rice cookers, hot pots, etc. may be used in house kitchen/common areas, but not in student rooms. Any irons must have automatic shut off devices.
- Unauthorized possession of prescription medication. (All prescription medication is to be registered and kept in Health Services unless otherwise stipulated by the director of health services).
- Gambling for money or other personal gain.
- Procedural or repeated house infractions or inappropriate behavior as determined by house staff and/or the Dean of Students' Office. Procedural infractions include improper sign-out, being in an unauthorized space, etc.
- Any other infraction deemed by the school administration to be of equal seriousness to those listed above.

## CONDUCT RESPONSES

### *Breakfast/Early Check-In*

For procedural and House violations and absences, students may be required to attend an early breakfast check-in or an early Saturday evening check-in at the House. Repeated instances of the same type of infraction will result in an elevated response.

### *Campus Restriction*

A student may not go beyond the boundaries of the School campus (including downtown Southborough) without getting specific permission from the dean's office. When the period of time includes a weekend, a student on campus restriction may not sign out for an overnight or a weekend, and they may not host an overnight guest. Students are placed on campus restriction by the deans for excessive absences and/or rule violations.

### *Dean's Caution*

For a first offense, a student will receive a written caution after a reflective conversation. In the case of an academic misstep, the student will also complete a re-do of the relevant assignment for a full grade deduction. The goal of the caution is to remind students to be aware of their actions and to consider the steps they need to take to prevent subsequent infractions. If subsequent infractions do take place, an elevated response is expected.

### *Dean's Warning*

When a student is placed on Deans' Warning they are warned that additional infractions may lead to more serious consequences. A Dean's Warning may include a temporary or permanent loss of leadership positions. Subsequent

violations of major school rules are likely to result in more serious consequences, including probation, or, depending on the severity, consideration of a dismissal.

#### *Detention*

Students will be required to attend a detention at the scheduled detention time, generally Sunday morning from 8:30-9:30AM. The student may not use electronic devices, including cell phones, computers, and smart watches, during the detention.

#### *Dismissal*

Student is removed from the community and expected to leave immediately and coordinate packing room and retrieval of belongings with the dean of students. Students who are dismissed may submit a [Request for Reconsideration](#) within three days of the outcome. Any student who is dismissed or who withdraws in lieu of a disciplinary hearing may not return to campus without specific permission of the dean of students or head of school until after their class has graduated.

#### *End-of-Year Review*

In the end-of-year faculty meetings, students who are on probation (academic, attendance, conduct) or have been suspended during the year may be discussed. At this time the faculty can recommend to the head of school that a student be required to withdraw or that the student be allowed to return with specific conditions. If the head of school accepts a faculty recommendation changing a student's status, they will then communicate that decision to the student and parent or guardian.

#### *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 dean of students' office. Students should bring issues, questions, and concerns to their house head, house faculty members, or house prefects.

#### *Loss of Leadership Positions*

A student on Probation may not serve as a monitor, member of the SAC, house prefect, Pathways Prefect, or peer discussion leader or other significant leadership position for the duration of their status but may be reinstated if appropriate to the position and after working with the dean of students or the appropriate faculty leader. Loss of leadership can also occur for other significant violations of community standards that do not result in probation.

Varsity captains placed on probation will lose the captainship but may be reinstated after working with the director of athletics and varsity coach.

For minor offenses, students may be suspended from their positions temporarily.

#### *Room Restriction*

When a student receives a room restriction, they are to check in at 7:00 pm (8:00 pm on Saturdays) and remain in their room for the duration of the evening. Showering, laundry, and socializing are not permitted. Students may not



go to others' rooms, common spaces, or host guests in their rooms. Students turn in their phones to the faculty member on duty during a room restriction night; the phone is returned when faculty depart.

#### *On-Campus Suspension or on Campus Full Day or Multi-Day Detention*

The conditions of the on-campus suspension or detention will be determined by the Dean and in the best interest of the student and the border school community. During the duration boarding students are restricted to their room from 7:00 p.m. on and may not sign out for an overnight or a weekend, and they may not host an overnight guest. During the duration, day students must leave campus promptly at the end of the academic day and may not be on campus during the weekend unless there are scheduled Saturday sessions.

#### *Probation*

When a student is placed on probation, for the duration of that status, a subsequent offense which, in the dean's judgment, might or might not be defined as a major School rule violation will be viewed as a major School violation and, if a Level One or Level Two Violation, require an appearance before the Student Accountability Committee. The dean of students and dean of academics may place a student on Probation status without going before the Student Accountability Committee. While on probation, students may not serve as leaders for the following positions: Monitor, SAC, House Prefect, Pathway Prefect, captaincy of a team, or Peer Discussion Leader or other significant leadership positions.

#### *Random Drug/Alcohol Testing*

Random drug/alcohol testing will be a condition of return for students who have been disciplined for drug or alcohol use.

#### *Reflection/Letter of Apology*

As part of the process of restoring their standing in the community, the student will write a reflection and/or letter of apology.

#### *Suspension or off campus detention*

Students who are suspended or assigned an off campus detention are sent home (or to other family members or guardians) for the duration of the suspension or off campus detention. During a suspension, students are expected to keep up with their academic work to the best of their ability. Work will be shared via Canvas and/or email. If distance from home and family precludes suspension away from campus, the dean of students may, at their discretion, approve suspension (or equivalent detention) on campus in which the student remains in Health Services but does not participate in the life of the community.

### **REQUEST FOR RECONSIDERATION**

A student who is dismissed from the School as a result of the disciplinary process may submit a written request for reconsideration to the head of school. A written request for reconsideration must be based on one of the following grounds only: (a) the process to review the reported rule violation substantially deviated from the process outlined in the Student Handbook and that substantial deviation had an adverse impact on the determination; or (b) significant new information not available to the student at the time of the determination has been revealed or

discovered which materially alters the facts and may alter the determination. A student must submit a written request for reconsideration within three days after receiving notice of the finding of responsibility for a major rule violation. Absent extenuating or unusual circumstances, the head of school will notify the student within seven days whether the request for reconsideration has been granted or rejected. If the request for reconsideration is rejected, the decision is final. If the head of school grants a request for reconsideration, the head of school retains complete discretion to determine the next steps to resolve the matter. Any sanctions imposed on a student as a result of the disciplinary process remain in effect during a request for reconsideration until further notice from the School.

## NOTIFICATION OF DISCIPLINE TO COLLEGES

### *Suspensions:*

As an educational institution that values honesty and integrity, we expect St. Markers to be truthful in their responses to all questions on college applications, including those related to discipline. When asked about discipline, students must report any suspensions, on or off campus, received during high school; less severe disciplinary outcomes (e.g., Dean's Warnings) do not need to be reported. The St. Mark's College Counseling Office will provide guidance and support to students on how best to respond to questions about disciplinary history. In addition, when asked, the college counselors will verify suspensions, and students' statements about them, to college admissions representatives.

If a student is suspended after applying and/or being accepted to college, the student must inform the relevant colleges in writing within seven (7) days from the date of suspension. Because a suspension in VI Form represents a post-application change of status, this requirement applies regardless of whether the college asks about disciplinary history in its application. College counselors will support students in the writing process and will respond to questions from college admissions offices following VI Form suspensions.

Suspensions do not appear on the student transcript.

### *Dismissal or Withdrawals:*

If a student withdraws or is dismissed, their transcript will reflect this action regardless of the timing within a student's time at St. Mark's. If a college admission officer contacts our college counselors about a student subsequent to their withdrawal or expulsion, all questions will be directed to the student.

# Resources and Information

## STUDENT SUPPORT AT ST. MARK'S

Our students are cared for and supported by a robust network of faculty and staff who actively work to create an environment that makes it possible for St. Markers to excel within and beyond the confines of the classroom. These formal structures are supplemented by the numerous informal adult contacts available to each student.

## THE STUDENT'S ADVISOR

Advisors watch over students' academic progress and personal development; they are the links that connect students, parents/guardians, and the School. The relationship between student and faculty advisor is a core element of the St. Mark's program. The advisor should be the initial point of contact for parents/guardians or faculty with concerns or questions about a particular student, and the advisor should be the adult on campus to whom a student goes with questions or concerns. New students are assigned to their advisors for the duration of their first year. In subsequent years, student preference becomes the basis for the assignment. Many students keep the same advisor throughout their St. Mark's experience; others select new advisors as their needs and their relationships here change.

The role of the advisor varies as the student's needs and interests dictate. All advisors are expected to maintain weekly contact with each advisee and to communicate with other faculty as needed to maintain "the total picture" of each advisee's adjustment and progress at school. Advisors communicate with families formally twice a year (winter parent conference and spring advisor letter) and informally, by phone or email, as needed.

Advisors are assigned with the goal of giving each student an adult they can turn to for advice and support. This relationship offers the student an informed and trusted adult who can help the student make choices, examine beliefs and values, navigate difficulties, and grow in a healthy way. Advisors should help students develop skills around the St. Mark's educational outcomes, particularly the goal of cultivating knowledge of self, including healthy habits of mind, body, and spirit. In addition, the advising system ensures that there is one adult who is completely familiar with each student's program and progress and can serve as a point of contact for the family and for others at school registration, community service, athletics, and other activities.

We strongly encourage students to seek out faculty members in order to discuss any concerns and/or problems. While faculty members will make every effort, where appropriate, to keep such discussions confidential, if a faculty member determines that the issues raised constitute an immediate danger to the individual, to others, or to the community, they will inform the student and will often accompany the student to that adult whom the faculty member feels can be most helpful.

## COMMUNITY AND EQUITY AFFAIRS OFFICE

The Office of Community and Equity Affairs is dedicated to fostering a vibrant, inclusive, and equitable community where all individuals feel valued, respected, and empowered. Aligned with St. Mark's core values of respect, empathy, and curiosity, we strive to create a supportive environment where differences are celebrated and individuals can thrive. By promoting cultural competence, addressing systemic inequities, and empowering community members, we work to ensure that every member of the St. Mark's community has the opportunity to reach their full potential.

## DEAN OF ACADEMICS' OFFICE

The Dean of Academics' Office oversees the daily operation of the academic program to ensure that students develop to their intellectual potential. Guided by St. Mark's School [Educational Objectives](#), members of the Academics Office partner closely with advisors, department heads, teaching faculty, and the College Counseling Office to support our students. Parents/guardians may consult the dean of academics and other members of the office about individual students' academic program, academic support needs, or about academic policies.

## Academic Support Resources

More detailed Information about academic support and resources can be found in the [Academic Program section](#).

## DEAN OF STUDENTS' OFFICE

The Dean of Students' Office oversees all aspects of student and campus life, programming, and policies, including the advising system, residential life, student permissions, student activities, the discipline process, wellbeing education, leadership selection and training, and the development and implementation of consistent policies and procedures for all St. Mark's students. Members of the Dean of Students' Office partner closely with faculty, staff, advisors, and coaches to support each St. Mark's student's growth and development by fostering supportive relationships, providing consistent accountability, offering engaging experiences, and creating holistic development opportunities. Parents may consult with the dean of students and other members of the office about individual student concerns, community policies, and student support needs.

## Health Services and Counseling

The nurses and counselors are available to consult with students and parents/guardians about physical and mental health issues. For more detailed information about resources please visit the section on [Health and Counseling Services](#).

## Residential Faculty

Each [house](#) is directed by a house head and supported by one or more additional in-house resident faculty, assigned house faculty, and house prefects. The house head serves as an additional resource beyond a student's advisor; house heads maintain frequent communication with students' advisors about residential issues or concerns. House heads can be contacted via their email addresses, listed in the [Parent Portal](#).

# ACADEMIC PROGRAM

## EDUCATIONAL OBJECTIVES

In service of the principles identified in our mission statement, St. Mark's challenges students to:

- Think critically and creatively to discover and make meaning.
- Communicate skillfully in a variety of modes.
- Collaborate effectively, demonstrating openness to diverse perspectives and new ideas.
- Cultivate knowledge of self, including healthy habits of mind, body, and spirit.

These objectives orient the School's educational program. Evident in all domains of school life, they are holistic objectives and serve as a reference point to inform decisions about the evolution of the academic and community life program.

## ACADEMIC ATTENDANCE

St. Mark's believes deeply in the value of in-person learning. We pride ourselves on the relationships students build with faculty and the peer-to-peer engagement in our learning spaces. We take attendance seriously because we believe that being present and engaged is crucial for learning and development in the following ways:

- **Active Participation:** Attending classes allows students to actively participate in discussions, group activities, and practical demonstrations. This engagement facilitates a better understanding of the subject matter and helps students grasp complex concepts more effectively.
- **Real-time Interaction:** Classroom environments provide opportunities for students to interact with teachers and peers, ask questions, seek clarifications, and receive immediate feedback. This real-time interaction aids in addressing doubts and solidifying knowledge.
- **Structured Learning Environment:** Our classes offer a structured and organized learning environment. The curriculum is carefully designed to cover essential topics, build foundational knowledge, and progress systematically, which may not be as easily replicated through self-study.
- **Interpersonal Skill Development:** Attending classes fosters social development as students interact with their peers from diverse backgrounds. It helps improve communication skills, teamwork, empathy, and the ability to work collaboratively.

With these goals in mind, the School asks families to schedule medical appointments, family trips and celebrations, and non-school extracurricular activities around the School's calendar.

### Academic Attendance Policy

Our academic program is not a remote program. As such, completion of the School's program of study requires interaction with a learning community of students and faculty and consists of more than the ability to pass an exam. The development and success of students depends on participation in the academic program, and absences, whether excused or unexcused, compromise the educational experience of both the individual student and their peers. For clarification of excused vs. unexcused absences, please refer to the [Attendance Policy](#). **While we understand there are legitimate reasons a student may miss class (excused absences), a student who misses eight class meetings (excused or unexcused) in a semester-long course or 16 class meetings (excused or unexcused) in a year-long course will jeopardize their grade in the class and their enrollment status at St. Mark's.** Please note that a student who is more than 15 minutes late to class is marked "absent," and a total of four tardies is equivalent to one absence. The policies below detail the consequences of class absences at three levels:

#### *Academic Attendance Caution*

A student will be placed on attendance caution after missing **four** (excused or unexcused) meetings of a semester-long or **eight** meetings (excused or unexcused) of a year-long course. An attendance caution is used to communicate attendance concerns to the student and their family, allowing the opportunity to carefully plan for additional absences for both foreseen and unforeseen circumstances. After a student is placed on attendance caution they will be required to meet with their advisor to discuss the importance of the classroom experience.

#### *Academic Attendance Warning*

A student will be placed on attendance warning after missing **six** meetings (excused or unexcused) of a semester-long or **twelve** meetings (excused or unexcused) of a year-long course. Students on attendance warning are very close to not meeting our attendance requirement. As such, the student and their family should do everything possible to avoid any additional absences. After a student is placed on attendance warning, they are required to meet with an academic dean and their advisor to discuss a plan for how to move forward.

**A student who misses eight meetings (excused or unexcused) of a semester-long or 16 meetings (excused or unexcused) of a year-long course will be placed on attendance probation and will most likely be graded on a pass/fail scale for the duration of the course. A transition to the pass/fail grading scale is determined by the academics office in consultation with the teacher.** A student on academic attendance probation has not met the standards of the school, and as such, may be required to withdraw at the end of a semester or the end of the year at the discretion of the head of school after consultation with the faculty and the dean of academics.

### Absence Due to Medical Leave

If a student is placed on medical leave, the absences they accrue during the duration of their medical leave will not count toward academic warning or probation. A student may be placed on medical leave at the discretion of our health services and counseling teams. Upon returning from medical leave, the student will go through a reentry protocol with a member of the counseling team, their advisor, and an academic dean. During that meeting, a plan will be created to help the student manage and plan out their makeup work.

### Remote Accommodations

St. Mark's School does not offer remote accommodations. As a school that prides itself on learning in relationships and architecture that supports community through proximity, St. Mark's is at its best when we learn in person. A student who is absent due to illness should rest and recover, but if the student feels well enough, the student can stay connected to and current with their courses by following along on Canvas.

## **GRADING, FEEDBACK, AND ACADEMIC REVIEW**

### Grading Policy

Teachers must use traditional number and letter grades to assess student learning. St. Mark's teachers will communicate their grading scheme and late work policy, if applicable, to students at the beginning of the academic year in the teachers' first day sheets. Teachers must provide feedback and grades on summative assessments before the next summative assessment is due. All major assignments must be graded and returned within two weeks. Minor assignments must be graded and returned within one week.

- Major assignments: Any work requiring more than one night's preparation, including papers, tests, exams, lab reports, and projects.
- Minor assignments: Daily work and formative assessments.

All graded assignments will be recorded in Canvas within the timeframe above so that students are provided with a current snapshot of their progress in a class.

### Grading Scale

A+	97–100	B+	87–89	C+	77–79	D+	67–69		
A	93–96	B	83–86	C	73–76	D	63–66	P/F	absences
A-	90–92	B-	80–82	C-	70–72	D-	60–62	F	0–59



## Grading System

A letter grading system is used as follows:

A+, A	High honors work
A-, B+	Honors work
B, B-, C+, C, C-	Satisfactory work
D+, D, D-	Poor work
P	Pass (earns credit) but does not receive A-D- grade due to number of absences
F	Failing work

## Honors and High Honors

A student who receives a cumulative grade average of B+ or higher in the fall or spring Semester (based on cumulative grade to date in each course) with no grades at or below a C+, will have honors designation for that semester.

A student who receives a grade average of A or higher in the fall or spring Semester (based on cumulative grade to date in each course), with no grades at or below a C+, will have high honors designation for that semester..

## Grade Reports

Grade reports are shared with families four times a year. Grades and teachers' comments will be available electronically via the [Parent Portal](#). If families would like a hard copy, please contact the registrar ([registrar@stmarksschool.org](mailto:registrar@stmarksschool.org)). Parent Portal password queries should be made through the Technology Department ([helpdesk@stmarksschool.org](mailto:helpdesk@stmarksschool.org)).

## Comments and Advisor Conferences

Students will receive ongoing feedback from their teachers, but families will receive direct feedback four times throughout the year:

- Family Weekend: Families will conference with their student's advisor. Advisors will share overall academic trends that are emerging in the first six weeks of the school year.
- End of Semester 1: Families will receive narrative comments from each teacher. They will also meet virtually with their student's advisor to discuss academic successes, areas for improvement, strategies for success, and other concerns.
- Mid-Semester 2: Families will receive narrative comments from each teacher.
- End of Year: Families will receive advisor letters, which will include an academic summary and a look ahead at the following year's course load.

## Academic Review

The goal of academic review at St. Mark's is to provide mechanisms to identify and support students who may be experiencing academic difficulty. Our approach in each area detailed below seeks to promote improvement through appropriate action plans and effective coordination of institutional resources.

The dean of academics or associate dean of academics will contact the family of any student who receives an academic warning or is placed on academic probation



## *Student Progress Cycle*

At the close of each marking period, the Academic Office reviews students exhibiting a pattern of academic concerns and recommends appropriate follow-up steps for improving performance. This process is led by members of the Academics Office in partnership with the student's advisor, teachers, and the Student Support Team. Advisors serve their vital role in supporting the student and updating the family on the identification and effectiveness of recommended interventions.

### *Advisor Action Approach*

For a student with a small number of warning-level grades or a similar level of concern, the Academics Office will recommend advisor intervention specific to the situation. Through this approach, the student's advisor will gather information from teachers and other adults in the noted areas of concern, and then meet with the student to create action steps for improvement. Common interventions recommended as a part of the student progress cycle include, but are not limited to, designating periods for meeting with teachers weekly, additional advisor check-ins, and specific organizational strategies. The advisor then shares the action steps with the student's family and the academic dean and stays in touch with the Academics Office and/or Student Support Team about the student's progress. Action steps may be adjusted as needed over time to better support the student.

### *Team Action Approach*

For a student with multiple warning grades or other salient patterns of concern, the Academics Office will recommend a full team review. Through this approach, all faculty who work closely with the student, including the student's advisor, teachers, coaches, and house faculty meet to share observations and recommendations for improvement. Common interventions recommended as a part of the student progress cycle include, but are not limited to: evaluation and adjustment of study strategies, designated meeting times with teachers and extra help as articulated above, periodic consultation with the director of academic support, regular checkpoints with the advisor and academic dean. In follow-up to the meeting, the advisor will discuss the group's recommendations with the student and the family, and support the student in carrying forth the action plan.

## Academic Warning and Probation

Student status is formally reviewed by the Academics Office based on performance in a single window and cumulative grading periods. Students on warning or probation should discuss extracurricular plans with their advisors. The advisor will determine, in consultation with the student, parents/guardians, teachers, and academic deans, what additional support or restrictions should be put in place to help that student.

### *Academic Warning*

Academic warning is designed to communicate academic concerns to a student and their family. A student who earns a grade average of C- or below or a single grade in the D range in a grading period will be placed on academic warning. A student with warning grades will engage in advisor action planning.

### *Academic Probation*

Academic probation is designed to communicate to a student and their family as strongly as possible that the student is not meeting the academic standards of the School. A student will be placed on academic probation if they meet one of the following criteria:

- The student's cumulative grade average is a C- or below.
- The student is on academic warning for two consecutive marking periods.
- The student earns a non-passing grade in a marking period.

A student on academic probation will engage in team-based action planning. As a result of academic probation, a student's academic progress will be closely monitored. A student who remains on academic probation for two successive marking periods will be reviewed on an ongoing basis by the dean of academics. A student may be required to withdraw at the end of a semester at the discretion of the head of school after consultation with the faculty and the dean of academics. The School will withhold re-enrollment contracts of a student on academic probation (and ***attendance probation***) until their status is resolved.

### Course Failure

If a student fails a course by earning an F grade, the faculty may recommend to the head of school that the student be required to withdraw from the School. If the student is not required to withdraw, the student will be placed on academic probation. If the student fails a prerequisite or requisite course to fulfill the St. Mark's diploma requirements, that student will be required to either retake the course the following semester or year or complete departmentally prescribed make-up work over the summer and pass a St. Mark's assessment. Should the student not pass the assessment, the head of school, in consultation with the dean of academics, will consider whether the student shall be required to withdraw.

## DIPLOMA REQUIREMENTS

### Diploma Credit

To earn a St. Mark's diploma, a student must complete the school's diploma requirements. The School evaluates a student's progress toward meeting the school's diploma requirements based on the student's Form of entry.

### Requirements

#### *Arts:*

- Incoming III and IV Formers are required to take a one-year course in the visual or performing arts.
- Incoming V Formers who need to fulfill the arts requirement must take one semester of art, which can be fulfilled with Filmmaking (fall) or a yearlong art course.

#### *English:*

- All students are required to take English each year at St. Mark's.

#### *History & Social Sciences:*

- All students are required to take Global Connections in History (in III or IV Form) or Advanced World History (in IV Form).
- All students are required to take United States History (typically in V Form year).

#### *Modern/Classical Language:*

- All incoming students will take a placement test unless they intend to enroll in level I of a language.

- Students who enter St. Mark's as III or IV Formers are required to complete one language through Level III at St. Mark's. Those who demonstrate a level of proficiency in a language beyond what is offered at St. Mark's must choose another language.
- Students who enter St. Mark's as V Formers and are placed in level I of a language must complete two consecutive years of the language.

#### *Mathematics:*

- Completion of Math through Algebra II.

#### *Religion:*

- Students who enter St. Mark's as III or IV Formers are required to take two semesters, comprised of one semester of Judaism, Christianity, and Islam and one elective.
- Students who enter St. Mark's as V Formers are required to take one semester of Judaism, Christianity, and Islam.

#### *Science:*

- Completion of two years of a full-year laboratory science .

#### *St. Mark's Success Lab:*

- All III Form students are required to take Success Lab.
- New IV Form students may choose to take Success Lab.

### Transfer Credits

The Academics Office will review the final transcripts of our incoming IV and V Form students to determine which of their prior credits will transfer over to the St. Mark's diploma requirements. Transfer credits will only be considered in the case of courses that align with those offered at St. Mark's. Families will be notified of transfer credits via email prior to registration.

The School may also accept credits from the following approved academic programs: School Year Abroad, Chewonki Semester School, and The Mountain School. The School will also accept credit for alternative courses in geometry if the student completes the course and passes our St. Mark's departmental final exam.

Beyond the approved academic programs and alternative courses in geometry, the School does not accept any other alternative course credits.

## **COURSE PLANNING**

### Minimum Course load

III Form students are required to take six classes and Success Lab. A III Form course load includes:

- Writing Workshop (required)
- Global Connections in History (required)

- Biology (unless a full year course in high school Biology has been taken previously) (required)
- Success Lab (required)
- Math (placement determined by placement test)
- Modern or Classical Language (placement determined by placement test)
- Art OR Music Ensemble OR Computer Science

IV through VI Form students are required to take five academic classes each semester. Students with approval may take six courses. Each returning student's academic program progress is overseen by their advisor in conjunction with the Academics Office. V and VI Form students should speak to the college counselors prior to registering for classes.

### Adding and Dropping a Course

A student wishing to add or drop a course must do so within the first week of classes during both the fall and spring semesters. An add/drop form must be filled out and a student must secure permission to add or drop a course from their advisor, their college counselor (for V and VI Formers), the dean of academics, the department heads, and the teachers of the courses they are dropping. A student entering a course late is responsible for the material that has been covered since the beginning of the course in consultation with the teacher.

After the one-week add/drop period, changes will be made to a student's schedule if the change is initiated by a member of the faculty due to concerns about the student's placement.

A student may drop a course after the one-week add/drop period if, after dropping the course, the student still meets our minimum course load. However, a dropped course will be designated on the student's official St. Mark's transcript.

### Course Recommendations

Prior to the course registration period, our faculty will make thoughtful course recommendations. In making these recommendations, faculty members consider a student's content mastery, skill development, habits of learning, and self-regulation. Recommendations are made to ensure students can be successful in each of their courses. All recommendations will be communicated to advisors.

A student wishing to take a course that they were not recommended for should contact their advisor and the department head for permission. If permission is not granted, a student can submit a petition to the Academics Office for additional consideration. If the Academics Office agrees with the original recommendation, but the student still wants to enroll in a course they were not recommended for, they may do so, but they should know that they will not be eligible for placement changes after the add/drop period concludes.

## **ACADEMIC SUPPORT**

### Academic Support Resources

At St. Mark's Academic Support is an important part of the Dean of Academics office.

### Success Lab

St. Mark's Success Lab is a supportive course that is designed to help our new, underform students in their academic transition to the School. It combines direct instruction in essential skills for learning, (e.g., using the School's learning management system, planning/organization, reading comprehension, test preparation, and learning strategies supported by cognitive psychology research), with guided study hall time. There is no homework in Success Lab.

All III Form students will be enrolled in the Success Lab course once per week for the entire year. Instruction will be concentrated in Semester I; Semester II will be a study hall.

IV Form Success Lab is an optional class for new IV form students that meets once per week during the first marking period ('quarter'). When the course concludes, the Success Lab period will become a free period for students.

### Extra Help

All students are encouraged to self-advocate when they need academic support by seeking out their teachers for extra help during Office Hours, free blocks or evening duty times, talking with their advisor, or availing themselves of peer tutoring through the student mentor program. The director of academic support is available for consultation with faculty, students, and families if persistent learning challenges arise. More information, including contact information, can be found on the "[Academic Support](#)" page of the website.

### *Tutoring*

Ordinarily, we do not encourage students to request an outside tutor until they have exhausted sources of support from inside the community, including extra help from teachers. Students first should meet with their advisor and their subject teacher to discuss their academic concerns. Then, if it is determined that the extent of a student's academic challenges requires ongoing, one-to-one support, the director of academic support will work with the family to find an appropriate, outside tutoring professional. It is important that all requests for tutorial assistance are managed through the academic support office. For safety reasons, only adult tutors arranged through the Office of Academic Support are permitted to work with students on campus.

The School does not support extensive outside tutoring (i.e., more than two sessions per week in a given subject, or tutoring in more than two subject areas) or remote tutoring without permission from the director of academic support.

### Students with Disabilities

St. Mark's is committed to supporting students with disabilities who are otherwise qualified for admission by providing reasonable accommodations. For further information please contact the [director of academic support](#).

## **COLLEGE COUNSELING**

The college process is a time for personal growth and self-reflection and is an essential component of a St. Mark's education, purposefully woven into each student's experience in ways that are designed to help them reflect both on their time at St. Mark's and their goals for life after high school. Our hope is that students come to the process having occupied themselves not with trying to figure out what someone in an admissions office might want to see, but rather with seeking an education of mind and character that will enable them to lead lives of consequence beyond St. Mark's.

The College Counseling Office works collaboratively to create a framework that informs and supports students and their families. Our primary objective is that all VI Formers arrive at the end of their final year at St. Mark's with choices to make among schools that make sense given their individual goals. To this end, students are formally assigned a college counselor in the fall of V Form. Through individual meetings, form meetings, and two Saturday programs (spring of V Form and fall of VI Form) over the next two years, students are provided with an array of information, resources, and tools that allow them to engage confidently with the college process. Numerous parent programs are also offered beginning in III Form.

Although counselor assignment happens in V Form, college counselors start engaging with students from the moment they arrive on campus, regardless of grade, through both formal and informal programming, as well as through their work in other areas of school life (residential life, athletics, etc.). In addition, the college counseling office welcomes inquiries and conversations from students and families at any time. Students who are interested in pursuing collegiate athletics may find it particularly helpful to consult with the College Counseling Office early in their St. Mark's careers. College counselors are also always available to consult with students and families on course selection and academic planning at any point.

### Standardized Testing

The most important factor in college admissions is a student's full engagement in academic and extracurricular life, at and beyond St. Mark's. Standardized testing also plays a role at many colleges and universities (although not all), although even at schools that consider testing, it is never more important than achievement in academic classes.

Students and families should feel free to arrange test prep independently. However, the College Counseling Office recognizes that it can be difficult to work test prep into a busy schedule. The School has therefore made arrangements through Academic Approach, an independent company, to offer SAT and ACT prep classes. These small-group, virtual classes are available to V and VI Formers. Details about these opportunities will be sent from the College Counseling Office before both the fall and spring sessions commence.

IV Formers are offered opportunities to take both the PSAT and a full-length practice ACT. Students who complete both tests will receive personalized feedback from the college counseling office explaining their relative performance on each test, a recommendation about which test is likely to be a better fit, and a recommended testing timeline.

## ATHLETICS

The St. Mark's Athletics Department enhances the school community by providing competitive athletics and wellness activities for all students. Our entire school community embraces athletics as an integral component of our students' overall education, designed to teach resilience, teamwork, goal-setting, and a lifelong commitment to health and wellness. Our program is proud to challenge students of all abilities and prepare competitive athletes for the next step in their athletic careers. Student-athletes are taught to embrace sportsmanship, demonstrate integrity, and commit to the ideal of Age Quod Agis!

## INDEPENDENT SCHOOL LEAGUE

St. Mark's is a proud member of the Independent School League (ISL) and, as such, agrees to abide by the league's guidelines for competition and behavior. All members of the St. Mark's community—players, coaches, families, and fans—are asked to abide by those guidelines as outlined below.

**ISL Creed** The ISL is proud of the behavior and sportsmanship displayed by its players, coaches, and fans. We value spirited and fair play as well as positive support from our players and teams. To ensure that the School's expected level of decorum continues each season and each game, St. Mark's asks that all members of the ISL community continually renew their efforts to abide by the ideals of our league.

## ATHLETIC REQUIREMENTS

Members of the III Form are required to participate in an interscholastic sport all three seasons of the year. Students in IV and V Form must participate on an interscholastic team for at least two of the three seasons, and VI Form students must compete on an interscholastic team for at least one season. **During the season(s) when a IV, V, or VI Form student may not be a member of an interscholastic team, that student must participate in a school-sponsored activity.** Options include a wellness class, serving as a team manager (IV, V, VI Formers only), participating in the school play (fall, winter), participating in Robotics (winter), or applying for an Athletic Commitment Accommodation (IV, V, VI Formers only).

*Serving as a team manager, participating in the play (fall, winter), and participating in robotics (winter) are considered a season of interscholastic sports.*

## ATHLETIC COMMITMENT ACCOMMODATION (ACA)

Athletic Commitment Accommodation (ACA) proposals fall into one of the following general categories for approval:

### Athletic Accommodation

Athletic accommodations are only offered for sports not offered at St. Mark's. The applicant would need documentation of a longstanding annual commitment and a record of excellence. The sport would need to be officially recognized, and supervised daily by an adult who is a certified instructor.

*As per ISL Rules, a student may not be granted an ACA for practicing, playing, or training for a St. Mark's sport during the off-season. Some examples include: fall ice hockey, AAU basketball, tennis, off-campus strength and conditioning, etc.*

### Non-Athletic Accommodation

Non-athletic accommodations are offered for an approved academic, arts, music, or community support program to be undertaken on-campus with a faculty sponsor and supervisor. Approval for non-athletic ACAs is limited to accommodations associated with specific programs at St. Mark's.

- IV, V, and VI Form students (no III formers) are eligible to apply.
- A detailed proposal must accompany the application form that outlines the planned study or activity.
- A student may only receive one ACA per year for one season only (fall, winter, spring) and an ACA does not replace your athletic team commitment.



## ATHLETIC COUNCIL

The St. Mark's Athletic Council, composed of all St. Mark's varsity team captains, acts as a representative body for all student-athletes and an advisory group to the Athletics Department. The Athletic Council elects multisport VI Form officers each year.

## CERTIFIED ATHLETIC TRAINERS

St. Mark's has two full-time certified athletic trainers to assist student-athletes with sports-related injuries. The athletic trainers are available before, during, and following practices and home competitions to provide injury assessment and treatment for student-athletes. We also have a strength and conditioning coach who works with in-season athletes and oversees our students' use of the Coolidge Center and Wiedergott Fitness Room.

## ABSENCES AND AFTERNOON ACTIVITIES

Patterns of absences from School commitments may result in loss of practice or participation privileges, including, but not limited to, play participation, robotics practice, athletic practice or game play.

## EQUIPMENT ISSUE AND NEEDS

St. Mark's provides game uniforms, helmets, and select equipment for all student-athletes. Game uniforms are laundered following each competition. We do not provide footwear, sticks (field hockey, ice hockey, and lacrosse), racquets (squash or tennis), or gloves (baseball, softball, hockey, and lacrosse). In addition, students provide their own protective padding for field hockey, soccer, ice hockey, and lacrosse. Students playing soccer and field hockey will purchase two pairs of new soccer socks, a blue pair and a white pair, to be worn for games and/or practices. We also provide baseball and softball hats for students to purchase from the equipment room. Students on financial aid should speak with the Athletic Department about purchasing equipment and/or borrowing St. Mark's-issued equipment.

**\*A student's account will be charged a replacement fee for all issued uniforms and equipment not returned at the end of each season.**

## MANAGERS

Students who wish to be team managers must receive approval from the coach of the team they wish to manage and from the Athletics Office. This option is not available to students in their III Form year. It requires a significant time commitment, and managers are expected to attend all practices and games, home and away. Serving as a team manager is considered a season of interscholastic sports.

## PLAYER AND TEAM EXPECTATIONS

**Violations of the expectations below will be reported to the Dean's Office and are grounds for team and/or school suspension or dismissal.**

- A. *St. Mark's strictly prohibits any form of group or player ridicule, bullying, intimidation, harassment, or initiation. Nor do we tolerate actions that may be viewed as hazing regardless of whether there is willful participation.*
- B. *St. Mark's strictly prohibits alcohol, drugs, marijuana, or tobacco use in any form and at any time as a St. Mark's*

## RETURN TO ATHLETICS AFTER ILLNESS OR INJURY

School personnel and the School's medical team, consisting of the school physician, school orthopedist, neuropsychologist, director of counseling, director of health services, and certified athletic trainer, determine return to school and/or activity decisions. Such decisions are made using professional judgment and practice guidelines.

## SPORT AND WELLNESS OPTIONS

<b>Fall:</b>	Field Hockey, Girls' and Boys' Soccer, Girls' and Boys' Cross-Country, Girls' Volleyball, Football
<b>Winter:</b>	Girls' and Boys' Basketball, Girls' and Boys' Hockey, Girls' and Boys' Squash, Girls' and Co-Ed Wrestling
<b>Spring:</b>	Girls' and Boys' Tennis, Girls' and Boys' Lacrosse, Girls' and Boys' Crew, Co-ed Golf, Softball, Baseball
<b>Wellness:</b>	Yoga, Strength & Conditioning, Fitness, Recreational Tennis, Dance

## FINANCIAL INFORMATION

### ENROLLMENT CONTRACT DEPOSIT

A \$1,500 non-refundable deposit is required each year with all full-pay enrollment contracts. Contract deposits for families receiving financial aid vary based on the award amount.. This \$1,500 is credited to the student's Lion Cash (incidental) account at the start of School.

### FINANCIAL AID

Financial aid is awarded based on demonstrated financial need. Awards are reviewed annually and families apply for financial aid each year their student/s are enrolled. All families requesting financial aid must complete and submit a Clarity application by the January 15 deadline.

### OPTIONAL EXPENSES

#### Laundry Service

A full-service personal laundry and dry cleaning plan is available through an outside vendor. Washers and dryers are available for student use in each of the house buildings and are free to use.

#### Medications

Walgreens Pharmacy has a collaborative relationship with St. Mark's Health Services to fill any student prescriptions. They directly bill insurance as well as parents for any co-pays or out of pocket costs to avoid having your child using cash or other cards. Registration forms from Walgreens for the necessary information are mailed to parents along with other requested health information from St. Mark's Health Services.

## Music

A number of experienced teachers are affiliated with the School and are available to give applied music instruction to those students desiring it. All inquiries should be addressed to the [director of music](#). Lessons will be charged to the student account.

## Student Cash Needs

During the course of an academic year, a student will have a need for cash to meet personal expenses. This need may be met by having the student open a savings or checking account at one of the local banks.

## **TUITION CHARGES**

Tuition is due and payable as of July 1 each year per the Enrollment Agreement. Three payment plans are available including the tuition paid in full by July 1 (Plan A), tuition paid in two semi-annual installments in July and December (Plan B), and tuition paid in monthly installments (Plan C). The tuition refund plan is mandatory for both the semi-annual and monthly plans.

The enrollment contract commits the parent(s) to the enrollment of the student for the full academic year and no adjustment of tuition and/or fees will be made for any withdrawal or absences.

If student tuition or incidental charges are not paid by the required due dates, St. Mark's policy requires that students may be dismissed or not permitted to return after any mid-term recess or vacation period. In addition, examinations, grades, transcripts, recommendations, and other School-generated information may be withheld until full payment is received.

## **TUITION REFUND INSURANCE**

For a minimal fee, tuition refund insurance (TRI) gives parents/guardians an opportunity to protect themselves against loss in the event of dismissal, extended illness, or withdrawal from School, while also providing financial protection for the School. TRI is optional ONLY if tuition is paid in full by July 1 (Plan A). An electronic version of the brochure explaining this plan is enclosed with the enrollment contract each year. Parents should take special note of the varied payment benefits and exclusions described in the plan brochure, especially the 14-day attendance requirement for non-medical benefits. The charge for this insurance will automatically be assessed by the Business Office.

# **HEALTH AND COUNSELING SERVICES**

## **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.

The Health Services Department encourages wellness and promotes prevention of illness and injury. Services include medication management, confidential counseling, treatment of illnesses and injuries, scheduling of some routine appointments, and educational programs.

Medical care is provided by the school physician through Reliant Medical Group. Health Services utilizes the school physician, as well as specialists, for routine care, consultations, and emergencies. Sports-related injuries are followed by St. Mark's School certified athletic trainers in consultation with the treating physician.

Medical emergencies are handled in the most expeditious manner to ensure student safety. Parents will be notified immediately following an incident once the student is stable. Parents are responsible for any medical expenses incurred on behalf of their child.

## **FOOD SAFETY**

Signage will be provided by our food service for daily menu items indicating the presence of the major allergens other than nuts—fish, eggs, dairy, gluten, and soy.

### Food Allergies

All food allergy information must be indicated on our required health forms submitted by parents. Food allergy information will be shared with advisors, house heads, and with our food service staff. Students are also expected to be their own advocates for food safety. They are responsible for seeking out resources in the Dining Hall, asking appropriate questions and, when in doubt, avoiding questionable food items.

### Nut-Aware Campus

In order to maintain an inclusive environment for those with nut allergies, all foods that are made by the Dining Hall staff are without nuts, nut oils, or other nut products. Peanut butter is offered in the regular serving line of spreadables. A separate station of nut free spreadables is available.

In the interest of the comfort and safety of members of the St. Mark's community who are allergic to nuts and nut products, refreshments served in common spaces may not contain loose nuts or have nuts on the outside. Foods containing nuts inside may be served, but must be identified as such. For reasons of safety and hygiene, when candy is distributed, it must be individually wrapped or in a dispenser.

When bringing food for special events, parents/guardians should not bring items containing peanuts or other nut products. Additionally, parents/guardians should list all ingredients or provide the packaging labels with ingredients listed.

## **HEALTH ISSUES**

Students with questions or concerns about any health issue, including adolescent growth and development and human sexuality, may seek consultation and advice at Health Services at any time. All discussions with nursing staff and school counselors are confidential, except where there is a concern about a student's immediate safety.

## **HEALTH RECORD REQUIREMENTS**

Before the School can accept responsibility for any student, all required health forms and permission must have been received by Health Services.

The major components of the Student Health Record include:

- the Health Record Form
- a complete immunization record,
- a current physical exam, and
- a copy of the student's insurance and prescription cards.
- In addition, if a student is taking any prescription medications, a Medication Order Form for each medication, completed by the prescribing physician, is required.

All new students are required to be tested for tuberculosis.

The *Health Record Form* must be completed and signed by the student's parent or guardian, and returned to St. Mark's Health Services no later than July 1.

The *immunization record* must meet the requirements of the Commonwealth of Massachusetts and the Department of Public Health; a complete record includes month and year of immunization.

The *physical exam* is considered current when completed within one year of the start of any School activity, e.g., early arrivals, preseason sports, registration.

*Valid insurance and prescription cards* include copies of both sides of the cards, delivered to Health Services. Insurance must be through a U.S.-based company. Application and payment for any school insurance may be made to the Business Office.

## HEALTH INSURANCE

All St. Mark's students must carry current health insurance which will cover doctor's visits and emergency care. All international students MUST subscribe to the United Health Care Plan, offered through the School; private international healthcare plans, such as AIG Travel Guard or Chartis, are not accepted by our physicians and hospitals.

## INFECTIOUS DISEASE EPIDEMIC POLICY

The following policy protects the students and the general community from the possible impact of an infectious disease epidemic. The School follows recommendations of the Southborough Board of Public Health, Massachusetts Department of Public Health Board of Infectious Disease and Laboratory Sciences (MADPH-BIDLS) and the Centers for Disease Control (CDC) and may require that students exhibiting symptoms of infectious disease be isolated for a designated period or that students or visitors coming from areas seriously affected by an epidemic spend a minimum number of days outside those areas before coming to campus. Areas affected by an infectious disease epidemic are detailed by either a notice or an alert from the MADPH-BIDLS and/ or CDC.

As a residential community (congregate setting), the School may require a more conservative approach to isolation and quarantine in cases of infectious illness than that recommended by guidelines established by the Massachusetts Department of Elementary and Secondary Education (DESE). Such guidelines would be established by the School

through consultation with the Director of Health Services, the School Health and Safety Committee, MADPH-BIDLS, the Southborough Board of Health, the school physician, and other expert consultants as needed.

## **MEDICAL APPOINTMENTS**

Any health-related appointment scheduled by a parent must be cleared through Health Services at least 24 hours prior to the appointment. Health Services must approve any appointment made during the academic day. Health Services must be notified at least 48 hours in advance if transportation is needed. The cost of this transportation will be charged to the student's business office account. Students must check out from Health Services when leaving campus and check in to Health Services upon return to campus on appointment days.

### Medical Protocols

All prescription medications must be checked in through Health Services. A Medication Order Form, signed by the prescribing physician, must accompany all prescription medications. This is both a health and a safety issue. Authorized prescribers are limited to licensed physicians, dentists, nurse practitioners, and physician assistants working under the direct supervision of an MD.

All controlled substances, psychotropic medications, antidepressants, and narcotics will be kept in and administered from Health Services only. In the cases of medical marijuana prescriptions, Health Services must be appropriately notified, and accompanied by a written prescriber's order. As with other controlled prescription medications, they are to be kept and administered in Health Services. The clinical indications, benefits, and side effects of cannabidiol (CBD) oil and products are still largely unknown and the potential for abuse among children and young adults is of great concern. Accordingly, we only permit their use by St. Mark's students with a prescription and physician order, and they must be kept in the health center and administered there.

Boarding students will be allowed to keep the following prescription medications in their house rooms after consulting with Health Services: Epi-Pens, inhalers, asthma/allergy medications, birth control pills, and acne treatments. Students will also be allowed to keep small amounts of the following over-the-counter medications in their room: analgesics such as Tylenol (acetaminophen) and Advil (ibuprofen), cold medicines, antacids, vitamins, and herbal supplements. Students may not keep caffeine products (such as Vivarin, NoDoz, Alert, etc.), any combination medications such as Nyquil, Dayquil, Tylenol PM, or any cough medicines in their rooms.

We expect students to be compliant with taking prescribed medications and treatments as per their prescriber's instructions and as part of their health care provider's treatment plan. It is the responsibility of the student to come to Health Services for the administration of medication according to these instructions. Any parent with concerns about their child's ability to comply with medication usage or treatments within the boundaries of this policy should contact Health Services directly. If a dose is missed, Health Services staff may send the student an email or text message reminder. As is true for any health related concern the faculty on duty may also be asked to locate a student in order to send them to Health Services. In cases of repeated missed doses, Health Services will notify the student's parent and the advisor.

### Medication Distribution During Vacations

Parents must make arrangements to keep a supply of their child's prescription medications at home for the vacation breaks. If a parent chooses, they may pick-up the entire supply of medications to take home over vacation. Parents

are responsible for re-supplying Health Services with the needed medications following the break. Students are not allowed to carry regulated, prescription medications to and from School.

Medications not checked-in with Health Services will be considered contraband and will result in disciplinary consequences (Level III violation).

### Privacy of Health Information

Health Services, the School counselors, and the athletic trainers maintain personal health information of students. Consistent with the operations of a residential community, this information is shared on a need-to-know basis with St. Mark's faculty and outside medical service providers. While St. Mark's School is not a covered entity under HIPAA, every effort is made to maintain the privacy of student health information. Questions or concerns about this issue can be addressed to the director of counseling or the director of health services.

## **COUNSELING SERVICES**

The Counseling Office is located on the third floor of Pine Cottage and is staffed by professionals with advanced degrees in psychology, school counseling, and/or social work. Counselors are trained in the diagnosis and treatment of psychological disorders, and work to support the healthy emotional development of adolescents within the St. Mark's community. They provide individual counseling, facilitate educational programs, and supervise the Peer Discussion Leader and CARE Team programs. Their services are confidential, and confidentiality will be maintained unless a student is at immediate risk for harm to self or others. Counselors are available during the day to meet with students, faculty, staff, and parents, as well as at any time in an emergency. Appointments can be arranged in advance by phone or email. The counselors have regular, ongoing relationships with consulting psychologists and psychiatrists, and with counseling colleagues at other schools. They assist students, faculty, and staff with referrals to resources outside of the School. School counselors work closely with the nurses to support the emotional health and well-being of the students. Students taking psychotropic medications are required to meet with a staff member of the Counseling Office at least once per semester.

There are times that, by law, the School will need to act as mandated reporters and break confidentiality. For example, the School is required to report to the Massachusetts Department of Youth and Families Services, local police, and parents regarding intimate sexual activity involving students under the age of 16, or in cases where there is suspicion of abuse or neglect.

## **COUNSELING RESOURCES**

### CARE Team

CARE Team is a health and counseling resource available to support St. Mark's students. The CARE Team is composed of the director of counseling, health services director, and school counselor. The team's goal is to proactively offer health-related resources and support to students before a serious health or discipline problem develops, while also breaking barriers and stigma associated with asking for help. Any St. Mark's student or faculty member may make a confidential referral to the CARE Team if they have a concern about a student's emotional, physical, or behavioral well-being. Individuals wishing to communicate concerns to the team may complete [a confidential referral form](#) or may contact a team member directly. In certain health cases, specifically around alcohol



or drug use/misuse, the director of counseling services and/or the director of health services may provide care in the form of our Substance Use/Misuse Health Response outside of the discipline area.

### House Prefects

V and VI Form students selected by house heads and the director of residential life are trained by the Dean of Students' Office and Counseling Team to be resources for students who are more comfortable talking with someone their own age.

### Peer Discussion Leaders

V Form students selected to lead student discussion groups with III Form students throughout the school year. These meetings address an array of topics including but not limited to school issues as well as adolescent health. Peer Discussion Leaders are regularly trained and supervised by the Counseling Team.

### Sanctuary

Although St. Mark's is a substance-free School, there are occasions when students choose to use alcohol and/or drugs on campus. Experience shows that students can be deterred from seeking help for a friend because they fear they will get their friend into trouble. **The "Sanctuary Policy" is intended to reduce barriers for calling for help when it is needed by focusing on a health and safety response. Students brought to Health Services under sanctuary conditions will not come before the Student Accountability Committee, they will be required to comply with an appropriate health and counseling plan, including the School's [Substance Use/Misuse Health Response](#).**

Students should understand that sanctuary is provided to encourage them to seek help for a potentially serious health problem, not to provide a haven for students who choose to drink or use drugs. Sanctuary is a proactive response and can not be called upon after a student has been found to be using alcohol or other substances on campus. A student may seek sanctuary for themselves if they are worried about their own safety after using alcohol or other substances.

Due to the potentially harmful effects of drug and alcohol abuse, any student who is aware that another student is under the influence should immediately call Health Services and the nurse will assist in getting transportation to Health Services for the student. A request for sanctuary may also be instituted by stating to any faculty member, "I am requesting sanctuary for ..." The faculty member will assist in notifying Health Services and transporting the student if needed. The student will be evaluated medically and admitted to Health Services. If the student's condition is beyond the scope of practice at Health Services, the student will be transported to the hospital emergency room. At the time of an incident involving substance use, actions may be taken to safeguard other students' health, including a room search and/or confiscation of equipment or remaining substances. Parents/guardians will be notified any time their child utilizes sanctuary.

Students who seek sanctuary more than once should expect an escalated health response to address continued risks of harm to self and/or others.

### School Chaplains

The School chaplains have training in pastoral care and are available to help students (regardless of religious background) with many issues, including grief and adjustment issues. They work collaboratively with the School counselors and do not hesitate to refer students who need a higher level of professional care.

### School Counselors

School counselors are experts in the field of adolescent development and are extensively trained in the diagnosis and treatment of psychological disorders. School counselors provide supportive counseling in academic, social, and personal domains. Counselors are available during the academic day to meet with students, faculty, staff, and parents, as well as at any time in an emergency. Appointments can be arranged in advance by phone or email.

### Student Support Team (SST)

We have found that students at risk rarely exhibit problems in simply one area, but, in fact, often have a constellation of issues that require a coordinated response by the adults in the School. The Student Support Team (SST) assists faculty and the head of school with managing the needs of at-risk students who are exhibiting academic, behavioral, and/or emotional difficulties that place themselves or others at risk. The SST includes the administrators in the school who are tasked with the primary role of supporting students. The SST operates on strict confidentiality and utilizes a model of coordinated care in order to address the needs of individual students by utilizing resources within the School or making appropriate referrals to providers outside of the school. When necessary or required by law, the SST may need to break confidentiality in order to contact parents, the advisor, and other relevant faculty should a situation warrant it. At all times, decision-making is guided by our wish to support the student's safety and well-being. The SST makes recommendations to the Head of School on issues such as health leaves of absence and other situations where there is evidence to suggest that a student, or the community at large, is at risk, or where a student is simply in need of services that are outside of the scope of what we can provide at the School. A student can be referred to the SST by contacting the director of counseling.

### Substance Use/Misuse Health Response

St. Mark's has a comprehensive health response for any student who finds themselves in a situation involving substances which results in the creation of an individualized health plan. The health response includes a drug and alcohol evaluation from an outside, licensed mental health provider. It is expected that a student and family will follow and fulfill any and all recommendations coming from an evaluation. Failure to share the completed outside evaluation to the director of counseling services in a timely manner may lead to a health leave for the student until the student's health status can be determined. Students will also be required to sign a non-use agreement speaking to their commitment to live substance-free for the remainder of their St. Mark's career. The substance health response protocol can be triggered by a conduct situation, a [Care Team referral](#) or [sanctuary](#). The substance health response is a combined effort between both the Counseling and Health Services departments.

### **HEALTH-RELATED ABSENCES**

A parent or guardian must report an absence to Health Services before 8:00 a.m. by calling Health Services at 508.786.6372. If a student is absent for multiple days, a call must be made daily. The student must check in to Health Services upon return to School. Following an extended absence of five or more days, the student must provide Health Services with a statement from the treating physician stating a diagnosis and a plan for return to full activity.

at School. After 12 full or partial days missed because of illness in the year, the School also may require written documentation from a physician for each subsequent absence.

### Health Leave of Absence and Return

It is important that St. Mark's students be able to function effectively and participate fully in the program of the School. Occasionally illness or injury requires that a student take time out from School obligations.

There may be times during the academic year when a student's health must take precedence over school responsibilities. When a physical or emotional illness appears to either render a student incapable of meeting commitments (i.e., academic classes, extracurricular activities, athletics, and residential life) or directly and detrimentally impacts others within the community, the School must intervene and place the student on a Health Leave of Absence in order to ensure that the student receives specialized help. Many times a health leave is misunderstood and perceived as a punishment; in fact, it is intended to be a caring response and an attempt to help a student get well in order to return to full participation in our program. Illnesses which may warrant a health leave can include attempted or threatened suicide, severe depression or mood dysregulation, self-injurious behaviors, alcohol or drug addiction, eating disorders, emergency medical care, surgery or other serious illness, or any situation requiring extended medical care or more acute medical care than is available through our Health Services.

Students who engage in any kind of physically or emotionally self-destructive behavior, including suicidal gestures or attempts, or other self-harming behaviors, need in-depth psychological or psychiatric treatment. Students under these circumstances may need to be separated from the School community in order to receive adequate treatment, and in some cases the separation will be permanent. Self-destructive behavior is defined as including, but is not limited to, suicide attempts, direct written or oral threats, and/or self-inflicted physical harm (e.g., intentional cuts, ingestion of toxic substances, burns, etc.).

### Health Leave of Absence Procedure

- All health leaves of a physical nature are coordinated by the director of health services. All health leaves of a psychological nature are coordinated by the director of counseling. A health leave is typically granted for up to two weeks.
- Before leaving campus, the student must meet with the director of health services, in the case of a physical illness, or the director of counseling, in the case of a psychological illness.
- The recommendation to place a student on health leave is made by the Student Support Team to the dean of students, who will consult with the head of school in order to formally accept the health leave of absence.
- Failure of the student to meet with the appropriate personnel before leaving School may result in the student's required withdrawal.
- Failure of the parents or guardians to respond in a timely fashion to the School's requirement of a health leave may result in referral of the student to a medical or psychological facility that is equipped to handle the specific needs of the student at that time.
- In all cases, the safety of the student and the community will guide the decisions of School personnel.

### While on Health Leave

- During a student's absence, they are required to arrange for a medical and/or psychological evaluation in order to assess the student's condition and readiness to return to St. Mark's.

- Specific requirements for the assessment(s) will be provided by Health Services and/or Counseling to the parents at the time of the health leave.
- Families should expect to sign release of information forms with off-campus practitioners in order to facilitate communication between treatment providers and the School.
- While on health leave, students are still members of the St. Mark's community. If a student wishes to come to campus or participate in a school event while on health leave, they must contact the Dean of Students' Office to seek permission for their return. This request will be reviewed by the Student Support Team to determine the impact for both the individual student and the larger school community. If granted, students on health leave must be accompanied by an adult.

### Re-Entry Procedure

- The results of any medical or psychological evaluations will be presented to either the director of health services or director of counseling, as appropriate, as well as the Student Support Team, which will make a recommendation to the head of school about whether the student should return to School, and under what conditions.
- In addition, the student and parents may also be asked to meet with either the director of health services (for physical health leaves) or the director of counseling (for psychological health leaves) for reevaluation before a determination is made about the student's return to School.
- The head of school and/or dean of students will communicate the outcome of the decision to the student and family.
- Upon receiving permission to return to the School, the student and family are required to meet with the head of school and/or other relevant School personnel to review the conditions and expectations moving forward.

### Return to School and Participation in Activities

School personnel including the director of counseling, director of health services, and certified athletic trainer have the responsibility to make decisions regarding return to School or to activities; such determinations regardless of a student's age are made using professional judgment and practice guidelines, based on the student's present symptoms. School personnel may require consultation with, or a written report from, the treating physician or mental health facility or practitioner for the current condition and/or may consult the school physician or school orthopedic physician.

### Extended Health Leave

A student who requires a health leave of more than two weeks, or who requires more than one two-week health leave in an academic year, will in all likelihood be asked to return home for the duration of the academic year and be granted an extended health leave. The student may be asked to seek support and treatment at home, and to sign release forms that allow the director of health services and/or the director of counseling to share information with off-campus practitioners as treatment is undertaken. Only one extended health leave can be granted during a student's St. Mark's School academic career, and this leave does not extend beyond the academic year it has been given.

A student wishing to return to School after an extended health leave (one that is longer than two weeks) or after the second two-week health leave in a year will be required to make a formal request to the dean of students. The

Student Support Team, in conjunction with either the director of health services or director of counseling, as appropriate, will review the details of the case and make a recommendation to the head of school about whether the student should return to School, and under what conditions. If the head of school determines a student's physical and/or emotional state is such that the student may pose a danger to themselves or to others, or the School feels incapable of supporting the student's particular medical and/or psychological needs, the student may be required to withdraw for health reasons. If the head of school determines that the student may return to the School, the student and family will be required to meet with the head of school and other relevant School personnel to determine the best way to support the student moving forward. Given the unique nature of returns to School after extended (longer than two weeks) or multiple health leaves of absence, the student and family should assume that academic accommodations including, but not limited to, repeating a course or repeating a Form could be required in order for the student to return to St. Mark's. The student may be required to withdraw based on health reasons if they do not consent to the School's specific conditions of return after an extended leave of absence or multiple leaves of absence.

A student returning to St. Mark's after an extended health leave needs to comply with the re-entry procedures before returning to campus.

### Health Leave Policy and Academic Credit

During a health leave of absence, students and families must make arrangements for the completion of required course work with the dean of academics and the advisor, who will coordinate with the teachers. In those rare cases when a student is granted a leave longer than two weeks and thus will miss many major assessments, families will need to identify a responsible third party to administer tests and exams. Students are eligible for academic credit and St. Mark's grades when they have completed all the required assignments in each class. Students with Incompletes will not be allowed to matriculate to the next Form (and may not be allowed to repeat a Form), so it is in the best interest of the student to complete academic work as quickly as reasonably possible after a health leave. When a student requires a leave that exceeds two weeks, the Student Support Team will convene to determine whether it is appropriate for the student to remain enrolled in the School, and they will make a recommendation to the head of school. The head of school and/or dean of students will communicate the outcome of the decision to the student and family. Should the student be invited to return to School, they will be required to work with the dean of academics to determine the specific details and conditions of academic work that must be satisfied in order for the student to receive credit for the work that was missed during the extended health leave. A student's failure to complete the agreed upon academic work will likely negatively impact academic credit and grades, and may lead to a request that the student withdraw from School.

## RELIGIOUS AND SPIRITUAL LIFE

St. Mark's is affiliated with the Episcopal Church and rooted in that tradition, as part of the [National Association of Episcopal Schools](#). The School seeks to nurture the spiritual development of all students regardless of their faith (or non-faith) tradition, and is greatly enriched by the religious diversity of its student body. The School chaplains are knowledgeable about many religious traditions and experienced in interfaith chaplaincy.

Students and faculty attend an informal Morning Chapel twice a week, on Tuesday and Friday mornings before classes begin. This service includes communal singing, readings from any of a number of different religious and

humanist traditions, and a thoughtful, reflective talk or performance by a student, a faculty member, or a visitor to the school. A time is set aside for silent prayer, meditation, music or reflection to allow students to practice according to their own traditions and preferences.

Once a month, a Morning Chapel is replaced with an Evening Chapel, which has a more formal liturgy and usually includes a choral offering and a special speaker or presentation. Students are expected to be in [chapel dress](#) for the Evening Chapel, which is usually preceded by a seated dinner.

The Chapel Program is shaped and advised by an Interfaith Chapel Council composed of students in the III through VI Forms. Students are actively involved in chapel services as speakers, performers, readers, acolytes, ushers, and choir members. Students and faculty have also formed affinity groups for Christian students, Jewish students, Buddhist, Hindu and secular students, and are welcome to form other religious affinity groups any time there is interest.

Voluntary services include a Eucharist service once a week, weekly mindfulness sessions in the Crypt, and interfaith celebrations, hosted by affinity group or ICC members. Offerings have included a celebration of Sukkot, an Iftar, Diwali, Ash Wednesday, or trips to a Mosque, Synagogue, Buddhist or Hindu Temples.. The School is within walking distance of several places of worship, including a Catholic, a Congregational, and an Episcopal Church, and students are welcome to attend Sunday services.

Beginning in February each year, classes are offered by the Chaplains that will prepare students for confirmation or baptism by a Bishop of the Episcopal Church. Confirmation classes can also be arranged through St. Anne's, the local Catholic church, beginning in September.

## TECHNOLOGY

Our website may be found at [www.stmarksschool.org](http://www.stmarksschool.org).

### BRING YOUR OWN DEVICE (BYOD) PROGRAM

All students are required to bring a Mac OS or Windows notebook computer as part of their school supplies. By ensuring that all students have comparable devices, the School better supports instruction in the classroom, allowing faculty to plan for predictable and reliable access to technological tools throughout the curriculum. The exact specifications are posted online at [BYOD Web Page](#). Students should contact the Technology Help Desk in the Library to resolve any technological problems that they encounter.

### ACCEPTABLE USE POLICY

Use of the St. Mark's School computer network must be in accordance with all other School rules. (see the completed [Acceptable Use of Technology Policy](#))

### COMPUTER NETWORK

The purpose of the St. Mark's School computer network is to enhance the educational goals of the School through the sharing of electronic information. The School maintains an internal computer network so that students can receive and submit homework assignments electronically and use School-owned software applications and printers.



The School also maintains a gateway to the Internet so that students can access information and communicate via email.

Technology staff members provide assistance to ensure that students can access the School network from their computers, and also assist in eliminating viruses, spyware, malware, etc.. Hardware repairs and software support are not provided. While School personnel may assist students in determining the nature of computer-related problems where time permits, it is the responsibility of students and parents to arrange for necessary repairs or obtain support in resolving issues.

### Network Use

All users must refrain from acts that waste School technology resources or prevent others from using them. Users will not tamper with others' files or modify or delete system settings. Deliberate attempts to tamper with or degrade the performance of a School computer system, telephone system, or network or to deprive authorized users of access to or use of such resources are prohibited.

Computers, laptops, and approved wireless devices are the only devices allowed to be connected to the School network. Personal file servers are not allowed. No unauthorized wireless devices should be connected to the School network. This includes wireless routers, wireless access points, printers, or any other multi-port device. Please check with the Technology Department before connecting any device to the network that you are not sure should be connected.

Users are responsible for both the content and possible effects of their messages on the network. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures, or video) that reflects adversely on the School, "chain letters" (which offer incentives to relay them to others), inappropriate messages, and billable services.

***Note:** Because access to the Internet provides connections to other computer systems located all over the world, the School network users and their families should understand that neither the School nor its faculty can completely control the content of the information obtained from other systems. Some of the information available is controversial and offensive. The School does not condone the use of such materials. Furthermore, the School makes no warranties of any kind, whether expressed or implied, for the services it is providing and specifically denies any responsibility for the accuracy or quality of information obtained through its services.*

### **TELEPHONE SERVICE/RESTRICTIONS**

All students with cell phones are required to provide the School with cell phone numbers for emergency contact on and off campus.



# APPENDIX I

## MASSACHUSETTS ANTI-HAZING STATUTE

Massachusetts has passed an anti-hazing law that prohibits actions defined as hazing by the statute. The School's policy regarding safety and tolerance goes well beyond the requirements of the legislation. As required by law, a full copy of the text of the statute is provided:

*"Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

*"Chapter 269 of the General Laws is hereby amended by adding the following three sections:*

*"Section 17. Whoever is the principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.*

*"The term 'hazing' as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.*

*"Section 18. Whoever knows that another person is the victim of hazing as defined in Section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.*

*"Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an Institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.*

*Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.*

*Each Institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.*

*Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.*



### THE MISSION OF ST. MARK'S SCHOOL

St. Mark's School educates young people for lives of leadership and service. Founded in 1865 as an intentionally small residential community, the School challenges its students to develop their particular analytic and creative capabilities by both inspiring their academic and spiritual curiosity and kindling their passion for discovery. We value cooperation over self-interest, and we encourage all members of our community to explore their place in the larger world beyond our campus.

### THE SCHOOL'S DIVERSITY STATEMENT

St. Mark's School seeks to reflect the increasingly diverse world in which our students presently live and will live in the future. We intend to provide our students with a superior education in a community of students, parents, faculty, and staff that represents a variety of racial, ethnic, cultural, and religious backgrounds. We strive to ensure respect for all regardless of sex, gender, gender identity, race, religion, sexual orientation, ability, family structure, or economic background.

### THE SCHOOL'S SUSTAINABILITY STATEMENT

In valuing cooperation over self-interest and recognizing our role as global citizens, St. Mark's School actively fosters environmental stewardship and sustainable development in its education, planning, and practices.