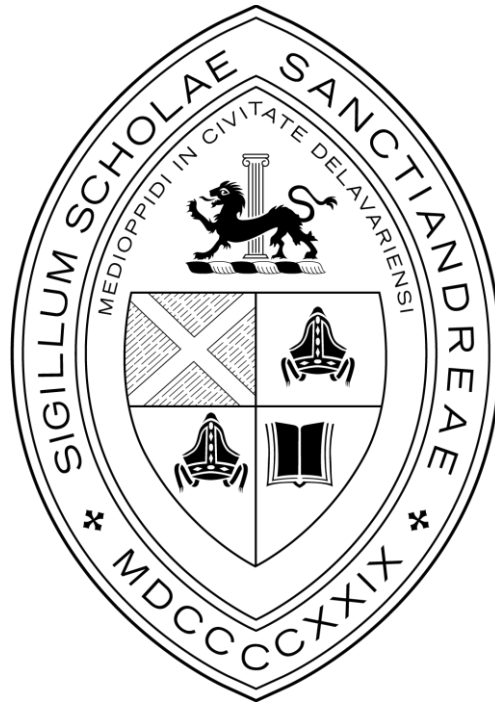


Handbook *for* Students and Families

2026-2027



St. Andrew's School

Middletown, Delaware

Dear Students and Families,

St. Andrew's is a tight-knit community with strong norms and values. I am sure that is one of the reasons you chose St. Andrew's. We challenge each other to grow and thrive, we take care of each other and steward the campus, the natural world, and the intellectual and human gifts that our creator bestowed on us. We expect students to participate fully in this work.

Through this work, we discover who we are, and prepare to live lives of meaning and purpose. In doing so we follow certain principles. This handbook lays out important rules and expectations of community life at St. Andrew's. You should read, understand, and follow them. This handbook also describes the consequences for behavior that is unacceptable.

Please spend some time reading this book before you return to school. If you have any questions about the information provided here, please contact Gregory Guldin, our dean of student affairs, at gguldin@standrews-de.org.

Sincerely,



Joy McGrath '92

Daniel T. Roach, Jr. Head of School

St. Andrew's does not discriminate on any protected characteristic in administration of its educational policies, financial aid program, and other school-administered programs or in its employment policies.

The information contained in this publication is accurate as of June 2025. However, St. Andrew's reserves the right to make changes at its discretion affecting policies, fees, curricula or other matters announced in this publication.

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I. Mission

St. Andrew's School develops the independence, character, mind, and spirit of its students to prepare them for lives of citizenship, service, and purpose. All our students live, learn, and play in the natural beauty of our 2,200-acre campus. At the center of our community are curious, motivated, and diverse students who are accepted without regard to their families' means. Each young person is challenged and valued, and students are truly known by the life-long mentors who teach, coach, and advise them. Human connection, face to face, is the foundation of our program. Friendship and joy define our spirit; "faith and learning" is our motto.

II. St. Andrew's Culture

At St. Andrew's, we are honored to work with extraordinary students in a community built on trust, mutual respect, and shared purpose. This trust between students and faculty is at the core of our school culture. It is both the foundation of our relationships and the catalyst for the transformative learning that takes place here.

Living in a residential academic community requires shared structures that guide our behavior and help us live in alignment with our values. These structures are not meant to constrain, but rather to support and uplift. They provide a framework that helps students grow into greater independence and responsibility over time. As students mature, so too does the freedom they are given, always in balance with the support they need to thrive.

Our aim is true learning and growth. When students make mistakes, we approach those moments as opportunities for reflection, conversation, and transformation. We help students understand how their choices affect both themselves and the broader community, and we encourage them to emerge from missteps even stronger, wiser, and more successful.

Faculty and student affairs leaders are partners in this work. Together, we are committed to protecting and preserving the culture and values that make St. Andrew's such a unique and nurturing community. When adults act within the framework of our school's expectations, they do so out of care and concern for the well-being, growth, and flourishing of every student entrusted to us.

III. Code of Conduct

Parent, Legal Guardian, and Family Conduct

St. Andrew's prides itself on having a robust community where all of its members—students, faculty, staff, and parents/legal guardians—feel safe, honored, valued, and respected. The school recognizes the responsibility you, as families, are placing upon us to ensure the safety and well-being of your children both on and off campus. To successfully meet this responsibility and fulfill our school mission, it is expected that students and their parents/legal guardians, as an extension of our school community, will adhere to all respective school rules, and will work cooperatively with all faculty, staff, and other community members. Parents/legal guardians must support and accept school consequences for poor conduct or failure to comply with school rules. Parents/legal guardians must also comply with the requests of the Health Center and Counseling Department and follow up promptly with recommendations made by medical providers children are seeing. In addition, families must properly chaperone students when off campus and ensure that students continue to respect and adhere to not only the rules of the school, but also to state and federal laws, particularly as they pertain to drugs and alcohol.

St. Andrew's provides a forum for students and families to come together regardless of their different perspectives and beliefs. Families are expected to engage with every member of this community with respect and civility, and to respect the school's obligation to serve the needs of every member of this community to the best of our collective ability. We expect that families will be honest in their communication with school leadership and faculty throughout their time as members of the St. Andrew's community. Families should also be aware that the school, in certain cases, must preserve the privacy and confidentiality of individual students.

If there is an unwillingness or inability to follow through with the basic expectations outlined above, the school may ask that family to withdraw from St. Andrew's.

Parental Jurisdiction

Students return to their parents'/legal guardians' jurisdiction whenever they leave campus with their parents/legal guardians (or another designated person) or when they take any type of leave. However, the school reserves the right to dismiss and/or discipline any student whose conduct during any leave (including summer vacation) contradicts the moral and ethical principles reflected in this Handbook. Students are encouraged to follow all school rules while at home, and certainly to also refrain from posting or sharing photos or videos of themselves or others breaking school rules on social media. Students and their parents/guardians should expect the School to respond to any off-campus activity that impacts the culture being fostered on campus.

Assumption of Risk

All parents/legal guardians must sign and deliver, and not revoke, the "General Assumption of Risk, Release, and Waiver of Liability and Indemnity Agreement" to enroll and maintain enrollment in St. Andrew's.

Students reaching 18 years of age shall be deemed as a condition of continued enrollment to grant St. Andrew's all protections afforded in the waivers executed and delivered previously by the student's parents/ legal guardians.

Living in Community

St. Andrew's celebrates a culture of kindness, acceptance, friendship, and good will, recognizing the rich diversity of our community in race, ethnicity, sexual orientation, gender, religion, and socioeconomic background. We consider meanness of spirit in all its forms—including disrespect, gossip, exclusion, and intolerance—a serious transgression of community standards.

Legal Definitions and School Policy

Stricter standards of behavior than those provided by law apply under the policies of the school so that the school community can prevent and address inappropriate conduct. The school reserves the right to apply disciplinary measures and other corrective action(s) in a case of a single expression, act, or gesture, if the school determines that it is of sufficient severity to warrant disciplinary measures or other remedial action. Conduct need not meet legal definitions of wrongdoing to violate the school's expectations for appropriate behavior and to be actionable. The school's efforts to enhance its protection of students in no way expands an individual's rights under the law. This policy shall be in force the duration of time a student is enrolled at the school.

Students who are found to be involved in acts of bigotry, including but not limited to racism, sexism, religious intolerance, homophobia, transphobia, hazing, or harassment of another will likely appear before the Discipline Committee. They will be subject to the risk of dismissal on a first offense depending on the nature of the violation of this essential community expectation.

The head of school may take unilateral action, up to and including dismissal, against students who haze, harass, or abuse others (physically or emotionally).

Reporting Acts of Bigotry

Any student or parent/legal guardian who believes an act of bigotry has occurred should report said act to the dean of student affairs or the dean of inclusion and belonging. Reports of bigotry may be made orally or in writing (via email or otherwise), and/or anonymously. The school will investigate anonymous reports; however, in most cases, the school is unable to take any disciplinary action solely based on an anonymous report, because the information is insufficient.

St. Andrew's Honor Code

St. Andreans pledge, as individuals and as a community, to live by the following Honor Code:

HONOR CODE
We tell the truth at all times.
We submit our own academic work.
We do not steal.
We seek to live lives of integrity in moments small and large, in all we say and do. When we fall short in these commitments, we take responsibility for our words and actions.

How Honor Code Infractions Are Handled

The dean of honor handles all violations of the Honor Code. Students in violation of the Honor Code will appear before the Honor Committee, which recommends penalties to the head of school. The Committee consists of five faculty members appointed by the head of school and eight students elected by their Forms. The two school co-presidents serve as non-voting members of the committee. The advisor of the student appearing before the committee accompanies that student. The dean of honor is the chair of the committee. In certain cases, a Summary Honor Committee will convene, in lieu of a full committee, for the student in violation of the Honor Code. This summary committee may consist of the two school co-presidents, the two committee co-presidents, and the dean of honor.

A serious violation of the Honor Code will likely result in dismissal, even for a first offense.

- **Students who deliberately and repeatedly refuse to tell the truth** risk dismissal from school.
- **Students who engage in academic dishonesty** risk a major suspension or dismissal from school. Students should consult their syllabi for expectations on academic honesty and approach their teachers with further questions.
- **Students who steal** risk dismissal from school. Borrowing something without permission—even with the intention to return it—is considered stealing.

How Disciplinary Infractions Are Handled

The dean of student affairs handles routine student matters such as permissions, clarification of school rules, and most day-to-day disciplinary matters. Students in violation of major school rules will appear before the Discipline Committee, which recommends penalties to the head of school. The Committee consists of five faculty members appointed by the head of school and eight students elected by their Forms. The two school co-presidents serve as non-voting members of the committee. The advisor of the student appearing before the committee accompanies that student. The dean of student affairs is the chair of the committee. In certain cases, a Summary Discipline Committee will convene, in lieu of a full committee, for the student in violation of major school rules. This summary committee may consist of the two school co-presidents, the two committee co-presidents, and the dean of student affairs.

The head of school may, at their discretion, act on an honor or discipline case without the use of the Honor or Discipline Committees if they feel such action is appropriate. In such cases, the head of school will conduct an investigation (or appoint a designee to investigate) and decide on an appropriate penalty.

Honor and Discipline Committee Sanctions

Depending on the nature of the violation, students who appear before the Honor or Discipline Committees, or whose violations are being directly handled by the head of school, are subject to penalties that include:

- **Head of School Reprimand:** The student meets with the head of school to review the violation.
- **School Separation:** The student leaves the school or is assigned campus restrictions for 1-6 days.
- **School Suspension:** The student leaves the school for 7-13 days.
- **Major Suspension:** The student leaves the school for 14 days or more.
- **Dismissal.**

Prior sanctions may be considered whenever a student has committed a violation and students and families should expect escalating sanctions for repeated violations. The head of school considers the sanctions

recommended by the Honor or Discipline Committee, and then makes the final determination as to the penalty applied.

As with all disciplinary actions, the charge, penalty, and other brief comments may be announced to the school community.

Major Rules and Regulations

In a community like ours, perhaps the best choices we can make and the best actions we can take in any given moment are rooted not in expectations stated by the school, but rather in what shows good will and good sense, what shows respect for other people and an empathetic regard for their feelings. This section, therefore, does not attempt to document all conduct and behavior that is unacceptable. If any student has any question about whether certain conduct is or is not acceptable, the student should ask their advisor, the dean of student affairs, the head of school, or any faculty member with whom they feel comfortable. Though the following acts, listed alphabetically, are not the only ones which will cause a student to face disciplinary action, they do constitute central acts from which all students are expected to refrain.

- Absence from campus or school requirements without permission.
- Acts of bigotry.
- Audio or video recording of any student(s) or school employee(s) without their permission.
- Sharing, transmitting, or displaying audio or video recordings or artificially-generated content of any student(s) or school employee(s) without their permission.
- Conduct that could cause a fire in a school building (ex. lighting a match, smoking indoors, etc.).
- Destruction of property, vandalism, or graffiti.
- Distribution or misuse of prescribed or over-the-counter medications as recreational drugs.
- Entering the room of a member of the opposite sex or hosting them in your room.
- Fighting or any form of physical intimidation.
- Gambling for money (See [Gambling Policy](#)).
- Hazing or abuse of a student or students.
- Inappropriate 911 calls.
- Inappropriate use of fire alarms or fire extinguishers.
- Leaving dorm buildings after on-dorm time.
- Lighting a fire anywhere on campus, including in the woods, without permission.
- Possession of pornography.
- Possession or use of fireworks, firearms, air guns, paint guns, slingshots, explosives, tasers, or knives larger than a pocketknife.
- Possession or use of prescribed or over-the-counter medication on campus without the knowledge and permission of the director of health services.
- Rudeness, defiance, or meanness of spirit directed toward any student(s) or school employee(s).
- Sexual harassment (see [Sexual Abuse and Misconduct](#)).
- Tampering with school records.
- Trespassing in areas listed as out-of-bounds, including but not limited to the following:
 - Locked areas;
 - Kitchen;
 - Roofs;
 - School buildings outside normal hours;

- Faculty residences or offices without permission;
- Student rooms without permission;
- Trunk rooms;
- School vehicles, buses, machinery.
- Unauthorized access of school technology systems.
- Unauthorized possession or use of school keys or access codes.
- Unauthorized swimming.
- Unauthorized use of an automobile, as a driver or passenger.
- Use, possession, or distribution of alcohol, drugs, tobacco, e-cigarettes, vaping devices, and/or misuse of prescription or over-the-counter medication (see [Alcohol and Drug Policy](#)).
- Violations of the school's policy on [Appropriate Usage of Technology](#).
- Walking or skating on ice without permission or faculty supervision.

The Conduct Marks System

Our marks system provides us with a measure of a student's ability to develop regular, long-term habits that will contribute to their academic, co-curricular, and social well-being and success now and throughout their lives. Conduct marks may be given to students for just cause by members of the faculty, who should make every effort to inform students that they are receiving marks and why. When marks are issued in error, which does happen on occasion, students are expected to alert the office of student affairs within 48 hours.

The conduct year is broken into four quarters, which align with the academic quarters. Students should expect the following graduated consequences for respective marks counts each quarter:

- **20 marks:** The student will be required to complete two hours of work detail. A dean will notify parents/legal guardians.
- **30 marks:** The student will be required to complete another two hours of work detail and will be asked to sit with a member of the Office of Student Affairs and their advisor for a Residential Review. The dean of student affairs or associate dean of students will write a letter home to parents/legal guardians summarizing the Review.
- **45 marks:** The student will be separated from school for failing to meet the daily expectations of living in our community.
- **Students who have two or more Residential Reviews during a single academic year risk not being invited back to St. Andrew's at the end of that year.**

Conduct Marks Examples

- **One mark:** Course Correction, Lateness - Minor (<5 minutes), Reach - failure to sign in/out or missing ID, Study Hall non-compliance (Third formers only during quarter 1)
- **Two marks:** Dorm Room Cleanliness - Messy, Housemaster Inspection - Messy Room, Inappropriate Use of Technology, Kitchen Items in Room, Missed Breakfast Check-in, Out of Dress Code, Reach - improper leave submission, Survey & Other Compliance
- **Three marks:** After Lights Out - In Hallway, Disruptive Behavior, Dorm Room Cleanliness - Failed, Improper Food Ordering Procedure, Job Not Done (dorm, breakfast clean-up, dinner set up), Lateness - Major (5-24 minutes), Reach - major issue

- **Four marks:** After Lights Out - In Another's Room or Hosting, Housemasters Inspection - Failed Room, Shirking
- **Five marks:** After Lights Out - Left Dorm, Disrespectful Behavior, Missed School Obligation (Detention, Family-style Meal, Form Program/Meeting, School Meeting, Work Detail)

A student must request and receive permission from the dean of student affairs before the weekend to miss Sunday Chapel due to an unexpected circumstance. Without explicit permission, a student's absence will be considered unexcused.

Additional Policies Regarding Missed Class, Chapel, Practice/Game/Afternoon Activity or Friday/Saturday Program (Core Infraction)

If a student is absent from 25 minutes or more of class(es), chapel, their practice/game/afternoon activity or a Friday or Saturday mandatory program for a reason not accepted by the school, that student will be given an unexcused absence. Generally speaking, acceptable reasons for absence are illness (student must be excused by health services) or extenuating circumstances (family wedding or funeral, etc.). Unexcused absences signal a disengagement and a disregard for the concerns and goals of the school. Missing class, specifically, places a burden not only on the absent student, but also on classmates and faculty who prepare for and benefit from full engagement by all. Any tests or graded content from class during an unexcused absence will likely be given a failing grade.

A typical week at St. Andrew's begins Sunday evening at 7:00pm and ends on Saturday after a student's final obligation. Community engagement is better when students are in person, on campus, surrounded by others; to that end, students and their families should make arrangements understanding that Friday evenings and Saturday mornings often include programs, events, practices, opportunities, and service that are considered core to the full school experience.

Families are expected to honor and respect the school calendar, particularly as it pertains to scheduling departures and returns to campus. Our goal is to provide the fullest possible St. Andrew's experience—an experience based on proximity, connection, and congregation—to each student. In order to achieve that goal, students need to be in attendance on campus for all of St. Andrew's academic, extracurricular, and residential programming. Absences from school commitments to accommodate travel times or plans will be considered unexcused, barring extenuating circumstances.

A student must request and receive permission from the dean of student affairs before the weekend to miss Sunday Chapel due to an unexpected circumstance, such as a family emergency. Without explicit permission, a student's absence will be considered unexcused.

Students with an unexcused absence from a class, chapel or a practice/game/afternoon activity at any time during the year should expect the following consequences:

- **First and Second Core Infraction:** Detention and notification to advisor and parents/legal guardians.
- **Third Core Infraction:** Detention, work detail and notification to advisor and parents/legal guardians.
- **Fourth Core Infraction:** Detention and work detail, a Summary Disciplinary Committee meeting, and a letter sent home from the Office of Student Affairs following the meeting.

- **Fifth Core Infraction:** Students who miss their fifth class, chapel or practice/game/afternoon activity will be separated from the school for 1-6 days.

Continued unexcused absences will certainly jeopardize whether a student can remain at St. Andrew's. **The Office of Student Affairs will review students' records when they have five or more unexcused absences and will make a determination regarding the student's future at the school.**

Detention

Detention is held on Saturday evenings at a time communicated by the Office of Student Affairs. A faculty member supervises the detention; students in detention should plan to engage in their academic work for the full two hours. Students are not permitted to bring any electronic devices to detention, including but not limited to a phone, tablet, or computer. Students who miss detention will be required to serve their initial detention as well as an additional detention. A student may not leave campus during a weekend in which they are assigned to detention.

Work Detail

Work detail is held each weekend at a time communicated by the Office of Student Affairs. Students assigned to work detail will be contacted by the Office of Student Affairs with specific details and instructions regarding where to meet and what to bring. Students who miss work detail will be required to complete an additional two hours of work detail and may face additional consequences, including a separation from school, for two or more missed work details. A student may not leave campus during a weekend in which they are assigned to a work detail.

Campus Restriction

Campus restriction mandates that the student spend their free time under the supervision of the Office of Student Affairs. The dean of student affairs may substitute a detention or work detail for campus restriction or may elect to put students on campus restriction if deemed appropriate. As soon as the academic day has ended, students will meet in the Office of Student Affairs to either fulfill a service to the school community or engage in their academic work (with no electronic devices present). This campus restriction will take place at a time determined by the dean of student affairs. Students who earn multiple campus restrictions during a single academic year risk not being invited back to St. Andrew's at the end of that year. Seniors under campus restriction jeopardize their involvement in graduation activities, including senior week.

Alcohol and Drug Policy

Alcohol and drug use threatens the fundamental processes of adolescent maturation and changes adolescents. It changes the way they think; the way they concentrate; the way they act; the way they treat others; and the way they confront, endure, and overcome adversity. The usual warning signals of alcohol and drug abuse in adolescents include lethargy; depression; incomplete assignments; sudden decline in academic, artistic, or athletic performance; loss of motivation; loss of rapport with adults; and deceitful, distrustful, and even paranoid behavior. Students who abuse alcohol and drugs hurt themselves and those around them.

Our policy forbids the possession or use of alcohol, intoxicants, cannabinoids (including but not limited to products containing THC or CBD), and drugs of any kind and in any form while a student is under

the school's jurisdiction. We also prohibit possession of empty alcohol bottles and cans, as well as of any and all alcohol or drug paraphernalia.

If a student is caught using alcohol or drugs, whether in the moment or through an investigation of an incident of suspected alcohol or drug use, the student will be confronted by a teacher. We expect students to tell the truth when confronted regarding alcohol or drug use. Lying or stonewalling will result in the further risk of dismissal.

Students who break the alcohol and drug rule risk dismissal for a first offense.

Students who bring alcohol to campus and share or distribute to other students are particularly likely to be dismissed on a first offense.

Students who bring illicit and illegal drugs to campus, including marijuana and THC products, will be dismissed on a first offense.

Students who contribute money for the purchase of drugs to be delivered to campus face dismissal.

Students who violate the alcohol and drug policy twice will face certain dismissal from the school.

Any student in the company of other students breaking the alcohol and drug policy is also in violation of the policy and subject to major disciplinary action.

Testing for Drugs and Alcohol

When we believe that a student may have ingested a restricted substance in contravention of the school's rules, and the student denies use, we may require that the student be tested for alcohol or drug use. The dean of student affairs will inform the student's parents/legal guardians when their child is suspected to have violated the alcohol and drug policy and when they will be taken to get tested. The cost of such testing is billed to the student's parents/legal guardians. Refusal to cooperate with the school or medical officials will be considered grounds for a required withdrawal from the school.

If testing reveals that the student has used alcohol or drugs, the Discipline Committee will meet; in such cases, dismissal is likely. If the student is suspended rather than dismissed, the student may be required to see a healthcare provider prior to returning to campus. The school requires random drug testing for students who have returned from suspension for drug use, and will do so throughout the remainder of the student's St. Andrew's career. In such a situation, prior to the student's return, parents/legal guardians will also be required to sign a consent form to authorize the Health Center to randomly test the student. Parents/legal guardians must email the signed consent form to the dean of student affairs before the student can return to campus. If test results are positive for drugs, the student will subsequently be dismissed, whether the drug use occurred on or off campus, and whether it occurred during a term or a school leave.

Tobacco and Nicotine Policy

The use or possession of tobacco or nicotine products in any form—including but not limited to cigarettes, e-cigarettes, vaping and juul devices, juul pods, chewing tobacco, nicotine pouches, and

snuff/dip—is a violation of a major school rule and will result in a meeting with the Discipline Committee.

Gambling Policy

St. Andrew's is committed to a culture of kindness and authentic connection; gambling of any kind introduces power dynamics that erode trust and violate the spirit of school culture. Betting, especially online, isolates students and monetizes relationships. Developing brains are highly susceptible to addiction, which gambling exploits, posing mental health risks. As such, gambling for money, or risking anything of value on the outcome of an event determined by chance, is strictly prohibited. Doing so is a violation of a major school rule and will result in a meeting with the Discipline Committee.

Addictive Alcohol, Drug, and Gambling Behaviors

If a student reports an addiction, the counselors or health services providers receive that report. In such situations, the counselor or health services provider will refer the student to a third-party medical professional to assess and determine the necessary steps toward recovery. The student under this recovery path, and their parents/legal guardians, will sign a form agreeing that for their health and safety, the student must adhere to the direction of the counselor or health provider. In the case of alcohol or drugs, all substances must be given to the counselor; students will not face disciplinary action.

Sexual Abuse and Misconduct

The overall function of a school and the profession of teaching are rooted in a sacred personal trust between adults and students. Close bonds may develop, but appropriate boundaries between adults and students must remain clear. If a student is uncomfortable, they have every right to inform another adult. They should not be misled, bullied, intimidated, or coerced into believing that any feelings of insecurity or discomfort imposed by an adult (or anyone else) are invalid or unworthy of a report to another adult.

As professionals, we hold the following expectations as essential and fundamental to our work:

- We never, under any circumstances, develop a sexual relationship with a student.
- We never touch a student in an inappropriate way or express sexual attraction (in words or in writing).
- We know that any form of sexual contact with a student will result in immediate dismissal and a reporting call to the Delaware Department of Services for Children, Youth and Their Families (DSCYF).

Faculty and staff shall always observe the following crucial boundaries with students:

- Maintain a professional role, and a commitment to being a role model for students, at all times.
- Never allow a professional dynamic to move toward a personal dynamic in interactions with students.
- As a professional, never act as either a peer of a student or a parent of a student.
- Keep professional boundaries clear.

- Make the student's growth and development central; never meet the adult's needs through the student.
- Create independence, autonomy, and individuality in work with students. Never create a dependency that meets the adult's needs.

Boundary Violations Between Adults and Students

Boundary violations occur when a person in a position of responsibility attempts to meet their own needs by crossing a boundary with someone who is vulnerable. Boundary violations are self-serving and exploitative. In respecting all boundaries with students, faculty and staff are educated and trained on the following points and shall avoid even the appearance of impropriety.

When using digital communication, adults shall always stay in a professional relationship with students.

Faculty and staff shall not visit a student or be with a student alone after on-corridor time unless under exceptional or emergency circumstances, which shall be promptly reported to the dean of student affairs or associate head of school. Faculty and staff should leave doors, curtains, and window shades open during any such encounters. We encourage faculty to open their school-provided homes to their advisees and other students for functions, but never for one-on-one conversations or activities.

Serious cases of misconduct arise when employees do not respect the dynamics of the power imbalance between student and adult. Misconduct includes, but is not limited to, engaging in the following behavior with a student:

- Spending significant time alone together or otherwise communicating privately;
- Sharing secrets or making excessive self-disclosures;
- Forming romantic relationships, and;
- Any physical contact of an intimate or sexual nature.

Faculty and staff should never create an unhealthy dependency within a student relationship. Rather, faculty and staff should always work to encourage the healthy autonomy of students. School personnel are not to attempt to establish or carry on a personal, romantic, or sexual relationship with a St. Andrew's student, no matter whether such attempts take place while at work or after-hours, on or off school grounds, and while school is in session or not.

Student Sexual Activity, Education, and Support

The school seeks to affirm and support young people in their search for appropriate expressions of intimacy and affection. Students must understand that serious physical, emotional, social, and legal consequences can result from intimate sexual contact. **Therefore, the school strongly encourages students to postpone sexual intimacy. In the best interest of our students' emotional and physical health and safety, sexual intimacy is not permitted on campus.**

The school is committed to providing the healthiest possible environment for all members of the school community. As such, the school regularly engages students, faculty, and staff in opportunities to understand and put into practice community standards and expectations for empathy, inclusion, and respect. The school is also aware that students will make their own decisions about sexual intimacy. Health Center and Counseling Department staff are available to all students who want to discuss reproductive health and other related issues.

In addition, in accordance with Delaware regulations, Health Services staff will provide gender-specific health services to students. If a student is seeking medical attention outside the scope of care that can be provided by Health Services, there are other resources locally to which students can be referred or directed.

Education for students, faculty, and staff that is specific to harassment, discrimination, bullying, hazing, and sexual harassment is provided at regular intervals, and at developmentally appropriate levels, each academic year. The aim of such education is to prevent such behaviors from occurring, and to equip community members with the understanding, skills, and support to adequately respond to such issues should they occur. When circumstances warrant, the school may also require individuals to attend such training to improve their understanding of the issues surrounding harassment, discrimination, bullying, hazing, and sexual harassment, as well as the importance of preventing such issues. Information is always available through the dean of student affairs, the dean of faculty, the associate head of school, and the Human Resources Office. In addition, the school works closely with attorneys and healthcare professionals who can provide additional information and training to members of the school community when needed.

Respect and Consent

Mutual respect and care, and concern for others, are core principles of the school. These values are crucial in the area of sexual intimacy. Enrolled students agree to guidelines that support mutual respect and establish consent by both parties in every instance of sexual activity.

In Delaware, a person of 16 or 17 years of age can give consent to sexual activity with an adult who is under the age of 30. There is also a “close in age exception” that states a person of 13, 14, or 15 years of age can give consent to sexual activity with a person within four years of age of the youngest participant. Nevertheless, under St. Andrew’s policies, sexual activity between a student and an employee will not be considered consensual, even if the student is 16 or 17 years of age and the employee is an adult under the age of 30. In accordance with Delaware law, the school is required to report all instances of sexual abuse or rape, including statutory rape, to the Delaware Division of Family Services by calling 1-800-292-9582 or online at <https://kids.delaware.gov/family-services/child-abuse-and-neglect-reporting/>.

- Consent cannot be inferred from the absence of a “no” at any step in sexual intimacy.
- In addition to the statutory requirements, it is the policy of the school that **affirmative** (i.e., “yes”) consent is required for all sexual acts. Consent to some acts does not imply consent to other acts, nor does past consent to a given act imply present or future consent.
- Consent must be ongoing and can be revoked at any time.
- Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.
- Consent cannot be given by a party who is incapacitated, asleep, unconscious, or under the influence of drugs or alcohol. Agreement by a person in any of these states does not constitute consent.

Sexual Misconduct at the School: Harassment, Assault, and Other Forms of Misconduct

Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another’s will, or at the expense of another. Sexual misconduct can take various forms, many of which violate state or federal laws. Not all forms of sexual misconduct, including harassment, may be readily apparent to every member of the community. Sexual misconduct may be direct and overt, or it may be subtle and ambiguous. It may be behavior that is repeated, or it may be more serious or severe behavior that occurs one time.

Some examples of sexual misconduct are:

- Sexual harassment.
- Sexual violence/assault.
- Stalking (including cyberstalking).
- Any conduct of a sexual nature that is without consent, or has the purpose or effect of threatening, intimidating, or coercing the person toward whom such conduct is directed.
- Making, distributing, and/or displaying photographs, videos, or other visual or auditory recordings of a sexual or intimate nature (of another person or of oneself), even if the documented activity was consensual.
- Sharing recordings or other sexually harassing electronic communications.

Individuals might unintentionally act in a manner that others experience as sexually harassing. It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify such behavior as a “prank” or “joke” do not change its harassing nature if the object of the behavior is not a willing participant. Whatever the basis for the harassment, it is prohibited.

Physical contact between students that is intended and perceived by those involved as positive, healthy, and appropriate to their age and experience is likely to occur. However, inappropriate physical relationships between students are described and prohibited in the school’s written expectations below.

When these behaviors occur between a school employee or contractor (regardless of their age) and a student (even if the student is 18), it is irrelevant whether the behavior is welcome or unwelcome. **There is no circumstance in which these behaviors between school employees (or contractors) and students are permissible.**

The following behaviors are examples of harassing behaviors. The list is suggestive rather than exhaustive, and **members of the community should seek advice and assistance in any circumstance in which they are made to feel uncomfortable by the behaviors of another. Faculty, adults, advisors, and deans are here to help students.**

Some examples of harassment are:

- Physical assault, including rape or any coerced or nonconsensual sexual relations (consent is described above).
- Sexual advances, whether involving physical touching or not.
- Sexual physical contact without affirmative consent as described above.
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments.
- Unsolicited or unwanted inquiries into one’s sexual experiences or activities, or discussion of one’s own sexual experiences or activities, other than discussion during a confidential medical or mental health visit.
- Audiotaping, videotaping, or otherwise recording others in a state of undress or in sexual or intimate circumstances; and/or forwarding, transmitting, sharing, displaying, or threatening to forward, transmit, share, or display the recorded material to others.
- Intimidating, belittling, or suggestive remarks about an individual’s gender, gender identity, or sexual orientation, whether actual or implied.

- Sexually suggestive or degrading sounds or remarks (written, oral, or electronically transmitted or generated), including graffiti and the spreading of sexual rumors to or about another member of the community.
- Use of school technology or the school network to view, display, download, or transmit sexually suggestive, offensive, and/or degrading material, whether received at the school or elsewhere.
- Display of sexually offensive objects, pictures, and messages.
- Indecent exposure of one's own breast(s), buttocks, or genitalia, or causing the public exposure of another's breast(s), buttocks, or genitalia, whether in person or digitally.
- Artificially generated depictions of a member of our community or another person.

Reporting Sexual Assault or Misconduct

The school has designated the following individuals to receive reports of sexual assault or misconduct: the associate head of school, the dean of student affairs, the director of health services, the head of school.

Many students may choose to disclose or report sexual misconduct to a member of the counseling staff. Counselors may be present with a student when the report is made to the dean of student affairs. As such, the dean of student affairs may consult with the school's mental health professionals throughout the response process.

Reporting sexual misconduct can be difficult, and students who have experienced it (or witnessed such behavior) may experience a multitude of emotions when considering whether to report the conduct. The school encourages anyone who has experienced, witnessed, or learned about misconduct to prioritize their and their classmates' personal safety and physical and emotional wellbeing by seeking support. Students or bystanders who provide information in order to help themselves or other students will not face disciplinary action for violations of other school rules that may have taken place at the time of the reported sexual misconduct.

Any school employee, independent contractor, or school volunteer who becomes aware or has a reasonable belief that sexual harassment, bullying, hazing, or retaliation has occurred (whether or not on school property) shall promptly report the alleged incident(s) to a designated official. Mandatory reports to the State with regard to criminal activities are addressed in the section immediately below.

Any student or third party (e.g., parent, guardian, or family member) who witnesses, or feels that they or any other student has been the victim of, sexual misconduct is strongly encouraged to report the matter promptly to any school employee. All employees have been trained on reporting duties, including mandatory reporting obligations. After a report is made to a school employee, and since each school employee has been trained as stated above, the matter will either be reported immediately to authorities if required or otherwise investigated if not required.

Reports of sexual misconduct may be made orally or in writing (via email or otherwise), and/or anonymously. If a report is made anonymously, although the school will investigate, in most cases the school is unable to take any disciplinary action solely on the basis of an anonymous report, because the information is insufficient.

Parents/legal guardians are notified of any report involving their children.

Mandatory Reporting of Abuse or Misconduct in Delaware

Delaware law mandates any person, agency, organization or entity to make an immediate oral report to the Department of Services for Children, Youth and Their Families, Division of Family Services, when they know of, or suspect, child abuse or neglect under Chapter 9 of Title 16 of the Delaware Code and to follow up with any requested written reports (16 Del. C. §903). Any allegations of violations of this policy must be reported immediately to the associate head of school or the dean of student affairs.

The mandatory report obligation is triggered by the “knows or has a good faith belief” standard, and arises any time a student is a victim of any sexual crime, sexual abuse, abuse, physical injury through unjustified force, emotional abuse, torture, exploitation, maltreatment, or mistreatment. It is important to know that the perpetrator need not be an adult. Indeed, it does not matter whether the perpetrator is a student, parent, employee, or third party. When a school employee knows or has a good faith belief that a student is the victim of a reportable offense, a mandatory report obligation is triggered. When the standard is met, the law requires that the allegation be reported to the Delaware Division of Family Services at 1-800-292-9582 or online at <https://kids.delaware.gov/family-services/child-abuse-and-neglect-reporting/>.

While the mandatory report must be done by the person who has witnessed or has a good faith belief in any behavior listed herein, the associate head of school or dean of student affairs will assist with the report to the Division of Family Services if needed. It does not matter if the allegation occurred off campus or with someone who is not a member of the school community.

The law requires the report to be made “immediately.” There are significant penalties for failures to make reports, and for delayed reports. The law protects reporters from civil suits if a report is made in error, as long as the report is made in good faith. Thus, we encourage reporting when there is doubt in order to protect students. In order to protect the reporter and school, it is highly recommended that any reporter send an email to the associate head of school or dean of student affairs, thereby documenting a report to Delaware Division of Family Services, immediately after making the report.

If the school is required to make a report to external authorities, the school will thereafter notify the parents/legal guardians of all students identified in the report. In addition, the school will notify the parents/legal guardians of all students interviewed by school officials during an investigation of sexual misconduct, regardless of the school’s reporting obligations.

Notification will, to the degree possible, follow these guidelines:

- School officials will explain to students the need to notify guardians before making the notification.
- School officials will help students decide how best to notify guardians.
- School officials will follow principles of confidentiality, as described above, to the greatest degree possible when making such notifications.

School Investigation and Disciplinary Procedures in the Case of Reported Sexual Misconduct or Assault

For the purposes of the school’s disciplinary process for students, any student or group of students making a report of sexual misconduct will be referred to as “the reporting party,” and any student or group of students reported to have violated the sexual misconduct policies are referred to as “the responding party.”

In any case where the school notifies police or state authorities, the school does not proceed with any school investigation and disciplinary process until police decide that their case is closed. The responding party will

be subject to a leave of absence from school until the State's investigation is concluded, and any subsequent school disciplinary process is concluded. In most cases where there is a protracted leave due to a law enforcement investigation, withdrawal may be warranted due to the missed learning, social, community, and related experiences intrinsic to the St. Andrew's experience.

In the case of instances of sexual misconduct or assault that are reported to State authorities, and for which the State investigation is complete, or in the case of reports that are not subject to mandatory reporting requirements, the school will investigate, and may retain a trauma-informed and experienced independent investigator to find the facts of the case. Students may request for a trusted member of the faculty to accompany them through related interviews. The school's Honor Code is in full effect during the course of the investigation.

Given the sensitive nature of sexual misconduct allegations, the head of school will determine the disciplinary consequences of the case. The head of school may, at their discretion, consult with the associate head of school, dean of student affairs, school legal counsel, or other relevant adult employees of the school.

If the head of school finds, by a preponderance of evidence (i.e., more likely than not) that a student has or has not violated the sexual misconduct policy, they will notify both the reporting party and the responding party accordingly.

The head of school may determine that although there was no violation of the sexual misconduct policy, a violation of another school policy may have occurred. In such situations, they will request that the dean of student affairs follow the appropriate investigatory and sanctioning procedures for the misconduct discovered.

As with all disciplinary decisions, the head of school's decision is final, and is not subject to an appeal process.

It is important to note that each case of sexual misconduct is different, and there shall be no expectation that the procedures above will be followed in each case.

Amnesty Regarding Sexual Misconduct

To reduce barriers to reporting sexual misconduct, any student who is the victim of sexual misconduct will not be punished for their own concurrent violations of major school rules.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports sexual misconduct, discrimination, harassment, hazing, assault, or bullying; provides information during an investigation of such behavior; or witnesses or has reliable information about such behavior. Retaliation may include, but is not limited to, behaviors such as being ostracized, or being made the object of rumors.

Retaliation against any individual for reporting violations of the policy, whether by the object of the complaint or someone else, will not be tolerated and will be subject to the same discipline as harassment, discrimination, hazing, or bullying itself. Each instance of retaliation will be investigated by the dean of student affairs and sanctioned separately. Individuals who themselves are not complainants, but who participate in an investigation (ex. as witnesses or investigators) will also be protected from retaliation under this policy.

Confidentiality

All reports of sexual misconduct will be kept confidential to the greatest extent possible, until they are resolved by State authorities and/or through internal processes. Any student or adult member of the school community who reports an incident of sexual misconduct must understand that, for a comprehensive solution to be reached, certain information must be shared with individuals, whether school employees or students, who are involved in or necessary to the investigation.

Mandatory Reporting in Delaware

Delaware Code requires mandatory reporting of certain offenses ([14 Del. C §4112](#); [§ 4201\(c\) of Title 11](#)). School employees who have reliable information that would lead a reasonable person to believe that one of these offenses has occurred on school property or at a school function must immediately report the incident to the dean of student affairs, associate head of school, or head of school. Counseling and health services staff will abide by their mandated code of ethics.

School employees who have reliable information that would lead a reasonable person to believe that a student has been the victim of an offense committed by a school employee, regardless of whether the offense occurred on school property or at a school function, must immediately report the incident to the dean of student affairs, associate head of school, or head of school. Counseling and health services staff will abide by their mandated code of ethics.

The designee will make every effort to notify the parents/legal guardians and will conduct a thorough investigation and/or will report to the police authorities if warranted by statute. In addition, the designee will make every effort to notify the parents/legal guardians of any juvenile victim.

Other Disciplinary Policies

Policy Regarding Separations and Suspensions

Students who live too far from campus for a separation to be feasible may serve a separation off campus with extended family or family friends. If such an arrangement is not possible, then the student will receive a separation of record and face an alternative consequence at the discretion of the dean of student affairs. A second separation will likely result in a suspension. All students serve suspensions off-campus. In such cases, a parent or guardian is expected to arrive within 24 hours, or the student is expected to board transportation home at the family's expense.

Room Searches

The school reserves the right to search a student's room and/or belongings when sufficient evidence justifies suspicion that a student is in possession of prohibited items or materials, or has committed theft. Whenever possible, the student will be present while their room and/or belongings are being searched by the dean of student affairs, or their designee, and another adult. Every measure possible will be taken to preserve a student's privacy.

Withdrawal

Parents/legal guardians who withdraw their child following an infraction, but before the school takes formal disciplinary action, should bear in mind the following information:

- Parents/legal guardians must inform the head or associate head of school in writing of their decision to withdraw their child before the Honor or Discipline Committees meets.
- Parents/legal guardians will not have the option of withdrawal once the Honor or Discipline Committees convenes, or in the case of a head of school matter, once the head of school's or designee's investigation is complete.
- There is no possibility of re-application after a withdrawal or dismissal following a discipline or honor case.
- If a student is withdrawn from school for medical reasons in the fourth quarter, the school will assess if the student can complete their academics remotely. This assessment includes the amount of remaining assignments, previous student performance in the course, and structure of the course (i.e. lecture, discussion, or laboratory-based). This decision rests solely with the school.
- In the event of a withdrawal, the school will disclose any record of suspension to the institutions to which the student applies upon request.

End-of-Year Review & Promotion to the Next Form

At the end of each academic year, the faculty carefully reviews the academic record, conduct, and contributions of each member of the student body. In promoting a student at the end of the year, faculty consider more than grades. Contribution to the school, attitude and manner, community involvement and participation, tolerance and charity toward others, willingness to work with the school and to encourage others in the same—in short, how well a student has worked to make the school a livable and productive place is considered, along with their academic record. The faculty makes recommendations for specific letters of concern, and/or for summer work, counseling, or academic probation for some students.

In some cases, the faculty recommends to the head of school that a student not return to St. Andrew's. Reasons for such a recommendation may include the following factors:

- A student has received two (or more) [Residential Reviews](#).
- A student refuses or is unable to follow the rules and regulations of the school.
- A student has consistently displayed an insensitive, intolerant, or mean attitude toward others.
- A student is unable to work effectively within the academic program of the school.
- A student is absent from or does not participate in, by choice or by requirement, a substantial portion of the school program, usually 6 academic weeks or more.
- A student is unable to meet the terms of a probation year.
- A student has not met daily obligations in the dorm, in the job program, in extracurricular activities, and/or in the academic program of the school.
- A student refuses or is unable to become a part of the community due to interpersonal conflicts, distance from peers and social groups, or isolation.

The head of school makes the final decision regarding promotion of all students, with the full consultation of the faculty. Before this end-of-the-year process, the school will make every effort to inform parents/legal guardians in writing of concerns regarding promotion at St. Andrew's, except in cases arising near the end of the end-of-the-year.

Promotion to the next Form does not take place until the end of the academic year. However, the V Form assumes the responsibilities of the VI Form after Commencement. Dorm regulations remain the same for all Forms after Commencement.

Disciplinary Reports to Colleges

We require students to report major suspensions to the colleges as they apply. The college counselor of that student will add a letter to colleges explaining the student's suspension and their growth and maturity since the incident, if applicable. However, if a student receives a major suspension for a first offense in the III or IV Form year, and does not appear before the Honor or Discipline Committees again, the suspension may—at the discretion of the head of school—not be reported to colleges. However, should the student appear before either committee again during their time at St. Andrew's, this initial major suspension will be considered a reportable previous offense.

If a student receives a major suspension in the senior year after the student has either applied to or been accepted to college, the student and their college counselor will inform the college of the infraction within two weeks of the beginning of the major suspension. If the student refuses or does not respond, the college counselor will inform the college unilaterally.

If a student withdraws or is dismissed from St. Andrew's during their senior year and has applied to and been accepted to college, the student must report the withdrawal or dismissal to the college within one week of their departure from St. Andrew's. At the one-week mark, St. Andrew's will inform the college of the withdrawal or dismissal if the student refuses or does not respond.

Policy Regarding Senior Spring Term

St. Andrew's expects seniors to follow all school rules and regulations up to and through the time at which they depart campus after graduation. Seniors who fail to meet the daily expectations of living in our community, through continued disengagement or absence from school obligations, risk losing the privilege of participating in senior week activities. Seniors who appear before the Honor or Discipline Committees in the weeks preceding graduation risk losing the privilege of participating in the graduation ceremony. Seniors who fail to meet their academic, residential, extracurricular, and contractual obligations at the end of the year may be asked to leave campus before graduation and will have their diploma sent to them following the completion of academic work. **At the school's discretion, a student who is not physically in attendance at the graduation ceremony may not have their name read out loud as part of the ceremony or included on written materials.**

St. Andrew's reserves the right to withhold promotion, graduation, transcripts, diplomas, and report cards until all payments due are paid in full.

IV. Academics

Academic Expectations for Students

Homework

Course syllabi give students ample time and opportunity to produce work of which they can be proud. Teachers are strongly encouraged to post and distribute assignments for at least two weeks' worth of work, and when possible, for a month at a time. Homework assignments are designed for 45 minutes per class period. Students must discipline themselves to complete these assignments thoroughly and completely.

Because students can plan on having 45 minutes of homework for every academic class that meets on a given day, it is essential that students organize their study time carefully; taking ownership of their learning in this way is a foundational expectation of all students. They must use unscheduled blocks during the academic day (8:30 AM through 3:00 PM; 8:30 AM through 3:30 PM on Wednesdays) as well as study hall during the evening, to complete their assignments. The evening study hall provides only two hours of homework preparation time. Students must be careful to arrange for more time to study.

Deadlines

The faculty expect students to complete assignments on time. Students should arrive in class prepared to work effectively—to participate in class discussions, complete in-class assignments or assessments, give presentations, and generally collaborate with peers, among many other possible class activities. In any case, the quality of a student’s daily preparation for class stands as a strong indicator of the quality of work a student will produce.

The faculty expect major papers, labs, and other projects to be turned in on time. They expect students to take major tests on the days and periods indicated in the course syllabus. If a student finds that they need a limited extension, the student must make a request to the teacher at least 24 hours before the deadline set by the teacher. If a student does not ask for an extension at least 24 hours in advance of the due date, the student may have a conversation with the teacher up until the deadline, asking for additional time. If the teacher determines an extension is appropriate, it will be at the penalty of 2 percent per day. If the teacher determines an extension is not appropriate, the regular late penalty of 5 percent per calendar day will apply.

To pass a course for a term or the year, a student must submit all major assignments, no matter how late the work is.

The faculty expect quality work and a strong work ethic from all students. Students will be held accountable for poor academic work and may be required to revise their work until it meets the standards of the teacher. Additionally, if a student has fallen behind academically, the dean of student affairs, academic advisor, and/or associate head of school, at their discretion, may keep that student from attending their afternoon commitments until their work has been completed.

Classes

Students are expected to attend all their scheduled classes and to arrive at each class on time. A student who disrupts a class and is dismissed from class must report immediately to the dean of student affairs, or, if the dean is unavailable, to the associate head of school.

Students shall be fully engaged in—and co-leaders of—classes, from the moment they enter classrooms, given learning is seen as a collaborative act. The best research in cognitive science suggests that note taking by hand is much more effective than note taking with a computer. Therefore, to allow for students’ full ownership of their learning, no devices should ever be open in a classroom, unless or until a teacher specifically requests for students to use them for a particular learning task or activity. Teachers will speak individually with students, and with the director of learning support, about how to best support students with learning accommodations in adhering to these goals.

Students may add or drop courses—subject to graduation requirements, course availability, and enrollment, and with the approval of their academic advisor—only during the add/drop period for each semester. Dropping a class after the final drop date will result in a designation of a withdrawal on the student’s

transcript. Students may not drop a course that would prevent them from fulfilling graduation requirements. Moving to courses within the same topic or language (e.g., Honors Algebra 2 to Algebra 2; French 2 to French 3) may happen at other times if deemed appropriate for student learning by the teacher, the chair of the department, and the academic advisor, with the approval of the dean of teaching and learning.

Grades and Assessments

Grades & Comments

Teachers write evaluative comments of student academic performance twice for all students—at the end of the first semester and at the end of the second semester. When deemed necessary by a student's academic advisor, additional comments may accompany the end of a quarter. Grades are computed at the end of each quarter. Advisors discuss students' performance, grades, and comments each quarter with their advisees. The Registrar's Office then releases this feedback to parents/legal guardians through the secure Blackbaud portal. Students are encouraged to reflect on and discuss their academic growth with their advisor, academic advisor, and teachers on an ongoing basis.

Major Assessments

The faculty has a policy of limiting the number of major assessments students must prepare for at one time, so that students will have a good chance to do their best work. Accordingly, the faculty has agreed that students should be notified of all major assessments (tests, papers, etc.) two weeks in advance.

Students who find they have more than two major assessments scheduled on the same day may ask the teacher of one of their courses for an alternate due date. This request will be honored, provided it is made 24 hours before the deadline or test date.

Examinations

Examinations are held in most courses: once in the first semester, at a time determined by the academic department to best meet student learning goals, and once at the end of the second semester. The registrar's office publishes examination times. All students are required to sit for their exams during the scheduled times. In the event a student has an extraordinary or extenuating circumstance, they must request an excused absence from the dean of teaching and learning and the dean of student affairs at least four weeks prior to the scheduled exam. If a request is granted, the exam shall be rescheduled. No one other than the dean of teaching & learning or dean of student affairs may excuse a student from their scheduled exam. Families should know that nearly all requests for rescheduling exams are not approved and should plan accordingly.

Rescheduled examinations

Winter exams may not be taken early unless the student does not have an exam in a particular subject and the exam may fit into that exam block. Otherwise, all rescheduled winter exams must be completed during the scheduled exam make-up sessions after the student returns to campus. The academic office coordinates this scheduling.

If a student is approved to have an exam rescheduled in the spring semester, they must take it prior to departing campus for the summer.

All students, regardless of the reason for their absence from campus in the spring, must complete exams in year-long, sequential courses in the second semester where the student's performance dictates fall placement (math, language, and often, science). This is to ensure that they are placed appropriately when they return to St. Andrew's in the fall. The academic office will work with students and teachers to plan for how these exams will be proctored and completed; *exams must be finished by August 1 so that the student's fall schedule can be finalized before they return to campus.*

Pass/Fail Grading System for III Form

During the first semester of the III Form year, St. Andrew's uses a pass/fail grading system. This approach is designed to allow students to place their full focus on authentic academic engagement, embracing the full challenge of the new and distinctive approaches to teaching and learning they will experience at St. Andrew's. Students will receive shadow grades on assessments, and the grade report that families receive will provide shadow grades for the first and second quarters; the official transcript, however, will show P for Pass or F for Fail for the first semester.

Senior Days

Sixth Formers may be allowed to take two senior days during the first semester to alleviate the intensity of the fall, and to recognize the many responsibilities they have as leaders within the school. Senior days are designed to help students better manage their workload, providing time where they can complete college applications or catch up on work because of time spent on the college process or serving the school.

Requests must be received and approved by the dean of student affairs no less than 24 hours prior to the senior day. Students must get the approval of their teachers and afternoon activity coach or director; they are responsible for material covered and homework given in each course for which they will be absent. Teachers reserve the right to deny requests to miss their class in the event they are giving an assessment/exam; in this instance, students would need to attend that class. Sixth Formers taking their senior day still need to attend lunch, afternoon activities, and other required all-school activities scheduled for that day.

The Office of Student Affairs will only grant senior days to five students on any given day.

Course Load Requirements by Form

Graduation Requirements

A full credit is earned in a year-long course; a half-credit is earned in a semester-long course. The school requires the following course credits for graduation:

- 4 year-long credits in English, including English 4 taken in the VI Form year at St. Andrew's.
- 4 credits in mathematics.
- 3 credits in a laboratory science.
- 2.5 credits in history, including 1 credit in United States history, and a half-credit (semester-long) AS Research Seminar taken in the junior or senior year.
- For incoming III Form students, 3 credits taken at St. Andrew's of the same classical or modern language, non-native to the student. For students coming in the IV or V Forms, previous credits in the same language will count toward the requirement.
- 1.5 credits in the arts (see below).

- 1.5 credits in religion and philosophy, including 1 credit in history of religious thought taken in the IV Form year, for students entering as III or IV Formers. Students entering as V Formers only need to complete one half-credit (semester-long) elective course in religion and philosophy.
- A half-credit course (semester-long) in Health and Wellness in the IV Form year.

For students entering St. Andrew's after the III Form year, or students repeating a grade upon entering St. Andrew's, credits from previous schools will be taken into consideration for placement but may not replace St. Andrew's graduation requirements. **Likewise, coursework that students may elect to do over the summers may help them prepare for St. Andrew's courses, but these courses cannot replace St. Andrew's graduation requirements or courses required in a St. Andrew's academic department's course sequence.**

To qualify for and receive a St. Andrew's diploma, a student in the VI Form may not fail more than one full-credit course in the VI Form year, regardless of the number of credits previously amassed.

For more detailed information on academic requirements, visit the parent portal on Blackbaud.

Requirements for Arts Program Participation

The school requires all students to earn 1.5 credits in the arts before graduation. All III Formers must take one semester of a performing arts course and one semester of a visual arts course during their freshman year. Alternatively, students can choose to take a computer science course during one semester and postpone their visual arts requirement until a later year.

Students can complete their other arts requirement in a variety of ways:

- Successful completion of any for-credit courses in the arts.
- Participation in the school orchestra or Noxontones (the *a cappella* group) for a full academic year.
- Participation in the theatre or afternoon dance programs for at least two terms (not necessarily consecutively).

Courseloads by Form

The minimum course load for the various forms within the school is as follows:

- **III Form:** five yearlong, full-credit courses and two semester-long, half-credit electives in the arts or computer science.
- **IV Form:** five yearlong, full-credit courses and the half-credit health and wellness course.
- **V Form:** five yearlong, full-credit courses; or four yearlong, full-credit courses and two semester-long, half-credit courses.
- **VI Form:** five yearlong, full-credit courses; or four yearlong, full-credit courses and two semester-long, half-credit courses; or three yearlong, full-credit courses and four semester-long, half-credit courses.

Petitions for exceptions to the above requirements may be made to the dean of teaching and learning. All students are required to have a study block (a block with no course scheduled), except for students enrolled in the Andreans, who still need permission from the dean of teaching and learning for this exception.

Study Hall

A protected study period is allotted each evening to allow students preparation time for the academic day. Evening study hall runs from 8-10 PM Sundays through Thursdays, and from 8:30-10 PM on select Fridays. During study hall, the campus must remain quiet. Vth Formers and Vth Formers at a certain point during the year are granted the privilege of studying off of their respective dormitories. This privilege remains contingent upon their ongoing academic progress and demonstration of positive citizenship within the community.

Empowering students to take full ownership of their learning is one of the central goals of a St. Andrew's education. Students are responsible for controlling their own time and study habits, as supported and scaffolded by, and subject to, the rules particular to each Form and dormitory.

Supervised Evening Study Hall (ESH)

A supervised evening study hall (ESH) is available for students who would benefit from a more structured study environment. ESH provides a quiet, supervised place for students to work away from the dormitory during evening study hours. Students may also choose to study in this more focused and structured environment as needed, notifying dormitory faculty of their desire to do so before study hall begins. They may also be assigned to ESH for an interval of the year by academic advisors, the director of academic support, or the dean of teaching and learning, in consultation with the student's advisor, teachers, and dormitory faculty. Further rules for ESH are discussed with students upon their arrival.

Approved Places of Study

During the academic periods of the day, during evening study hall, and throughout exam week, a student not in class should be in an approved place of study. Approved places of study for study hall are assigned by form. During the rest of the day, approved study places include:

- A student's own room.
- Another student's room if that student is present.
- The Irene duPont Library.
- The Dining Hall.
- Classrooms.
- All common rooms.

Academic Engagement and Support

Students learn, engage, and mature when they master the skills of time management, embrace the hard work and commitment academic work requires, and connect meaningfully with our gifted faculty. Boarding school brings with it the challenges of increased independence, as well as new ways of learning, reading, and writing. Students have many supports to draw upon, including their classroom teachers, advisor, academic advisor, and the director of academic support.

Academic Support

Faculty members are available for extra help during the academic year. In some instances, students benefit from additional support and structure. The student's academic advisor collaborates with the director of

academic support, as well as the student’s advisor to help students address their academic or organizational concerns.

Prior to a new student’s arrival in the fall, parents/legal guardians should contact the director of academic support with questions, or if any previous learning differences have been identified for their child or with any questions.

Testing for learning differences may be recommended by the school to help students be more aware of their learning styles, strengths, and weaknesses. Testing reports will also provide recommendations to the school. These recommendations will be reviewed by members of the Academic Support Group—including the director of academic support, the director of counseling, as well as the registrar and director of testing—to help guide teachers. The school’s consulting psychologist may review the evaluation and offer guidance in the creation of the student’s learning plan, and in deciding how and whether the requests for accommodations may be implemented by the school.

A learning plan, including any instructions regarding the evaluation and approved accommodations, will be provided by the director of academic support to all relevant faculty who engage with the student.

The process for applying for extended time on College Board and other external standardized exams is managed by the director of academic support and the registrar and should begin several months in advance of a desired testing date. Please contact the director of academic support to begin this process.

Faculty Tutoring

Each member of the faculty is available throughout the week for “extra help” tutorials for students in their classes. Teachers establish regular office hours and are often available outside of those hours as well. Students are expected—and actively encouraged by the faculty—to be proactive in seeking their teachers’ support as part of the process of embracing responsibility for their own learning.

Outside Tutoring

Parents may choose to hire outside tutors to provide academic support during the summer or major school breaks (Thanksgiving, Winter, Spring). Such tutors may not work with students while school is in session and/or work on campus at St. Andrew’s; instead, students are encouraged to work closely with classroom teachers and make use of other St. Andrew’s supports during academic terms.

Similarly, because students should be building independence and taking full ownership of responsibility for their own learning—with the support of their faculty network of care—executive function coaches may not work with students during the academic term. Please contact the dean of teaching and learning with questions.

Academic Technology Use

For all academic assignments, students need to be judicious in their use of technology, particularly online resources. Teachers provide specific guidance on which online resources are permitted for a given assignment. A student using technology or online resources in a way not approved by their teacher constitutes a violation of the school’s Honor Code.

Unless explicitly authorized by the teacher for a specific assignment, students are prohibited from using generative AI (e.g., ChatGPT), grammar-assistive tools (e.g., Grammarly), online translators (e.g., Google

Translate), or any other resources that may artificially enhance a student's academic abilities and performance. Students should review the school's Generative AI Policy to avoid potential honor violations; this policy can be found on Blackbaud.

Library Services

The mission of the Irene duPont Library is to encourage academic excellence by providing service, instruction, and resources to the school community; to collaborate with faculty in designing learning opportunities, with a particular emphasis on developing the skill of scholarly research; and to teach students to become effective and discriminating consumers and creators of ideas and information.

All library materials (books, magazines, digital resources) must be checked out through the library's automated system to be used outside the library. Students are expected to be prompt in returning library materials. A notice will be given when an item becomes overdue. All material returned to the library must be returned via the book return slot or to the librarian at the desk.

Because of the critical role of the library in supporting both students' individual study and also the scholarly work of St. Andrew's classrooms, obvious but important rules to observe are as follows:

- Be quiet at all times (i.e., no loud or continuous talking).
- Keep the study rooms and their contents in good order by putting magazines, newspapers, and reference books back where they belong.
- No food or open containers are permitted at any time; water bottles are permitted.
- Proper dress code must be observed during the academic day.

V. Health & Wellness

St. Andrew's encourages students to make appropriate and intelligent choices regarding their health, and to develop an approach to wellness that will enable them to flourish throughout their lives.

Personal Support Systems

Advising

Each student has a faculty advisor who acts as a mentor in matters both personal and academic. Advisors stay in close touch with their advisees; periodically check with their advisees' teachers, coaches, and dorm parents; and also gather their advisory together for social functions and to eat as an advisory once a week for family style lunch. Students should call upon their advisors whenever they need help or assistance of any kind. Advisors act as an important bridge of communication between home and the school community; therefore, advisors communicate at regular intervals with the parents/legal guardians of their advisees. Advisors are assigned to new students by the director of student life in collaboration with members of the Admissions and Student Affairs teams. At the end of each year thereafter, a student may choose to stay with their advisor or switch to a new one. Because advisee groups are limited in size, a student who wants to switch advisors identifies several faculty members with whom they would like to be paired. Every effort is made to pair students and faculty advisors in a way that is mutually congenial.

Counseling

The mission of the Counseling Department at St. Andrew's is to provide the student body with comprehensive counseling services within an accessible and supportive environment. The program aims to help students who are having a difficult time managing stress, symptoms of adjustments, anxiety or depression, and/or other mental health issues. Staff help students navigate tough experiences in their academic, social, and personal development. Furthermore, there is an aim to create healthy routines and habits for wellbeing and promote optimal functioning. The department is committed to maintaining confidentiality and serving each student holistically through short-term counseling; honoring all aspects of each student's identity and individual uniqueness; skillfully using personalized and evidence-based interventions; and meeting each student where they are.

In many cases, when a student requires sustained, ongoing mental health counseling, a St. Andrew's counselor will recommend the use of an off-campus referral. The counseling department can help students find off-campus referrals for mental health clinicians.

Counselors are available for appointments Monday through Friday from 8:30 AM to 4 PM. It is important to note that St. Andrew's counseling services are not available during breaks or in the summer months, when school is not in session.

24/7 Emergency Care

When the school is in session, St. Andrew's has 24/7 coverage by a counselor in case of a mental health emergency. In these cases, the counselor on-call virtually provides emergency safety assessments and safety planning for students who are at risk or pose a danger to themselves or others.

Reporting Safety Concerns

If any student or parent/legal guardian is concerned about the safety of another member of the community, they should report their concerns as soon as possible to any trusted adult employed at St. Andrew's School. That adult is required to immediately disclose this information with the appropriate school personnel on a need-to-know basis (e.g. the counseling department, health services, the dean's office, or other school administration). These designated personnel will then begin the process of assessing the concern, ensuring student safety, and determining appropriate next steps.

Privacy & Confidentiality

Privacy and confidentiality are imperative in counseling relationships to deliver quality care, and to provide a space for students to share their thoughts and feelings without concern that this information will be openly communicated with others. Although professional ethics define the counselor/student relationship, confidentiality does not extend to situations which could have serious, adverse consequences to the health of the student or someone else. In this case, counselors may need to inform parents/legal guardians and/or employees of the school and work with the students on how best to approach the situation.

Counselors are mandated reporters in the State of Delaware, which means they must make an immediate oral report to the Department of Services for Children, Youth and Their Families, Division of Family Services, when they know of, or suspect, child abuse or neglect. This includes if the abuse or neglect has happened in the past.

Below are other exceptions to confidentiality:

- A student has a plan to cause serious harm or death to themselves or to someone else.
- A student is actively engaging in behaviors that could cause serious harm to themselves or someone else, even if the student does not intend to harm themselves or someone else.
- A court-ordered disclosure.
- Concern about a student's ability to function emotionally, physically, and/or mentally within the school community.

To promote the best possible rapport and trust between student and counselor, St. Andrew's asks that parents/legal guardians respect the privacy of students who may not wish to share certain information. For more information and questions about the limits of confidentiality, you can always reach out to the Counseling Department (counseling@standrews-de.org) with any questions.

Health Services

The Health Center team provides 24-hour health services for students. The Health Services staff, school counselors, and athletic trainer maintain personal health information for all current students. Consistent with the operation of a residential community, this information is shared on a need-to-know basis among certain faculty and staff at St. Andrew's and with outside service providers. The school makes every effort to maintain the privacy of the personal health information of its students. Please share all health-related information directly with the health services staff either by email (healthcenter@standrews-de.org) or to the team's HIPAA-compliant, password-protected fax (302-378-8512). For the best care of our students, it is required that a complete medical history is included on your student's health forms.

The Health Center has at least one registered nurse on site 24 hours a day while students are present on campus. These nurses have extensive experience in emergency room nursing, urgent care, and pediatrics. Director of Health Services Annette Rickolt is a pediatric clinical nurse specialist (PCNS) licensed as an advanced practice registered nurse (APRN) in Delaware. Health Services staff also includes an associate director of nursing, a Health Center coordinator, and an assistant whose primary focus is accompanying students to off-campus health appointments.

Our Health Services team collaborates with Nemours Pediatrics in Middletown as well as other Delaware providers to provide comprehensive care for students.

Christiana Care Health System's free-standing Emergency Department is two miles from campus. Advanced specialized care is available at both Christiana Hospital in Newark or at Nemours Children's Hospital in Wilmington. The Nemours International Medicine Team provides a streamlined process for international students who may require acute or ongoing health care while at school.

Serious, acute injury or illness; or diseases requiring complex nursing care; may necessitate a health leave until the student is again able to manage the regimen of school life. Decisions regarding medical suitability will be made by the dean of student affairs and director of health services, after consultation with the student's treating health care providers.

Health Policies

Families must be mindful of the following health policies:

Health Forms

Prior to any student's arrival, all health forms must be submitted to health services. Students may not return to campus until their health forms are complete.

Off-Campus Health Care: Paperwork and Transportation

When a student needs to be seen by a health care provider off campus, the provider may require the parents/legal guardians to complete paperwork prior to the appointment. The school does not permit students to be transported to health appointments via ride share, taxi, or private transportation services. School transportation fees will apply. Parents/guardians should notify health services at least 48 hours prior to any appointment so that transportation can be arranged in a timely manner. Notification of appointments with less than 24 hours' notice may need to be cancelled or rescheduled, pending the availability of school transportation. The provider's paperwork, including reason for visit, treatment plan and any accommodations or restrictions, should be shared with health services upon return. Cancellations with less than 24 hours' notice will incur full transportation and associated fees.

Physical Therapy

For physical therapy appointments, a Health Services staff member or parents/legal guardians will make the initial appointment for the student. However, the student will be responsible for making any future appointments. The student will also be responsible for communicating the dates and times of those appointments to the Health Services team so that transportation can be arranged accordingly.

Dental and Orthodontic Care

Routine dental work should be scheduled during breaks by the student's parents/legal guardians. Students requiring emergency dental care will be referred to a local dentist in Middletown.

For orthodontic emergencies and required adjustments that fall while school is in session, appointments will be arranged by the Health Services staff with our local provider. Parents/legal guardians may be asked to communicate directly with dentists and orthodontists.

Returning to Campus After An Injury or Illness

Whenever a student returns to school from any type of medical appointment, or from a brief time at home due to illness or injury, the student must check in at the Health Center upon arrival to campus. At that time, all visit summaries, prescriptions, and/or over-the-counter medications must be provided to Health Services staff.

Students who have been directly exposed to a communicable disease while away from campus must notify the school and delay return until the infectious period has passed. At no time should a student return to school when known to be ill. The student should be kept at home and Health Services notified. When the student is able to return to school, they must check in at the Health Center as soon as they arrive on campus. They are not permitted to return to dorm, class, or school activities until cleared by Health Services. When applicable, Health Services will require clearance paperwork.

Health Insurance and Billing

Concerns or assistance with health insurance information can be directed to the Health Center coordinator.

The school does not bill for care administered to students. St. Andrew's will facilitate obtaining medications, medical devices, and care by outside providers, for which payment remains the responsibility of a student's parents/legal guardians.

Procedures for Students Who Are Ill

Whenever possible, students should visit the Health Center for routine care or medication administration outside of class time. Students who think they are ill should visit the Health Center as soon as possible. If students become ill between on-dorm time in the evening and 7 AM, students must:

- **Call** the Health Center (302-285-4240) **before** leaving the dorm, AND
- **Be accompanied** to the Health Center by an adult or VI Form student.

Students must be excused from classes for medical reasons by Health Services staff.

Students with communicable illness such as influenza and COVID-19 will be asked to recover at home.

Hospitalizations, Surgeries, and Serious Illness

If a student needs hospitalization, surgery, or an extended recovery from an illness or injury, or needs services outside the scope of the school, the student will be required to be on a health leave. Students on a health leave must be under the care of a parent/guardian..

Policy on Medication

For the health and safety of our students, and in accordance with Delaware school regulations, St. Andrew's prohibits student possession of most prescription and over-the-counter medications. All prescribed and over-the-counter medications must be checked in with Health Services staff upon a student's arrival to campus. Medication management is as follows:

- Health Services nurses will work with students to appropriately schedule their medications' administration times.
- Unless specifically arranged as otherwise by the nurses, all students must take their medication **before** the start of study hall.
- Faculty members may be alerted to a student's missed medication on a "need to know" basis to assist the student with medication compliance.
- St. Andrew's does not recognize any products containing THC or CBD as medicinal. Any such products are therefore not allowed on campus.

Parents/legal guardians are responsible for keeping track of the dates when refills are no longer available or a new order is required, contacting the provider in a timely manner to order, and communicating with the Health Center team the specifics of when and where the medication will be obtained. This is required to ensure that a student does not run out of their medication. The Health Services staff works with local pharmacies and is happy to assist with obtaining medication refills when they are available.

Any medications mailed to campus should be addressed to the Health Center at St. Andrew's School, 350 Noxontown Road, Middletown, DE 19709 and the Health Center should be notified. Whenever possible, a tracking number for the mailed medication should be provided.

The following are considered violations of a major school rule and are handled by the dean of student affairs:

- Possession or use of prescribed or over-the-counter medication on campus without the knowledge and permission of health services staff.
- Distribution or misuse of prescribed or over-the-counter medications as a recreational drug.

The following medications, including controlled substances and Schedule 2 medications, are **not allowed** in the dorm and must be dispensed from the Health Center:

- Stimulant medications to treat attention deficit (Ritalin, Adderall, etc.).
- Post-procedure/injury pain medications that contain opioids (Percocet, etc.).
- All cardiac or hypertensive medications.
- All psychoactive medications (Zoloft, Wellbutrin, Citalopram, etc.).
- All sleep aids, including the supplement Melatonin.
- All antipyretic (fever-reducing) medications that are also used to treat pain and inflammation.
- All cough suppressants and other medications used to alleviate cold symptoms.
- As-needed antihistamines (Claritin, Zyrtec, Allegra, etc.).

Students requiring daily antihistamines for documented allergies may keep these medications in the dorm with appropriate documentation.

Please refer to *Medication Policy and Requirements* on the Health Services section of the school website for details on requesting that medication be kept in the dorm. Any unapproved medication found in the dorm will be confiscated and the violation brought to the attention of the dean of student affairs.

Failure to comply with this policy and with the expectations of the health services staff will be taken into consideration when determining whether a student is independent enough to remain at St. Andrew's.

Policy Regarding Missed Classes and Athletics

Students may not practice or play in a game if they miss two or more class periods in a day due to illness. (This policy does not apply to students missing two or more classes because of a medical or dental appointment.) If a student is not in the Health Center recuperating or receiving medical treatment during afternoon activities, they are expected to attend that day's activity, but not participate. If a student is out of sports due to an injury, the student may not participate in other activities (such as dances, spikeball, etc.) that may cause further injury. If the student is healthy, the student may participate in athletics.

Policy Regarding Concussions

When a student sustains a head injury on campus or returns to campus having suffered a head injury, and the injury has in either case been diagnosed by a medical provider as a concussion, the school will enact recovery parameters to ensure the student's safe and timely return to their school life. These parameters may include the coordination and communication of information from all or some of the following: the diagnosing provider; the St. Andrew's Health Center and Sports Medicine teams; the Office of Student Affairs; and the affected student's teachers, advisor, dorm parent, coach or various other support staff on campus. Each concussion is unique in its set of symptoms, prognosis, and timeframe for full recovery. Return plans take into account potential accommodations to academics, athletics, and all other aspects of student life on campus. In the unfortunate event a student suffers a concussion while at St. Andrew's, the detailed plans and parameters will be shared at that time. In addition, the school ultimately reserves the right to limit or delay reintroduction into all areas of school life, taking into account appropriate activity progression and clearance guidelines provided by the diagnosing medical provider.

Policy Regarding Pregnancy

If a student thinks that they are pregnant while at St. Andrew's, they should immediately talk to an adult in whom they have confidence. A student who is the intimate partner of a student who thinks they are pregnant should also immediately talk to an adult in whom they have confidence. The school recommends that the adults chosen be one of the student(s) parents/legal guardians, for parents/legal guardians are in the best position to give their child support and advice under such circumstances.

However, the student(s) may turn to a faculty or staff member for counsel if they are not initially comfortable talking to their parents/legal guardians about the situation. The adult will follow these steps:

1. Inform the associate head of school or dean of student affairs, who will support and advise the student(s) and their parents/legal guardians.
2. Refer the student(s) to the Health Center for appropriate health and wellness support.
3. Encourage and facilitate a call to the student(s)' parents/legal guardians, with the consent of the student(s).

The adult will preserve the confidentiality of the student(s) throughout the process to the extent possible. The associate head of school or dean of student affairs will work with parents/legal guardians and school health and wellness staff to develop next steps in the best interest of the student(s). Health services may keep pregnancy and gender-specific health diagnoses confidential if requested by the student.

Health Leaves

The dean of student affairs may at times have to make a determination about whether a student's continued attendance at and engagement in St. Andrew's is advisable, either for that particular student or for the residential community. In these cases, the student will be required to be on a health leave. There are two types of health leaves at St. Andrew's: short and extended. A short health leave tends to occur when a student needs to recover from a mild illness or injury at home and lasts no more than 5 academic days. An extended leave tends to occur when a student needs hospitalization, surgery, extended recovery from an illness or injury, or must meet with outside medical providers and lasts more than 5 academic days.

If the dean of student affairs decides a health leave is necessary, they or their designee will share with the student and the student's parents/legal guardians the conditions for a return to school. The health leave form sets forth school expectations regarding necessary appointments, evaluation, treatment if needed, and recommendations for return.

It is important to emphasize that the final decision about when or whether a student returns rests with the school. Once a leave has begun, the dean of student affairs oversees all aspects of each health leave, and the director of health services and/or the director of counseling work in collaboration with the dean to determine a timeline for return to school.

A student's family may request a health leave. The school requires that any request for a health leave be accompanied by sufficient supporting documentation (as determined by the school) to allow the school to evaluate the leave request, including, but not limited to, the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a health leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic, residential, or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

When the student can return to campus, the student and their parents/legal guardians may be asked to participate in a re-entry meeting, which will include all adults integral to the student's healthy return to school. At that time, the student should be prepared to turn in any prescription medication and/or over-the-counter medications to the director of health services. The director of health services, in collaboration with the director of counseling, must give final permission and approval before the student returns to dorm, classes, or school activities.

Academic Guidelines for Health Leaves

Within 48 hours of a student's extended health leave, a meeting consisting of the dean of student affairs and other relevant faculty or personnel will be convened to communicate by letter the terms of the student's leave.

During health leaves, students may receive schoolwork with the approval of the director of counseling, director of health services, and, in particular cases, the student's attending clinician or physician. Schoolwork will consist of the critical work required to keep up to date with course curriculums and may be graduated over the duration of the leave. Schoolwork will be coordinated by the student's academic advisor with the student's teachers.

Though many individuals convene as a support network for a student on health leave, these discussions proceed with the utmost respect for that student's confidentiality regarding the details of said leave.

Duration of Health Leave

If one or more health leaves lasts for over a quarter of the year's academic calendar, the school may ask a student to complete the year at another school. Each health leave case is unique, but the inability to attend classes and school for such a length of time does jeopardize a student's ability to return to St. Andrew's in that year.

If the school, a therapist, physician or parents/legal guardians determine a student requires more than one extended health leave from St. Andrew's, the director of counseling, the director of health services, and the dean of student affairs will carefully review the student's status. If multiple health leaves are an indication that a student is unable to thrive in the rigorous, residential program of St. Andrew's or results in an absence from substantial participation in the school community (usually 6 academic weeks or more), the school may require the student to withdraw. If a withdrawal occurs, students may not continue their studies virtually.

VI. Safety

Vigilance about the dangers of fire, automobiles, the pond, lightning, and any other life-threatening situation or possibility is of the utmost importance. In the event of an emergency, the school will work to contact families via the website, email, and/or phone. The following rules and regulations pertain to the health and safety of the campus community:

Emergency Response Procedures

During the course of the year, the school will conduct drills of evacuation, shelter-in-place, lockdown, and “run, hide, fight” procedures. All members of the community should understand both the signal for each emergency procedure and also their respective responsibilities.

Fire Alarms

If the fire alarm in any building sounds, its occupants should immediately evacuate the building and proceed to one of the assembly areas designated below.

If a fire alarm goes off in a dormitory:

- *Founders Hall*: all occupants should respond to the Front Lawn.
- *Pell, Moss, and Annex*: all occupants should gather on the lawn between the Pell apartment and the grass docks.
- *Gaul and Mein*: all occupants should gather behind the pool.

If a fire alarm goes off in one of the following buildings:

- *Founders Hall*: all occupants should respond to the Front Lawn and assemble by the classroom they were in at the time of the alarm or by residence hall if outside the academic day.
- *Amos Hall*: all occupants should respond to the Amos Hall parking lot and assemble by the classroom they were in at the time of the alarm.
- *Sippelle Field House/Old Gym*: all occupants should respond to the Field House parking lot.
- *O'Brien Arts Center*: all occupants should respond to the grass in front of the pool and assemble by the classroom they were in at the time of the alarm.
- *Health Center*: all occupants should respond to the grass area behind the Health Center.

Faculty supervising a group of students at the time of the alarm (a class, a team, an activity, in the dorm, etc.) should assemble with that group of students at the designated location listed above, take roll calls, and make sure that all students in their group are accounted for.

Faculty and the school's campus security team will assess the situation and call 9-1-1 immediately if there is evidence of fire and do everything safely possible to assure all students and other occupants are evacuated from the building. No one is to re-enter the building until it is deemed safe to do so by a member of the campus Security Team.

The dean of residential life or other appropriate employee present becomes the designated person-in-charge wherever students have gathered following a fire evacuation. Dorm parents are responsible for understanding all emergency procedures and making sure all students in their dorm are familiar with them.

Alertus Alarms and Run, Hide, Fight

If any member of the community encounters or observes a violent, life-threatening situation on campus (such as an active shooter), try to remain calm, press the nearest Alertus System button, move to a safe location, and dial 9-1-1 and/or the Security Team at 302-285-4911 when safe to do so. Alertus System buttons are distributed throughout campus; look for a yellow box, generally near a door, with a large red button at its center.

When an Alertus button is activated, an emergency message will be broadcast to each member of the on-campus community and throughout the entire school via the Alertus boxes, text messages, automated phone calls, and emails.

When you hear or receive an Alertus emergency message, you should take one of the following steps:

1. When safe to **run**, run to one of the three designated rally points on campus:
 - a. Varsity baseball field
 - b. Employee housing gate (the campus gate closest to the Noxontown Pond spillway)
 - c. Organic Garden
2. When it is unsafe to run from a location to one of the rally points, **hide** and barricade in a room. Block the door with furniture or any available heavy items, turn off the lights, remain silent, and, if there are multiple people in the room, spread out throughout the room. While hiding, consider secondary exit points from the room.
3. While hiding, prepare to **fight**. Find an improvised weapon (e.g., a fire extinguisher, a brick, a heavy tool). If an assailant enters, attempt to neutralize them with the improvised weapon. Under no circumstances should anyone seek out the assailant.

If and when a critical incident is resolved, the Alertus system will broadcast an all-clear message throughout the entire school via the Alertus boxes, text messages, automated phone calls, and emails.

Silent Lockdown

St. Andrew's may utilize a "silent lockdown" in response to an off-campus incident that may have an impact on campus life (e.g., an active shooter at a nearby school). The head of school, director of security, or other designated person in charge will make the decision to put the campus in a silent lockdown, and the decision will be communicated to all students, faculty, and staff via email and phone call. (The Alertus system is not used during a silent lockdown.) Individuals who are outside should move to the nearest secure indoor location, and the Security Team will lock down all entrances to campus and lock all buildings on campus. Depending on the length of the silent lockdown, students may be asked to report to their dorms, and will be escorted to the Dining Hall for meals if necessary. The head of school and/or director of security will continually assess the situation and provide updates to the community via email and phone. Silent lockdown ends only when the all-clear is given via email and phone by the head of school, director of security, or other designated person in charge.

Campus Evacuation

In the case of an external crisis that requires the evacuation of St. Andrew's School (e.g., an incoming hurricane), the Chapel bells will ring continuously and the Alertus system will be activated to indicate that there is a need to gather the community. When the Chapel bells ring continuously and Alertus indicates accordingly, all faculty and students should proceed to the dining hall table to which they are currently assigned. (Staff and any faculty not currently assigned to a dining hall table should gather in the faculty room within Founders Hall). Faculty will take attendance of the students at their table. Once all students, faculty, and staff are accounted for, the head of school (or, if the head of school is off campus, another designated person in charge) will then provide information and instructions to the entire school.

School vehicles and personal faculty cars will be used to evacuate the campus. Under the direction of the associate head of school, dean of student affairs, and dean of residential life, students will proceed from the Dining Hall and board a vehicle (school van, school bus, or faculty personal vehicle) driven by a member of the community. If the evacuation is due to an event at the Salem Nuclear Power Plant, all vehicles will then follow the state-designated route to Caesar Rodney High School in Camden, Delaware. If the evacuation is not due to an event at the nuclear power plant, vehicles may evacuate to Caesar Rodney High School, or to another location as designated by the head of school or other person in charge.

The security team, dean of residential life and any other designees will sweep campus before their departure, securing all buildings as prudent. The director of security will remain on campus until campus is deemed secure and all community members have made it to the designated shelter. Upon arrival at the designated shelter, faculty will begin the process of contacting families via phone with information about evacuation and next steps.

Severe Weather

In the event of severe weather, be aware of your surroundings if outdoors, and move indoors immediately, if possible. If you are instructed by a member of the faculty or staff to remain indoors due to any form of inclement weather, follow all directions until you receive notice it is once again safe to go outdoors.

- **Lightning:** When lightning is observed outdoors, immediately head to a safe place (car, building). Do not go back outside until at least 30 minutes have passed with no thunder or lightning.
- **Tornado or Hurricane:** If the school is under a tornado or hurricane watch or warning, a school administrator may advise students to remain inside.

Water-Related Rules & Regulations

Waterfront Rules and Regulations

Water safety begins the moment students arrive on campus and concludes when students leave at the end of the year.

- The waterfront may not be used without a certified lifeguard. During the school year, a member of the faculty must be on duty as well. A faculty member may serve as the lifeguard if certified.
- The lifeguard(s) and faculty on duty have complete authority to operate the Waterfront within the framework provided by current Red Cross regulations and the guidelines provided by the school.
- The school's waterfront is closed until all new students have had their swim tests.

- Only students who pass the swim test are allowed in designated swimming areas, and only then under the supervision of a lifeguard and a member of the faculty.
- Students who cannot complete their swim test are encouraged to sign up for and take swim lessons. They may not use the waterfront until they pass this swim test.
- Students on the waterfront must listen to and obey the instructions of the faculty member or lifeguard in charge.
- When swimming around the T-Dock, students may not swim beyond the rope lines.
- Flotation devices are not allowed.
- There is a limit of 45 swimmers in the water at a time.
- Students should never touch or otherwise interfere with watercraft or persons in watercraft.
- There is a limit of twelve persons on the floating dock.
- Students should never dive from the T-Dock or floating dock.
- Students should not swim under any dock.
- Students are not to run on any dock.
- Students are not to push others into the water or engage in rough play.
- During severe weather or when a lightning storm is in the vicinity, no one should be in the water.

Watercraft Rules and Regulations

The term “watercraft” refers to the school’s launches, canoes, kayaks, sailboats, and stand-up paddleboards.

- A student must pass the school’s swimming test and watercraft skills test to go out on any watercraft.
- Watercraft will be available for use on some Sundays and at announced times during the week when employees and lifeguards are on duty. **Students may not use watercraft without an employee present on duty.**
- Every person who uses a watercraft must wear an approved personal flotation device (PFD) with a whistle attached.
- Kayaks are paddled by one person. Paddleboards are paddled by one person. Canoes are paddled by two people. Sailboat is sailed by two people.
- Watercraft may never be rammed, deliberately capsized, or otherwise mistreated.
- An air horn will be sounded when a half-hour remains in the waterfront period for all watercraft to return to the T-Dock.
- All watercraft and equipment must be returned to their proper places after use:
 - Canoes must be stored upside-down on the rack.
 - Kayaks and paddleboards must be placed upside-down near the canoe rack.
 - Paddles and PFDs must be returned to the storage box.
 - Sailboat must be returned to the mooring, sails lowered and reefed, centerboard up and rudder up.
- Launches, pontoons, and other work boats are not for recreational use. They may only be utilized with prior permission from the facilities director or designated person.

Safety tip: Should a watercraft capsize, stay with it, loudly blow the whistle attached to the PFD, and wait for help to arrive.

Repeated infractions of the waterfront or watercraft rules and regulations will result in the loss of waterfront privileges for the balance of the year and could result in an appearance before the Discipline Committee.

Genereaux Aquatic Center (Pool) Rules

- The Genereaux Aquatic Center may not be used without a certified lifeguard. During the school year, a member of the faculty must be on duty as well.
- The lifeguard on duty has complete authority to operate the pool within the framework provided by current Red Cross regulations and the guidelines provided by the school.
- All participants must shower before entering the pool.
- Children under the age of 12 must be accompanied by an adult.
- The following are not permitted on the pool deck or in the pool:
 - Running,
 - Rough play,
 - Street shoes,
 - Hairpins and barrettes,
 - Glass and other containers,
 - Chewing gum and food, or
 - Any other activity which may create a hazard or adversely affect the facility.

Repeated infractions of the Genereaux Aquatic Center rules will result in the loss of pool privileges for the balance of the year.

Other Safety Policies

Food Ordering Procedures

Students should abide by the food ordering procedures outlined by the director of student activities each week. Unauthorized deliveries to campus may compromise the safety of those on campus and will be turned around at the welcome center.

Policies Regarding Automobiles

For the safety of our community, students may never have cars on campus. If you need the school to arrange transportation for any weekend or school leave, please call the transportation coordinator.

Bicycles, Scooters & Skateboards

Students who have bicycles must follow these regulations:

- Bicycle riders must properly wear helmets when riding off-campus or on the cross-country trails.
- Under Delaware law, bicycle riders must keep to the right, or with the flow of traffic.
- Bicycles left parked in non-designated areas will be impounded.

Students are not permitted to bring electric bikes or other motorized vehicles that travel at dangerous speeds to campus. Students who own electric scooters and/or skateboards must properly wear a helmet at all times and are not permitted to ride these vehicles off campus. Manual scooters and skateboards are not to be used off campus for trips to town.

Repeated infractions of the bicycle, scooter, and skateboard rules will result in the loss of the bicycle, scooter, and skateboard privilege for the balance of the year.

Ice Skating Regulations

No student should ever go onto the ice on any body of water while under the school's jurisdiction, unless skating has been officially sanctioned by the school, and then only when skating is supervised by a faculty member. Walking or skating on ice without permission or faculty supervision could result in an appearance before the Discipline Committee.

Drones

Students are permitted to operate a drone on school property. They must register their drone device with the office of student affairs at the beginning of the academic year. Students must receive permission for each flight and be supervised by an adult. Approval is more likely to be given in the case of a course requirement or school-related purpose. Drones must comply with all local, state, and federal laws.

Campus Video Surveillance

As part of its security measures and to help ensure a safe campus, the school has positioned video cameras to monitor various areas of its facilities and grounds. Video cameras will not be used in private areas such as dormitories, break rooms, restrooms, locker/dressing rooms, etc. Cameras are monitored by the school's Security Team.

VII. Technology

St. Andrew's seeks to teach students the power of technology for research, collaboration, communication, and leadership. The school's approach to technology also includes educating students on the dangers, abuses, and distractions associated with some forms of technology.

Appropriate Use of Technology

Cell Phone Culture

The cell phone culture at St. Andrew's is one-of-a-kind. It is designed to make space for and promote a ripe and healthy environment for student flourishing. Human connection, face-to-face, is at the center of the St. Andrew's experience. To create such a culture, certain regulations have been and remain in place. To embody such a culture, students must choose to fully embrace their human proximity to others, despite habits that have likely long been embedded prior to arrival to campus. To support such a culture, partnership between students, parents/guardians, and the school is critical. The following describes how

Students in the III, IV, and V forms will be required to turn their phones in for the duration of study hall. While students can use their phones to call family members during the interim period between the end of study hall and in-room, all III, IV, and V Form students will, again, be required to turn in cellular data-enabled devices once in-room has been announced and lights are out for the evening. All can retrieve their phones at 6 AM the next morning.

A cell-phone free culture requires that students leave their cell phones in their own rooms. Faculty taking students off campus for school events have the discretion to allow students to bring cell phones with them. The only exception to this rule is when listening to music while exercising in the Sipprelle Field House or while taking a run in the school woods or off campus. Students may not use cell phones while walking around campus, even during the sports period or for sporting events.

Students shall also:

- Not wear headphones, including AirPods, unless exercising in the Sipprelle Field House or while taking a run in the school woods or off campus.
- Not make phone calls during academic hours, unless given specific permission by a faculty member.
- Not use phones to text, make calls, or access social media and the internet after lights out.
- Turn the phone off after lights out.
- Ask permission to use the phone in a place other than their own room.

Parents/guardians can support the cell phone culture by communicating with students at appropriate times, ensuring that students are on dorm or have permission to be off dorm while on the phone with them, and by setting healthy limits or restrictions on data-enabled devices that align with school schedules outlined in this handbook. Parents/legal guardians are strongly encouraged to communicate with students through advisors when there is a need to get in touch with them during hours students are not on dorm.

Video Games & Media

Students are not permitted to have a gaming system, projector, or television in their room. However, VI Formers in good academic standing may ask the dean of residential life for permission to have video game

consoles and larger monitors. Students may not play video games on their laptops (or, if a VI Former, on a console) or watch non-academic media during the academic day, during evening study hall, or from lights out until 6 AM.

Audio & Video Recording

Students who record audio or video of other student(s) or school employee(s) without their explicit consent risk dismissal. Sharing of such content is forbidden and will almost certainly result in dismissal.

Additionally, students who have knowledge or information of inappropriate or unauthorized audio or video recordings have a responsibility to come forward and share with a trusted adult on campus. Those who do not will certainly face disciplinary action.

Internet Usage

All members of the community have the responsibility to use the school network as well as their own devices in an ethical and responsible manner, while upholding school standards of integrity and kindness. To help ensure that students are fully rested for the following academic day, the school will turn off internet access each evening based on Form.

Please note the following times (subject to adjustment by the office of student affairs):

- **III and IV Form:** 10:15 PM
- **V Form:** 10:45 PM
- **VI Form:** 12 AM (Midnight)

Students must:

- Always behave at all times in a manner consistent with our code of conduct.
- Adhere to the hours allowed for use of the internet or electronic devices.
- Alert school administration of any concerns for the safety or security regarding the internet use of any student, faculty, or staff member.

When using social media, the lines are blurred between what is public or private, personal or professional, on-campus or off-campus. In any circumstance where a student feels unsure about any of the following best practices, or if they feel they've compromised themselves or others, they should reach out to a trusted adult for further support and guidance. The best practices that all students should consider in their use of social media are as follows:

- Students must obtain permission to take or post pictures or videos of others.
- Students should assume that all information shared online or on a social network is public information. Online "conversations" are never truly private.
- Students should avoid sharing personally identifying information online.
- Students should look closely at the content of something (pictures, articles, etc.) before sharing a link or posting it on a feed, wall, or page. Anything posted can represent or misrepresent beliefs or positions on an important issue or matter.
- Students should be aware of online scams where they are lured into sharing inappropriate/illicit photos or personal information.

Under all circumstances, students must not:

- Circumvent the school's network management and security system.
- Broadcast Wi-Fi beyond approved internet hours.
- Use networking hardware to circumvent the school Wi-Fi network (including but not limited to hubs, routers, switches, "mobile hotspot," or Wi-Fi access points/extenders).
- Access the dark web or any other web-based platforms which are designed to disguise the identity of the user.
- Attempt to access the personal accounts or private files of other users.
- Impersonate or pose as another person in any form.
- Use someone's name, image or likeness without their consent.
- Download, view, display, or distribute any pornographic, offensive, degrading images, or video, including photographs of themselves or their peers. This includes the use of internet platforms or chat rooms where such images or action might appear live.
- Create likeness in video, audio, or image forms of someone else without their consent (eg. AI-generated video).

The use of the St. Andrew's network is a privilege, not a right, which may be revoked at any time for abusive conduct. Any violation of the above policies or any use of technology in violation of any school rule could result in not only partial or complete loss of this privilege, but also in a separation, suspension, or dismissal from the school.

Privacy, Smart Devices, and Wearable AI

Students must have permission from the dean of student affairs to have smart devices on campus or connected to the school network. Access to the network will be granted in limited situations. Students may not bring to or use on campus any form of wearable AI (meta-glasses, etc). Doing so may result in an appearance before the Disciplinary Committee, particularly in cases where someone is filmed without their knowledge or consent.

Privacy and Use of School Networks & Computers

School computers and the school's network are the property of St. Andrew's School; its resources are subject to the same rules that govern room searches. Network administrators, with the permission of the head of school, may access a user's files or email if they have reason to believe that the user is in violation of any of the above policies or other school rules. The dean of student affairs may request a student's phone if they have reason to believe that the student is in violation of the above policies or other school rules. Refusal to cooperate with the school will be considered an admission of violation to the school policies in question.

VIII. Residential Life

Dorm Rules and Regulations

The residential experience is central to St. Andrew's mission; through the residential experience students practice self-discipline, order, collaboration, diversity, environmental sustainability, patience, empathy, and communication. Dorm rules and regulations are designed to ensure students find time to study and sleep during the course of a busy boarding school week.

General Residential Life Rules

- No student may enter another person's room if the resident is absent, unless explicit permission is first obtained from the resident or a member of the faculty.
- Students may not appear in the dorm unclad except in the restroom or while dressing.
- No pets of any kind are allowed.
- School furniture must not be removed from a room at any time or replaced with personal furniture.
- Furniture for the dorms must remain inside and should not be used outdoors for any purposes.
- Any personal furniture a student brings to campus during the school year must be removed at the end of the school year; the school cannot store student furniture.
- Furniture may not be arranged in a manner that would prevent a quick exit via the door or that blocks the line of sight to or from the door.
- Rooms, closets, and refrigerators may not be locked.
- Rooms must be kept neat and clean.
- Athletic equipment and clothing must be kept in the athletics facilities.
- Luggage which cannot be conveniently stored in students' rooms is to be taken to the trunk rooms after unpacking at the beginning of the term.
- Students may not display posters, images, or signage that are degrading, pornographic, or offensive, nor display symbols of hate groups or any groups whose beliefs or practices attack or malign an entire class of people, typically for their immutable characteristics. Dorm parents have the final say about the appropriateness of dorm room decor.
- Only approved picture hangers or masking tape may be used on walls. Thumbtacks may be used on tack boards. No tape or stickers of any kind may be placed on doors or other woodwork.
- Items are not to be draped or hung out of windows. It is forbidden to throw things out of windows or to encourage others to do so. Screens should not be removed from windows..
- Students may not bring private TV sets or video game consoles to school. VI Formers in good academic standing may ask the dean of residential life for permission to have video game consoles and a monitor that should be 32" or smaller.
- Weight scales are not allowed in rooms.
- Sixth Formers may have refrigerators. Students requiring medication that needs refrigeration should contact health services prior to arrival to determine if the medication will be kept in the health center or a small fridge in the dorm room.

Environmental & Fire Hazard Rules

- No fabrics of any kind may be suspended in the room.
- Candles and all other combustibles, including incense, are forbidden in any building.
- Extension cords must be the heavy-duty, three-prong type like those sold in the School Store. It is forbidden to interfere with any electrical fittings or wiring.

- Halogen lamps and incandescent lamps are not allowed for safety and environmental reasons. Students can bring CFLs or LEDs to use in their rooms.
- Heaters, as well as hot plates and other cooking devices are prohibited, except when used in a common room.
- Students should not tamper with thermostats anywhere in the school.

Study Hall, On-Dorm, & Lights Out Schedule

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
III FORM							
STUDY HALL	8-9:30 PM	8-9:45 PM	8-9:45 PM	8-9:45 PM	8-9:45 PM	8:30-9:45 PM	NO/SH
ON DORM	9:30 PM	10 PM	10 PM	10 PM	10 PM	10 PM	10 PM
IN ROOM	10 PM	10:25 PM	10:25 PM	10:25 PM	10:25 PM	10:25 PM	10:30 PM
LIGHTS OUT	10:15 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:45 PM
IV FORM							
STUDY HALL	8-9:30 PM	8-10 PM	8-10 PM	8-10 PM	8-10 PM	8:30-10 PM	NO/SH
ON DORM	9:30 PM	10 PM	10 PM	10 PM	10 PM	10 PM	10 PM
IN ROOM	10 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:45 PM
LIGHTS OUT	10:15 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:45 PM
V FORM							
STUDY HALL	8-10 PM	8-10 PM	8-10 PM	8-10 PM	8-10 PM	8:30-10 PM	NO/SH
ON DORM	10 PM	10 PM	10 PM	10 PM	10 PM	10 PM	10 PM
PHONES UP	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:45 PM
IN ROOM/ LIGHTS OUT	10:45 PM	10:45 PM	10:45 PM	10:45 PM	10:45 PM	10:45 PM	10:45 PM
VI FORM							
STUDY HALL	8-10 PM	8-10 PM	8-10 PM	8-10 PM	8-10 PM	8:30-10 PM	NO/SH
ON DORM	10 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM	10:30 PM
IN ROOM	10:45 PM	10:45 PM	10:45 PM	10:45 PM	10:45 PM	10:45 PM	10:45 PM
LIGHTS OUT	11 PM	11 PM	11 PM	11 PM	11 PM	11 PM	11 PM

The office of student affairs may adjust these times as necessary throughout the year. Students who leave dorm after on-dorm time risk appearing before the Discipline Committee.

Bedtime

- Total quiet must be maintained after in-room time. Students are not to visit other rooms after that time.
- If a student needs to study later than the lights-out time, the student must ask specific permission from the dorm faculty **before 10 PM**. The dorm faculty is not bound to grant the request and may withhold permission.
- No student may be off dorm after in-room time or before 6 AM without faculty approval. A violation to this rule results in marks and could lead to a Discipline Committee meeting.
- Any student who has permission from a faculty member to be back late to their dorm before a check-in, for any reason, is responsible for contacting the dorm faculty on duty **before** the specified on-dorm time. When a student is taking part in a school-sponsored trip, it is the duty of the faculty organizer to inform dorm parents of any possible late returns and ultimately escort the student(s) to their dorm(s).
- Students may not play video games on their laptops (or, if a VI Former, on a console) or watch non-academic media during evening study hall or from lights out until 6 AM.

- If students are on a school trip off campus for athletics or any other reason, all school rules apply, including all in-room and bedtime times and rules listed above (unless coaches determine more stringent rules are required for training purposes).

Other Dorm Policies & Practices

The Job System

Students are asked to take pride in helping to maintain a clean dorm or corridor by performing daily dorm jobs as assigned.

Room Inspections

Student dorm rooms are inspected by the faculty member on duty each night, Sunday through Friday, as well as each Monday morning by the dean of residential life and/or a member of the office of student affairs. In addition, dorm parents and any member of the faculty may inspect dorm rooms at their discretion to ensure that all student rooms are safe and organized.

During room inspections, faculty will look for the following:

- Room should be neat, clean, and vacuumed; there should be a clear pathway into the room.
- Closets should be neat.
- Tops of the desks and bureaus should be neat; drawers should be closed.
- Beds should be made and the space under the beds should be clean/neat.
- School athletic equipment should remain in the Sippelle Field House or in the room—not in the corridors or the dorm's common room.
- If personal athletic equipment is needed outside of a designated sports season it needs to be neatly stored in the student's room and cannot be stored in the hallway or other common spaces.
- The room should be free of all Dining Hall items and any other items that belong in other areas of the school.
- Wastebaskets and recycling should be emptied when more than half-filled.
- Laundry should be in a basket or laundry bag.
- No prohibited items should be in the room.

Maintenance of School Property

Students have a responsibility for maintaining school equipment and furnishings for their own use and for the use of those who will come after them. If a student wishes to have equipment or furnishings adjusted or repaired, the student should make these requests to their dorm parent, or if the equipment/furnishing is off dorm, to the faculty or staff member in charge of the particular area. The school's facilities team will make the necessary adjustments or repairs.

Equipment or furniture breakage of any nature must be reported to a faculty member at once so that the item may be repaired. The school will absorb the cost of breakage that results from normal wear and tear, but breakage resulting from negligence or willful acts will be charged to the breaker or to a group of students on a shared basis.

Before all school breaks and at the end of the year, students are expected to leave their rooms clean, tidy, and swept or vacuumed. All rooms will be inspected before breaks and the end of the school year by the dean of residential life. Students who fail this room inspection before a school break will receive five marks.

If a student leaves their room damaged or messy at the end of the year, this will be noted during the faculty's end-of-year student review.

Each student must check out with their dorm parent or faculty member on duty before leaving for a school break or at the end of the year. **Students who leave their rooms at the end of year in a state that would be deemed beyond normal wear-and-tear will be charged an excessive cleaning or repair fee of not less than \$200.00.**

Room Changes as a Last Resort

A room change is always a last resort, unless a room change is necessary for medical, accessibility, or identity reasons. All requests for room changes must first be brought to the dorm parent or the student's faculty advisor. The request is then brought to the dean of residential life who will consult with the students, their faculty advisors, and the dorm parent. All parties will work together to mediate the issues at hand and come to a solution. A room change will only be granted if there is an agreeable room option and all attempts to mediate an issue between roommates have been unsuccessful, or if there is a safety concern for the students involved.

Dining Hall Procedures

General Dining Hall Policies

- If students have engaged in rigorous athletic or afternoon activities, they must shower and change sweaty clothes before entering the Dining Hall.
- Footwear must be worn in the Dining Hall.
- All breakfasts are cafeteria-style meals. All students, with the exception of VI Formers (all year) and V Formers (at some point during the second half of the spring term), must sign in as they enter the Dining Hall.
- Lunches—except on Wednesdays, Saturdays and Sundays—are served family-style. **Attendance is required.**
- Monday, Tuesday, Thursday, Friday, Saturday and most Sunday dinners are cafeteria-style meals. Attendance is not taken.
- On Wednesday evenings, we gather for family-style supper. **Attendance is required.**

Family-Style Meals

Table manners are how guests are shown that they are welcome. They also convey outward respect for others and help encourage sharing and fairness.

General expectations prior to the start of a family-style meal:

- **All students must wash or sanitize their hands before every meal.**
- When students enter the Dining Hall, they should be in appropriate classroom dress. During Wednesday night dinner, jackets should be on and remain on until grace is said. If the adult in charge agrees, jackets may be removed following grace.
- No one should sit at or on tables or touch tableware or food before grace.
- Faculty should take attendance, reporting those who are missing to the dean of student affairs, and should not give permission to students to sit at other tables.
- All students should help guests (if any) be seated comfortably at a table before seating themselves.

Expectations during and after the meal:

- Underformers serve as waiters and assistants for the table. Waiters bring the table's food from the servery prior to the start of the meal and clear the serving platters at the end of the meals. Assistants set the table and clear the table settings when all have finished dining.
- Students should offer food to guests (if any) first, then to faculty. In general, no one should begin eating until everybody has had a chance to help themselves from each dish being passed.
- Members of the community should make an effort to engage guests (if any) and each other in conversation.
- The person who takes the last portion of anything should ask whether others would like more. If so, they may inquire whether an adjacent table is able to share or go to the servery.
- Tables should be cleared in an orderly manner and waiters should thoroughly wipe tables.
- Students should not be permitted to deliver messages or roam around the Dining Hall during the meal. (Exceptions to this rule should be few and only with the permission of the faculty members at the tables involved.)
- Students seated in chairs at the end of the tables should not tilt back on them.
- When the faculty member is absent, a VI Former assigned to the table should sit at the place where that faculty member normally sits, serve the meal, and should expect the same standard of manners as the teacher. Faculty members at neighboring tables should make sure that seniors fulfill this responsibility.

IX. Chapel Program

Chapel Services

St. Andrew's is an Episcopal Church school, but students come from a wide variety of religious backgrounds, and many come from no religious tradition at all. The community gathers at least twice weekly for services in the A. Felix duPont, Jr. Memorial Chapel, and all who join in the chapel and in the community are honored, welcomed, and celebrated.

Chapel services provide welcome shelter from the whirlwind of daily life, and offer a time to look inward, a chance to focus on what is done and left undone, a space to think of loved ones and those in sickness, sorrow, or need. Most importantly, chapel services turn attention to the great, eternal mysteries of life.

Following dinner on Wednesday evenings, all members of the faculty and student body gather in the Chapel to hear a faculty, staff, student or guest speaker deliver a chapel talk on a subject of their choosing. On Sunday, all members of the student body and weekend faculty group attend chapel service, which follows the Episcopal Church liturgy. Students who wish to attend other worship services off-campus must speak with the dean of student affairs. Students must attend the service with a faculty chaperone. Voluntary services are offered throughout the week. Special programs throughout the year lend variety to moments of communal reflection.

Whether in the Chapel or not, the community works to practice radical hospitality and acceptance of others; works to "love our neighbors as ourselves." Both the chapel program and the community service program are rooted in the need for deep contemplation of values and the desire to share generously with those less fortunate. In all pursuits, St. Andrew's instills in our students a reverence for the humanity in each individual; and a sense of personal responsibility to use their talents now, and throughout their lives, to serve others and the world.

Vestry

The vestry works with the chaplains to determine and carry out fundraising activities to benefit charitable organizations and causes in and beyond Delaware. It is composed of representatives from each Form. The vestry may also consult with the Chaplains on such matters as planning and participating in services and receiving and allocating weekly chapel offerings for charitable purposes.

X. Co-Curriculum

Afternoon Activity Requirement

All students must participate in a sport or activity each afternoon, for all three terms of each school year (fall, winter, and spring). Third and IV Formers must participate in at least two athletic activities per year; therefore, III and IV Formers signing up for fall theatre or organic gardening should ensure they participate in a winter and spring sport. Juniors and seniors must participate in at least one athletic activity per year. Serving as a team manager does not count toward the athletic participation requirement. Students must attend each practice, game, or afternoon activity session for its entire duration unless excused by health services.

Practices are from 4-6:00 PM on Monday, Tuesday, Thursday, and Friday and from 4-5:30 PM on Wednesday. Saturday practices are at the discretion of the head coach. If a coach schedules a Saturday practice, students are expected to attend.

Afternoon activities include the following listed below. Some non-athletic activities listed may not take place in every school year. Teams for which gender is not noted can be joined by any student of any gender identification. Activities marked with an asterisk do not fulfill the athletics requirement.

Fall Afternoon Activities

Boys Cross-Country

Girls Cross-Country

Afternoon Dance

Girls Field Hockey

Football

Interns — Admissions/Athletics/Communications (V & VI Form students only)*

Will need the dean of student affairs and athletic director to approve

Organic Gardening (IV, V, VI Form students only)*

Boys Soccer

Girls Volleyball

Theatre*

Theatre Tech Crew*

Winter Afternoon Activities

Boys Basketball

Girls Basketball

Forestry*

Indoor Track

Interns — Admissions/Athletics/Communications (V & VI Form students only)*

Will need the dean of student affairs and athletic director to approve

Winter Musical*

Winter Musical Tech Crew*

Winter Play*

Boys Squash

Girls Squash

Boys Swimming
Girls Swimming
Wrestling
Winter Workout

Spring Afternoon Activities

Baseball
Boys Crew
Girls Crew
Interns — Admissions/Athletics/Communications (V & VI Form students only)*
Will need the dean of student affairs and athletic director to approve
Boys Lacrosse
Girls Lacrosse
Organic Gardening*
Spring Play*
Spring Play Tech Crew*
Girls Soccer
Boys Tennis
Girls Tennis

Many—but not all—sports at St. Andrew’s are governed by policies promulgated by the Delaware Interscholastic Athletic Association (DIAA). Those policies are available on the DIAA website. St. Andrew’s follows DIAA guidance for transgender, nonbinary, or otherwise gender-diverse student participation in high school athletics. If you have any questions, please contact the director of athletics for further information.

St. Andrew’s Athletics

St. Andrew’s recognizes the importance and value of interscholastic athletics as part of our overall educational program. Through participation in interscholastic athletics, students learn invaluable habits such as teamwork, self-sacrifice, leadership, sportsmanship, how to win and lose, honor and integrity, team pride and school spirit, the value of lifelong health habits, and an understanding of how to use emotions in positive ways.

Membership in Delaware Interscholastic Athletic Association (DIAA)

St. Andrew’s is a member of the DIAA and adheres to all policies and procedures that govern member athletic competition. We especially support the emphasis placed on sportsmanship. (see [DIAA](#))

Preseason Athletic Camps

Each winter, St. Andrew’s posts the annual calendar for the following academic year which includes dates for both fall and spring pre-season athletic camps. All returning varsity and aspiring-varsity athletes for their respective programs should plan to attend these camps. In all cases, program coaches have the final say on who is eligible to attend. Athletes should confirm their expected attendance with their respective coach before arranging any event or travel that would cause their absence.

Sportsmanship

All those associated with St. Andrew's—students, coaches, faculty, administration, families, and friends—are expected to display and enforce good sportsmanship at all athletic contests. Violations will be dealt with by the coaches, the dean of student affairs, and the director of athletics.

Policy Regarding Missed Classes & Athletics

Students may not either practice or play in a game if they miss two or more class periods in a day due to illness. If a student is not in the Health Center recuperating or receiving medical treatment during afternoon activities, they are expected to attend that day's activity, but not participate. This policy does not apply to students missing two or more classes because of a medical or dental appointment. If a student is out of sports due to an injury, the student may not participate in other activities (such as dance, spikeball, etc.) that may cause further injury. If the student is healthy, the student may participate in athletics.

Student Request For Off Campus Activities

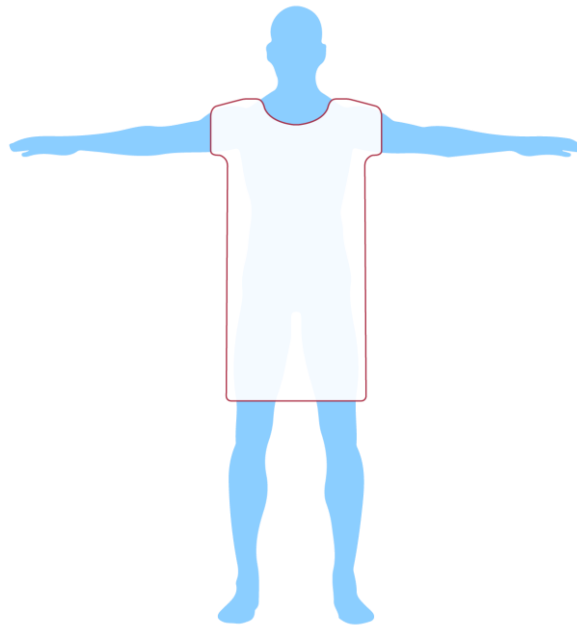
When managing its academic and co-curricular programs, St. Andrew's encourages all students to work collaboratively and contribute to the campus community. As a school, we are committed to supporting and developing each student's individual passions and talents. With these goals in mind, St. Andrew's will occasionally consider individual requests to allow a student to further develop a special talent without compromising that student's core academic experience, healthy and balanced schedule, or enthusiastic engagement in the life of the school. The dean of student affairs and, when related to athletics, the director of athletics, will review student proposals to participate in an off-campus activity that requires an exemption from a school commitment, requirement, or expectation.

XI. Dress Code

Appropriate attire is a matter of respect for yourself and others. The school is an educational environment as well as a workplace for adults. At St. Andrew's, the dress code gives each person the opportunity to demonstrate and practice that respect, as well as the opportunity to set a daily discipline of preparing for the day.

The dress code helps set guidelines for what types of attire are appropriate for different places and situations. Just as a bathing suit would not be worn in a house of worship or a courtroom, some clothing may be appropriate for hanging out with friends in a dorm but is not suited to the classroom, Dining Hall, or Chapel.

There are three categories of dress code: Haycock wear, Classroom dress, and Chapel dress. The dean of student affairs will determine which category shall be in place at any given time of the year and for any given event on campus. All clothes should be clean and in good repair (no rips, holes, or other "distress"), and should cover all parts of the body outlined in the garment below.



Classroom and Haycock Dress are required during the academic day, which begins at 8:30 AM (8:55 AM on Monday) and ends at 3:00 PM (3:30 PM on Wednesdays). Students without a class or who are using the gym may be out of dress code for that time but are expected to be in proper attire before returning to any public places on campus. Students will be asked to return to their room to change or will be issued marks if they are not in the proper attire at any given time or in any given location.

Students should know and abide by the spirit of the dress code. Please see the dean of student affairs anytime you are curious about anything outlined in this section.

Chapel Dress

This is required during Wednesday night dinner, Chapel, and as announced.

Clean shoes and one of the following should be worn:

- A. Blazer, sweater or cardigan; full-length placket dress shirt or blouse; khakis, dress pants, or skirt; with a belt if garment has belt loops; tie or bowtie encouraged if appropriate and a belt if the garment has belt loops.
- B. Dress; a cardigan, sweater, or blazer must be worn if the dress exposes the chest, shoulders/arms, or back.

Classroom Dress

This is required during the academic day and as announced.

A blazer, sweater, or cardigan, any clean shoe, and one of the following should be worn:

- A. Collared shirt (tucked in) or blouse with pants or skirt and a belt if the garment has belt loops .
- B. Dress or jumpsuit; a cardigan, sweater, or blazer must be worn if the dress or jumpsuit exposes the chest, shoulders/arms, or back.

Haycock Wear

Haycock wear is permitted as a substitute for Classroom Dress as announced. This means:

- Formal shorts may be substituted for pants or skirts.
- Blazers, sweaters, and cardigans are not required.
- Formal sandals may be substituted for clean shoes.

The following are never in dress code during the academic day:

- Dri-fit, sweatshirt, fleece, hooded, or overshirt garments and materials
 - Sweaters, ¼-zips, and cardigans must be made of a knit-material, ex.wool or similar;
- Visible tank tops, spaghetti strap shirts, or strapless/backless dresses
 - These are permitted under a sweater or cardigan;
- Tops that expose chest
 - All shirt collars should cover chest and back as shown in the image in this section;
- Blue and non-solid color jeans/denim, yoga pants, cargo pants, or sweatpants;
- Casual and/or athletic t-shirts;
- Casual, athletic, or leisure sandals, Crocs, or slippers;
- Sneakers worn to play sports;
- Visible undergarments.

Other Dress Code Policies

Outside of the times and events outlined above (e.g., on Saturday afternoons, during cafeteria dinner and evening study hall, etc.), you may wear the clothes you wish, but students are expected to observe the following guidelines at all times:

- Everyone is expected to exercise good habits of personal grooming.
- Think carefully about messages that appear on t-shirts and other clothes. Items of clothing with text or images that promote violence, sex, drugs, alcohol, tobacco, or symbols of racial, gender, or religious derogation are not permitted.
- Shirts and shoes are required on the main floor of Founders Hall except when passing from the front lawn immediately to dorm.
- Bathing suits must provide full and appropriate coverage.
- Outerwear and outdoor jackets may not be worn indoors during the academic day.
- Hats and hoods may not be worn during the academic day, and/or in the Dining Hall and during community gatherings.

XII. School Leaves and Transportation

Procedures and Rules for Leaving Campus

As a boarding school, St. Andrew's is responsible for the whereabouts of its students, and, because of the number involved, must ask students and their families to follow certain prescribed procedures for taking leave of the campus and for coming and going at the beginning and end of each term. All leaves must first go through Reach, which will serve as our student life management system.

Transportation

When under the school's jurisdiction, students may ride in vehicles with parents/legal guardians, family members, faculty members, official school drivers, or other school employees who have been trained to transport students. The student's parent/legal guardian may extend permissions beyond this scope in accordance with the Transportation Consent Form that is sent preceding each academic year. Unless a student is granted explicit permission, students cannot ride with another student's parent/legal guardian, or family member.

To ride in a car with college-age visitors, students must have permission from the dean of student affairs and the student's parents/legal guardians. Permission will be granted only under unusual circumstances.

Ride-sharing services such as Uber and Lyft are prohibited unless given explicit permission from parents/legal guardians and the dean of student affairs.

Students are expected to abide strictly by these guidelines and permissions. Any student who is in violation of these expectations will receive a disciplinary warning from the dean of student affairs on a first offense and risk a separation, suspension, or dismissal from the school on any subsequent violation.

Reach Designations and Hosts

The following locations and leaves are those that are most relevant and can be found on Reach when a student goes to submit their leave request or leaves campus. Students must submit a leave anytime they will be away from campus for over 4 hours on a trip not with the School. Students must enter the mobile number and email address of their host through Reach anytime they leave campus and/or will stay with someone who is not their parent/guardian or if they do not have the appropriate permissions, as outlined in the Transportation Consent Form.

Locations for student use:

- Middletown w/ faculty – students use this to leave with a member of the faculty/staff.
- Middletown w/ my parent/guardian – students use this to leave with their parent/guardian.
- Middletown w/ other parent/guardian – students use this to leave with the parent/guardian of another St. Andrew's student AND they have consent to do so (Transportation Consent Form).
- *Middletown (driving permissions required) – students use this leave type to go into Middletown when they do not have permission to do so in accordance with their transportation consent.

Leave Types (4 hours or more off campus) for student use:

- Day Trip Off Campus – students use this if they will leave for more than 4 hours on any given day. Students must submit this type of leave in person through the office of student affairs or with a weekend duty head.
- College Visit – only available to V and VI Form students, this is used anytime a student visits a college through and with the permission of their academic advisor.
- Weekend/Overnight Leave – used for any weekend or overnight (or extenuating circumstance) leave. Students may submit this type of leave well in advance of any trip.
- For all long weekends and major breaks, there will be unique leave types generated for use by the students.

Day Leave Requests

Day leaves encompass all student departures from campus that do not involve an overnight stay. Students must sign out and back to “on campus” through Reach. Students must have permission from the dean of student affairs to miss any school obligations.

Monday–Friday Day Leaves

- When accompanied by their parents/legal guardians, adult relatives, or family friends (or when invited by the parents/legal guardians or adult relatives of a schoolmate), students may be excused from supper and have dinner off-campus. Students must return in time for study hall. If there is an extenuating circumstance, students may be excused from chapel if given advance permission by the office of student affairs.
- If any day leave from the campus involves missing a school commitment or appointment, express permission must be secured from the dean of student affairs.
- If the leave from campus is related to wellness or health appointments, health services or counseling must be informed and will help coordinate the leave.

Saturday & Sunday Day Leaves

Procedures for day leaves on the weekend are basically the same as above, with these essential differences:

- On Saturdays, day leaves begin at the end of the student’s last school commitment and must conclude by evening check-in.
- On Sunday, leaves begin after Chapel when Chapel occurs in the morning and must conclude by 6:00 PM.
- Any Saturday or Sunday day leave that will last more than 4 hours must be appropriately logged through “day trip off campus” on Reach.

If a student is walking or biking to town, they must return before the allotted time and they must have a face-to-face check-in with the faculty on duty in the main common room.

Weekend Leave Requests

Whenever a student decides to take a weekend leave, the student must complete a leave request through Reach. This must be approved by a parent/legal guardian as well as the office of student affairs before the student can depart campus. In all cases, parents/legal guardians or the office of student affairs reserve the right to reject a weekend leave request.

Weekend leaves begin after a student’s final commitment on Saturday (or Friday on rare occasions) and must conclude by 6:00 PM on Sunday evening.

Overnight or Extenuating Circumstance Leave Requests

Like weekend leaves, students must complete a leave request through Reach for any overnight leave or any leave that involves extenuating circumstances, both of which must be approved by a parent/legal guardian as well as the office of student affairs before the student can depart campus. Students must first get permission from the dean of student affairs or associate dean of students for any overnight or extenuating circumstance leave that will cause a student to miss any classes, rehearsals, sports, or other commitments. If permission is granted, the student must then complete and submit an excused absence form to the office of student affairs, whereby they will gather the approval of each faculty whose commitment the student will miss. If the absence is due to a college visit, the form must be obtained from a student's academic advisor. Academic advisors, in collaboration with the office of student affairs, will ensure that the student is in good academic standing before they are given final approval.

Leave Expectations

Completed leave requests and excused absence forms must be submitted by 4 PM on Tuesday afternoon in the case of a regular weekend or overnight leave. Parents/legal guardians of students who submit these forms after the deadline will be responsible for scheduling shuttles through Delaware Express (302-454-7800) or About Town Limo (410-287-6400).

Students should communicate any leave that may involve extenuating circumstances well in advance of such an event, usually no less than 4-weeks, by speaking with the dean of student affairs. Weddings, family reunions, baptisms, etc., often occur on Saturdays and at times incompatible with the St. Andrew's schedule. All are encouraged to call or email the dean of student affairs before finalizing any plans that will conflict with School commitments.

Please note: sometimes the need to take a leave arises suddenly, urgently, and unexpectedly. In such cases the penalty for lateness is waived. Students or their parent/guardian should get in touch with the dean of student affairs as soon as possible any time these circumstances arise.

Members of the III, IV, and V Forms are entitled to three weekend leaves per semester. Due to college visits, members of the VI Form are entitled to five weekend leaves per semester. No student may go on a weekend leave if the student is assigned to detention or work detail for that weekend.

The penalty for leaving campus without submitting the required information is a core infraction. Students who leave campus without permission face the Discipline Committee.

Delayed Return: If return to the school from any type of leave is to be delayed beyond the time set for return, students should call the bat phone (302-463 - 7182).

Department: The school reserves the right to dismiss any student whose conduct during any type of leave contradicts the policies and principles in this Handbook.

Group Leaves: The school will not knowingly give permission for large numbers of our students bound for the same destination to take a leave unless there are assurances from the parents/legal guardians of such students that responsible adult chaperones will be present.

Rental Accommodations: Students may never rent a room or rooms in a hotel, Airbnb, VRBO, HomeAway or similar accommodation—during any leave or school break—without parent/legal guardian permission and appropriate adult supervision while in residence.

All-In Weekends (Required On Campus Weekends)

During these designated weekends, students are expected to limit overnight weekend leaves to emergency family situations only. Required on campus weekends (All-In Weekends) are listed on the school's one-page [annual calendar](#).

Long Weekends

Each year, the school has three Long Weekends—one in the fall, one in the winter, and one in the spring. Long Weekends begin after a student's last commitment on Friday or Saturday and end at 6 PM on the return day noted in the school's [annual calendar](#). Students should take advantage of Long Weekends as an opportunity to leave campus and rest with friends and family, and to consider hosting peers who may be unable to go home.

Please consult the [annual calendar](#) for the exact dates and times of Long Weekends each year; there are no early departures, late returns, or leaving and returning to campus within a Long Weekend.

School Break Leave Procedures

It is assumed that all students will go home during the longer school breaks (Thanksgiving Break, Winter Break, Spring Break, and summer vacation). Students may not stay on campus for these breaks; the school is closed. Any student not going directly home must have permission from their parents/legal guardians to go elsewhere, along with an invitation from the host. This information must be submitted through Reach.

Because of the academic schedule of the school, it is essential that students remain at school until the appointed hour of the last day before each break, and that they return to the school by the stated time on the opening day following each break. If parents/legal guardians are not coming to pick up a student, off-campus transportation for school breaks is arranged through the transportation coordinator. (See [Transportation To and From Campus](#).)

College Visit Policy

Sixth formers are allowed to take two college visits in the first semester of the VI Form year, during which they may miss up to two days of classes for *each* college visit (up to four days of classes, total). The expectation is that students initiate their college visit request(s) via their college counselor at least *one week prior to departure*.

Students are required to make up any/all work that they have missed when on a college visit, and they may need to be prepared to submit assignments prior to departure or while they are away (e.g. if a paper deadline occurs while the student is off campus, the deadline may remain as it was set for the entire class).

In the second semester of the VI Form year, as seniors narrow their choices about where to enroll in college, they may need additional college visits; these will be approved by the college office on a case-by-case basis. The college office will seek to help students find ways of visiting that will minimize missed classes and time off campus. Sometimes making a visit request one week in advance between late March admissions notifications and May 1 is not feasible, but students and their parents/legal guardians are asked to do all that they can to communicate with the college office 5-7 days in advance of the student's departure so that

advisors, teachers, coaches, and directors are able to help the student prepare for their absence. Again, students are expected to complete any missed work and meet all academic deadlines.

Fifth formers are allowed to take one college visit in the second semester of the V Form year, during which they are allowed to miss up to two days of classes. The expectation is that students initiate their request via their college counselor at least *one week prior to departure*. Students are expected to complete any missed work and meet all academic deadlines while away.

College Visit Policy for recruited athletes and students pursuing conservatory-level arts

In special circumstances—specifically, athletic recruiting and performing arts Auditions—college visits must be more frequent and begin before Semester 2 of the V Form year, or students may need to be away more frequently from St. Andrew’s for auditions or portfolio days during the senior year. In these particular cases, the college office—as well as the student’s coach, arts instructor(s), and/or advisor—will work with the student to plan their time away from campus.

Students may or may not have control over when they are to visit a campus or pursue an audition, but students should do everything in their power to initiate their request to be away one week in advance of the visit.

All such visit requests about the planned visit should begin with the student’s college counselor and academic advisor. The student will then request approval from their teachers (and coaches/directors if they will be missing extracurricular obligations such as games or rehearsals). Students are required to make up any/all work that they will miss, and should be prepared to submit assignments prior to departure or while they are away.

College Visit Procedure

1. Obtain a yellow College Visit Permission sheet from your college counselor and receive initial approval of the trip.
2. Obtain permission with signatures from teachers, advisor, and coaches of missed commitments and return the permission sheet to your college counselor for final approval.
3. Submit a Reach leave request with all of the details of your college visit.
4. Turn in the completed and signed leave form.

This entire procedure needs to be completed one week before the college trip.

Transportation to and from Campus

All transportation from campus to airports and train/bus stations is arranged through the school’s Transportation Coordinator (cell: 904-728-8057, office: 302-285-4273).

Students are required to enter their transportation requests through Reach. All requests must be submitted a minimum of 7 days prior to travel. The school cannot guarantee support with transportation if requests are made within 7 days of travel or if last minute changes arise that are unrelated to travel delay or cancellation. Students will need their complete itinerary (flight/train numbers and departure time from Delaware/arrival time to Delaware) when submitting their request. All requests submitted after 4 PM will not be received until the following morning. If students want to use St. Andrew’s transportation,

Philadelphia International Airport (PHL) is the preferred airport for domestic flights and John F. Kennedy International Airport (JFK) for international flights.

All transportation requests must be received no later than 24 hours in advance. Cancellations with less than 24 hours' notice will incur full transportation and associated fees.

Transportation for Long Weekends and Major School Breaks

The school will only arrange transportation official departure days as listed on the school calendar and at times that do not conflict with school commitments. Student families are responsible for all costs associated with school assisted transportation. Transportation fees will be set for the following academic year on July 1 of that year and subsequently posted to the parent portal on Blackbaud. If a student cancels requested St. Andrew's transportation, they will be charged the full fare. Students are still expected to contact their school driver to alert them of the travel change.

If urgent transportation needs arise on weekends or after hours, contact the school's transportation coordinator directly (904-728-8057).

If students have any changes to their itinerary, questions, concerns or delays during their travel, they should contact the school's transportation coordinator. If a student misses their flight or if their flight is canceled, they should not spend the night in the airport—in this instance, the student should contact the school's transportation coordinator to arrange for travel back to campus or alternate accommodations for the night.

Reminders:

- If the driver is unable to contact a student, the student will likely be pushed to a later shuttle.
- St. Andrew's is unable to provide door-to-door shuttle service.
- Cell phones should be charged prior to travel.
- Drivers will call a student's cell phone at pickup; changes to numbers should be promptly communicated.
- Students will need their school ID, license and/or passport.
- International students must get the I-20 form signed by the director of enrollment before departure.
- Medications should be retrieved from the Health Center prior to travel.

Policies for Students Traveling by Air

Families are expected to book flights that do not conflict with school requirements. When booking flights for long weekends and major school breaks, please book flights that leave no less than 2 hours after the published dismissal time. When scheduling return flights, please plan to arrive to PHL between 7:00 AM and 9:00 PM.

Policies for Students Under 15 Traveling by Air

The policies set forth by the airline industry—most airlines require children under the age of 15 to have an escort while in the airport—make it a challenge for the school to provide transportation to and from the airport for children under the age of 15 who travel alone. Unaccompanied children policies vary from airline to airline; check with the airline for specific guidance.

If a student has relatives or family friends living near St. Andrew's, they can be helpful in escorting the student to the airport. When school personnel serve as escorts, students will be charged \$25 per hour in addition to the transportation cost. **In order to arrange for school escorts, at least seven days' notice is**

required for each school departure and return. Flights with minors should depart PHL between 9:30 AM and 7:30 PM. Flights with minors should arrive between 7 AM and 7 PM, unless prior approval has been granted. School escorts must be arranged through the school's transportation coordinator. Please make sure you have your child's flight information (airline, flight number, departure and arrival times) available.

Policies for Students Under 16 Traveling by Train

Amtrak requires children under 16 to be chaperoned to and from the train station, and for the chaperone to fill out paperwork at the train station before the student departs. If a student has nearby relatives or family friends, they can be helpful in escorting the student. When school personnel serve as escorts, students will be charged \$25 per hour in addition to the transportation cost.

To arrange for school escorts, at least seven days' notice is required, for each school departure and return. School escorts must be arranged through the school's transportation coordinator. Please make sure you have your child's train travel information (departure and arrival times, and train numbers) available. Additionally, you will need to provide the name, address (as listed on the driver's license), and cell phone number of the adult who will be meeting the student at the student's destination.

NYC Bus

For all Long Weekends and school breaks, students may choose to travel to and from New York City via a charter bus that leaves from campus and drops students off in two locations in Manhattan, and vice versa for the return day. Students must adhere to the designated pickup times and locations: 1:00 PM pickup from 86th St and 3rd Ave, and 1:45 PM from Penn Station.

Students sign themselves up to travel on the NYC bus and are charged according to that year's transportation fees. Students are required to give 24 hours notice, in writing, if their plans change for travel on the bus. If notice is not given, students will be charged. Please note the NYC bus is not offered for travel to campus for the Opening of School in September, or when students depart campus for summer break in June.

Washington D.C. Shuttle

Based on interest, we typically offer a shuttle to and from Washington, DC. The shuttle will drop off and pick up at Union Station, 50 Massachusetts Ave, NE, Washington, DC 20002. The pickup time for returns to campus is 2:00 PM.

School Assisted Travel to Other Locations

St. Andrew's has limited ability to assist students who need to travel to a location other than the listed transportation hubs. If a student needs school-assisted transportation to a specific location, they need to request permission from the Office of Student Affairs and the school's transportation coordinator. These requests will be handled on a case-by-case basis.

Travel Reminders

As parents/legal guardians plan ahead for their child's departures from and returns to campus, please consider the following:

- Ride-sharing services such as Uber and Lyft are prohibited unless given explicit permission from parents/legal guardians **and** the dean of student affairs.
- Philadelphia International Airport (PHL) is preferred over all other airports. Other airports will most likely require a contracted service.

- John F. Kennedy International Airport (JFK) is for international travel **only**, not domestic use, and should be booked as a last resort.
- Wilmington Amtrak Station (WIL) is the only train station the school transports to/from.
- PHL shuttles headed to St. Andrew's campus returning from Long Weekends and breaks are typically scheduled to depart PHL at 9 AM, 12 noon, 3 PM, and 6 PM.
- Students should expect to depart campus a minimum of 3 hours prior to flight departure time. At busy times, students are combined into one shuttle, so there may be a bit more lead time.
- Without advance notice of travel, students will likely be required to schedule transportation through Delaware Express or About Town Limo.

XIII. Miscellaneous Matters

Campus Sustainability

Windows & Doors

If the heat or the air conditioning is on in a dorm or any other building, students and faculty must keep windows closed. Exterior doors should never be propped open.

Appropriate set points are decided upon by the school based on student comfort, fuel costs, and environmental considerations. Students can request a change to the set point of their room through their dorm parent.

Recycling, Waste & Donations

St. Andrew's provides single stream recycling on dorm and in classrooms where students can recycle rigid plastics, aluminum, and metal cans; paper, paperboard, and cardboard; and glass and aseptic containers like milk and juice boxes. Recyclable containers should be rinsed out thoroughly before being recycled. Do not put plastic bags of any kind into the recycling dumpsters, including the bag lining the recycling bin being emptied into the dumpster. Delaware recycling plants do not accept plastic trash bags; any recycling materials inside a plastic bag will not be recycled. The bag should either be left lining the bin or should be put into the trash dumpster.

Batteries can be recycled in a bin near the School Store.

Students should consult with Environmental Leaders on dorm about properly and sustainably disposing of or donating bulky or usable items like clothing, shoes, luggage, or (non-school-provided) dorm furniture.

Packages

Less is more; St. Andrew's is committed to practicing responsible and sustainable habits. Students should place online orders as a last resort and should only order items they need for their school work and personal care. Students are encouraged to share items among themselves when possible and appropriate. Ordering groceries or drinks, including bottled water, that are easily obtainable during town trips is prohibited. Middletown has many major department stores, grocery stores, and supply stores of all kinds that students can request to visit on town trips.

When necessary, facilities will accept deliveries from 7:30 AM until 3:00 PM. each day.

School Store

The School Store, located in the basement of Founders Hall, is open throughout the academic day, Monday through Friday, and during special event weekends. Students may purchase school supplies, some dorm supplies, snacks, and personal hygiene items at the School Store. Parents wishing to send snacks or other gifts to students may consider doing so through the School Store as an alternative to sending an online order.

Student Accounts, Student ID & SAS Debit Card

Every family is required to create a MyKidsSpending account to manage the spending of their student(s). The instructions on how to set up the account will be sent via email and/or posted to the parent portal on Blackbaud. Parents/legal guardians can monitor spending and fund the account further via MyKidsSpending. Any issues that may arise should be directed to support@mykidsspending.com for prompt resolution.

Each student will have their photo taken upon arrival at school and will subsequently be issued a St. Andrew's student ID. The student ID card will serve not only as an SAS debit card that students can use to purchase items in the School Store and make other charges on campus during the school year (e.g., pay for weekend food deliveries organized by SWAG, contribute to student fundraisers, etc.), but also as a card for check-in purposes to breakfast sign-in, school lectures and events, and Sunday chapel.

A \$250 deposit into the student's debit card account is required at the beginning of the year and will be included in the first tuition bill. These deposits and any others on the debit card are drawn as items or services are used; therefore, deposits need to be made throughout the year to ensure a positive balance. Parents will receive login instructions regarding MyKidsSpending as well as instructions for replenishment.

The fee for replacing a lost card is \$25 after the first replacement.

Student Fundraising

All students who wish to fundraise on campus for their Form or for a club or outside charity must first obtain an approval sheet from the director of student life. Students who do not follow this process will not be eligible to conduct their fundraiser. The last day students can execute a fundraiser is May 15. All fundraising sheets must be turned into the Business Office within a week of completion of the fundraiser.

Weekend Guests

Occasionally students wish to invite a guest to visit for a day on a weekend. Accordingly, all pertinent information must be filled out by the student host before the appointed weekend and returned to the dean of student affairs by Wednesday supper preceding the weekend. Permission will be granted at the discretion of the dean when convenient for the school. The school only permits day visitations and will not allow guests to remain on campus overnight.

Guests may be invited to arrive Saturday after a student's final obligation and must depart not later than 7:00pm. On Sundays, departure time is not later than 5:30 PM. The student must arrange guest transportation, which cannot be provided by the school.

Weekend guests (including student's families) are welcome at meals served in the Dining Hall. Hosts are responsible for ensuring that weekend guests adhere to all school rules and regulations. Weekend guests who fail in this regard will be asked to leave campus immediately. Hosts will be held responsible for violations of the behavior of their guests.