SHATTUCK-ST. MARY'S STUDENT LIFE HANDBOOK



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ST. MARY'S

STUDENT LIFE HANDBOOK *(ver. 26.3)*

Citizenship

EXPECTATIONS & COMMUNITY STANDARDS

Core Values

Shattuck St. Mary's School is committed to creating and supporting a just, nurturing community based on respect for all persons and property. This core value affects every aspect of life at Shattuck (i.e., our admissions process, our standards of academic integrity in our classrooms, the social climate of our dormitories, sportsmanship in athletic programs, community service, and our standards of discipline).

Membership in this community requires a commitment to it, a commitment expected of all participants in the School.

In attending Shattuck, each student must agree to participate in the life of the School in a manner that is consistent with the full array of community standards – whether these are articulated as rules or simply as expectations of citizenship.

In sending their child to Shattuck, families agree to respect the expertise and professionalism of School employees and behave with respect, trust, honesty and fairness in all matters with the School. A student may be dismissed from Shattuck if a parent refuses to reasonably cooperate with the School's policies and requests.

DRESS CODE

All students at Shattuck are always expected to be neat, tidy, and appropriately dressed. The uniform is in effect Monday-Friday during the regular school day. Students found out of uniform will be asked to change and will be issued a white card by their teacher, advisor, or other faculty member. Students who need to change clothes for a specific class (e.g., dance) must change back into the school uniform immediately following the class. The uniform may also be required on off-campus excursions. Faculty members are always the final judges of what constitutes "appropriate dress."

Uniform

- Shirts: maroon, black, grey, maroon, or white polo shirts that are branded with any Shattuck approved logos.
- Bottoms: Clean front chino pants or capris in khaki color (no external pockets or elastic cuffs).
- Clean front chino shorts in khaki color (no external pockets) with an inseam of at least 6 inches.
- Uniform skirt in khaki or gray color or black skorts. Note: Skirts must reach mid thigh length.

Additional Clothing Layer Options:

Sweatshirts, fleece, or sweaters that are branded with any Shattuck logo (including any Signature Program logo) that have been sold either at the Shattuck school store or through the Lands' End uniform website may be worn on top of a Shattuck uniform polo shirt. Items in school colors (maroon, black, or white) that do not have an Shattuck logo are not acceptable. A Shattuck uniform polo shirt must always be worn underneath any sweatshirt, fleece, or sweater.

All Shattuck logo apparel, including polo shirts, sweatshirts, fleece, and sweaters, must be purchased directly through the Shattuck School Store or the official Lands' End uniform website. Logos may not be applied to or affixed onto non-Shattuck apparel (including but not limited to items from other retailers such as Lululemon, Nike, or similar

brands). This practice is not allowed, and items altered in this way do not meet uniform requirements and will not be considered acceptable school dress.

Shoes
Students may wear leather shoes or athletic shoes in good repair. Birkenstock style sandals are acceptable, but flip-flops and slippers are not allowed.

Hats
Hats, stocking caps, hoods, and other head coverings may not be worn in the academic buildings, particularly in the dining hall, Newhall Auditorium, chapel, or while attending any other formal school gathering. Permission will be granted for religious and health attire needs.

Purchasing Uniform Items
- Purchase polo shirts through the Shattuck Store - www.Shattuckschoolstore.com
- Purchase pants, shorts, and skirts through this Lands' End; Shattuck Preferred School Number is 900034711

Note: Shattuck-branded logo items must be purchased through these official channels only. Applying a Shattuck logo to apparel purchased elsewhere (e.g., Lululemon, Nike, or other non-approved retailers) is not allowed and does not meet uniform requirements.

Ordering Questions
Contact the Shattuck school store at (507) 333-1632.

Winter Dress Code
Due to the severe weather conditions on our campus during winter months, winter dress code will be enforced from the first Monday of November through the first Monday of April. Winter dress code requires the full length of the leg to be covered. This may include wearing full length opaque leggings or tights under skirts or shorts. Sweatpants and other athletic wear are not a suitable substitute for leggings or tights except when moving outside between buildings.

Special Occasion Dress
On special occasions, students may be allowed to be out of school dress as determined by the School Director. Examples include game day dress and International Day. Expectations will be defined upon approval of special occasion dress.

Formal Events
Several formal events are held each school year. Examples of these events include Christmas Chapel/Dinner, Baccalaureate, and Senior Dinner. Appropriate attire includes suits, skirts, or dresses.

Casual Dress Day
Upon declaration of a "casual dress day" by the School athletic pants, denim, leggings, and cargo shorts/pants are allowed when specified. Such events are often fundraisers to support approved charitable causes both on and off campus. Casual shirts including tee shirts and sweatshirts will be allowed. Students not participating in casual dress day are expected to be in school uniform.

General Expectations
Clothing displaying inappropriate language, graphics depicting tobacco, alcohol, illegal substances, nudity, crude, or inflammatory content is prohibited at all times.

Dining Hall Dress Code

During school day lunch periods, students must be in school dress in the dining hall or other apparel approved for the day. For other meal times, appropriate public dress for a dining hall setting is required.

Costumes

From time to time, various events at the School will allow students to dress up in a costume of their choice. As a matter of respect for all members of our community, students need to select culturally competent costumes. Costumes should not stereotype another culture or promote racism, sexism, homophobia, transphobia, or demean religious views. Weapons, or depictions of weapons, are not allowed. We also ask students to refrain from dressing up as other individuals in our Shattuck community. As a global learning community, we strive to learn from and grow with one another; appropriate costumes should celebrate our differences, demonstrate integrity and honor our mission and values. Please choose wisely and reflect upon respect for the Shattuck community here and beyond The Arch.

Students are also expected to meet the above criteria when sharing pictures, publicly or privately, in a manner that includes distribution to other members of the Shattuck community. This includes non-Shattuck events, reposting pictures made by others, or when sharing a picture of persons other than themselves.

STATEMENT ON HARASSMENT

Shattuck, which aspires to respect individual differences, believes each member of the community has the right to participate fully in life without harassment or the threat of harassment. Demeaning statements or materials; uninvited physical, verbal, or written advances; obscene requests over social media; hazing; and/or threats undermine a community that promotes emotional, physical, and intellectual self-respect. The School will not tolerate behavior that is disrespectful or that has the intent or effect of unreasonably interfering with any individual's or group's emotional well-being or educational and/or working performance, nor does the School tolerate behavior that creates an intimidating, hostile, or offensive educational and work environment.

harassment on the basis of race, gender, religion, physical limitation, national origin, or sexual orientation is unacceptable.

Any member of the Shattuck community who believes that they have been harassed is encouraged to raise the issue with the Director of Counseling. The School is committed to making reporting measures easily accessible and to responding expeditiously and emphatically to any reports. The offended party will be consulted about the School's response. The guidelines and policies on harassment are intended to educate students, faculty, and staff about the community consequences of threatening or unwelcoming behavior. There is a strong belief at Shattuck that celebration of diversity and difference make the community strong and educationally sound.

Sexual Harassment Definitions

Sexual harassment includes sexual violence and other forms of sexual misconduct. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or correspondence, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

- Verbal harassment or abuse.

- Subtle pressure for sexual activity.
- Any sexually motivated unwelcome or unwanted touching.
- Inappropriate patting or pinching.
- Intentional brushing against a person's body.
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's education or job status.
- Requesting or reposting material of a sexual or highly personal nature.
- Posting or circulating of posters, pictures, jokes, etc. of an inappropriate, offensive, or defamatory nature where it is reasonable to anticipate the possible inappropriateness and/or offensive nature.

SAFE HAVEN POLICY

In the interest of safety, the School feels strongly that students should have the opportunity to get help for themselves or their friends when needed without the fear of disciplinary consequences. The emphasis of the Safe Haven Policy is on student wellness, self-care, physical and emotional safety, integrity, and honest disclosure. The School's hope is that students will actively assist each other in getting help from adults whenever a dangerous situation occurs. All safe haven referrals, whether from a student or faculty member, go through the Dean of Student Life.

Students can get help for themselves or others when an incident occurs without incurring disciplinary consequences:

A student who needs help can call any dorm parent or duty administrator, or a friend can make the call. If the call comes from a friend or observer, that person can choose to be anonymous. Students can also approach a dorm parent or duty administrator in-person to ask for help. As long as the help is requested before any adult discovers the policy infraction, the school will not respond as if it were a disciplinary situation.

The student in need of help knows that the following will occur:

1. Their advisor, Signature Program director, school counselor, and appropriate School administrators will be notified.
2. Their parents will be notified.
3. Appropriate follow-up to ensure student safety will take place. In the case of substance abuse, the student will meet with the School Counselor and may be referred to an outside source for chemical screening or counseling. The cost incurred for this outsourcing will be the responsibility of the student and their family.

In the Safe Haven Policy, honesty is strongly stressed. The student coming forward is expected to identify their role in the infraction and cannot have made any earlier misrepresentations. Any manipulation of the truth will be cause for loss of the Safe Haven and full disciplinary action to be taken.

The goal of the Safe Haven Policy is to keep our community as healthy and safe as possible. Individual students are allowed to use this policy multiple times but, depending on the nature of the issue, further actions to ensure the safety of the student and the Shattuck community will be taken. Example responses include, but are not limited to, mandatory counseling, medical leave of absence, evaluation by a licensed substance abuse counselor, random drug testing, withdrawal, etc.

RULES AND REGULATIONS

It is each student's responsibility to know the rules of Shattuck and to follow them. If a student breaks these rules, it is expected that they will honestly and readily admit to the infraction. A student's willingness to be honest and

accept responsibility for rule violations is a factor in determining appropriate disciplinary consequences. Above all, students are expected to take ownership of their actions and to behave with respect and human dignity.

The following principles underlie expected standards of behavior:

1. A student is expected to understand that membership in what is, for most, a residential community, imposes some limitations on individual freedom.
2. In a close-knit community, infractions against rules erode the quality of life for all. The argument that certain behavior is acceptable so long as it does not harm others is almost always irresponsible and self-serving.
3. A student's enrollment at Shattuck is taken to indicate their understanding of and intention to honor the School's rules, regulations, requirements, and expectations. This expectation for responsible behavior stems from the presumption that membership in the community is based on a voluntary act of acceptance by both the student and the School.

Off-Campus Expectations

Boarding and day students are expected to abide by all school rules both on- and off-campus through the end of commencement weekend. Students who are found to have violated school policy while off-campus or during school breaks are subject to the same disciplinary consequences as though they had been on campus during the violation. Students traveling during a school break on a school-sponsored trip who violate a major school rule will immediately be sent home at the expense of the student's family.

Emergency Response

Students are strongly encouraged to install the School's emergency response apps on their personal devices. This will enable them to receive alert notifications wherever they may be in an emergency so they can react and respond promptly for their own safety and assist in the safety of the entire community. Any attempt to misrepresent one's own status, location, or well-being when responding to an emergency alert will be considered a violation of a major school rule.

Note: Emergency response apps may enable the tracking of a student's phone while an emergency response is underway, which the student can decline to allow at that moment. This feature better enables each student to be found and assisted in an emergency as is the only condition when the School has the opportunity to track a student's phone.

Investigative Processes

The School reserves the right to investigate all possible violations of school rules and applicable laws. School administrators will notify parents of the results of such investigations. However, in order to obtain viable information in a timely manner, Shattuck investigators may conduct an interview with a student without first notifying parents. Such a process should involve at least two faculty/staff members and take place in a private setting where possible. Parents cannot dictate that they require contact before any investigation takes place, or who may or may not conduct the investigation.

If at all possible, the school will notify parents before involving law enforcement or allowing such officials to meet with their child. In a matter between two or more students, it will generally be up to each parent to decide whether law enforcement officials should be contacted, and the parent drives any such process as it moves forward.

School employees are considered mandatory reporters. At any time should a student indicate that they have been the

target of abuse by a parent, family member, school employee, or any other adult, the employee receiving that information is required to file a report with Social Services.

Major School Rules

A student who is knowingly in the presence of a major school rule violation will be held responsible and will share in any disciplinary consequences. Students are responsible for studying and understanding the disciplinary guidelines and their underlying principles.

Enrollment at Shattuck indicates agreement to abide by all major school rules. These rules apply to students at all times and in all settings, including dorm rooms, class, athletic practice, in town, locker rooms, rehearsals, games, school sponsored trips, school breaks, free weekends and performances. Violation of the following major school rules may result in suspension or dismissal:

1. Each Shattuck student agrees to uphold the principle of honesty in all facets of school life. This includes academic honesty and honesty in all permissions, forms, and communications.
2. Each Shattuck student agrees to behave responsibly and respectfully and to refrain from behavior that interferes with the learning environment in any facet of the Shattuck experience.
3. Each Shattuck student agrees not to act in any way that might cause harm, danger, deprivation, or embarrassment to any person.
4. Each Shattuck student agrees to act responsibly about personal safety, including not swimming in the river, walking on the train tracks, using the ravine trail, or walking the bluffs behind St. Mary's Hall at any time.
5. Each Shattuck student agrees not to harass, intimidate, bully, or demean another person. Students may not reveal or disseminate highly personal information or embarrassing rumors about another member of the community. This inappropriate behavior includes physical, verbal, written, or electronic interactions. Retaliation against a person who reports harassment or who participates in an investigation of a harassment complaint is also prohibited.
6. Each Shattuck student agrees to respect the property of others and of the School. Students will not engage in theft, vandalism, or intentional destruction of property in any setting. Any student found to be in possession of a key or fob to another student's room will face disciplinary action.
7. Each Shattuck student agrees not to possess, use, sell, purchase, distribute, or be in the presence of tobacco, alcohol, marijuana, or any other illegal substance or narcotic.
8. Each Shattuck student agrees not to improperly or illegally possess, use, sell, purchase, or distribute legal prescriptions, performance enhancement supplements, or over-the-counter drugs.
9. Each Shattuck student agrees not to endanger themselves or others by using flames, matches, lighters, etc. in an inappropriate or harmful manner. Students also agree to respect and abide by all fire code regulations and not to tamper with, disable, or set off any fire safety devices such as alarms and fire extinguishers.
10. Each Shattuck student agrees to be accountable for their actions with regard to dormitory check-ins, sign-ins, and leave procedures. Each student agrees to be truthful when submitting leave requests or registering a location status on Reach. Boarding students are not allowed in local homes without adult supervision. All leaves from campus must be properly submitted and approved through Reach before the student departs campus.
11. Students are not allowed behind a locked and/or closed classroom, office, bathroom, chapel, or other door with another student unless there is a supervising adult present.
12. Each Shattuck boarding student agrees to stay in the dorm after having checked in for the evening.
13. Each Shattuck student agrees to abide by the Technology Use Agreement. Misuse of technology can include hacking, illegal downloading, and accessing other people's information.
14. Each Shattuck student agrees not to possess or use weapons, firearms, fireworks, ammunition, knives,

swords, or sabers of any sort without appropriate adult supervision. If a student brings a personal paintball gun for use on school paintball trips, it must be kept in the School office.

15. Each Shattuck student agrees not to violate the School's sexual intimacy policy. The School's rules are in full accord with the law and in some cases go beyond the law's requirements. The School reserves the right in cases of serious offenses to require dismissal after a first offense.

Hallway Etiquette and Expectations

The academic buildings on campus are places for work and learning and, as such, students are expected to behave with consideration in these spaces. This includes moderating the noise level near offices and classrooms, being aware of appropriate behavior, and keeping the hallways and campus buildings clean and free of clutter. Public displays of affection are inappropriate and not allowed. At all times students are expected to display appropriate behavior and be respectful of the buildings and their occupants.

Of special note, the red carpet area is home to many offices and is the welcome area for visiting families. Drinks and food are not allowed on the red carpet. During the school day, music may not be played aloud in this area, conversations should be kept quiet and appropriate, and bags, books, or other personal belongings should not be left lying around.

Students without a qualifying physical impairment may not use the elevators in the school without special permission from a faculty member.

DISCIPLINARY CONSEQUENCES

White & Red Cards

Used as a disciplinary tracking system, White and Red cards record demerits for students violating school rules. White cards can be handed out at any time, by any adult community member, in response to infractions of disrespect or minor violations of school rules. These cards are kept on file in the School offices and the student's advisor. White cards expire after eight weeks but are still kept on record. The advisor will notify the student's parents of any card received. Red cards are given when three white cards have been accumulated within an eight-week period and are given immediately for more serious offenses and violations of school rules. Red cards remain on-record throughout the student's tenure at Shattuck and never expire.

Work Squad and Weekend Detention

Work Squad and Weekend Detention hours are assigned at the discretion of the School Director, Middle School Dean, Dean of Student Life, Director of Studies, or other administrator. Evening work squad is usually assigned when a student receives three white cards, multiple unexcused absences, and may be assigned for other infractions. These sessions take place immediately following the date of the offense and may take priority over other commitments, including athletic practices and games, arts events, and performances. Students are assigned to a specific time and are required to make that appointment. Failure to attend work squad/detention or excessive tardiness to these sessions will result in another detention, in-school suspension, or having to sit a review by a Judicial Committee.

Campus Restriction

Generally assigned for students who have violated a policy regarding off-campus permissions or another matter of accountability, a campus restriction prohibits students from leaving campus for any reason other than school-related trips and medical or dental appointments.

In-Dorm Restriction

Students who have any punishment that involves an in-dorm restriction are not allowed to leave their dorm except with the express permission of the adult on duty. Students are expected to check-in with the adult on duty as requested and must check out with the dorm parent as prescribed for meals or any other commitments.

Probation

Probation constitutes a formal written warning to a student that any further major disciplinary infraction is likely to result in suspension or dismissal. Probation covers both academic and/or social violations of school policy. The cause and terms of the probation are spelled out in each case. Probation may extend beyond the end of the school year. If a student is on probation and commits a major school rule violation, the likely recommendation of the Judicial Committee will be dismissal.

In-School Restriction or Suspension

For more serious breaches of conduct, a student may receive an in-school Restriction or Suspension. In each case the student will be restricted to a specified room when not in class during the school day, including lunch, and to their dorm after school and on weekends. Under a Restriction, the student may still participate in the activities of their Signature Program, but they may not if issued a Suspension.

Out-of-School Suspension

The main condition of this suspension is that the student must leave campus and may not take part in any school activities for a stated period of time. Parents are notified by phone and in writing of a suspension. If a student is suspended, it is their responsibility to obtain academic assignments from the online course management system. Teachers will make assignments and work available online as appropriate for the course and situation as long as the student shows a commitment for keeping current in work. Once notified of their suspension, students must leave campus immediately at the expense of the family.

Dismissal

In the event of a dismissal, students may be given the opportunity to withdraw from the School, in which case "withdrawn: (date)" will appear on the permanent transcript. The School will proceed with any investigative/disciplinary processes until the family has notified the School, in writing of their decision to withdraw and the student has returned home. If a student chooses not to withdraw, the word "dismissed" will appear on the transcript.

A dismissed student may apply for readmission, but the School reserves the right to accept or reject such an application. It is the School's policy not to accept a student who has been dismissed or asked to withdraw for the semester immediately following the dismissal nor to allow that student to resume school during the same academic year. A student who was dismissed or who withdrew for violations of school rules and is accepted for readmission can expect to be placed on probation for a minimum of two semesters.

Dismissed/Withdrawn Student - Status on Campus

A student who is dismissed or required to withdraw from School is not allowed on campus until that student's class graduates, unless permission is granted by the Head of School.

Dismissed/Withdrawn Student - Financial Obligations

Tuition and incidental accounts will be settled after a normal billing cycle has accrued a minimum of thirty days. The School will then issue a close-out statement advising the parent of the final account status. For official school transcripts to be sent to another school, approval from the Business Office acknowledging that all financial accounts

have been satisfied is required.

Dismissed/Withdrawn Student - Personal Property

Students who have been dismissed or who withdraw from the school are responsible for packing and boxing all of their personal items and property. The School Store will mail all boxed items to the student's home at the family's expense.

Dismissed/Withdrawn Student – Academic Status

Students who leave prior to the end of the school year because of disciplinary violations will not receive full credit or final grades for the courses that they were taking at the time of withdrawal from the school.

Tobacco/Nicotine Usage

This policy refers to all any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. This policy applies to all Shattuck students, regardless of age.

1. **1st offense**: The response to the first offense for possession or use of tobacco and/or nicotine is a Red Card, three hours of work squad or weekend detention, an in-school counseling session, and a letter home.
2. **2nd offense**: The response to the second offense for possession or use of tobacco and/or nicotine is a Red Card, three hours of work squad or weekend detention, one week of restrictions as designated by the Dean of Student Life, a required appointment with a doctor to examine possible addiction to nicotine, a follow-up as prescribed, a letter home, and the student must sign off on having been made aware of health issues and the potentially serious disciplinary consequences of being caught again.
3. **3rd offense**: The response to the third offense for possession or use of tobacco and/or nicotine is to face the Judicial Committee, which may result in suspension. Subsequent occurrences of tobacco offenses may lead to a longer or permanent separation from the school.

NOTE: Students who are found to be distributing and/or purchasing tobacco for others will automatically be sent to a Judicial Committee hearing.

Athletes who are playing under the auspices of the Minnesota State High School League, MLS Next, USA Hockey, or any other governing body will also be subject to appropriate League sanctions.

Drug and Alcohol Policy

Shattuck believes that the use of alcohol and other drugs by students is incompatible with school life. Drugs are harmful to one's health and mind and cause damage to the moral fabric of our community, and to the trust upon which all healthy relationships depend.

"Drugs" means any mind or mood-altering substance or a facsimile of any such substance or any substance that a student believes to be a drug or represents to others as a drug. This does not include over-the-counter drugs taken for medicinal purposes by a student or medicinal substances prescribed by a licensed medical practitioner and brought on campus in accordance with the prescription drug policy for the use of the student concerned.

"Paraphernalia" means any equipment, product or material that is used for making, using, or concealing drugs or alcohol. Drug or alcohol paraphernalia generally can be categorized as: user-specific products (pipe, rolling papers, self-made devices, etc.) or dealer specific products (scales, vials, baggies, flasks, etc.).

Drug or alcohol use on or off campus is against the law. Possession or use of drugs, inhalants, chemical substances, or drug paraphernalia, except as specifically prescribed to that student by a physician is forbidden, on or off campus. Furthermore, the Minnesota State High School League (MSHSL) requires that league sanctions be applied for drug or alcohol use that occurs even when the student is not in the care or under the jurisdiction of the School. The School is required to report any violations it is aware of to MSHSL or any other governing body as noted above.

- Students who are found to be distributing or selling alcohol or drugs on campus will most likely be dismissed from school.
- Arrival at School with evidence of use of alcohol or illegal drugs is a violation of this rule, whether by boarding students following permitted time off campus or by day students at any time.
- Students who misappropriate or misuse prescription or OTC drugs will be considered in violation of this rule.
- Use of alcohol and/or drugs on approved off campus weekends, even in the company of parents, is a violation of this rule.
- All students aware that the Drug and Alcohol policy is being broken in their presence and who do not make an immediate attempt to leave the vicinity are in violation of the rule.
- Students are not permitted to drink nonalcoholic beer at school.

Drug Testing Policy

The School believes that drug and alcohol testing can play a useful role in providing additional incentives for students to retain a healthy lifestyle by remaining drug free. There are two situations where the School claims the authority to perform drug testing on students.

Drug Testing for Suspected Use – when a student is suspected, due to his or her behavior or circumstance, of being intoxicated or otherwise under the influence of alcohol or drugs. The policy is outlined below.

When a faculty member suspects that a student, due to his or her behavior or circumstance, has been drinking alcohol or using drugs, the Dean of Student Life or their designee may administer an alcohol test or bring the student to the Kramer House, where the student will be transported to a local medical facility for drug testing. If a positive result should occur, the student will be transported to a local medical facility for verification of the positive test. Any student present during suspected use of drugs or alcohol may also be tested.

Testing does not require the consent of parents.

The Dean of Student Life or their designee will provide appropriate information and concerns to the medical professionals regarding suspected substances used. The medical providers will then make the final decision regarding substances for which the student will be tested.

If the testing laboratory reports that a specimen has been diluted or otherwise adulterated, the test will be considered positive.

A positive test for alcohol or drugs will be interpreted as evidence of a violation of a major school rule and the student will be subject to disciplinary proceedings. The School does not distinguish between on or off campus use. Both are illegal and detrimental to a student's mental and physical health.

Refusal to take a test will be interpreted as a positive test. The cost of testing will be billed to parents.

Prospective Drug Testing

In certain circumstances, the School may require ongoing prospective drug testing as a useful deterrent to future drug use by a student. Such prospective drug testing could result from either a drug disciplinary event or a general concern within the community that a student may be abusing alcohol or drugs based on a pattern of behavior, circumstances, and/or performance, or digital evidence such as images on a social network. The policy is outlined below.

Prospective drug testing may be done as a result of a drug disciplinary event or in the absence of a drug disciplinary event whenever significant concern exists within the community about a student's use of alcohol or other drugs. The decision to require prospective testing will be made by the Head of School and the Director of Health Center.

Parents and students will be notified before prospective testing begins. It is hoped that parents will be supportive. Testing, however, does not require consent of the parents or students. Prospective drug testing can be a condition for continued enrollment at school.

- The Director of the Health Center will provide appropriate information and concerns to the medical professionals regarding suspected substances used. The medical providers will then make the final decision regarding substances for which the student will be tested.
- If the testing laboratory reports that a specimen has been diluted or otherwise adulterated, the test will be considered positive.
- A positive test for a student whose testing is the result of a drug disciplinary event will be treated as a violation of the student's probationary status and result in dismissal.
- Failure to report for testing upon request will be treated as a positive test.
- The duration of the prospective testing period will be determined by the Director of the Health Center and the Head of School and under most circumstances, will not exceed a calendar year.
- The cost of testing will be billed to parents.

Consequences for Violating the Drug and Alcohol Policy

Students found in violation of the Drug and Alcohol Policy may be suspended or dismissed. Unless the circumstances of a first-time violation are judged by the Judiciary Committee to warrant dismissal, the School allows a student the opportunity to remain in the community if the student demonstrates a willingness to remain substance-free. To remain in the community following an initial drug/alcohol violation, a student will:

1. Serve a suspension as determined by the Judicial Committee and Head-of-School.
2. Participate in a substance abuse evaluation and urinary analysis performed locally by a licensed Substance Abuse Counselor at the direction of the Director of Health Service. The recommendations of this evaluation must be provided to the School Psychologist and will be kept confidential. A release must also be provided allowing the evaluation provider to discuss the evaluation with the School Psychologist. The cost of all assessments and testing will be billed to the parents.
3. Participate in any programming or services recommended by the licensed Substance Abuse Counselor in the completed evaluation report. Counseling services provided outside the school are paid for by the family.
4. The Judiciary Committee and Head-of-School may make additional requirements or recommendations following an initial drug/alcohol violation.

NOTE: A second violation of the School's Drug and Alcohol Policy will most likely result in dismissal from the School.

Voluntary Testing

For any student undergoing drug testing facilitated by the school but for non-disciplinary reasons, there must be a written agreement between the parents and the Health Center Director with regards to how all test results will be handled and noting that school administrators will be notified. A positive test for a student that would be considered a first offense and not involved in a disciplinary event will be treated as a medical issue. A medical response will be designed by the medical and/or counseling staff and may include a medical leave of absence to allow for involvement in an alcohol or drug treatment program. Additionally, the student will enter into an agreement with the Dean of Student Life to remain drug free. This essentially means that a student who has tested positively for alcohol or other drugs will be placed on Disciplinary Probation for drugs and alcohol for the remainder of his or her career at Shattuck. Any positive test result that is considered a second offense will most likely result in dismissal.

STUDENT VEHICLE POLICIES

Students are expected to follow all of the school's automobile policies, listed below:

- Only day students are allowed to have a car on campus.
- Boarding students are not permitted to have or operate cars or any other motorized vehicles (car, motorcycle, mini-motorbike, Vespa-style scooter, etc.) on campus.
- Boarding students may not maintain a car closer to Shattuck than their own home and may not drive any automobile to campus unless accompanied by their parent or guardian, except when specific permission has been granted by the Dean of Student Life.
- Boarding students may not ride in a motorized vehicle (car, motorcycle, Vespa-style scooter) without explicit permission from the Dean of Student Life unless their off-campus permission (Free Weekend form) has been completed or the parent's permission process for a boarding student to ride with that day student has been completed and not revoked.
- Boarding students are not permitted to be in, on, or around any day student vehicle unless approved as noted above. This policy also applies to vehicles driven by non-Shattuck students, such as youth and adults from town, Shattuck siblings, co-op program teammates, etc.
- Boarding students on a leave or free weekend are not permitted to return to campus without cancelling their permission to be off campus except for team or Signature Program events.
- Cars may not be driven for any purpose during the school day, unless approved by the administration.
- Students may only park in the designated student parking areas and may not park on the front circle or near the dorms at any time. Parking in an unapproved area will likely result in an assignment to detention/work squad and potentially a loss of campus driving privileges.
- Student vehicles, on or off campus, are subject to inspection if deemed necessary by the school.

In order for day students to have permission to drive their own vehicle on campus, the following steps must be taken:

- An automobile registration form must be submitted to the Dean of Student Life by the student's parent or guardian.
- The student's vehicle permit tag must be displayed on the rear-view mirror.
- Just like other day students, student drivers should remain on campus during their entire school day unless checked out at the School office per day student rules for authorized appointments or absences.

The school <u>does not</u> assume responsibility for accidents, damage, or theft involving student vehicles.

- **1st Offense:** Students who drive a boarding student or boarding students who ride in a car without specific

permission will be issued a Red Card and promptly serve 3 hours of detention/work squad. Drivers may have campus driving privileges suspended for 2 weeks and riders may be restricted to campus for 2 weeks.

- **2nd Offense:** Students who drive a boarding student and boarding students who ride in a car without specific permission will receive a red card and will be sent before the Judiciary Committee and may receive a one week in-school restriction, and all of the driver's on-campus car privileges may be revoked for a specified time.
- **3rd Offense:** Students who drive a boarding student and boarding students who ride in a car without specific permission will be sent before a Judicial Committee hearing and may receive a two-week suspension from school or even be dismissed.

Out of Dorm/Off-Campus Permissions

Being off campus without permission is considered a major violation of school rules. All students must follow the sign-in/sign-out procedures as well as all procedures for taking off-campus overnights. For detailed information on sign-in/ sign- out procedures and off-campus overnights, please see the "Residential Life" section of this handbook.

- **1st Offense:** Students who fail to properly sign-out and/or complete the off-campus paperwork when going off-campus will receive a white card and may receive restrictions based on the severity of the offense.
- **2nd Offense:** Students who fail to properly sign-out and/or complete the off-campus paperwork when going off-campus will be restricted to campus for two weeks and earn one or more sessions of detention/work squad.

Out of Dorm after Sign-In

Students found out of the dorm after having signed in for the evening will most likely face dismissal from the school. This also applies to students in assigned accommodations during travel as a team or school group.

Restricted Access to Dorm Rooms

Students are not allowed to be in the dorm room of a member of a gender opposite of their own dorm. Dormitory hallways, bathrooms, and public areas other than the dorm common rooms during permitted periods are also off-limits. Dorm common rooms have posted visiting hours, and students must follow these and expected rules of behavior.

Students of the opposite sex found in dorms outside of the dorm common room (i.e. hallway or non-common lounge area) will receive a red card and face a Judicial Committee review. Students found in the dorm room, bathroom, or other private area of the dorm of a student of the opposite sex will likely face dismissal from the school.

These rules on visitors also apply during travel as a team or other school group.

Restricted Access to Dorm Common Areas

Students are allowed to visit dorm common rooms during posted visiting hours.

- **1st Offense**: Students of the opposite sex found in the dorm common rooms outside of visiting hours will receive a white card.
- **2nd Offense:** Students of the opposite sex found in the dorm common rooms outside of visiting hours for a second time will receive a red card and/or face a Judicial Committee as determined by the School Director or Dean of Student Life.

JUDICIAL PROCESS

Major offenses against school rules will be handled by the Dean of Student Life and will usually result in a Judicial Committee review. It is the purpose of the committee to offer the offender a hearing and then to make a recommendation to the Head of School. This Judicial Committee may comprise (but not limited to) a group of student proctors, faculty members, and procedural advisors. Each judicial hearing will typically have six members (three students and three faculty members), plus the student's advisor, in order to convene. Parents may not be present in the Judicial Committee proceeding. .

In reaching disciplinary decisions, the Committee Chair, the Judicial Committee, and the Head of School are careful to weigh honesty in disclosure, distinguish between intention and thoughtlessness, to consider mitigating and aggravating circumstances, and to hold students accountable for the consequences of their behavior.

On the basis of the recommendation of the committee, the Head of School makes a final disciplinary decision. Students failing to respect the regulations and standards of the School may be dismissed by the Head of School at any time. If a Judicial Committee hearing is convened, the Head of School has sole discretion to accept or reject the findings and recommendations of the Judicial Committee. Any decision by the Head of School concerning discipline is final and may not be appealed. Results are confidential but the advisor, Signature Program director, and other administrators will be notified.

TECHNOLOGY ACCEPTABLE USE POLICY

In striving to prepare students for excellence in college and beyond, Shattuck has made a commitment to ensure that students are prepared to compete in an age of increasing technology. Acceptable usage of the Shattuck campus network includes any activity that supports the academic mission of the School. Shattuck makes no express or implied warranty for the Internet access it provides or the resources that are available through the Shattuck network. Shattuck cannot completely eliminate access to information that may be illegal or deemed offensive. Shattuck strives rather to provide students with the guidance and the skills required to use technology in a manner that is consistent with the School's mission.

Shattuck does not accept responsibility for the loss, damage or theft of any electronic device or data on any such device used on school property.

Shattuck expects that all members of the community adhere to both the specific guidelines below, as well as the spirit of the School's policy. Failure to act in accordance with this policy may result in disciplinary action, loss or restriction of network privileges, confiscation of hardware, or criminal penalties under applicable state and federal law. Unacceptable use of our network includes, but is not limited to, the following:

- Violating the rights of privacy of any individual, either by accessing the account, files or the device on which those files may be stored.
- Using language or distributing material in any electronic communication that may be considered offensive or threatening to another individual.
- Sending, requesting, capturing, or displaying to other members of the community photos, texts, videos, or other media of a sexual nature. Note that requesting or sending such material may also be considered sexual haraShattuckent.
- Acting in a manner which in any way degrades or disrupts system performance for other network users.
- Use of the Shattuck network for financial gain or for any commercial or illegal activity.

- Altering the settings on any school computer, downloading or installing any software, modifying or disabling any school hardware, installing any unauthorized hardware (routers, hubs, wireless access points, etc.), accessing the Internet without going through the School's internal network and servers.
- Using any non-registered hardware to access the School's network.

While Shattuck respects the privacy of all users' email accounts, files, and network activity to the fullest possible extent, the School reserves the right to investigate where it feels that there is an indication of inappropriate conduct.

Phones/Electronic Communication Devices

Students may possess or use personal electronic communication devices including, but not limited to, cell phones, pagers, computers, iPads, iPods, game consoles and any device which has the ability to connect or access data on any network.

Permitted devices must:

- Be turned off at any time as directed by a faculty member.
- Not disrupt the educational program or school activity.

Student cell phones and/or electronic devices including, but not limited to, text messages and digital photos, may be searched by a faculty member, under limited circumstances, in accordance with the limitations imposed by state and federal law.

Due to the extensive use of wireless phones, earbuds, and other such devices on campus, students are encouraged to properly name and label each device, set up the tracking feature, and use some form of identification markings on the case. The School is not responsible for lost or stolen items.

Digital Communication

Shattuck understands the importance of students engaging, collaborating, learning, and sharing in digital environments. To this aim, Shattuck has developed the following guidelines to provide direction for the School community when participating in online activities.

Shattuck encourages students to participate in social computing and strive to create an atmosphere of trust and individual accountability, keeping in mind that information produced by Shattuck students is a reflection on the entire community and is subject to the School's Acceptable Use Policy.

We ask that students follow the School's rules when posting online, including through texting, social media, and all other forms of digital communication. This includes those communications that a student may want to consider as private. Any form of communication that includes other members of the School community are subject to these guidelines. Simply put, what is inappropriate at School is inappropriate online, and students will be held accountable in the same fashion. Students should not post anything they wouldn't want friends, parents, teachers, or an employer to see or post anything about another individual without express permission. Students should never give out personal information including, but not limited to, last names, phone numbers, passwords, addresses, exact birth dates, and pictures. Nor should they misrepresent themselves by using someone else's identity. The School's policies on sexual harassmentalso apply.

What is posted online leaves a digital footprint for all to see. It is acceptable to disagree with someone else's opinions; however, it is necessary to do so in a respectful way. Criticism should be constructive and not hurtful.

Failure to act in accordance with these guidelines may result in disciplinary action, restriction or loss of network privileges, confiscation of hardware, other restrictive consequences, or even dismissal.

School Life

GENERAL INFORMATION

Personal Property

Shattuck is not responsible for personal items brought to campus by students if lost or stolen. When not in their dorm rooms, students are expected to lock their doors and should not share or give out their room keys, fobs, or codes. Should valuables need to be stored, safes are available on both campuses. The School will not tolerate theft or vandalism. These are serious infractions of the School's rules and will result in major disciplinary action. Passports, Visas, and I-20 forms must be turned in to the Admissions Office for safekeeping.

School Store Account, Allowances, Banking, Additional Money

Each student will be provided a MyKidsSpending account for the school store for purchases of books, school supplies, athletic goods, and other articles that may be required. This account will also allow students to make purchases at the Sabre Café and Snack Bar. Parents will be able to add funds, view student's spending history, check balances and set parameters on spending for each location. It is recommended that this spending account be funded with $500 to start the year. The amount and types of charges that the student is allowed to make to this account are determined by settings within the MyKidsSpending app parents have access to. Costs of most off-campus recreational trips are paid by the student and can be charged using the MyKidsSpending account. Charges such as airport trips, taxi rides, exam fees, etc. will be charged by the Business Office to the students Tuition Management account. Parents will be emailed a statement showing the amount due when the charge is posted to the account. Families are encouraged to obtain either a checking or savings accounts for students who may have needs above and beyond what the incidental account provides.

At the beginning of the school year, parents determine the amount of weekly allowance to be given to the student up to a maximum of $50. These allowances are issued on Thursday at the School Store and are deducted from the MyKidsSpending account. No additional cash funds can be withdrawn from this account. The school recommends that students not keep large amounts of cash in their dorm rooms.

Any time during the school year, student spending privileges can be adjusted by parents on the MyKidsSpending app. The website it www.MyKidsSpending.com

The MyKidsSpending App is available for free on iOS and Android devices. iOS: https://itunes.apple.com/us/app/my-kids-spending/id542068908

Android: https://play.google.com/store/apps/details?id=com.odininc.mykidsspending

The School Store

Located in the lowest level of the Hub on the Shattuck Campus, the School Store is available for use by all community members. The store has school supplies, school dress code items, sportswear, and laundry items. Stamps can be purchased and packages weighed. Student mailboxes will be issued during registration. Dry cleaning and special orders (such as commencement items and class rings) are also handled through the School Store.

UPS, FedEx, Amazon, and Other Delivery Services

Students wishing to send packages by UPS and FedEx may do so through the School Store. The fee can be charged to the student's incidental account. Shattuck is not responsible for lost or stolen articles. Parents sending packages through such services to their child at School should use the following address (even if living on the St. Mary's campus):

For all students living on either campus:
(Student's Name)
Shattuck St. Mary's School
1000 Shumway Avenue
Faribault, MN 55021

Note that any delivery directed to another address on either campus will not be accepted inside and thus left outside and unsecured until claimed by the student, thus we recommend all package deliveries be sent to the School Store.

Cell Phones, Tablets, and Headphones

These devices are allowed on campus, but may NOT be used in the dining rooms, classrooms, Red Carpet area, Chapel, or during, school meetings, assemblies, study hall, or when not permitted in the dormitories. Parents should note that no incoming calls should be made during these times. All students must register their cell phone number with their dorm and/or the Dean of Student Life upon arrival to school in the fall. The school reserves the right to determine whether cell phone use is appropriate. During free periods, students may discreetly and quietly use their devices in the student lounge areas.

If a student is identified as possibly being involved in a Major School Rule violation or there is a question of a student's safety, their cell phone may be confiscated, and the digital content reviewed in the ongoing investigative process. Cell phones are not permitted during Judicial Committee hearings.

Dining Room Regulations

All students gathering in the dining halls should conduct themselves with consideration for others. It is expected that all those eating in the dining halls will clear their places completely, dispose of dishes appropriately, clean their table with the provided wipes, and be respectful and considerate of the dining hall staff.

Golf and The Legacy

Students may not golf on-campus, as this presents a danger and the possibility of damage to school and personal property. Those students heading to the Legacy Golf Course across the street are reminded to use the sidewalk and not to walk in the street on Shumway Avenue. All golfers must check in at the Legacy club house before beginning play. Misuse of the course, golf carts, or other course facilities will result in disciplinary action and loss of golf privileges. The Legacy course is considered an "off-limits" area unless the student is properly checked in at the clubhouse to play at that time. Any student discovered to be on the course after hours or without properly registering for play will receive a ban from the course, restriction to campus, and other potential consequences.

Insurance and Valuables

Since Shattuck does not carry insurance on students' personal property, parents should take the necessary steps to insure their child's belongings. Students should avoid keeping items of high value or large amounts of cash in their dorm rooms or storage areas and discuss other options with their dorm parents. Students may have a small safe in their room, but must be ready to provide access to school staff when requested.

Laundry, Linen and Dry Cleaning

Free laundry facilities are available for student use in each dormitory. Each student should install the laundry app on their phone to help facilitate efficient use of the machines in each dorm. All clothes should have names marked on the tags. Laundry and dry-cleaning services are also available through the School Store. A parental permission form needs to be filled out in order for a student to use this service and all charges are billed to the student's incidental account. Students using this laundry service are required to use a laundry bag, which must be purchased from the School Store and marked with the student's name. The School is not responsible for any lost items.

Mail and Email

All students are given a mailbox in the School Store and an email address. Students are required to check their email at least daily for important messages and information.

Closed Campus

Shattuck maintains a closed campus during regular school hours. Students are not allowed off-campus until the end of their regular school day. Day students may not go back and forth between home and school during the school day. Exceptions are made for medical and dental appointments, approved ScholarShift internships and volunteer service work, or with specific permission from the School Director or Dean of Student Life.

Off-Limits Areas

Certain areas on and around campus are dangerous and are always off-limits to all students without appropriate supervision. These include the ravine, river road, brewery trail, ropes course, bike trails, the wooded areas surrounding the sports complex, the bluffs behind St. Mary's Hall, the cliff paths, the area behind the Inn, construction zones, roof tops, and any other area with an "off limits" sign posted. This also includes the Legacy Golf course unless registered at the clubhouse for play at that time. Students found in these areas will receive an automatic white or red card depending on the level of infraction and may face further consequences. This policy applies at all times when a student is enrolled at Shattuck, even if on a free-weekend.

Students are not allowed behind a locked and/or closed classroom or office door with another student unless there is a supervising adult present.

Prom

Held each year during spring semester, Prom is open to all 11th- and 12th-grade students, as well as any 10th-grade student who is accompanying an 11th- or 12th-grader. Younger students are not allowed to attend under any circumstances. Students may invite a guest who is not a Shattuck student, but that person must be at least in the 10th-grade and cannot be older than 19 years of age. All guests must be approved by the Dean of Student Life after the student completes the request forms at least two weeks prior to prom. If the guest of a boarding student, another adult must be responsible for the visiting student after prom as a boarding student may not depart with a visitor. Boarding students who attend Prom must stay on campus for the remainder of the night and may not depart with anyone else, not even their own parent.

STUDENT TRAVEL

The Reach App

All students need to have access to our Reach student life software, either by installing the app on their phones or logging in online. Currently, Reach is used by students and families for the following purposes:

- Signing up for student activities
- Setting location status at dorm checks
- Making leave requests

- Setting up off campus appointments that will take place outside the school day
- Submitting travel plans for school breaks

Reach tends to be most useful for students when they install the app. Parents should sign in on the Reach website and monitor their email for request approvals initiated by their child or themselves. Parents should check to make sure their contact information is current and promptly notify the School of any changes.

School Break Travel

Travel arrangements must coincide with the School's Academic Calendar. All dormitories are closed during the School's three major breaks (fall, winter, and spring). Students must be checked out of their dorm by 4:00 p.m. for each break, and may not return to the dorms until they re-open. Students may not stay in the dorm for an early return or late departure. Parents and students should submit break travel plans through Reach as soon as they know they have that information.

Airport Shuttle Requests

The School can arrange transportation from the Minneapolis/St. Paul International Airport (MSP) for the beginning of the school year, the end of the school year, and the three major breaks (fall, winter, and spring). In addition, the School can arrange transportation for any emergencies, medical and dental appointments, college visits, and most school-related trips. All requests should be submitted through Reach or travel@s-sm.org and include all flight details. Appropriate charges will be made to the student's incidental account for transportation and current rates can be found through a link on the Parent Portal of our website.

When booking flights, please realize that a student will need to leave the School campus at least three hours prior to their flight's scheduled departure.

Unaccompanied Minors

All major airlines have age and fee requirements for unaccompanied minors (children under the age of 15 traveling without an adult or sibling that is over 15 years of age). When booking student tickets, parents should inform the airline of the student's age. The School will not pay the airline's unaccompanied minor fee at the airport and this fee cannot be taken from the student's incidental account. The School also charges an extra fee for this service, so parents should consult the current rate chart linked on the Parent Portal of our website. Also, please be advised that for domestic flights, unaccompanied minors are restricted from the last connecting flight of the day.

Non-School Travel Requests

Due to liability and limitations of resources, Shattuck cannot meet transportation requests for purposes unrelated to official school activities, such as participation with an outside club team, part-time work, driving lessons, recreational endeavors, etc. Parents are responsible for hiring an outside transportation service for such purposes and cannot hire Shattuck faculty/staff for transport "on the side" beyond their normal job responsibilities.

DAY STUDENTS

Certain regulations pertain specifically to day students. Parents of day students are strongly urged to be aware of the School's rules and to understand that day students are held accountable for all major school rules as well as all dormitory rules while visiting boarding students on campus.

Day Student After-School On-Campus and Dorm Visiting Hours

Day students are welcome to remain on-campus after the end of the class day but must follow all school rules and visiting policies. Day students depart by the start of study hall (8:00pm) on Sunday - Thursday unless the student

is eligible for free nights. Day students must earn free night privileges in order to stay on campus during study hall and may be asked to leave campus at any time if their behavior or presence becomes problematic. However, day students are encouraged to attend special programming and performances where free nights are not required.

Middle School (6th-8th grade) day students are not allowed in the senior dorms at any time and should not be in rooms of students in grades 11 and up in any dorm. Upper School (9th-12th grade) day students are allowed in same-sex dorm rooms and common areas from 4:00 p.m. until the start of study hall. Day students may not be in the dorm room areas during the academic day. Dorm parents may ask day students to leave the dorms at any time. Members of the opposite sex are not allowed in student rooms at any time.

Student Vehicles

Please see the complete car policy in the "Citizenship" section of this handbook. Day students must park in designated areas, and should not park near the parade field, dorms, or anywhere else south of the academic buildings. Day students are not permitted to drive boarding students at any time, not even around campus, except in conjunction with an approved overnight free weekend. Day student families may not keep a car for a boarding student or allow/enable any boarding student to use a vehicle except on an approved overnight free weekend that includes such an arrangement approved through Reach.

Day Lockers

Students may contact the school store to obtain a locker in the academic buildings. These lockers should be kept locked, whether used daily or not. Each student is expected to keep their locker area secure, neat, and clean.

Day Student Overnights in Dorms

Due to liability and space concerns; the School is not able to accommodate day students overnight in the dormitories for non-emergency situations or late school events. In emergency situations, or extreme weather conditions in which the day student shuttle van is unable to run, the School is committed to safely housing those day students who need a place to stay. In all other situations, parents must make other arrangements for their child.

For students who have an early departure or a late return for athletic or arts events, overnight housing in a dorm room may be provided after permission from the Dean of Student Life has been granted at least three days in advance. This service is provided as an exception to the rule. Day students should not count on staying in the dorm at any time.

- The student must have a particularly early departure/game or late return time that makes it difficult to get home and back to campus.
- The student MUST stay in the dorm that night – they cannot decide to drive home if they have already asked for an overnight stay.
- Students who have their own car must turn in their car keys to the dorm parent prior to staying in the dorm.

Early School Closure

If the School closes early for any reason, day students should contact their parents immediately to make arrangements for going home. If the School deems that upcoming weather conditions may make end-of-the-school-day travel unsafe, day students may be sent home early to avoid the weather. Day students must leave campus immediately in such situations and may not return later in the day without specific permission from the administration. Since the majority of students are boarding students, the school does not generally suspend classes or activities during severe weather. Day student families are asked to make their own decisions about the safety of travel and to notify the School in cases of absence due to weather conditions.

Employee Children
Employee children who attend the School are considered day students and must abide by all day student policies, rules, and regulations.

Hosting Boarding Students Off-Campus
Day students and their parents are asked to be aware that all boarding students must be properly approved through a request on Reach before visiting day students off-campus. Boarding students should not be in day student homes without adult supervision at any time.

Off-Campus Host Families - Not Permitted
Shattuck does not permit students to live Off-Campus without a responsible adult regardless of the student's age. Our policy requires that day students must live with their parent, not a host family or any other adult. All parents must provide detailed information stating where the student will be living, with whom, and contact information for the supervising parent(s).

Boarding Student - Extended Stay Off Campus
If parents wish to host their student at a residence off campus while still attending school for more than just a few days, an arrangement must be made with the School Director and Dean of Student Life to clarify which rules and policies will be in place during that time. Such a student is not permitted to drive a vehicle on campus and the parent should expect to take additional responsibility with regards to attendance, health care, transportation, and appointments. Keeping the school and dorm updated on plans through Reach, emails, and phone calls is crucial for accountability and to avoid undue burden on dorm parents.

Day-Boarding Student Switch
Students may transition from a day student to a boarding student only if the school determines space is available. Families considering this option are strongly encouraged to think carefully about the process before making a commitment.

Reporting an Absence
When a student is unable to attend school for any reason, a parent should contact the School office before the start of the class day. Unreported absences will be considered unexcused. Students who miss class for excused absences are expected to be responsible for making up any missed work and for being properly prepared on their return to school. Please see the Absence Policy listed in the Academic Handbook for more information on excused versus unexcused absences and the School's make-up work policy. School attendance line is *507-333-1529* or by emailing attendance@s-sm.org

NOTE: If a student has been reported "ill at home" and has missed two or more obligations, that student may not participate in sports or extracurricular activities for the remainder of the day.

If the absence is going to take place outside of the school day, the request should be submitted via Reach.

Check-In/Check-Out
All day students who leave campus during their academic day for an approved appointment must check out in the School Office or Health Center prior to departure. If a day student wishes to return home briefly for an unexpected matter, this must be approved at the School office before departure. Students must check-in again upon returning to campus.

Study Facilities
Day students may study on campus until 8:00 p.m. Sunday through Thursday.

CAMPUS PROGRAMS & RESOURCES

Campus Vans & Bus
Transportation between the campuses, as well as to the sports complex and golf course, is provided to all students by campus vans and the school's bus. Standards of appropriate and respectful behavior should be upheld by all students who use the van service. Runs to other locations, such as local stores and restaurants, are also scheduled from time to time and students should log themselves off and back on campus when using this service. These vans are a privilege extended as a courtesy to students. Disrespectful behavior will result in the suspension of this privilege. State Law requires that all passengers wear seat belts while riding in School vans.

Campus Chapels and Services
The Chapel on the Shattuck campus is open throughout the day to students and other school community members as a space for quiet reflection. Chapel services are designed as community gatherings that celebrate and explore the religious and spiritual diversity of our students. Based on the Judeo-Christian, specifically Episcopal, tradition, these services draw on a variety of texts and music from both religious and secular sources. Broad participation from community members creates a time to nurture spiritual curiosity, personal reflection, and thoughtful engagement. Required Chapel services are held weekly for all students during the school day.

Extra-Curricular Activities
Shattuck offers a wide range of activities outside of the classroom that allow students to explore interests and develop knowledge in non-class settings. The list of extracurricular activities varies from year to year, depending on the changing patterns of interest in the student body.

Shattuck believes that all students benefit from being active in the afternoons during all both semesters. For this reason, participation in an after-school sport or school-sanctioned extracurricular activity is required of all students each semester unless currently active in an athletic Signature Program. The School aims to provide a broad array of choices to appeal to students of many interests. Afternoon activities play a large part in the school's ability to provide challenging and enriching offerings for the social, emotional, and physical well-being of all students.

Athletic opportunities may include soccer, basketball, baseball, golf, tennis, volleyball, 5k running, badminton, and other options with sufficient interest. Activities that may be available include Arch Dance, Mathletes, Theatre Production, Wooden Soldiers, Photo Club, Art Club and Spectator.

NOTE: Equipment and uniforms provided by the school must be returned according to the direction of the coaches. Students who do not return school property (equipment/uniform) will be charged a fee of $100 to their incidental account. This should not be seen as an opportunity for students to "buy" their uniform.

Physical Exam (for extra-curricular activities)
A physical exam conducted by a physician within eight months prior to admission to the School is required for all students. This exam must be repeated every three years for participation in sports. The health forms and physician's approval of participation must be completed and returned to the School before the student will be allowed to participate in any athletics.

Equipment
Students who participate in MSHSL-sanctioned sports that require certified protective equipment will be provided with the equipment by the School. All other equipment must be provided by the student.

HEALTH SERVICES

Athletic Training
The services of multiple full-time Certified Athletic Trainers (ATC/R) are available for the prevention and care of injuries to students and athletes. The Athletic Training Office is located in the Sports Complex between the Parise and Sumner Rinks. The Athletic Training Office is staffed during the school day and after school for practices, as well as for all home hockey and soccer games. Students may schedule time with the Athletic Trainers throughout the day during the student's free periods.

Students may not receive therapy during a period in which they have a scheduled class. Weekly office hours are posted on the athletic trainers' office door and are generally 6:30 a.m. to 7:00 p.m. and/or coordinated to the practice of the day. The Director of Sports Medicine can be reached directly at (507) 333-1584 or 333-1706 or at joe.sawicki@s-sm.org. The Athletic Training Office can be reached at (507) 333-1584 or (507) 333-1706, or via email at AthleticTrainers@s-sm.org.

Kramer Health Center
Responsible for the physical health and well-being of all students, the School's Health Center is located at Kramer House, the first house east of the Arch. The Health Center is open from 7:30 a.m. to 4:30 p.m. Monday - Friday. The nurse may be reached directly at the Health Center number (507) 333-1644. A nurse is on call after the Health Center closes and on weekends in case of emergencies at (507) 339-3000.

A physical examination is required within eight months prior to admission and every three years thereafter. Parents are expected to provide the nurse with the requested medical forms prior to the start of the school year. This includes a complete immunization record and a health history/physical exam form for all new students signed by both a doctor and parent.

All health forms required by the Health Center office must be completed, up-to-date, and received by the Health Center prior to the start of school. Required annual health forms can be obtained from the Magnus Health Portal which is accessed through the parent's PowerSchool portal. No student will be allowed to live on campus, attend classes, or participate in any activities at Shattuck without having these forms completed and turned in prior to arriving on campus. Updated health information is required each year for all students as well as a copy of current health insurance cards.

Parents are expected to inform the nurse, athletic trainer, or counselor of any medical or psychological conditions, change in treatment plans, and all medications – whether prescription, over the counter medications, or nutritional supplements.

In the case of a serious injury, illness, or medical appointment, the nurse will contact the parents as soon as possible.

Use of the Health Center
Students feeling ill in the morning should report to Kramer House between 7:30-7:50 a.m. Students requiring assistance to get to the Health Center are expected to notify a dorm parent or their school office before their first obligation. Those who are found "sleeping in" will be issued an Unexcused Absence.

Students admitted to the Health Center must have permission for visitors. They are not allowed to leave the area for mail, books, etc., until the end of the class day at 4:00 p.m. or have permission from the nurse, at which time they may be excused to return to the dormitory.

If a student becomes ill or injured during the night or on weekends, he/she must report to a dorm parent for assistance by going to their apartment or calling the duty phone. The on-call nurse will be contacted if necessary. Students will not be charged for staying in the Health Center during office hours, 7:30 a.m. - 4:30 p.m. However, if overnight nursing supervision is needed, the School reserves the right to charge for nursing services.

Following a serious illness, a student-athlete must have a signed or verbal release from the nurse to return to sports. This may also require a physician's clearance. Students recovering from an injury will be released back to play when it is determined safe to do so by the certified athletic trainer. Physician clearance may also be necessary.

Students are welcome to discuss health concerns with the nurse or athletic trainers during their free time. Students will not be excused from class for consultation unless it is an emergency.

If there is a necessary medical or dental appointment during the school year, arrangements will be made with a local taxi service to provide transportation for the student.

Need for Significant On-Going Care

Should a student be in need of personal supervision for more than 24 hours due to an ongoing medical or mental health need, such as an injury, sudden illness, emotional support, or recovery from a surgery or treatment, the parents are responsible for providing such care. This may require the student to return home or a parent to stay off-campus with the student while in recovery. Such arrangements should be made with the Health Center Director, Director of Counseling, and Associate Head of School. If circumstances delay or prevent a parent from being able to provide such care, extra charges will be applied to the family's account to cover the additional costs incurred by Shattuck in providing care.

Extended Student Medical Leave

A medical leave may be granted or required of a student when physical, emotional, or psychological issues significantly impair a student's well-being and their ability to function successfully or safely at Shattuck. All medical leaves will be granted by the Health Center Director or the Director of Counseling. Lengths of time for leaves may vary but need to be long enough to allow the student time to deal with and receive proper treatment for the circumstances that led to the need for leave. The Director of the Health Center or Director of Counseling will consult with school officials and determine the conditions that must be met in order for a student to return to school.

The Director of Academics will also consult on the academic plan for the student during their absence. If a leave requires a student to miss more than four weeks of academic instruction, The School will determine if the student will be able to receive credit for the current semester's classes or if an alternate plan for making up credits missed is necessary.

Prescription Medications

Parents and students must inform the nurse of all prescribed medications at the time of registration and throughout the year as changes occur. All prescription medication will be kept in the Health Center (Kramer House) and dispensed by the nurse or their designee on a daily basis, Monday-Friday. No prescription medications are allowed in the dorm. Weekend doses of non-controlled prescription medications may be dispensed in a packet to the student on

Friday and the student is responsible for taking them at the proper times. Controlled substances will be dispensed by the nurse when the Kramer House is closed (evening and weekend hours). If a nurse is unavailable, or the student is traveling on a school-sponsored trip, a faculty member trained in medication administration (dorm parent or coach) will dispense the controlled substance to the student as delegated by the school nurse.

All prescription medications must be properly labeled, in an up-to-date pharmacy bottle, in English. If a dose or dispensing time change occurs, a written order from the physician must be sent or faxed to the nurse before the change will be implemented. All prescriptions from home are to be sent directly to the Health Center, not to the student.

Prescriptions are filled at Walgreens which is located at 612 – 4th Str. NW, Faribault, MN 507-332-9783. All boarding students must have an account at Walgreens, regardless of whether or not they are currently taking prescription medication. All billing for prescription medications will be handled by Walgreens.

If a student is taking an ongoing prescription medication that is filled on a monthly basis, it will be charged to the student's express pay account or credit card on file at Walgreens. The School will not allow routine monthly prescription charges to be billed to a student's incidental account. All leftover prescription medications will be provided to the student at the end of the year, except narcotics or controlled substances. These will be given directly to the parent or destroyed at the end of the year.

Over the Counter (OTC) Medications

A small quantity of OTC medications, such as Tylenol, Midol, or antacids, may be kept in the dorm for occasional personal use. For safety reasons, students are not allowed to share these with or sell these to other students.

OTC medications are dispensed by the nurse for fever, pain relief, minor skin irritations, colds, and stomach upset per standing orders from the consulting physician. Small supplies of OTC medications are in the dormitory first aid kits and can be dispensed by the dorm parents or the athletic trainers when the Health Center is not open. Information is delegated by the nurse to the adult administering the medication that is properly trained and is expected to inform the nurse when they have dispensed it to the student.

Before any student is allowed to take any over-the-counter medication dispensed by Health Center personnel or delegated staff, the "Over the Counter Medication Consent" parental permission form must be completed, signed, and filed with the Health Center in the Magnus Health portal.

Performance Enhancing Nutritional Supplements

Shattuck has adopted the following position regarding performance-enhancing nutritional supplements, as recommended by the Minnesota State High School League Sports Medicine Advisory Committee:

In order to minimize health risks to student-athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches should not dispense any drug, medication, or food supplement except when the student is under the care of a doctor and only as prescribed. A physicians' order must be on file with the Health Center. A prescription form can be found in the student's Magnus Portal.

Students are not allowed to use any banned performance-enhancing nutritional supplement as defined by the World Anti-Doping Agency (WADA) except under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendation. Students are not allowed to

use or possess supplements containing creatine.

Consequences for the use of banned substances (including the use of creatine) can be found in the Citizenship section under Disciplinary Consequences.

Immunizations

All students are required to have the following immunizations completed prior to arrival at the School. Minnesota State law requires that a student be immunized against certain diseases unless a notarized exemption is received for medical reasons or it is against conscientious beliefs. They are:

- Measles, Mumps, and Rubella – two (2) doses with the first being after 12 months of age.
- Tetanus- Diphtheria,-Pertussis (DTaP)– at least three (3) doses with a booster (Tdap) given after the 11th birthday unless it was given after the 7th birthday; then it must be repeated 10 years after the last dose.
- Polio – at least three (3) doses, unless all were before age 4; then a 4th dose is required.
- Hepatitis B (HBV) – a series of three (3) shots or the alternate two (2) dose hepatitis B vaccine – for all 7th graders and most college entrants.
- Varicella – two (2) doses (required of all 7th graders), with the first being after 12 months of age. The varicella shot is not required if documentation is provided demonstrating that the child already had the chickenpox disease.
- Meningococcal – For all students entering 7th grade. Students entering 8th through 12th grade must show documentation if the school requests it. A 2nd (booster) dose is received at 16 years of age.

Shattuck also recommends the following:

- Hepatitis - A series of two (2) shots – for all students.
- Annual Flu Vaccine – for all students and faculty, our Flu Shot clinic is offered during the fall at the Health Center for a fee.
- Human Papilloma Virus - A series of three (3) shots for all students
- COVID-19 – a series of 3 shots – for all students

In order to attend school at Shattuck, students must comply with Minnesota State Law. For all immunizations the month, day, and year should be recorded for each vaccine received. All immunizations must be completed, with dates recorded, and submitted to the Health Service prior to enrollment, or the family must:

- Show proof of a medical exemption signed by their health care provider.
- File a notarized waiver with the school if opposed because of conscientious beliefs.

Tuberculosis Testing

A Tuberculosis Skin Test is MANDATORY and to be completed before arriving at Shattuck for students who have traveled or resided in one of the countries that has a high incidence of active TB according to the World Health Organization's TB Incidence Document. Please contact Health Services if you have questions or need clarification. A student is exempt from this requirement if he/she has had a positive reaction of 10 mm or greater Mantoux test and received prophylactic treatment, or if the student has had a Quantiferon test (QFT). A positive reaction of 10 mm or greater to the skin test will necessitate a chest x-ray. All students will be expected to adhere to the guidelines of the Minnesota Department of Health regarding preventative care and treatment for tuberculosis as directed by the nurse and the consulting physician. If a student has a positive PPD in the past and has been treated with prophylactic antibiotics, please inform the Health Center.

Insurance

Each student must be covered by appropriate comprehensive medical insurance, either through a parent's policy or

on their own which will cover appropriate health care while they are enrolled at Shattuck. Prescription drug coverage is also strongly recommended.

Secondary Insurance

Students participating in athletics are covered by supplemental athletic insurance policies provided by the School. Coverage may vary depending on the athletic activity. Parents of Shattuck student-athletes injured at USA Hockey, US Club Soccer, or US Youth Soccer sponsored events during the academic school year should contact Joe Sawicki at *507-333-1750* as soon as possible to receive more information about the secondary insurance provided by these Youth Sport associations.

International Student Insurance

International students are required to carry the comprehensive medical insurance that is provided by Shattuck. The Health Services staff will complete online enrollment for those families once the proper paperwork for school (re)enrollment is completed. Families will be invoiced in the summer for the cost of the insurance, which will need to be paid at the same time as the final tuition payment.

Sexuality/Intimacy Policy

The School recognizes that sexuality is an integral part of the human condition. It is important to help young people in the school community understand and deal responsibly with this aspect of their development. The School encourages healthy relationships and expects students to abstain from intimate sexual activity. Students involved in intimate sexual activity may be subject to disciplinary sanctions.

In an effort to foster a mature attitude toward sex, students are encouraged to seek the support and advice of their parents, the School's counseling services, the Health Center, the school chaplains, their advisor, or other adults in matters that pertain to their sexual identity and emotional development. Personal concerns regarding sexual health matters, which may require a medical referral, should be addressed to the Health Center.

Confidentiality

The laws of Minnesota recognize a minor's right to seek services for family planning and treatment of sexually transmitted diseases without parental consent. If a student approaches the Health Center for assistance in these areas, he/she is earnestly encouraged to involve his/her parents. If the student is unwilling to do so, the Health Center is bound by law to respect the student's right to confidentiality and appropriate medical services will be obtained.

Counseling Services & Student Support

The aim of student support and counseling services at Shattuck is to promote a healthy environment that will enable students to develop to their fullest potential. A healthy environment is one that makes an effort to respond to the whole person, taking into account physical, emotional, and social well-being. Recognizing that students' needs differ, as does their level of comfort in discussing personal problems, there are several avenues of support available. The school counselors, and other Health Center staff, dorm parents, and faculty are all there to assist students and to begin to address their concerns.

During their time at Shattuck, students may encounter challenging life experiences that can interfere with educational goals, extracurricular involvement, social relationships, and/or personal growth. In such instances, students are encouraged to take advantage of counseling services regardless of how serious or "normal" the concerns are perceived to be. Meetings with a counselor are often initiated by the student, although students may also be referred by peers, parents, and faculty. The full time school counselors can be contacted at any time during the school day for appointments or drop-ins. After school and over the weekends, our counselors are available on

an emergency basis.

Counseling Services at Shattuck offers a wide array of services to the school community. Counseling Services has two primary roles: to serve the individual psychological needs of students, and to foster the psychological health and well-being of the Shattuck community. These roles are carried out through consultation services, individual and group counseling, psychoeducational programs, and specialized training and supervision of various groups and departments. All services are provided without charge to members of the Shattuck community.

Individual Counseling

Individual counseling is offered as short term, one-on-one sessions dealing with a wide range of personal concerns. Some common issues include:

- Adjustment
- Stress Management
- Anxiety
- Depression
- Relationship Concerns

Group Counseling

Small group sessions that center on a shared issue or problem are offered in addition to individual counseling.

Referrals

The school counselor can assist in making arrangements for Counseling Services outside of the School as well as for educational and/or psychological assessments (the student and his/her family are financially responsible for such services). If the counselors determine that a student's issues are beyond the scope of their duty or ability, they may ask parents to make arrangements to help their student find counseling or therapy outside of the school setting.

All Counseling Services are provided under a policy of strict confidentiality except where personal safety is concerned.

Residential Life

One of the benefits of the boarding school experience is the chance to live and learn among peers, friends, and faculty. Dormitories are more than just a place where students sleep – they are homes where students and faculty live, learn, laugh, and grow. Part of living in a community home means taking responsibility for the shared living space – cleanliness, noise, activities, privacy, and possessions. All of these things are the responsibility of everyone who lives in or visits the dormitories.

OFF-CAMPUS PERMISSION, TRAVEL & TRANSPORTATION

Submitting an Off-Campus Request

All requests for an overnight stay off campus should be submitted through Reach for approval. These are usually initiated by the student (or parent) and will initiate the online process requesting approval by a parent as well as any host family. Final authorization should be granted by the school before the student departs campus.

Off-Campus Overnights

Students may take overnights away from school with parental permission. Students and their families are asked to consider important obligations and school events well ahead of time in making overnight plans so as to avoid conflicts. Students may take Sunday - Thursday off-campus overnights only with their own immediate family

members – they may not stay at a friend's house overnight during the school week.

Off-Campus with Own Parent

All requests for an overnight stay off campus should be submitted through Reach for approval. Note that boarding students participating in Prom must stay in the dorm that night and may not leave with any other adult, including their own parent.

Off-Campus with Someone Other than Own Parent

All requests for an overnight stay off campus should be submitted through Reach for approval. These are usually initiated by the student (or parent) and will initiate the online process requesting approval by a parent as well as any host family. Final authorization should be granted by the school before the student departs campus.

1. Students with weekend commitments (games, rehearsals, detention, work squad, etc.) are not eligible to leave campus until their responsibilities have been met.
2. Students who return to campus during an off-campus overnight must remain on campus, unless they have returned for a previously scheduled school commitment. Their return puts them under the School's direct supervision again. Students on off-campus overnights cannot "visit" the campus for meals or any other activities.
3. Students must return from off-campus overnights by 8:00pm on Sunday night. Failure to do so will result in disciplinary action.
4. The School has final authority in granting off-campus overnights. Students found to have falsified permission forms will face major disciplinary consequences.
5. All school rules apply when students are off-campus.

HOUSING

New Student Room & Roommate Assignments

As a policy, the Dean of Student Life makes all student roommate pairs and housing assignments the first year a student enters Shattuck.

Part of the boarding school experience includes meeting new people, learning about new places, cultures, interests, and activities, and learning the life skills to handle new situations. As an educational institution, the School strives to teach boarding students how to live well with people of all backgrounds. For this reason, all first-year students are assigned at least one roommate.

Students are matched by grade level and gender. New students are not given the option to specify a particular roommate or a roommate from any particular interest area or background. New students are most often paired with other new students, but may live with a returning student if the returning student has requested to live with someone new to the school.

Dorm and room assignments are made based on gender, age, and space availability. Students may be assigned to a double, triple, or quadruple room, which vary in size, shape, and location.

Returning Student Room & Roommate Selection

Returning students are all given the chance to select their roommate(s) for the next year. They are also given the opportunity to submit housing preferences for dorms and room type (i.e., single, double, triple, quad). A housing survey is given at the end of each school year in which all roommate, dorm, and room preferences are collected.

First choices are honored whenever possible, but specific dormitories and rooms are never guaranteed. Over the summer, boarding student numbers may change, and different dormitories may be used for different genders and ages. In determining housing assignments for returning students, a student priority list is developed based on the following criteria:

Proctor + Grade level + number of years at Shattuck + overall effort grades = priority

Room assignments are made by starting at the top of the priority list and working down, filling as many first choices as possible.

Roommates & Room Changes

One of the values of living in a boarding community is learning to appreciate and live with people of different backgrounds. Because understanding, tolerance, compromise, and the resolution of differences are important lessons to be learned in the dorm setting, requests for roommate changes are only granted in extreme cases – and after other methods of resolution have been exhausted. If a student requires a room change, they must talk to their Head Dorm Parent and the Dean of Student Life. No moves may be made without approval – any student who moves rooms without the express permission of the Dean of Student Life will need to move back to their original location, face possible room charges, and may be subject to disciplinary action.

If a room change request is granted, that student has to check-out of their old room with a dorm parent and then check-in to their new room. Any damage or missing items will be assessed at this time. Students who do not follow proper check-out and check-in procedures will be subject to fines and disciplinary consequences.

Changes in Resident Status

Any changes in resident status (boarding or day) must be facilitated through the School. Requests for a change in status must go through the Dean of Student Life and an amended contract must be signed with Admissions. A student may not be both a day student and a boarding student simultaneously. A student changing their living status mid-year does not necessarily result in an amended financial contract.

DORMITORY REGULATIONS

Safety and accountability are key components of living in a dormitory environment. The following dormitory rules and regulations are meant to ensure the safety and well-being of our students, staff, and facilities.

Quiet Hours

To provide an environment conducive to study and sleep, dormitory quiet hours are in effect Sunday-Thursday from 8:00 p.m. – 8:00 a.m. and each weekend from 10:00 p.m. – 10:00 a.m.

Free Nights and Evening Dorm Study Hall

Refer to the Academic Handbook for the sections on Evening Dorm Study Hall and Free Nights.

Evening Snack

The dining hall on the Shattuck campus and snack room at St. Mary's Hall will be open late in the evening for snack Sunday– Thursday nights. Evening Snack is a privilege and students are allowed to attend at the discretion of their dorm parents. Snack will be closed if students do not pick up after themselves or are disruptive or disrespectful.

On-Campus Time Sunday – Thursday

All boarding students, including those who are eligible for free evenings, must be on campus by 8:00 p.m., Sunday

- Thursday. Even if off campus with a parent, ideally the student should be back on campus by 8:00pm on a school night.

On-Campus Time Friday & Saturday

Boarding students may not be off campus on their own past 8:00 pm on Friday and Saturday nights. Past 8:00 pm, students can only be off campus with an adult via a request processed and properly approved through Reach and should return to the dorm by final check-in. If a special outing requires a later return time, the parent should be in contact with the dorm parent to arrange for that student's return after alarm activation.

In-Dorm Check-In

Check-in is conducted every night in the dorms. Students must check in face-to-face with the dorm parent on duty. Students CANNOT check-in for another student at any time and doing so may result in disciplinary action. It is expected that students will remain in the dormitory after check-in for the remainder of the night. Being out of the dormitory after having checked-in for the night, is considered a major violation of school rules and will most likely result in expulsion.

In-Room/Lights-Out

All students are expected to be in their rooms and quiet by in-room and lights-out times. Students found in another room or in any common areas after in-room time are automatically issued white cards. Students hosting others in their room after weekday in-room time are also automatically issued white cards. Students are not restricted by in-room or lights-out regulations on Friday or Saturday nights. They must be in a room, quiet, by the scheduled in-room time. If they choose to stay up late it is expected that they conduct themselves with consideration for others in the building.

Late Lights

Students who have an extra load of homework may request late lights from the dorm parent on duty. The dorm parent has final authority to grant or deny the request. Students who take late lights must have demonstrated that they were working throughout study hall.

Summary of Important Dorm Times

<u>Weeknights (Sun-Thurs)</u>
Evening face-to-face check-in: 6:30pm-7:30pm
Dorm Quiet Hours Begin: 8:00pm
Evening Dorm Study Hall: 8:00pm-9:30pm
Snack: 9:15pm-9:50pm
Final In-Dorm Sign-In: 10:00pm
In Room: 10:30pm

<u>Weekends (Fri & Sat)</u>
Evening face-to-face check-in: 6:30pm-7:30pm
Dorm Quiet Hours Begin: 10:00pm
Final In-Dorm Sign-In: 10:30pm
In Room: 11:00pm

Sign-Out Procedures

Students are responsible for signing out through the Reach app each time that they leave campus for any reason. Students must be accountable for their location – listing the date and time of departure, where they are going, how

they are getting there, and their expected time of return. Students must sign back in on Reach upon returning to campus. If Reach is unavailable or not working at that moment, the student should contact the dorm duty phone. Students found off-campus without having signed-out will automatically receive campus restriction and may face other disciplinary consequences. Students are reminded that the sign-out policy is considered a major school rule.

Visiting a Day Student Home

Students need to request a visit to any other student's home through the process in Reach. This process should be authorized by a dorm parent or other Shattuck faculty before the student departs campus. The student needs to sign out as off campus on Reach as they depart and sign back in upon return.

General Dormitory Rules

Because of the fire hazard and potential health risk, candles, incense, and oil lamps are not allowed in any dormitory areas. Smoking of any kind is strictly prohibited in all dormitory rooms and is considered a major violation of school rules. Skateboards, rollerblades, scooters, and bicycles are not allowed to be used in dormitory rooms or hallways. Dormitories, including dorm common areas, are not open for co-ed visits during the class day or athletic periods. Pets of any kind are not allowed in student rooms.

Consideration and Privacy

All students are expected to conduct themselves with consideration and respect for other residents. The privacy of each student and their possessions must be honored. Students should not enter, or remain present in, any room without the occupants being present. Any student found in possession of a key to another student's room will be held accountable and face disciplinary action.

Personal Property

Shattuck is not responsible for personal items brought to campus by students if lost or stolen. They are advised to maintain a file with their parents and/or guardians with serial numbers of all items — such as stereos, computers, and bicycles. Students should always lock their bicycles, scooters, etc. when not in use and should be parked in designated areas only, not on lawns, in front of doors, or other open spaces.

When not in their dorm rooms, students are expected to lock their doors, and should not share or give out their room keys. Should valuables need to be stored, a boarding student should consult with the Head Dorm Parent of their dorm. Passports, visas, and I-20 forms must be turned in to the Admissions Office for safekeeping. The School will not tolerate theft or vandalism. These are serious infractions of the School's rules and will result in major disciplinary action.

To assist with security and student safety, Closed Circuit Television Cameras (CCTV) are utilized in academic buildings, dormitory hallways and the grounds of the campus.

Dorm and Room Keys

Dorm students are required to maintain possession of the proper keys and/or fobs to enter their own dormitory and room. This is crucial for safety and security in our community. Residential students who can't produce either of these items at any time during the school year will have a new one issued to them at their own expense. Students will also be charged if unable to turn in a fob or key at the end of the school year.

Non-Permitted Items

Please see the "Fire Code" section for a complete list of non-permitted items. In addition, medications and dietary supplements (except with permission from the Health Center) are not permitted. The following items are permitted:

- Each student may have one desktop computer at school unless permission is granted by a faculty member.
- One additional LCD screen between roommates is permitted in a dorm room.

Confiscated Items

Many items are not permitted in dorm rooms. Please be sure to read the list of non-permitted items carefully, including those found in the "Fire Code" section of this handbook. Any of these items found in a dorm room will be immediately confiscated and either disposed of or stored. The School is not responsible for loss or damage to confiscated items. Students may pick up their stored items at the end of the school year just prior to leaving campus for the summer. Any confiscated items not retrieved by the end of the school year will be donated to a local charity.

School Property

Damage to any common areas in the dormitories will be charged to all members of the dorm, unless a student takes personal responsibility for the damage.

Recycling & Trash

Garbage cans are located throughout the dormitories. Students are encouraged to replace trash bags in overflowing cans. Any misuse of trash cans will result in students being responsible for taking out their own trash for a period of time. Each dormitory also has recycling bins on each floor.

Summary of Visiting Hours and Rules

- 6th – 9th grade students are not allowed in the 11th – 12th grade dorm rooms at any time.
- 10th – 12th grade students are not allowed in the 6th – 8th grade dorm rooms at any time.
- Day students should not be in the dorms during the school day.
- Day students are allowed in same-sex dorm rooms and common areas from 4:00 p.m. until the start of study hall or weekend curfew.
- Members of the opposite sex are not allowed in student rooms, adjacent hallways, bathrooms, and living areas at any time.

Overnights/Dormitory Sleepovers

Sunday - Thursday, students must be in their own rooms overnight. On weekends, students are permitted to stay in another student's room overnight, but only after obtaining permission from all dorm parents involved, whether it be within their own dorm or another dorm. Permission should also be obtained from any roommates present, and guests should not sleep in an absent roommate's bed or use their belongings without express permission.

If students are interested in staying in another dorm overnight, they must get permission at the beginning of the evening from the dorm parents on duty in both dorms. Boys and girls in the 6th – 9th grades are not allowed to sleep over in the room of a student two or more grades apart from their own.

Dormitory Visitors

Family members are welcome to visit the dorms in the afternoons and on weekends. Families are asked to check in with the dorm parent on duty as soon as they arrive.

All visitors should depart the dorms;

- Sunday – Thursday: when evening study hall starts
- Weekends – at dorm check-in time

All visitors must check in with a dorm parent before walking through the dorms. Middle school and high school-aged siblings and cousins of the opposite sex are limited to visiting the dormitory common areas except on move-in and move-out days. Overnight visitors are not permitted (see Major School Rule #12).

Day Student Overnights

Please see this heading under the "Day Student" section.

FIRE CODE

Nothing is more important than the health and safety of students. Dorm parents have the obligation and the right to ask students to remove from a room or hallway any decoration, furnishing, or other possession that appears to compromise the health and safety of anyone. This can include furniture that blocks vision into a room or is arranged in such a way that hinders direct and rapid exit.

Dorm Room Guidelines

- No candles, incense, lighters, or open flames
- Decorations in rooms may only be hung flush against vertical surfaces (not from ceilings, pipes, light fixtures, etc.) and may not be hung over windows or doorways or used to partition the room. Flammable materials, even if fire treated or framed, are not permitted within two feet of any doorway.
- Polystyrene (bean-bag) chairs are prohibited.
- Electrical appliances for cooking or heating (for example irons, electric griddles, hot-pots, most coffee makers, or space heaters, mini washer/dryers, etc.) are not permitted in student rooms. They are prohibited on corridor hallways or in common rooms, unless approved by the Dean of Student Life.
- Only battery-powered LED string lights may be hung in a room and only flush against vertical surfaces. They may never impede movement around or out of the room.
- No Lava Lamps.
- The use of light-duty extension cords is prohibited. Cords must be of heavy-gauge wire with a three-prong (grounded) plug and carry only one outlet. If additional outlets are needed, the use of a pre-wired multiple outlet strip with a circuit breaker is required. Surge protection may be added and is suggested.
- Halogen lamps and other high-intensity lamps in excess of 100 watts will not be permitted in student rooms.
- Bicycles and other personal belongings may not be stored in corridors or stairwells.
- Inappropriate use of fire extinguishers, emergency lights, smoke or heat detectors, or fire alarms will be considered a disciplinary matter.
- At no time may anything block the doorway or impede the path into the room.
- Students are not permitted to lock their dormitory doors while they (or others) are in the room.

Procedures for Fire Code Inspections

Fire code inspections are coordinated several times a year by the Head Dorm Parents and/or the Dean of Student Life. However, residents are still primarily responsible for ensuring adherence to the fire code. The procedure for reporting and following up on a violation is:

Reporting a violation

When a faculty member observes a violation of the fire code, the student will receive a warning of the violation. Upon notification, the student must correct the problem immediately. This is not negotiable and any attempt to circumvent this process will be met with significant disciplinary action.

DORM ROOMS

Room Condition Reports & Damage

Each student will fill out, in the presence of a dorm parent, a room condition report prior to moving into their dorm room. This signed contract holds students accountable for any damage (beyond reasonable wear and tear) incurred during the course of their stay in the room. At the end of the year check-out, the student and dorm parent will again walk through the room to assess any damage or missing items. Students will be assessed fees for damages.

Room Checks

Students are expected to keep their rooms neat and tidy, with beds made, floors picked up, and trash cans emptied. Room checks are organized by the Head Dorm Parent and are conducted at least once per week. Dorm parents and school administrators may also conduct room inspections at any time in the interest of safety and well-being.

Room Decorations

Students are welcome to make their rooms feel like home with decorations and some small furniture items. However, posters, signs and other room decorations are expected to reflect good taste and judgment and should not be offensive to members of the school community. Items with messages intending to intimidate, demean, or cause offense will not be permitted. Alcoholic beverage containers are unacceptable as room decorations. Any wall decorations must be hung using molding hooks or adhesive putty. Tacks, nails, and tape are not allowed.

Door Locks

Due to the School's fire code policy, students are not permitted to lock their room doors while the room is occupied. However, to prevent the possibility of theft, students are strongly encouraged to lock their doors any time the room is unoccupied.

Dorm Furniture

All dormitory furniture must remain in each dorm room – no items can be removed from the room during the school year. Students may not rearrange dorm furniture within their room. Beds may not be dismantled nor may they be elevated on desks or bureaus.

Refrigerators in Dorm Rooms

Students can have a mini-fridge in their dorm room under the following guidelines. These limitations are due primarily to the restricted power capacity in our historic buildings, so any larger or extra fridges will need to be removed/sent home/disposed of at the family's expense.

- Roommates must share a small dorm-size fridge. One per double room, trips/quads can have two.
- Each fridge must be 2.5 cubic feet in size or smaller (typically square shaped and under 25 inches high)
- Students must arrange for proper disposal or placement of the fridge at the end of the year. Any fridge left behind will incur a fee for storage or disposal unless donated to the school. An additional fee will be charged to students that abandon an unserviceable appliance on our campus. The county charges a fee for refrigerator disposal, so the school must pass those fees along to families when warranted, as well as a charge for school personnel to manage and transport such an appliance.

Summer Storage of Personal Belongings

The School recognizes the need for families to store student belongings on campus from one school year to the next. Each dorm has storage space available and dorm parents will guide your child in where and how to store their belongings based on the information below. Storage is limited to students who will be returning as boarding students for the next school year. It is important to point out that storage in the dorms is not climate or humidity controlled and due to our active summer programming, is not considered secure. This means that we are unable

to store some types of items due to space limitations, student health, and security concerns.

Except for rising seniors, if a student is assigned to a different dorm in the coming year, items placed into storage will not be moved and it will be the student's responsibility to collect and move such items in the fall, usually with some assistance from Shattuck vehicles. All rising seniors will be asked to place their items in storage in the dorm where they will likely live next year during a designated moving process late in May. The school is not responsible for items which are lost or damaged while placed into dorm storage.

The following items may not be stored in the dorm over the summer:

- Carpets and rugs
- Mattresses, mattress pads (eggshell and otherwise)
- TVs/Monitors and other large electronics
- Scooters and bicycles of any type
- Any type of furniture
- All food, medications, and supplements (anything a student takes internally)
- Expensive electronics (video game consoles, computers, etc...
- Any other item of significant value, including expensive clothing, shoes, jewelry, laptops, etc., or any other item of personal value to the student. All such items need to be taken home.

All items put into a storage room must be contained in either a plastic bin with a lid (preferred container), a closed box, or a suitcase. All bins, boxes, and suitcases need to be clearly labeled with the student's name. Boxes are available in the school store for purchase and bins can be obtained during weekly student outings to Walmart.

SCHOOL BREAKS & DORMITORY CLOSING

School Break Dormitory Policy

The dorms are not open during any of the major school breaks. Students must be out of the dorm by dorm closing each break period and must check out with a dorm parent prior to leaving. Families should be sure to adhere to campus departure and arrival dates/times as noted in the Academic Calendar posted on the parent portal of the school's website.

Dormitory entrances will be locked at these times and all students must be out of the buildings. Any students staying behind because of school-related activities must make arrangements through their team coach or activity director about housing for the break period.

Students Who Depart Late or Return Early

Students who are scheduled to leave late or return early for breaks must make alternate housing arrangements off campus. If the school is forced to host a student in the dormitory other than in a planned stay program, a fee of $250 per night (for school breaks) and $500 (for the end of the school year) per night will be assessed. Students who are delayed in departure due to unforeseen events (weather or emergency) will be allowed to stay somewhere on campus free of charge unless another suitable arrangement can be made.

Check-Out for Breaks

In order to leave for break, students must check out with the dorm parent on duty. This is to ensure that the dorm parents know who is in the building and who has already left. For check-out, student rooms must be clean, windows closed and locked, trash cans emptied, all electrical appliances unplugged, lights out, and the door locked.

Consequences for Improper Check-Out prior to a School Break

Students who leave without checking out will automatically be issued a white card and a fee will be imposed if dorm staff need to remedy any issues left behind.

End-of-Year Check-Out

All boarding students must check out with their dorm parent prior to leaving campus at the end of the school year. Dorm parents will walk through the room to check for damage and broken or missing items. The final room condition will be recorded on the student's Room Condition Report and any charges will be billed over the summer. Students are expected to have all personal items removed from the room and disposed of or properly stored. Any personal items left in the room or hallways will be discarded. The School is not liable for loss of or damage to any stored personal items. Student rooms must have all original school furniture and must be clean and ready for summer use. Room keys are to be turned in at this time.

Any student who fails to check out properly before leaving campus will automatically be charged a $200 fee plus any costs incurred by the school to remove and clean the contents of the room.

SERVICE LEARNING

Among the values Shattuck teaches is that students belong to a community, that their contribution is vital, and that they are responsible to each other and to the world at large. Getting involved gives students the chance to give back, to experience positions of leadership, and to understand the value of citizenship, giving, and the responsibility of living in a global community. For this reason, students enrolled at Shattuck will engage in reflective and hands-on activities each year to develop greater awareness of community assets and needs, and opportunities to learn from and support others, even those outside of their families or social groups.

After School/On Call:

- **Duty Administrator**: 507/330-2922
- **Nurse**: 507/339-3000
- **Counselor**: 507/330-5693

Dorm Parent Duty Phones:

- **Andreas** 507-330-5523
- **Breck** 507-330-4518
- **Clapp** 507-330-4519
- **Kim** 507-323-0397
- **Rectory** 507-339-2995
- **St. Mary's Girls** 507-339-1478
- **St. Mary's Boys** 507-475-8535
- **Whipple** 507-330-4516

Useful Contacts:

- **Stephanie Vagle,** Associate Head-of-School: 507/333-1505
- **John Blackmer**, Director of Community Life: 507/333-1562

- **Patrick Schaefer**, School Director: 507/333-1574
- **Sarah Flagstad**, Dean of Student Life: 507/333-1506
- **Matt Inman,** Dean of Middle School and Academic Standards: 507/333-1539
- **Tristen Brown**, Health Center Director: 507/333-1522
- **Robert Gutwein**, Director of Counseling: 507/333-1581
- **Rev. Anna Broadbent-Evelyn**, Chaplain: 507/333-1692
- **Kristy Baylis**, Student Travel Coordinator: 507/333-1679
- **Anya Shauer**, Student Services Coordinator, Assistant to the Associate HoS: 507/333-1649