ST. MARK'S SCHOOL

Student Handbook
2026-2027

St. Mark's School ("St. Mark's" or the "School") Student Handbook (the "Handbook") is published and distributed to members of the St. Mark's community for the purpose of providing information on aspects of student and campus life to help students gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year. In addition, any duties that are assigned to specific administrators in this Handbook may be delegated, as the School determines appropriate. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between St. Mark's and any parent, guardian, or student affiliated with or attending the School. St. Mark's may add, revise, and/or delete School policies before, during, and after the school year.

IMPORTANT PHONE NUMBERS

St. Mark's School Switchboard: 508.786.6000
Administrator on Duty: 508.380.8667
Admission: 508.786.6118
Advancement: 508.786.6279
Athletics: 508.786.6151
Business–Tuition: 508.786.6181
Chaplain's Office: 508.786.6186
College Counseling: 508.786.6283
Communications: 508.786.6389
Community & Equity Office: 508.786.6041
Counseling: 508.786.6266
Assistant Head of School for Academics 508.786.6045
Assistant Head of School for Student Life: 508.786.6273
Head of School: 508.786.6104
Health Services: 508.786.6372
Security: 508.614.5831
Technology Help Desk: 508.786.4001

HELPFUL LINKS

St. Mark's School Website: www.stmarksschool.org

Athletic Schedules: www.stmarksschool.org/athletics

Calendar of School Events: www.stmarksschool.org/calendar

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

Parent Portal: www.stmarksschool.org/parents

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

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

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THE MISSION OF ST. MARK'S SCHOOL

St. Mark's prepares students for lives of purpose, courage, and integrity. We cultivate sound judgment through intellectual and spiritual curiosity within a global community that knows and values each student.

THE SCHOOL'S DIVERSITY STATEMENT

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

THE SCHOOL'S SUSTAINABILITY STATEMENT

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

Sources of Information

Where do I find …

A list of courses and diploma requirements?

Information about academic programs can be found here: https://www.stmarksschool.org/academics, and in the Academic Program section of the handbook.

School news and features for parents and families?

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

Major school dates like the start of classes and vacations?

The St. Mark's website, www.stmarksschool.org, under "Calendar." Look for a link to "2026-2027 Essential Dates."

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

The St. Mark's website, www.stmarksschool.org, under "Calendar."

Information about athletics and the athletic schedule?

Information about athletics can be found here: https://www.stmarksschool.org/athletics. The athletic schedule is available on the St. Mark's website, www.stmarksschool.org, under "Calendar."

Discipline and potential responses to infractions of school rules?

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

Grade reports and teachers' comments?

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

Notifying St. Mark's of Contact Information Changes

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

Mail: Student Life Office, 25 Marlboro Road, Southborough, MA 01772
Email: deanofstudentsoffice@stmarksschool.org
Phone: 508-786-6273

Email

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

Emergency Communications

In the event of an emergency, please contact the Administrator on Duty at 508-380-8667 or Campus Safety & Security at 508-614-5831. You can dial 911 from any campus phone, or text 911 from your cell phone, to reach outside emergency services; Dialing '8' first is not necessary when dialing 911 from a campus phone. Be prepared to tell the operator you are at 25 Marlboro Road in Southborough if you are calling or texting from a school location. If you call 911 for a medical emergency, please also call Health Services at 508-786-6372.

In the case of a national, state, or local emergency, the School will communicate with families through email, text messages to domestic phone numbers, and the St. Mark's website. The School uses the Orah app to send urgent text and email messages to students and their families in the event of a School-wide emergency. To update your family contact information, log in to the Orah app.

Visiplex speakers are installed throughout the campus to make emergency announcements including evacuation, lockdown, or shelter-in-place directives as the situation warrants. Students should respond accordingly when an alert is initiated and follow the instructions provided.

Mail

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

Student Mail

Postal Service—Each student is assigned a mailbox. Mail is delivered to the mailbox on the lower level of the STEM building and students are notified if they receive a package. Students can pick up their packages using the package room key available between 8:00 a.m. and 3:30 p.m. at the front reception desk, Monday through Friday.

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

Textbook Orders—When ordering textbooks via the BNC online store, international students must ship their textbooks orders directly to the school to ensure they are delivered on time for the start of classes. Domestic students who are flying or otherwise limited in their luggage may also ship their textbook orders directly to the School. Textbook package pick-up locations will be shared upon arrival.

Telephone

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

Telephone Operator/Reception Desk

The School reception desk is staffed from 8:00 a.m. to 3:30 p.m. while School is in session. An updated telephone directory is also made available online.

School Rules and Expectations

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

Student Responsibility

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

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

Honesty

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

Respect for Persons

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

Academic Integrity

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

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

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

Plagiarism

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

Cheating

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

Academic dishonesty will result in an "academic response" (a re-do of the assignment for a full grade deduction) and a "school response," as outlined in the "Student Discipline" section of this Handbook. Students who are unclear about expectations for academic honesty in a particular discipline or for a particular assignment are responsible for consulting with their teachers.

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

Acceptable Use of Technology

St. Mark's School provides access to technology and digital resources to support rich, authentic learning experiences. Technology is intended to help students create original work, collaborate with others, explore real-world problems, and connect with broader communities in safe, meaningful, and educationally appropriate ways. These tools are provided to enhance teaching and learning, expand access to information, and help students develop the knowledge, judgment, and habits needed to participate responsibly in a connected world.

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

Respect

The use of school technology is a shared responsibility, and all users are expected to demonstrate good digital citizenship. All users must respect and value the privacy of others and comply with all legal restrictions regarding the use of electronic data. Users must be polite and courteous and use appropriate language in all electronic communications. Profane, abusive or threatening language, or cyberbullying is not acceptable.These expectations apply in school-related online spaces, including social media and external platforms when representing the School.

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

Honesty

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

Health and Safety

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

The School expects students to speak up if they see or experience cyberbullying, threats, harassment, or other concerning online behavior. Students are encouraged to report these incidents promptly to a trusted adult, such as a teacher, advisor, counselor, or administrator, and may use any established reporting channels provided by the School. When a report is made, the School will review the concern, take appropriate steps to address the situation, and, when necessary, coordinate with student support staff, families, and other relevant offices to ensure the safety and well-being of everyone involved.

Inappropriate Materials

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

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

Users should have no expectation of privacy when using School devices, the School network, or school-provided platforms. If the School has reason to believe that a student's personal data stored locally or online contains material detrimental to the well-being of the student or community or evidence of a serious rule infraction, the student will be informed of that information and the assistant head of school for student life or other administrator can search, or authorize a search by another administrator, appropriate member of the faculty, or the Technology Department, of the student's computer, mobile devices, and/or online data. If necessary, the student will be required to provide login and password information for accounts not managed/owned by the school.

Alcohol, Drugs, and Other Substances

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

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

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

If a faculty or staff member suspects drug or alcohol use, the student is brought to Health Services. Health Services staff can administer testing for substances and an administrator will remain present for the testing. Communication to the family about the circumstances and the results of the test will be made by an administrator to the family.

Refusal to submit to a drug test will result in an assumed positive test.

A known positive test would then require a Health Response and potentially a discipline response.

Health Services may test a student at any time to ensure their safety and well being.

If a student tests positive for any substances, they will be asked to step away from campus immediately. They may potentially return after an evaluation by a medical professional who will assess their safety.

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

Health Services may test students for medical reasons apart from any disciplinary proceedings.

CBD (cannabidiol)

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

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

Tobacco

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

Substance Use/Misuse Health Response

St. Mark's has a comprehensive health response for any student who finds themself in a situation involving substances. The health response includes a conversation with a St. Mark's School Counselor. The School Counselor will provide resources to the family for an evaluation that must be completed by an outside medical professional, which may include a Licensed Drug and Alcohol Counselor. The school can mandate that the evaluation be conducted by a Licensed Drug and Alcohol Counselor. It is expected that a student and family will follow and fulfill any and all recommendations coming from an evaluation. Failure to share the completed outside evaluation with the director of counseling services in a timely manner may lead to a health leave for the student until the student's health status can be determined. The health response protocol can be initiated by a conduct situation, a Care Team referral, or sanctuary. The health response is a combined effort between both the Counseling and Health Services departments.

Attendance

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

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

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

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

Excused Absences

Please note, excused absences are not a disciplinary violation and do not result in detention. However, as outlined in the "Academic Attendance Expectations," excused absences do count towards the 20% absence per course limit. Absences can be excused by the Student Life Office and Health Services for the following reasons:

Unexpected emergencies:

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

Medical concerns:

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

College visits:

Students are allowed to take college visit days after consulting with their college counselor and submitting a College Visit Request Form, available in the College Counseling Office. Signatures are required from multiple adults (e.g.,

teachers, coaches) and the form is returned to the student's college counselor. Students must also sign out, with parent/guardian permission, using the College Visit Pass on Orah.

Other requests:

In cases where conflicts with the School calendar are unavoidable, requests must be made by a parent or guardian directly to Health Services (in the case of medical appointments) or to the Student Life Office (in other cases) through Orah 10 days in advance of the requested absence or as early as possible if not able to meet the 10-day deadline. Determinations about whether to approve/excuse absences will be made after consultation with the student's advisor, teachers, coaches, and administrators and on the nature of the event and the student's academic standing and attendance record. When a student misses class, it is the student's responsibility to make up the work in a timely fashion. All absences (excused and unexcused) count towards the 20% absence per course limit within the Academic Attendance Expectations.

Unexcused Absences

Unexcused absences occur when students miss or skip a required school activity without receiving preapproval or being excused by Health Services. A pattern of unexcused absences from classes, co-curricular activities, and other required events will result in escalating interventions, including dismissal from St. Mark's. The student, advisor, and parents/guardians will be notified by email whenever a student receives an unexcused absence.

Consequences for Unexcused Absences

Students can expect the following outcomes for unexcused absences.

First Unexcused Absence

The advisor will have a conversation with the student.

Each subsequent unexcused absence

All subsequent unexcused absences, starting with the second unexcused absence, will result in a detention.

After fifth unexcused absence – Attendance Caution

The student will be required to meet with a member of the Student Life Office. Consequences, in addition to a detention, may be imposed at the discretion of the Student Life Office.

Tenth and subsequent unexcused absences – Attendance Warning

Upon reaching ten unexcused absences, the student will be placed on attendance warning. Additional supports, consequences, or restrictions may be put in place as deemed appropriate. The student must demonstrate marked improvement in fulfilling their obligations at School. Failure to do so may result in dismissal or not being invited to return the following academic year.

Unexcused Tardies

Arriving to obligations on time is central to the functioning of the St. Mark's School Community. Tardiness affects all members involved in the activity. Learning to arrive on time to obligations is also an essential life skill taught at St. Mark's. If a student receives five unexcused tardies in a semester, the student, student's parent(s)/guardian(s),

and student's advisor will receive a written notification. If a student has ten unexcused tardies in a semester, the student will meet with a member of the student life office to discuss how to avoid future tardies. An eleventh unexcused tardy in one semester will result in a detention.

Academic Attendance Expectations

St. Mark's is an in-person learning community. Our academic program relies on active engagement with classmates and teachers, and participation in daily classes is essential to a student's growth and success. While we recognize that legitimate reasons for missing class do arise, frequent absences compromise the learning experience for the individual student and their peers.

To preserve the integrity of our program, a student who misses **20% of the class meetings in a course**, excused or unexcused, places their standing in the course at risk. Note: Students who arrive 1 - 15 minutes late to class are marked "tardy." Students who arrive over 15 minutes late are marked "absent."

Attendance Notifications: To help students and families monitor attendance and plan accordingly, the Academics Office sends notifications as follows:

- **Notification 1:** Student has missed 10% of the class meetings in a course. At this point, the student will also meet with their advisor and the Associate Dean of Academics to review attendance records and develop a plan aimed at supporting consistent sustained attendance moving forward.
- **Notification 2:** Student has missed 20% of the class meetings in a course. At this level of missed in-person instruction, we cannot accurately and fairly attest to a student's engagement with the course's learning goals. Consequently, the student will most likely shift to a **pass/fail** grading scale for the remainder of the course.

We strongly recommend that students and families monitor attendance in Blackbaud regularly. Each student's attendance record can be viewed via the "progress" tab. Both the excused and unexcused absence columns contribute to the 20% limit.

School sponsored trips, such as course specific field trips, athletic games, or school travel programs will not be categorized as an "academic absence."

Students experiencing attendance challenges may not be permitted to attend school sponsored off campus activities, such as field trips and athletic competitions, to prevent the student from missing more class time.

Lion Days Attendance Policy

Lion Days are a vital part of the St. Mark's program. Program dates have been published to allow families to plan around them, and attendance is expected. Policies for excused/unexcused absences for Lion Days will be the same as for all other required school activities.

Absence Due to Health Leave

Absences accrued while a student is on an approved health leave do **not** count toward their academic attendance record. Health leave decisions are made by the Health Services and Counseling teams. Upon return, the student completes a reentry process with a member of the counseling team, their advisor, and a member of the Academics team. Together, they will develop a plan to help the student manage and complete missed work in a balanced way.

Students who are ill should prioritize rest and recovery. If they feel well enough to do some academic work, they may stay connected to their classes by checking assignments and materials on Canvas.

Religious Observances

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

Absences and Afternoon Activities

Patterns of absences from school commitments may result in loss of practice or participation privileges, including but not limited to play participation, robotics practice, athletic practice and/or game play. A student with five or more absences from a sport/co-curricular in a season, excused or unexcused, will meet with a member of the Department of Athletics/Co-curriculars.

Bullying, Harassment, and Hazing

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

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

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

Bullying and cyber-bullying are prohibited on School grounds; on property immediately adjacent to School grounds; at a School-sponsored or School-related activity, function or program, whether on or off School grounds; in a

vehicle owned, leased or used by the School; and through the use of any technology or electronic device owned, leased, or used by the School.

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

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

Cell Phones & Earbuds/Headphones

During the academic day, student cellphone use is not permitted on campus, including during free periods. The policy is also in effect during Chapels, seated meals, advisory, form meetings, and school assemblies that take place outside the academic day. During these times, students will be required to have their cellphones stored in their backpacks, cars, left at home or in their residential house rooms. Cellphones cannot be stored in a student's pocket or elsewhere on their body.

If students need to make a phone call during these times, they may either go to the Student Life Office or Health Services to make the call. Boarding students with a free period are permitted to make a call from their house (dormitory) room. If a parent or guardian needs to reach a student in an emergency, they should call the Student Life Office (508) 786-6273 or the Front Desk (508) 786-6000.

In cases of serious medical needs that necessitate monitoring via cellular technology, if no viable alternatives are available, exemptions may be granted in collaboration with Health Services.

Smartwatches are permitted. However, if such a device is used to engage in social media activity, messaging, or any other distracting behaviors mirroring cellphone use, students are subject to the same consequences as cellphone violations.

Headphones and earbuds are permitted, but they may not be used during a class, all school gatherings (Chapel, Assembly, Advisory, etc.), or organized functions and activities unless explicitly permitted by a faculty member.

Consequences for Non-Compliance

Any student who violates the above policy will have their cellphone confiscated by any member of the St. Mark's faculty, who will turn it over to the Student Life Office. The student may receive their device back from the Student Life Office at the end of the academic day.

A student must comply with a faculty or staff request to relinquish the device.

Any student who violates the policy three times in a semester will have a letter sent to parents/guardians and advisor, be assigned to detention, and will be required to turn their phone in to the Student Life Office for the following ten academic days. The student will also need to meet with their Form Dean.

A fifth violation in a semester will result in more significant consequences, including a possible referral to the Student Accountability Committee and in-school detention.

Dress Code

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

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

Academic Day

The academic day dress code applies throughout the academic day (Monday through Friday between 8:00 a.m. to 3:10 p.m, except Wednesday, when it is 8:00AM-12:45PM), regardless of whether a particular student has a scheduled class. Students are expected to be in academic dress during lunch and free periods until classes are over for everyone for the day.

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

- **Bottom:** Skirts, pants, slacks, khakis, corduroys, jeans, or shorts.
    - Bottom layers should be of a length that supports full and comfortable participation in all school-day activities. Leggings and tights may be worn as a bottom layer **if paired with shorts, skirts, or dresses.**
    - Must cover all undergarments
    - No sweatpants, spandex, leggings as pants, or pajama pants

- **Top:** Collared shirts, sweaters, blouses, turtlenecks, sleeveless tops, St. Mark's sweatshirts
    - Must meet the top of bottoms and not show midriff
    - No writing or logos on tops
    - No t shirts
    - Must cover all undergarments

- **Dresses:** Should be of a length that supports full and comfortable participation in all school-day activities.

- **Shoes:** Dress, casual, sneakers, sandals
    - Must be worn on feet at all times
    - Closed-toe shoes are expected for science labs

- **Hats and head coverings:** Hats are not to be worn in the Dining Hall at any time, except as part of a student's religious or cultural tradition.

Chapel Dress

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

- **Bottom:** Dress pants, long dress shorts, skirts
    - Bottom layers should be respectful of and appropriate for a more formal experience. Leggings and tights may be worn as a bottom layer if paired with shorts, skirts, or dresses.
    - Undergarments must not be visible.
- **Top:** Dress shirts, blouses, turtlenecks
    - Shirts must be tucked in.
    - Necklines and lengths should not reveal undergarments.
    - Students who wear dress shirts and jackets must also wear ties
- **Jacket:** Blazers, sport coat, suit jacket, cardigan sweater, sweater vest
- **Dresses**
- **Shoes:** Dress shoes, non-athletic shoes
- Traditional formal attire from a student's cultural background is appropriate

Dress Code Outside of Academic Day

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

Dress Code Violations

Repeated dress code violations will result in disciplinary consequences.

Drones

Drones are not permitted on campus without approval from the Communications or Student Life Offices.

Fighting

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

Fire Safety

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

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

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

Gambling

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

Keys and Locked Doors

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

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

Room keys that are found by students must be turned in immediately to the Student Life Office.

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

Leaving Campus

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

Orah

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

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

- When parents/guardians request any overnight or special permission pass, Orah requests host "endorsement" (permission) before members of the dean's office can approve a pass.
- In some cases, students may request a pass that does not require parent/guardian endorsement, such as taking an approved field trip, walking into Southborough, or riding with a previously approved driver at permitted times (such as going out to dinner with a family member, walking to Mauro's cafe, going for a run, etc.).

Honesty and Responsibility

When utilizing Orah and communicating with faculty, students are expected to be honest and transparent about all aspects of their travel and pass plans. This includes noting accurate adult hosts for overnight permissions, noting accurate host contact information and addresses, and obtaining accurate permissions prior to leaving. Students should request passes in advance of their departure, and they should not leave campus until they have received the proper endorsement (permission) from their host and parent/guardian as well as final approval of the complete pass from an authorized member of the faculty or administration..

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

Campus Boundaries

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

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

Community Weekends

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

Exceptions to the Community Weekend overnight policy may be granted in the case of religious or cultural holidays or for emergency situations. These requests require advance notice and a special permission pass.

Medical Appointments, Overnights, and Departures

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

College Visits

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

Evening Special Permission for Off-Campus Activities

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

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

Ordering Food

Food delivery orders may be placed daily from various neighboring vendors and may be delivered only to the front circle food delivery kiosk at 25 Marlboro Road. During the academic week, all food orders must be placed so that delivery occurs ***after the class day*** and until the time designated by the Dean of Students Office; on Saturday, food orders must be placed so that delivery occurs by 11:00 pm. Failure to adhere to this schedule may result in loss of ordering privileges.

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

Peer-to-Peer Visitation

Intra-House Room Visitation

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

Same Gender House & Room Visitation

Students may visit with peers in same-gender houses only when accompanied by a resident of that house at all times. Student visitors must adhere to house rules, and hosting students are responsible for the actions of their guests. Visits may only occur after both roommates have agreed to a guest policy in the roommate agreement. Such visitation may not take place before 8:00 am or after check-in (7:30 pm on weeknights and 11:00 pm on Saturdays).

Mixed Gender House & Room Visitation

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

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

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

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

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

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

Off-Campus

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

Faculty Homes, Enrolled Faculty Children, and Visitors

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

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

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

Personally Offensive Material

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

Restricted Areas & Curfews

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

- The Thieriot basement and Great Room;
- For students in Coe, Sawyer, Gaccon or Thayer in the Main Building, no areas are permitted outside their own house in the Main Building;
- In Patterson/Sculley, these areas include but are not limited to the basement, the Classroom in the Sky, central laundry and study rooms, stairwells, the kitchen, and the building lounge. Students in Patterson Sculley may not leave their own Houses (dormitory wings) after 11:00 pm or before 6:00 am.

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

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

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

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

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

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

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

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

Sexual Behavior and Unauthorized Visitation

The School recognizes and supports strong and caring relationships among its students. Students are expected to use discretion and good judgment in their relationships with others. Sexuality is a normal part of human nature, and its discovery a normal part of adolescence. However, given the wide range of ages and maturity levels in our community, the potential for unintended sexually transmitted infections and consequences, and the possibility of

exploitation, the School considers sexual intercourse or other acts of such intimacy to be inappropriate. If students are found to have engaged in such acts while under the School's jurisdiction, the students will be counseled and appropriately addressed. First offenses will typically be treated using a health response, which may include (but not be limited to) consultation with parents and Health Services. Some offenses of this nature may require a disciplinary response. Please note that because persons under 16 may not legally consent to certain types of intimate sexual contact, if the School discovers a student under 16 engaged in legally prohibited sexual activity, we will report that information, including the name of the student's partner, to the Department of Social Services and will notify the students' parents.

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

Sexual Misconduct

Commitment to Respectful and Healthy Relationships

St. Mark's is committed to providing a safe and healthy learning environment for all members of its community. Such an environment precludes behaviors that are disrespectful of, and physically and/or emotionally harmful to, others. All members of the School community play important roles in maintaining these standards and intervening, as appropriate, when they witness or otherwise become aware of behavior that conflicts with community standards.

Awareness and acceptance of individual identity are central tenets of the School. The School expects all members of the School community to treat others with civility, respect, and dignity and to interact (whether in person or electronically) politely and appropriately. Before acting, students should give careful consideration to how their communications – whether through words, appearances, actions, or otherwise – may negatively impact others.

All students, day and boarding, are valued members of the School's residential community, which presents unique opportunities to develop lasting partnerships with peers, faculty, and staff. The School strives to help students develop such close connections. However, the School expects these relationships to be appropriate and healthy. The School endeavors to promote this through education and intervention.

With these goals and interests in mind, as well as the legal requirements of the Commonwealth of Massachusetts, the School has established policies to help students manage these interpersonal relationships safely and appropriately. Students and parents/guardians are encouraged to communicate with the Head of School, assistant head of school for student life, and/or the School's Health Services staff with any questions or concerns regarding these policies. The School believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and essential to fostering a culture of personal responsibility, mutual accountability, and positive peer leadership.

Sexual Intimacy and Consent

The St. Marks School recognizes the importance of sexual intimacy as part of healthy adolescent development, and provides education, counseling, and support services around sex, sexual orientation, gender identity, sexual activity, sexual health, gender, healthy relationships, and consent. However, any level of sexual intimacy can bring with it

physical, psychological, and emotional challenges that can be overwhelming to students. Moreover, in a residential community such as the School's, there are special considerations that students must respect: The campus is a shared space, and all members of the community have the right to be free of unwanted exposure to the intimate, sexual behaviors of others.

Students who would like to talk about the meaning of sexual intimacy in a relationship, or who engage in sexually intimate activity and then want to report or discuss the situation, are encouraged to reach out to a trusted adult or the School's Health Services staff so that appropriate support may be provided. Under certain circumstances, the School may be obligated to report to government authorities (including the Department of Children and Families ("DCF") and the local police).

If students are found to have engaged in sexually intimate activity, or in a situation that suggests they have been sexually intimate, the School will generally first respond to the situation as a health issue. This response may include notification to parents/guardians and, as appropriate, referral to Health Services. It is imperative that students understand and appreciate that certain sexual activity may violate the law and, therefore, is prohibited by the School.

Following Massachusetts law, the School prohibits students from engaging in nonconsensual sexual activity, considering it to be egregious misconduct and a major disciplinary violation. Consent must be the basis for every sexually intimate encounter. Consent means the voluntary, positive agreement to engage in specific sexual activity. However, as described below, certain circumstances may make it impossible for a person to legally give consent.

- By law in Massachusetts, there can be no consent to sexual intercourse, oral sex, or any penetrative act if the individual is under the age of 16.
- By law in Massachusetts, there can be no consent to intentionally touching the buttocks, breasts, or genitals of an individual under the age of 14.
- Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated (whether due to drugs, alcohol, or some other condition).
- Consent cannot be obtained by threat, coercion, or force. In other words, if threat, coercion, or force is used, any "agreement" does not constitute consent.
- Consent is ongoing and may be withdrawn at any stage during an encounter.
- Consenting to one behavior does not obligate a person to consent to any other behavior.
- Consenting on one occasion does not obligate a person to consent on any other occasion.

Communicating consent means:

- The person is legally capable of giving consent.
- An ongoing verbal interaction, taken one step at a time, to an expressed and honest "yes."
- Asking permission to engage in specific activity and to progress to new, different, or more intimate activity – regardless of who initiated the contact.
- Being clear about desires and expectations.
- A clear "yes." The absence of "no" should not be understood to mean that there is consent.
- Remaining open to and respecting another's expression of disagreement to engage in a particular activity. "No" means "no" in any sexual encounter.

The School will generally consider it a disciplinary offense for students under the age of 16 to engage in sexual intercourse. The School may also consider it a dismissible offense for a student age 16 or over to engage in sexual intercourse with an individual under the age of 16. Furthermore, when sexually intimate activity is accompanied by violations of other School rules (such as parietal rules, curfew, abuse of technology, or consumption of alcohol), the School may respond with disciplinary action. Any violation of the above policies should be reported to communicate with the Head of School, assistant head of school for student life, and/or the School's counselors or director of Health Services, or to a trusted adult who can contact these individuals.

The School prohibits and may be obligated to report sexual activity that violates the law, including rape, sexual assault, and statutory rape. Sexual activity, of any and all kinds, is prohibited between any student or applicant and any School employee.

Transportation

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

Motorized Vehicles

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

Ride Sharing Services

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

Student Cars

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

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

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

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

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

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

Helmets, Biking and Skateboarding

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

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

Theft

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

Vandalism

Purposeful destruction or damage to school property or the property of any individual will not be tolerated. Included in this rule is the expectation that students will respect others' personal space and belongings. Vandalism can be considered a Level I violation and can result in significant consequences, including expulsion.

Weapons

The possession or use of firearms, paint guns, pellet guns, knives, pocket knives, tasers, other dangerous weapons, ammunition, or fireworks is prohibited. Any replicas that resemble real firearms or weapons are also prohibited. Possession of weapons can be considered a Level I violation and can result in significant consequences, including expulsion.

Reporting Concerns, Harm, or Violations

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

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

Care Team

The Care Team is a health and counseling resource available to support St. Mark's students. The Care Team is composed of the director of counseling, director of health services, and school counselor. The team's goal is to proactively offer health-related resources and support to students before a serious health or behavioral concern develops, while also breaking barriers and stigma associated with asking for help. Any St. Mark's community member—student, faculty, or staff—may make a confidential referral to the Care Team if they have a concern about a student's emotional, physical, or behavioral well-being. Individuals wishing to communicate concerns to the team may complete a confidential referral form or may contact a team member directly. In certain health cases, specifically around alcohol or drug use/misuse, the director of counseling services and/or the director of health services may provide care in the form of our substance use/misuse health response.

Biased-Based Incident Reporting

St. Mark's believes in a culture of respect and care for others. St. Mark's Bias-based Incident Report Form is intended to collect instances of insensitivity, bias, and discrimination that occur at St. Mark's. Students may report incidents in a variety of ways. Our assistant head of school for student life and our director of community and equity are the primary individuals to whom reports should be made. However, students may also report incidents to any staff or faculty member or by using the Bias-based Incident Report Form, which is available on the St. Mark's website at https://www.stmarksschool.org/incidentreporting. The School will use information provided in this form to monitor the campus climate and inform training, program planning, and policy development. Every effort will be made to evaluate all reports promptly. Anonymous reporting is an option, however, to help ensure that every student who submits a report receives care, support, and follow-up, we do not encourage anonymous submissions. Providing a name allows us to respond with empathy and offer appropriate support throughout the process. The information contained in this report will be shared with the appropriate school officials involved in any subsequent monitoring, investigation, or resolution of the incident.

Sexual Misconduct Incident Reporting

~~In keeping with our commitment to a community of mutual respect, St. Mark's prohibits incidents of sexual misconduct. Any incidents of sexual misconduct should be reported immediately. Students may report incidents of~~

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

Bullying or Retaliation Reporting

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

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

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

Sanctuary

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

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

Due to the potentially harmful effects of drug and alcohol abuse, any student who is aware that another student is under the influence should immediately call Health Services and the nurse will assist in getting transportation to Health Services for the student. A request for sanctuary may also be instituted by stating to any faculty member, "I am requesting sanctuary for …" The faculty member will assist in notifying Health Services and transporting the

student if needed. The student will be evaluated medically and admitted to Health Services. If the student's condition is beyond the scope of practice at Health Services, the student will be transported to the hospital emergency room. At the time of an incident involving substance use, actions may be taken to safeguard other students' health, including a room search and/or confiscation of equipment or remaining substances. Parents/guardians will be notified any time their child utilizes sanctuary.

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

Search Procedures

If a faculty member has any reasonable suspicion of the presence of contraband (alcohol, drugs, stolen articles, weapons, etc.) in a student's room, among their personal belongings, in their car parked on campus , or on their person, that faculty member will speak with the assistant head of school for student life, member of the senior administrative team, member of the student life (dean of students) team, and/or administrator on duty. If a dean, senior administrator, or administrator on duty concurs with the validity of the concern, they will discuss the situation with the student. If that administrator then determines that a search is appropriate, they will conduct the search. If contraband is found, the appropriate conduct response will occur.

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

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

Student Discipline Process

The Student Life Office and the Academics Office work together to respond to student academic and behavioral rule violations. Our shared goal is to help students learn from their mistakes through a process that balances personal reflection with clear accountability to our community standards.

Inquiry

When information about a potential violation of school policy is shared with the Student Life Office or the Academics Office, that information is reviewed to assess what rules were potentially violated, what information is known, and what information is needed. During this inquiry phase, we may speak with any individuals involved to gather the information needed to make an informed decision about next steps. Students are expected to engage honestly and openly with the process by sharing their own experiences in a forthright manner.

Using the gathered information the assistant head of school for student life, assistant head of school for academic affairs or their designee will make a determination about appropriate next steps. In certain instances, students will be required to meet with the Student Accountability Committee.

Student Accountability Committee (SAC)

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

SAC Membership

The Student Accountability Committee typically consists of nine students, three each from the IV, V, and VI Forms and nine faculty members. The students are selected in the spring semester for the subsequent year. The faculty members self-select into the role for the duration of the academic year. Should none of the standing students or faculty members be able to be present for a hearing, a request for assistance will go to the Student Monitors for student representation or to all faculty for faculty representation.

SAC meetings

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

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

Student Accountability Committee Meeting Process

Respect for privacy is an essential element of the success of SAC meetings. Student members of the SAC should never discuss the content of an SAC meeting, including the name of any student who has appeared before the SAC, outside of the SAC meeting. If they have specific concerns from the discussion or need support in processing what they have heard, they may speak with the faculty members present, the assistant head of school for student life, the

assistant head of school for academic affairs, a member of the counseling center, or the Head of School. Violating the privacy of the student meeting with the SAC is a major violation of community standards.

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

Fact Statement
A statement will be written by the Student Life Office or the Academics Office which outlines the behavior and provides any additional factual information for the SAC to review.

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

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

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

Academic Integrity Offenses

Academic integrity requires honesty in all work. Students are expected to take pride in their own work and to respect that of others — fellow students, faculty, writers, and researchers. As an academic institution, our goal is to approach an integrity violation as a teachable moment—a chance for reflection, accountability, and growth.

PROCESS OVERVIEW

Two responses occur when a violation of the school's academic expectations is confirmed:

- **Academic Response:** The student completes a reassessment (redo, retake, rewrite, etc.) with a **full grade deduction**. Example: if the reassessment earns a B+, the grade recorded is a C+.
- **School Response:** Administrative steps are taken to process the violation with the student and advisor. Depending on the frequency (first violation vs. subsequent violation) and severity, the consequence will be categorized as an **Academic Integrity Caution, Warning, or Probation**.
    - Meeting with the SAC may be part of an Academic Integrity Warning process and is definitely part of an Academic Integrity Probation process.
    - Academic Integrity Probation will likely carry an on-campus **suspension**.
    - Beyond Probation, or for particularly egregious offenses, regardless of frequency, **dismissal** is a likely consequence.
    - Violations of academic integrity beyond a Caution may jeopardize a student's eligibility for academic honors and awards, including membership in the Cum Laude Society.

Level One Offenses

Level One Offenses represent severe breaches of trust, safety, or core institutional values that threaten the health, security, or moral fabric of the school community or disrupt the fundamental operation of the institution. Level One violations carry significant consequences up to and including **suspension, disciplinary probation, or dismissal from the school**. Categories of offenses include, but are not limited to:

- Actions that pose a direct threat to the physical, emotional, or psychological safety of any individual, including physical violence, malicious harassment, severe bullying, hazing, or the possession/use of weapons, explosives, or hazardous items.
- Creating, distributing, or possessing non-consensual altered or synthetic digital content (including AI-generated media, deepfakes, or unauthorized recordings) that targets, degrades, or impersonates a member of the community.
- The distribution, sale, or intent to supply controlled substances, illegal drugs, prescription medications, or alcohol; or the misuse, possession, or presence around illicit drugs and dangerous substances
- Actions that compromise school or public safety systems or compromise the safety of the school, including, but not limited to creating a fire hazard, burning object, or possession of a weapon
- Severe or systemic or repeated breaches of personal or academic integrity, including protracted or egregious dishonesty, major or repeated academic misconduct, theft, or deliberate interference with an institutional investigation
- Any Level Two offense compounded by deliberate dishonesty, or a cumulative pattern of policy violations (such as a second Level One or Level Two violation during a student's enrollment)

- Violations of local, state, or federal law, or any other act deemed by the administration to be of equivalent gravity.
- Any other infraction deemed by the school administration to be of equal seriousness to those listed above.

Level Two Offenses:

Level Two Offenses are serious policy violations that compromise community standards, reflect a significant breakdown in personal accountability, or undermine the harmony and residential integrity of the school. Level Two violations result in elevated administrative responses, including **in-school or out-of-school suspension, disciplinary status/probation, loss of privileges, or escalation toward dismissal upon repetition.** Categories of offenses include, but are not limited to:

- Use, possession, or being knowingly in the presence of alcohol, cannabis, or associated paraphernalia while under the school's jurisdiction.
- Unauthorized departures from campus, unapproved transit/vehicle use, or remaining outside assigned residential bounds or housing after hours without permission.
- Acts of deliberate or calculated dishonesty including academic misconduct or deception directed toward faculty or administrative staff
- Violations of residential boundaries, including unauthorized visitation or unapproved presence in private quarters.
- A repeated pattern of Level Three infractions within a single academic year, or actions of equivalent severity as determined by the administration
- Any other infraction deemed by the school administration to be of equal seriousness to fall under the above definition of a level two offense

Level Three Offenses:

Level Three Offenses encompass daily life lapses, procedural non-compliance, and minor conduct infractions that conflict with the smooth operation of academic and residential routines. Level Three offenses can result in a **Dean's Caution, or Dean's Warning.** Categories of offenses include, but are not limited to:

- Repeated failure to follow standard dorm, dining, or sign-out procedures, or unauthorized presence in non-residential campus spaces
- Unauthorized use or possession of unapproved appliances, heat-producing devices, or non-registered prescription/over-the-counter medications
- Use or possession of tobacco, nicotine products, or vaping devices
- Minor or casual untruthfulness, non-compliance with faculty or staff directions, or participation in unauthorized games of chance or gambling
- Accumulated minor infractions or misconduct deemed equivalent in nature
- Any other infraction deemed by the school administration to be of equal seriousness to fall under the above definition of a level three offense

Conduct Responses

Breakfast/Early Check-In

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

Campus Restriction

A student may not go beyond the boundaries of the School campus (including downtown Southborough) without getting specific permission from the student life office. When the period of time includes a weekend, a student on campus restriction may not sign out for an overnight or a weekend, and they may not host an overnight guest.

Dean's Caution

A student will receive a written caution after a reflective conversation. The goal of the caution is to remind students to be aware of their actions and to consider the steps they need to take to prevent subsequent infractions. If subsequent infractions do take place, an elevated response is expected.

Dean's Warning

When a student is placed on Deans' Warning they are warned that additional infractions may lead to more serious consequences. A Dean's Warning may include a temporary or permanent loss of leadership positions. Subsequent violations of major school rules are likely to result in more serious consequences, including probation, or, depending on the severity, consideration of a dismissal.

Detention

Students will be required to attend a detention at the scheduled detention time. The student may not use electronic devices, including cell phones, computers, and smart watches, during the detention. If a student misses a schedule detention, they will serve a 7AM detention as assigned.

Dismissal

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

End-of-Year Review

Students who are on probation (academic, attendance, conduct) or have been suspended during the year may have their status reviewed at the end of the year. At this time the faculty or administration can recommend to the head of school that a student be required to withdraw or that the student be allowed to return with specific conditions.

House Conduct and Strikes

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

behavioral expectation, check-in time, or School rule. When blatant or repeated, minor School rule infractions may be elevated by the house head to the advisor and Student Life office. Students should bring issues, questions, and concerns to their house head, house faculty members, or house prefects.

Loss of Leadership Positions

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

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

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

Room Restriction

When a student receives a room restriction, they are to check in at 7:00 pm (8:00 pm on Saturdays) and remain in their room for the duration of the evening. Showering, laundry, and socializing are not permitted. Students may not go to others' rooms, common spaces, or host guests in their rooms. Students turn in their phones to the faculty member on duty during a room restriction night; the phone is returned when faculty depart.

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

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

Probation

When a student is placed on probation, for the duration of that status, a subsequent offense which, in the dean's judgment, might or might not be defined as a major School rule violation will be viewed as a major School violation, and can result in dismissal. The assistant head of school for student life and assistant head of school for academic affairs may place a student on Probation status without going before the Student Accountability Committee. While on probation, students may not serve as leaders for the following positions: Monitor, SAC, House Prefect, Pathway Prefect, captaincy of a team, or Peer Discussion Leader or other significant leadership positions.

Random Drug/Alcohol Testing
Random drug/alcohol testing may be a condition of return for students who have been disciplined for drug or alcohol use as outlined in the treatment plan provided by the outside professional.

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

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

Request for Reconsideration

A student who is dismissed from the School as a result of the disciplinary process may submit a written request for reconsideration to the head of school. A written request for reconsideration must be based on one of the following grounds only: (a) the process to review the reported rule violation substantially deviated from the process outlined in the Student Handbook and that substantial deviation had an adverse impact on the determination; or (b) significant new information not available to the student at the time of the determination has been revealed or discovered which materially alters the facts and may alter the determination. A student must submit a written request for reconsideration within three days after receiving notice of the finding of responsibility for a major rule violation. Absent extenuating or unusual circumstances, the head of school will notify the student within seven days whether the request for reconsideration has been granted or rejected. If the request for reconsideration is rejected, the decision is final. If the head of school grants a request for reconsideration, the head of school retains complete discretion to determine the next steps to resolve the matter. Any sanctions imposed on a student as a result of the disciplinary process remain in effect during a request for reconsideration until further notice from the School.

Notification of Discipline to Colleges

As an educational institution that values honesty and integrity, we expect St. Markers to be truthful in their responses to all questions on college applications, including those related to discipline. While disciplinary matters are of concern to colleges, our experience is that they understand young people make mistakes. Often, admission committees are more concerned with the manner in which students respond to disciplinary sanctions than with the events leading to the sanctions. A mature and thoughtful response to a discipline infraction can illustrate a student's growth and development as a young adult.

Communicating Discipline to Colleges
The School expects students to respond truthfully to any questions on college applications regarding disciplinary history. Reportable offenses include any infractions that result in probation, suspension, or dismissal. In the case of a reportable offense, students work with their college counselor to write a statement outlining the circumstances of the infraction and their response to and growth from the situation.

Many colleges expect the School to explain major disciplinary infractions, either to corroborate student reports or to confirm the applicants who will be providing reports. Upon request by colleges, the College Counseling Office will confirm the disciplinary history of St. Mark's students who have faced probation, suspension, or dismissal. The College Counseling Office highlights the student's response to their offense and subsequent growth in their communications. Communications between St. Mark's and college admissions representatives about disciplinary matters are confidential.

Changes in Status
If a student is placed on probation or suspended after applying and/or being accepted to college, this represents a change in status that must be communicated to colleges that ask about disciplinary history as part of their application. Such communications must be sent to colleges within seven (7) calendar days from the start of the probation or suspension.

If a student is dismissed or withdraws from St. Mark's after applying and/or being accepted to college, the student and College Counseling Office are required to report this to each college to where the student is an active applicant within seven (7) calendar days from the effective date of the dismissal or withdrawal, regardless of whether a college asked about disciplinary history in its application. St. Mark's will comply with this obligation without authorization from the student or student's parents/guardians.

Communicating Discipline on Transcripts
Disciplinary responses short of dismissal do not appear on the St. Mark's transcript. If a student is dismissed or withdraws from St. Mark's, this action will be noted on their transcript. If a college admissions representative contacts St. Mark's about a student subsequent to their withdrawal or dismissal, the college counselors will confirm the student's enrollment status and refer all further questions to the student.

Resources and Information

Student Support at St. Mark's

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

The Student's Advisor

Advisors watch over students' academic progress and personal development; they are the links that connect students, parents/guardians, and the School. The relationship between student and faculty advisor is a core element of the St. Mark's program. The advisor should be the initial point of contact for parents/guardians or faculty with concerns or questions about a particular student, and the advisor should be the adult on campus to whom a student goes with questions or concerns. New students are assigned to their advisors for the duration of their first year.

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

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

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

Community and Equity Affairs

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

Academics Office

The Academics Office oversees the daily operation of the academic program to ensure that students develop to their intellectual potential. Members of the Academics Office partner closely with advisors, department heads, teaching faculty, and the College Counseling Office to support our students. Parents/guardians may consult the assistant head of academic affairs and other members of the office about individual students' academic program, academic support needs, or about academic policies.

Academic Support Resources

More detailed Information about academic support and resources can be found in the Academic Program section.

Student Life Office

The Student Life Office oversees all aspects of student and campus life, programming, and policies, including the advising system, residential life, student permissions, student activities, the discipline process, wellbeing education, leadership selection and training, and the development and implementation of consistent policies and procedures for all St. Mark's students. Members of the Student Life Office partner closely with faculty, staff, advisors, and coaches to support each St. Mark's student's growth and development by fostering supportive relationships,

providing consistent accountability, offering engaging experiences, and creating holistic development opportunities. Parents may consult with the assistant head of school for student life and other members of the office about individual student concerns, community policies, and student support needs.

Form Deans

Each form has a form dean. The form dean serves as a leader of the form, helping to support students in a developmentally appropriate manner. The form dean helps oversee different aspects of student life, including helping to support a healthy school culture, working with students on disciplinary matters, and providing a key support to all members of the form.

Health Services and Counseling

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

Residential Faculty

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

Academic Program

Educational Objectives

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

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

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

Academic Attendance

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

- Active Participation: Attending classes allows students to actively participate in discussions, group activities, and practical demonstrations. This engagement facilitates a better understanding of the subject matter and helps students grasp complex concepts more effectively.

- Real-time Interaction: Classroom environments provide opportunities for students to interact with teachers and peers, ask questions, seek clarifications, and receive immediate feedback. This real-time interaction aids in addressing doubts and solidifying knowledge.
- Structured Learning Environment: Our classes offer a structured and organized learning environment. The curriculum is carefully designed to cover essential topics, build foundational knowledge, and progress systematically, which may not be as easily replicated through self-study.
- Interpersonal Skill Development: Attending classes fosters social development as students interact with their peers from diverse backgrounds. It helps improve communication skills, teamwork, empathy, and the ability to work collaboratively.

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

Academic Attendance Expectations

St. Mark's is an in-person learning community. Our academic program relies on active engagement with classmates and teachers, and participation in daily classes is essential to a student's growth and success. While we recognize that legitimate reasons for missing class do arise, frequent absences compromise the learning experience for the individual student and their peers.

To preserve the integrity of our program, a student who misses **20% of the class meetings in a course**, excused or unexcused, places their standing in the course at risk. Note: Students who arrive 1 - 15 minutes late to class are marked "tardy." Students who arrive over 15 minutes late are marked "absent."

Attendance Notifications: To help students and families monitor attendance and plan accordingly, the Academics Office sends notifications as follows:

- **Notification 1:** Student has missed 10% of the class meetings in a course. At this point, the student will also meet with their advisor and the Associate Dean of Academics to review attendance records and develop a plan aimed at supporting consistent sustained attendance moving forward.
- **Notification 2:** Student has missed 20% of the class meetings in a course. At this level of missed in-person instruction, we cannot accurately and fairly attest to a student's engagement with the course's learning goals. Consequently, the student will most likely shift to a **pass/fail** grading scale for the remainder of the course.

We strongly recommend that students and families monitor attendance in Blackbaud regularly. Each student's attendance record can be viewed via the "progress" tab. Both the excused and unexcused absence columns contribute to the 20% limit.

School sponsored trips, such as course specific field trips, athletic games, or school travel programs will not be categorized as an "academic absence."

Students experiencing attendance challenges may not be permitted to attend school sponsored off campus activities, such as field trips and athletic competitions, to prevent the student from missing more class time.

Absence Due to Health Leave

Absences accrued while a student is on an approved health leave do **not** count toward their academic attendance record. Health leave decisions are made by the Health Services and Counseling teams. Upon return, the student completes a reentry process with a member of the counseling team, their advisor, and a member of the Academics team. Together, they will develop a plan to help the student manage and complete missed work in a balanced way.

Students who are ill should prioritize rest and recovery. If they feel well enough to do some academic work, they may stay connected to their classes by checking assignments and materials on Canvas.

Grading, Feedback, and Academic Review

Grading Policy

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

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

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

Grading Scale

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

Grading System

A letter grading system is used as follows:

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

Honors and High Honors

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

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

Grade Reports

Grade reports are shared with families four times a year. Teacher comments for all students accompany the grade reports two times a year. Grades and teacher comments, when applicable, will be available electronically via the Parent Portal. Parent Portal password queries should be made through the Technology Department (helpdesk@stmarksschool.org).

Academic Review

At the close of each marking period, the Academics Office team reviews all student progress. The team recommends appropriate follow-up steps for improvement when a student exhibits a pattern of academic concern. This process is conducted in partnership with the student's advisor, teachers, and the Student Support Team. Advisors serve a vital role in supporting the student and updating the family on the effectiveness of recommended interventions.

Academic Monitoring, Warning, and Probation

Students demonstrating a need for noticeable improvement and support will be placed in one of three categories: monitoring, warning, or probation. With each status, the Academics Office leads in shaping an individualized plan of action to help the student improve.

Academic Monitoring

Academic monitoring is not considered a formal "status." Rather, it indicates that the student would benefit from greater structure and support. Consequently, a support plan is put in place to help the student better utilize the resources St. Mark's can offer as they work to become a more independent learner.

Academic Warning

Academic warning is designed to communicate academic concerns to a student and their family. A student who earns **one** or more grades of D+ or below or **two** or more grades of C - or below will be placed on academic warning. The Academics Office will meet with the student and their advisor to design an action plan to help the student make progress, especially in the flagged disciplines.

Academic Probation

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

- The student is on academic warning for two consecutive marking periods.
- The student is on academic warning/probation for multiple non-consecutive marking periods

- The student earns **two** or more grades of D+ or below.
- The student earns a **non-passing grade** in a marking period.

As a result of academic probation, a student's academic progress will be closely followed. A student who remains on academic probation for two consecutive marking periods will be reviewed by the Assistant Head of School for Academic Affairs, in consultation with the faculty who work directly with the student, and may be required to withdraw at the end of a semester at the discretion of the Head of School. The school will withhold re-enrollment contracts of a student on academic probation until their status is resolved.

Course Failure

If a student fails a course by earning an F grade, the student may be required to withdraw from the School. If the student is not required to withdraw, the student will be placed on academic probation. The student may be required to retake the course the following semester or year or complete departmentally prescribed make-up work over the summer and pass a St. Mark's assessment. Should the student not pass the assessment, the Head of School, in consultation with the Assistant Head of School for Academic Affairs will consider whether the student should be required to withdraw.

Diploma Requirements

Diploma Credit

The School evaluates a student's progress toward meeting Diploma requirements based on the student's Form of entry. Each student must complete their entire VI Form year on campus fulfilling the required course load for VI Form stated below.

Requirements

Student Course Load

- All III Form students are required to take six classes per semester in addition to Foundations of Learning (Fall) and Foundations of Wellbeing (Spring).
- All IV Form students are required to take six classes per semester.
- All V and VI Form students are required to take a minimum of five courses and a maximum of six courses each semester in addition to their required college seminar.
- Note: Students interested in taking art as a seventh course must meet with the Associate Dean of Academics.

Arts:

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

English:

- All students are required to take English each year at St. Mark's. VI Form students are required to take one English course each semester.

History & Social Sciences:

- All III Form students are required to take Human Geographies (formerly Global Connections in History or The Global Seminar).
- All students are required to take United States History or Advanced United States History (typically in V Form).

Modern/Classical Language:

- Students must complete 3 years of languages in high school AND must achieve Level II in one of those languages. (Note: A language class taken in a student's repeated year will not count towards the 3 years.)
- All incoming students will take a placement test unless they intend to enroll in level I of a language.

Mathematics:

- Completion of Math through Algebra II.

Religion:

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

Science:

- Completion of two years of a full-year laboratory science . Biology is required in the III Form unless a full year course in high school Biology has been taken previously.

Foundations of Learning and Foundations of Wellbeing:

- All III Form students are required to take Foundations of Learning in the fall and Foundations of Wellbeing in the spring. These courses meet once per week and do not count towards the minimum course load requirement for III Form students.

College Seminar:

- All V and VI Form students are required to take a one semester College Seminar course in the fall (for VI Form) and in the spring (for V Form). These courses meet once per week and do not count towards the minimum course load requirement for V and VI Form students.

Transfer Credits

The Academics Office will review the final transcripts of our incoming IV and V Form students to determine which of their prior credits will transfer over to the St. Mark's diploma requirements. Transfer credits will only be

considered in the case of courses that align with those offered at St. Mark's. Families will be notified of transfer credits via email prior to registration.

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

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

Course Planning

Schedule Change Petition

A student wishing to change a course must do so within the first week of classes during both the fall and spring semesters. A schedule change petition form must be filled out, including required signatures, by the designated deadline. A student entering a course late is responsible for the material that has been covered since the beginning of the course in consultation with the teacher.

Level Change/Course Load Reduction

After the schedule change petition deadline, level changes may still be made up until the "Level Change/Course Load Reduction Deadline" the first week in October. Level changes should be initiated by a member of the faculty due to concerns about the student's placement.

A student may also elect to drop a course up until this deadline if, after dropping the course, the student still meets our minimum course load. The decision to drop a course should be made in consultation with the student's advisor and family, the College Office (for V and VI Form), and the Academics Office.

After the "Level Change/Course Load Reduction Deadline" course changes will be designated on the student's official St. Mark's transcript as a "withdrawal (W)."

Course Recommendations

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

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

Academic Support

At St. Mark's, Academic Support is an important part of the Academics Office. The program is dedicated to helping students become confident, capable, and independent learners. We believe that effective learning strategies can be taught, practiced, and refined, and that learning how to learn is one of the most valuable skills a student can develop. Many of our resources are housed in our bright and welcoming Academic Support Hub, located in the Main Building.

All students are encouraged to self-advocate when they need academic support by using the many resources below and talking with their advisor. The director of academic support is available for consultation with faculty, students, and families if persistent learning challenges arise.

St. Mark's does not support the use of outside tutors, and outside tutors are not permitted to work on campus.

Students may access more details about the support options listed below on the Academic Support page of the Student Hub on Canvas. Please contact the Director of Academic Support with questions.

Academic Support Resources

Study Hall

All students are required to participate in study hall from 7:30-9:30pm, Sunday through Thursday. A **Structured Study Hall** option is also available for students who benefit from additional supervision and accountability.

Faculty Office Hours

Dedicated time for students to meet directly with teachers for support is built into our schedule each week. During a typical 5-day week, these periods are on Monday 12:55-1:25pm and Thursday 10:20-10:50am.

Content-Area Support

Drop-in extra help in quantitative subjects, writing, and humanities is available during the academic day in many class blocks. In the evening, assistance in writing, humanities, and quantitative coursework is provided by our Evening Academic Support team of faculty and trained student mentors. This resource is available by appointment, Monday through Thursday, 7-9:30pm in the Academic Support Hub.

Peer Tutoring

Students may request on-going, one-on-one sessions or drop in during free periods for extra help from trained student mentors.

Academic Coaching

Individualized coaching in executive functioning (e.g., prioritizing, time management), studying, and learning strategies provided by our academic support professionals is available by appointment.

Workshops

Regular sessions on studying, organization, test preparation, note taking, and other learning strategies grounded in cognitive science are scheduled throughout the year.

Foundations of Learning

Foundations of Learning is a semester-long course that meets once per week. It is required for all III Form students. Students learn the science of learning, executive functioning skills, organization, studying, reading strategies, and time management while successfully transitioning to St. Mark's. Please see the Course Catalogue for further information.

Students with Disabilities

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

College Counseling

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

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

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

Standardized Testing

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

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

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

Athletics

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

Independent School League

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

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

Athletic Requirements

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

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

Athletic Commitment Accommodation (ACA)

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

Athletic Accommodation

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

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

Non-Athletic Accommodation

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

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

Athletic Council

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

Certified Athletic Trainers

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

Absences and Afternoon Activities

Patterns of absences from School commitments may result in loss of practice or participation privileges, including, but not limited to, play participation, robotics practice, athletic practice or game play. A student with five or more absences from a sport/co-curricular in a season, excused or unexcused, will meet with a member of the Department of Athletics/Co-curriculars.

Equipment Issue and Needs

St. Mark's provides game uniforms, helmets, and select equipment for all student-athletes. Game uniforms are laundered following each competition. We do not provide footwear, sticks (field hockey, ice hockey, and lacrosse), racquets (squash or tennis), or gloves (baseball, softball, hockey, and lacrosse). In addition, students provide their

own protective padding for field hockey, soccer, ice hockey, and lacrosse. Students playing soccer and field hockey will purchase two pairs of new soccer socks, a blue pair and a white pair, to be worn for games and/or practices. We also provide baseball and softball hats for students to purchase from the equipment room. Students on financial aid should speak with the Athletic Department about purchasing equipment and/or borrowing St. Mark's-issued equipment.

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

Managers

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

Player and Team Expectations

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

A. *St. Mark's strictly prohibits any form of group or player ridicule, bullying, intimidation, harassment, or initiation. Nor do we tolerate actions that may be viewed as hazing regardless of whether there is willful participation.*

B. *St. Mark's strictly prohibits alcohol, drugs, marijuana, or tobacco use in any form and at any time as a St. Mark's student-athlete.*

Return to Athletics After Illness or Injury

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

Sport and Wellness Options

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

Financial Information

Enrollment Contract Deposit

A non-refundable deposit is required each year with all full-pay enrollment contracts. Contract deposits for families receiving financial aid vary based on the award amount.

Financial Aid

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

Optional Expenses

Laundry Service

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

Medications

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

Music

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

Student Cash Needs

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

Tuition Charges

Tuition is due and payable as of July 1 each year per the Enrollment Agreement. Three payment plans are available including the tuition paid in full byJune 15 (Plan A), tuition paid in two semi-annual installments in July and December (Plan B), and tuition paid in monthly installments (Plan C). The tuition refund plan is mandatory for both the semi-annual and monthly plans.

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

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

Tuition Refund Insurance

For a minimal fee, tuition refund insurance (TRI) gives parents/guardians an opportunity to protect themselves against loss in the event of dismissal, extended illness, or withdrawal from School, while also providing financial protection for the School. TRI is optional ONLY if tuition is paid in full by June15 (Plan A). An electronic version of the brochure explaining this plan is enclosed with the enrollment contract each year. Parents should take special note of the varied payment benefits and exclusions described in the plan brochure, especially the 14-day attendance requirement for non-medical benefits. The charge for this insurance will automatically be assessed by the Business Office.

Health and Counseling Services

Health Services

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

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

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

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

Food Safety

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

Food Allergies

All food allergy information must be indicated on our required health forms submitted by parents. Food allergy information will be shared with advisors, house heads, and with our food service staff. Students are also expected to

be their own advocates for food safety. They are responsible for seeking out resources in the Dining Hall, asking appropriate questions and, when in doubt, avoiding questionable food items.

Nut-Aware Campus

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

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

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

Health Issues

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

Health Record Requirements

Before the School can accept responsibility for any student, all required health forms and permission must have been received by Health Services.
The major components of the Student Health Record include:

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

All new students are required to be tested for tuberculosis.

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

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

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

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

Health Insurance

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

Infectious Disease Epidemic Policy

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

As a residential community (congregate setting), the School may require a more conservative approach to isolation and quarantine in cases of infectious illness than that recommended by guidelines established by the Massachusetts Department of Elementary and Secondary Education (DESE). Such guidelines would be established by the School through consultation with the Director of Health Services, the School Health and Safety Committee, MADPH-BIDLS, the Southborough Board of Health, the school physician, and other expert consultants as needed.

Medical Appointments

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

Medical Protocols

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

All controlled substances, psychotropic medications, antidepressants, and narcotics will be kept in and administered from Health Services only. In the cases of medical marijuana prescriptions, Health Services must be appropriately notified, and accompanied by a written prescriber's order. As with other controlled prescription medications, they are to be kept and administered in Health Services.The clinical indications, benefits, and side effects of cannabidiol

(CBD) oil and products are still largely unknown and the potential for abuse among children and young adults is of great concern. Accordingly, we only permit their use by St. Mark's students with a prescription and physician order, and they must be kept in the health center and administered there.

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

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

Medication Distribution During Vacations

Parents must make arrangements to keep a supply of their child's prescription medications at home for the vacation breaks. If a parent chooses, they may pick-up the entire supply of medications to take home over vacation. Parents are responsible for re-supplying Health Services with the needed medications following the break. Students are not allowed to carry regulated, prescription medications to and from School.

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

Privacy of Health Information

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

Counseling Services

The Counseling Office is located on the third floor of Pine Cottage and is staffed by professionals with advanced degrees in psychology, school counseling, and/or social work. Counselors are trained in the diagnosis and treatment of psychological disorders, and work to support the healthy emotional development of adolescents within the St. Mark's community. They provide individual counseling, facilitate educational programs, and supervise the Peer Discussion Leader and CARE Team programs. Their services are confidential, and confidentiality will be maintained unless a student is at immediate risk for harm to self or others. Counselors are available during the day

to meet with students, faculty, staff, and parents, as well as at any time in an emergency. Appointments can be arranged in advance by phone or email. The counselors have regular, ongoing relationships with consulting psychologists and psychiatrists, and with counseling colleagues at other schools. They assist students, faculty, and staff with referrals to resources outside of the School. School counselors work closely with the nurses to support the emotional health and well-being of the students.

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

Counseling Resources

CARE Team

CARE Team is a health and counseling resource available to support St. Mark's students. The CARE Team is composed of the director of counseling, health services director, and school counselor. The team's goal is to proactively offer health-related resources and support to students before a serious health or discipline problem develops, while also breaking barriers and stigma associated with asking for help. Any St. Mark's student or faculty member may make a confidential referral to the CARE Team if they have a concern about a student's emotional, physical, or behavioral well-being. Individuals wishing to communicate concerns to the team may complete a confidential referral form or may contact a team member directly. In certain health cases, specifically around alcohol or drug use/misuse, the director of counseling services and/or the director of health servics may provide care in the form of our Substance Use/Misuse Health Response outside of the discipline area. Depending on the nature of the CARE team referral, School Counselors may reach out to family as a part of a follow up conversation.

House Prefects

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

Peer Discussion Leaders

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

Sanctuary

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

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

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

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

School Counselors

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

Student Support Team (SST)

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

Substance Use/Misuse Health Response

St. Mark's has a comprehensive health response for any student who finds themself in a situation involving substances. The health response includes a conversation with a St. Mark's School Counselor. The School

Counselor will provide resources to the family for an evaluation that must be completed by an outside medical professional, which may include a Licensed Drug and Alcohol Counselor. The school can mandate that the evaluation be conducted by a Licensed Drug and Alcohol Counselor. It is expected that a student and family will follow and fulfill any and all recommendations coming from an evaluation. Failure to share the completed outside evaluation with the director of counseling services in a timely manner may lead to a health leave for the student until the student's health status can be determined. The health response protocol can be initiated by a conduct situation, a Care Team referral, or sanctuary. The health response is a combined effort between both the Counseling and Health Services departments.

Health-Related Absences

A parent or guardian must report an absence to Health Services before 8:00 a.m. by calling Health Services at 508.786.6372 If a student is absent for multiple days, a call must be made daily. The student must check in to Health Services upon return to School. Following an extended absence of five or more days, the student must provide Health Services with a statement from the treating physician stating a diagnosis and a plan for return to full activity at School. After 12 full or partial days missed because of illness in the year, the School also may require written documentation from a physician for each subsequent absence.

Health Leave of Absence and Return

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

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

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

Health Leave of Absence Procedure

- All health leaves of a physical nature are coordinated by the director of health services. All health leaves of a psychological nature are coordinated by the director of counseling. A health leave is typically granted for up to

two weeks. If a student requires longer than two weeks away from school, they may request an additional two week Health Leave.

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

While on Health Leave

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

Re-Entry Procedure

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

Return to School and Participation in Activities

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

Extended Health Leave

A student who requires a health leave of more than four weeks, or who requires more than (2) two-week health leave in an academic year, will in all likelihood be asked to return home for the duration of the academic year and be granted an extended health leave. If a student misses more than 4 weeks of school in one academic year for medical reasons, they would be eligible for an extended health leave. The student may be asked to seek support and treatment at home, and to sign release forms that allow the director of health services and/or the director of counseling to share information with off-campus practitioners as treatment is undertaken. Only one extended health leave can be granted during a student's St. Mark's School academic career, and this leave does not extend beyond the academic year it has been given.

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

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

Health Leave Policy and Academic Credit

During a health leave of absence, students and families must make arrangements for the completion of required course work with the assistant head of school for academic affairs and the advisor, who will coordinate with the teachers. In those rare cases when a student is granted a leave longer than two weeks and thus will miss many major assessments, families will need to identify a responsible third party to administer tests and exams. Students are eligible for academic credit and St. Mark's grades when they have completed all the required assignments in each class. Students with Incompletes will not be allowed to matriculate to the next Form (and may not be allowed to

repeat a Form), so it is in the best interest of the student to complete academic work as quickly as reasonably possible after a health leave. Should the student be invited to return to School, they will be required to work with the assistant head of school for academic affairs to determine the specific details and conditions of academic work that must be satisfied in order for the student to receive credit for the work that was missed during the extended health leave. A student's failure to complete the agreed upon academic work will likely negatively impact academic credit and grades, and may lead to a request that the student withdraw from School.

Religious and Spiritual Life

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

Students and faculty attend an informal Morning Chapel twice a week, on Tuesday and Friday mornings before classes begin. This service includes communal singing, readings from any of a number of different religious and humanist traditions, and a thoughtful, reflective talk or performance by a student, a faculty member, or a visitor to the school. A time is set aside for silent prayer, meditation, music or reflection to allow students to practice according to their own traditions and preferences.

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

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

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

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

School Chaplains

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

Technology

Our website may be found at www.stmarksschool.org.

Bring Your Own Device (BYOD) Program

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

Acceptable Use Policy

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

Computer Network

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

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

Network Use

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

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

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

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

Telephone Service/Restrictions

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

Appendix I

Massachusetts Anti-Hazing Statute

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

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

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

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

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

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

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

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

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

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

THE MISSION OF ST. MARK'S SCHOOL

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

THE SCHOOL'S DIVERSITY STATEMENT

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

THE SCHOOL'S SUSTAINABILITY STATEMENT

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