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 Saint Mary’s School and any parent, guardian or student affiliated with or attending the School. Saint Mary’s School reserves the right, in its sole discretion, to add, revise and/or delete School policies before, during and after the school year.
TABLE OF CONTENTS

School Hymn ................................................................................................................................................. 1
School Song: “Hail, Saint Mary’s” ................................................................................................................ 2

CAMPUS MAP ............................................................................................................................................ 3

IMPORTANT CONTACT INFORMATION ..................................................................................... 4

WELCOME FROM THE HEAD OF SCHOOL ..................................................................................... 5

I. INTRODUCTION ....................................................................................................................................... 6
   Mission .................................................................................................................................................... 6
   Philosophy ............................................................................................................................................ 6
   History of School ............................................................................................................................... 7
   Non-Discrimination Policy .................................................................................................................. 7

II. CHARACTER AND HONOR ............................................................................................................... 8
   Core Values .......................................................................................................................................... 8
   Honor Code ......................................................................................................................................... 8
   Academic Honesty ............................................................................................................................. 9
   Honor Code Violations ....................................................................................................................... 9
   Plagiarism ......................................................................................................................................... 10
   Consequences of Academic Dishonesty ............................................................................................ 10

III. ACADEMIC PROGRAM .................................................................................................................. 11
   Curriculum/Graduation Requirements ............................................................................................... 11
   Course Levels ..................................................................................................................................... 12
   Registration Procedures .................................................................................................................... 13
   Classes at Raleigh Colleges .............................................................................................................. 14
   Independent Study .......................................................................................................................... 15
   Assessments/Test/Examinations ......................................................................................................... 15
   Homework and Study Habits ........................................................................................................... 16
   Grading System and Progress Reports ............................................................................................ 17
   Academic Honors and Recognition ................................................................................................. 19
   Unsatisfactory Academic Performance ........................................................................................... 20
   Standardized Testing ......................................................................................................................... 21
   College Counseling .......................................................................................................................... 22
   Commencement ............................................................................................................................... 22

IV. SCHOOL RULES ................................................................................................................................. 23
   General Conduct ............................................................................................................................... 23
   Common Language Policy .................................................................................................................. 24
   Student Sign-In/Sign-Out Procedures .............................................................................................. 24
   Attendance ........................................................................................................................................ 24
   Absences .......................................................................................................................................... 25
   Tardiness .......................................................................................................................................... 27
   Security ............................................................................................................................................ 27
   Emergency Procedures ................................................................................................................... 28
   Appropriate Attire ............................................................................................................................ 29
   Permissions ...................................................................................................................................... 29
   Relational Aggression ....................................................................................................................... 30
   Sexual Harassment ........................................................................................................................... 31
   Electronic Communications, Computers, and Responsible Use ..................................................... 31
   Sexting ............................................................................................................................................. 33
   Email .............................................................................................................................................. 33
   Social Media .................................................................................................................................. 34
Immunizations .................................................................................................................. 80
Food Allergies .................................................................................................................. 80
Asthma Management ....................................................................................................... 81
Head Lice .......................................................................................................................... 81
Emergencies ...................................................................................................................... 82

XIV. STUDENT SUPPORT SERVICES ............................................................................... 83
Accommodations ............................................................................................................... 83
Academic Support ............................................................................................................. 83
Tutoring ............................................................................................................................. 84
All-School Tutorials ......................................................................................................... 84
Study Hall ......................................................................................................................... 84
Concerns about Classes or Faculty .................................................................................. 85
Mental Health and Other Counseling .............................................................................. 85
Confidentiality ................................................................................................................... 85
Daughter Abuse and Neglect Reporting .......................................................................... 85

XV. FINANCIAL INFORMATION ......................................................................................... 86
Enrollment Contracts ....................................................................................................... 86
Tuition Refund Plan .......................................................................................................... 86
Need-Based Financial Aid .............................................................................................. 86
Tuition and Billing ............................................................................................................ 86
Academic Fees, Activity Charges, and Incidental Expenses ............................................ 86
Past Due Accounts .......................................................................................................... 87
Fundraising ....................................................................................................................... 87
Parents Association ......................................................................................................... 87
Parent Education ............................................................................................................. 87

XVI. RE-ENROLLMENT ...................................................................................................... 88
Re-Enrollment/Re-Admission Policy ............................................................................... 88
Parental Comportment and Support for School Policies .................................................. 88

INDEX ................................................................................................................................. 90
School Hymn
The Saint Mary’s School Hymn is sung arm-in-arm in chapel, at graduation, and at formal School occasions. Saint Mary’s tradition holds that this sacred hymn be sung with dignity and respect.

We build our school on Thee, O Lord;
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our fall’ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If Thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end. AMEN

Sebastian W. Meyer 1908 (words)
Russell Broughton (music)
School Song: “Hail, Saint Mary’s”

The School encourages the School Song to be sung with enthusiasm to promote school spirit at assemblies and other informal school events.

Hail, Saint Mary’s

In a grove of stately oak trees,
Where the sunlight lies,
Stands Saint Mary’s true and noble
’Neath the Southern skies.

Chorus: Far and wide, Oh, sound her praises
        Chorus full and free
        Hail, Saint Mary’s, Alma Mater
        Hail, all hail to thee!

Well we love the little Chapel
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Chorus: Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet enticing bird notes
Sound their magic call.

Chorus: Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Chorus: Far and wide, etc.

Adapted from Margaret Mason Young, 1899
1. Smedes Hall
2. West Rock
3. East Rock
4. Chapel
5. Faculty/Staff Residence
6. Head of School’s Residence
7. East Park Building: classrooms/labs | Science faculty offices
8. Faculty/Staff Residence
9. Faculty/Staff Residence
10. Binder Health Center
11. Bacon Gymnasium
12. Natatorium (indoor swimming pool)
13. Holt Hall
14. Eure-Jones Tennis Courts
15. Penick Hall (residence hall)
16. Cruikshank Hall (residence hall)
17. Cheshire Hall: classrooms | World Language faculty

18. Bratton Hall: classrooms | studios
19. Pittman Auditorium
20. Chan-Poyner Dining Hall
   Poyner Room
   Tyler Board Room
21. Bishop’s House Staff Residences
22. Kenan Library
23. Faculty/Staff Residence
24. Ragland Classroom Building
   Dean of Teaching and Learning
   Registrar’s Office
   Various faculty offices
25. Buildings and Grounds Office
26. Nimocks Athletic Field
27. Faculty/Staff Residences
   (opposite campus on Hillsborough Street)
28. Athletic Practice Field
29. Faculty/Staff Residences
30. Chiller Plant
## IMPORTANT CONTACT INFORMATION
(All numbers are in the 919 Area Code)

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
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<td>Admission</td>
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<td>Alumnae Relations</td>
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<td>Athletics/PLUS Program</td>
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<td>Attendance Coordinator</td>
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<td>Business Office</td>
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<td>Clubs/Organizations</td>
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<tr>
<td>College Counseling</td>
<td>Mr. Orvis</td>
<td>424-4068</td>
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<td></td>
<td>Ms. Higgins</td>
<td>424-4117</td>
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<td>Ms. Morrel</td>
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<td>Dean of Teaching and Learning Office</td>
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<td>COMPASS Leadership Development Week</td>
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<td>Development/Gifts to Saint Mary’s</td>
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<td>Disciplinary Matters</td>
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<td>Library</td>
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<td>Main Office/Switchboard</td>
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<td>PLUS Program</td>
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<td>Registrar/Records</td>
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<td>Residential Life/Overnight Guests</td>
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<td>School Counselors</td>
<td>Ms. Costello</td>
<td>424-4051</td>
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<td>Ms. Schweizer</td>
<td>424-4023</td>
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<td>Smedes Activities Desk</td>
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<td>Student Expense Accounts</td>
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<td>Student Store</td>
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<td>Summer Camps</td>
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<td>Technology Help Desk</td>
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<td>Visual and Performing Arts</td>
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<td>Weather Emergencies</td>
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<tr>
<td>Weekend Permissions</td>
<td>Smedes Activity Desk</td>
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</tbody>
</table>

### Emergency Numbers

- Campus Security: 424-4044
- Health Center: 424-4043
Dear Students and Parents:

Welcome to Saint Mary’s School, where young women like you discover their talents, find their courage, pursue their passions, and achieve their personal best.

Whether it is delving into a new academic subject, leading your team to victory on the playing field, captivating an audience on stage, or taking a leadership role in student government, at Saint Mary's School the possibilities are endless.

We want you to find your courage—to be yourself, to expand your horizons, to open your mind to new people, new places, and new ideas. Saint Mary’s close-knit community will be there every step of the way to ensure your success and encourage you to explore your passions and find your voice.

Talented and expert teachers guide you through an integrated program that includes Honors and AP courses, the arts, athletics, leadership development, and community service. A collaborative and inclusive culture of learning inspires you to ask questions, debate ideas, and advocate for yourself and others. You build your confidence and self-awareness, establish lifelong friendships, and become an integral part of Saint Mary’s vibrant and caring community.

For 175 years, Saint Mary’s School has prepared young women for the challenges of their generation. Building on a legacy of academic excellence, personal achievement, and a rich Episcopal heritage, Saint Mary’s School helps each girl find the courage to believe in herself and do more than she ever thought possible. Are you ready?

The guidelines that follow in this handbook are meant to outline Saint Mary’s School (the “School”) policies, procedures, and expectations for behavior. This handbook is designed to serve as both an introduction to policies and procedures and as a quick reference for families throughout the year. Please take the time to read and discuss it with your family. It will help you anticipate, plan for, and navigate issues that may arise during a day in the life of a student at Saint Mary’s School.

I look forward to the coming school year and hope you will find this handbook to be a useful resource.

Sincerely,

Monica M. Gillespie, Ph.D.
Head of School
I. INTRODUCTION

Mission
Saint Mary’s School, a community dedicated to academic excellence and personal achievement, prepares young women for college and life.

To accomplish our mission, Saint Mary’s School:

- Challenges each young woman to embrace the habits of an intellectual life, engages her with the past and the emerging future, and empowers her to serve and shape her world; and
- Fosters in each young woman a spirit of connection to others, guides her in developing her spiritual and ethical integrity, and prepares her to take responsibility for herself and her future.

Distinctive among the features of a Saint Mary’s education are:

- A vibrant, full-time campus, with boarding and day students, faculty and staff in full partnership;
- A community that knows girls individually and works effectively with a broad range of students;
- Extensive access to faculty, academic resources, and opportunities to explore academic and co-curricular interests;
- Highly personalized academic advising and college counseling; and
- Age-appropriate programs for personal development, leadership training and life skills, complementing a challenging academic curriculum.

Philosophy
Observation and current research indicate that girls learn differently from boys. With this knowledge, Saint Mary’s School deliberately designs curriculum to enable young women to develop confidence, competence, and connectedness—the foundation for taking the risks necessary to learn, grow, and compete in today’s world.

We intend that graduates of Saint Mary’s School develop the habits of lifelong learners building on a foundation marked by core knowledge of a liberal arts curriculum with intentional development of clear communication, critical thinking, and character, while also encompassing effective collaboration, intellectual creativity, and global awareness.

Our Understanding—Girls:

- Think in detailed, dynamic, global ways and, thus, make connections and see nuances readily;
- Are strongly influenced by their feelings and express them readily;
- Have a deep need to belong, collaborate, and make connections; and,
- Perform best in an environment that balances challenge with support and competition with collaboration.

A recent study at the University of California at Los Angeles confirms the benefits of educating girls in a single-sex environment. Compared to their co-educational counterparts, girls’ school graduates consistently rate themselves higher in abilities, self-confidence, engagement, and ambition. They study longer hours, have more confidence in their mathematics and computer skills, and are more likely to pursue careers in engineering. They keep current with political affairs and see college as a stepping stone to graduate school. In step with other leading independent girls’ schools, Saint Mary’s School has intentionally developed a curriculum and mindfully employs strategies that capitalize on the strengths of girls.
History of School

Founded in 1842 by the Rev. Aldert Smedes, an Episcopal priest, Saint Mary’s School has operated continuously on the same site ever since.

With the support of the Episcopal Diocese of North Carolina, Smedes founded Saint Mary’s as a school for young ladies “designed to furnish a thorough and excellent education equal to the best that can be obtained in the city of New York, or in any Northern school.” The School was founded on the site of the Episcopal School of North Carolina, a short-lived school for boys in the 1830s. Three of the present School buildings—East Rock, West Rock, and Smedes Hall—formed the original campus. East Rock and West Rock, the first two buildings, were constructed with remnant stones from the construction of the North Carolina state capitol.

History tells us 13 girls, “The Original 13,” arrived on May 12, 1842, for the first day at Saint Mary's. A total of 21 students enrolled for the first session. During the Civil War, Saint Mary’s became a safe haven for relatives of both Union and Confederate generals, including Robert E. Lee’s daughter and the family of Jefferson Davis. Smedes kept the School operating throughout the war. In 1865, General Tecumseh Sherman’s Union troops camped in The Grove on front campus, and Sherman visited Smedes in the main building.

Today, Saint Mary's School is an independent, Episcopal, college-preparatory, boarding and day school dedicated to academic excellence and personal achievement for girls in grades 9-12. Saint Mary's School remains true to Aldert Smedes’ time-honored mission of providing an excellent education for young women.

The historic core of the School’s 23-acre campus is listed on the National Register of Historic Places and is a stop on the North Carolina Civil War Trails. The Saint Mary’s Chapel, designed by Richard Upjohn, is a National Historic Site, and five of the school’s 25 buildings are Raleigh Historic Properties.

Non-Discrimination Policy

The School does not discriminate on the basis of race, color, national or ethnic origin, religion, mental or physical disability, or any other status protected by applicable law in the administration of its educational, admission, financial aid, athletic, and other policies and programs. The School does not discriminate against qualified students of any race, color, national or ethnic origin, religion, or mental or physical disability in providing the rights, privileges, programs, and activities generally accorded or made available to students at the School.
II. CHARACTER AND HONOR

Core Values
At Saint Mary’s School, we value equally the following core values:

**Excellence in teaching and learning**
We value the transformational growth that takes place when teachers and students experience the joy of learning together. A collaborative academic culture nurtures intellectual courage, curiosity, and creativity.

**Personal achievement in mind, body, and spirit**
We value intellectual, physical, and spiritual wholeness. We inspire young women to discover their talents, pursue their passions, and achieve their personal best.

**Honor**
We value honor and integrity as central to building character. Our individual and shared commitment to honor, embodied in the Honor Code, creates a foundation of trust and respect essential to an ethical and moral life.

**Community**
We value relationships that connect us to each other and to the larger world. We aspire to be a nurturing community that respects the dignity of every human being.

**Heritage**
We cherish and celebrate our heritage, one that is rich in tradition, Episcopal values, and opportunity for women. The best of our past forms the foundation for the best of our future.

**Honor Code**
Each Saint Mary’s School student pledges to “uphold the highest standard of personal integrity in every phase” of her life at the School. By making this promise, each student contributes to the creation of a community whose members can enjoy the security and freedom made possible by trust. A student upholds the highest standard of personal integrity when she is honest, respectful, and responsible, but she also upholds the standard when she accepts accountability for conduct that is dishonest, disrespectful, or irresponsible. If a student has lied, cheated, stolen, or plagiarized, the purpose of the judicial process is to enable a student to accept responsibility for her actions and then to rebuild the trust she has broken with the School.

| THE OATH |
|___________|
| I pledge that I will uphold the highest standard of personal integrity in every phase of life at Saint Mary's School, and I recognize and accept my responsibility for helping others to live up to that standard. |

| THE PLEDGE |
|___________|
| I pledge that I have neither given nor received help on this test or assignment, nor have I seen anyone else do so. |
Academic Honesty

Students are expected to approach their academic work with the utmost care and integrity. Plagiarism, cheating, and other kinds of academic misrepresentation are regarded as serious breaches of conduct. As is appropriate to lower grade levels, each case is treated individually and with the potential for learning in mind. For students who demonstrate a pattern of this behavior, disciplinary responses may be more severe.

Honor Code Violations

**Lying:** Telling a deliberate falsehood or misrepresenting the truth to any member of the Saint Mary’s School community or knowingly allowing a falsehood to stand. Examples of lying include, but are not limited to:

- omitting or distorting information or being evasive in an attempt to deceive or to justify an action;
- giving false information regarding academic work or how it was completed;
- misrepresenting one’s whereabouts or reasons for an absence, lateness, or missed obligation;
- providing dishonest information on any sign-in/out form or procedure, e.g., About Town Permissions (ATPs) or study hall or weekend forms or procedures;
- misrepresenting parental permission, either in writing or by falsifying an email or phone call; and/or,
- asking friends or parents to misrepresent the facts or lie on a student’s behalf, signing in illegally for a friend, or directly or indirectly falsifying information to protect another student.

**Cheating:** Deliberately taking and using another person’s ideas or work or using unauthorized materials during tests, quizzes, examinations, or assignments, either inside or outside of the classroom. Examples of cheating include, but are not limited to:

- deliberately looking at another student’s work on an assessment either prior to taking or while taking the same assessment;
- copying homework or answers to class work, a quiz, or a test without express permission from the teacher;
- submitting work that is not the student’s own;
- working with others on an assignment that is supposed to be completed independently;
- using unauthorized notes or books during a test, quiz, or examination;
- using any unauthorized materials such as papers downloaded from the Internet, study aids, or another person’s notes or test; and/or,
- giving or receiving information in advance about an examination or class assignment.

**Stealing:** Taking the property of someone else without right or permission. Examples of stealing include, but are not limited to:

- taking anything belonging to another individual or to Saint Mary’s School without express permission, including money, clothing, books, academic work, papers, calculators, tablets, uniforms, classroom or art supplies, costumes, supplies from the activities or art rooms, or library books;
- unauthorized borrowing; a student must make sure that any borrowed items are given to her directly by the owner and returned in the same manner;
- violating another student’s privacy by entering her room, locker, bathroom, cubby, book bag, car, or other personal property or space, and taking belongings without her express permission and knowledge;
- stealing or pirating computer software or illegal information from the Internet or other source; and/or,
- shoplifting or theft off campus.
Plagiarism

Plagiarism is the using of other people’s words, phrases, ideas, or opinions without giving proper credit. Plagiarism is a serious academic offense and may constitute an honor offense. It is always better to give too much credit than too little. Plagiarism usually falls into the following categories:

- copying word-for-word another person’s writing without quotation marks or paraphrasing from the source using the author’s basic sentence structure with some words added, omitted, or changed and failing to cite the source;
- paraphrasing from the source using the author’s basic sentence structure with some words added, omitted, or changed, even when citing the source;
- putting together a patchwork of phrases and words taken from different sources; and/or,
- using facts, ideas, or opinions, in the student’s words or the author’s, without giving proper credit in standard form. Standard form will be determined by the instructor for each subject. If it is not defined, the student should use the Chicago Manual of Style or Modern Language Association (MLA) parenthetical style, both of which may be found in sources in the library.

Internet sources are not in the public domain and must be cited.

Consequences of Academic Dishonesty

The first category of plagiarism cited above—copying word-for-word another person’s writing without quotation marks or paraphrasing from the source using the author’s basic sentence structure with some words added, omitted, or changed and failing to cite the source—constitutes cheating and clearly violates the Honor Code. Work containing this type of plagiarism will likely receive no credit for the plagiarized work and the student will be referred to the Judicial Board.

The other types of plagiarism are of a serious academic nature, but are not considered to be Honor Code violations. The disposition of such cases lies within the discretion of the instructor involved. The plagiarized work will likely be given a grade of no higher than F, and the student will likely be expected to write a corrected version, which will be given credit at the teacher’s discretion.
III. ACADEMIC PROGRAM

Curriculum/Graduation Requirements
In order to qualify for the Saint Mary’s School diploma, students must meet the following requirements:

- Complete a total of 20 units with a cumulative weighted grade point average of not less than 1.700. Selective colleges expect students to have a 2.0 or greater.
- Earn at least four units in the 12th grade at Saint Mary’s School, including English IV.
- Complete 20 hours of community service for each year a student is enrolled at Saint Mary’s School.
- Within 20 units, have the following distribution of subject matter:

  English 4 units  
  *(Includes English I, II, III, and IV)*

  Social Studies 4 units*  
  *(Includes one unit of two units of World History, one unit of U.S. History, one-half unit of religion/philosophy, and one-half unit of Government)*

  Science 3 units  
  *(Includes one unit of biology and one unit of a physical science)*

  Mathematics 3 units**  
  *(Includes Algebra I, Geometry, Algebra II or the equivalent, plus one unit beyond Algebra II)*

  World Languages 2 units ***  
  *(Includes two consecutive units of the same language)*

  Visual and Performing Arts 1 unit ****

  Electives 3 units

* Students entering after 9th grade are required to have completed 4 units of Humanities and Social Sciences; specific named courses will be determined based on transcript.  
**Math units must be taken in a high school or college program. A student who enters the 9th grade with math credits for Algebra I or beyond will need 3 units beginning at the next level.  
***For students interested in attending a selective college or university, Saint Mary’s School recommends 3 units of the same world language.  
****Students entering in the 11th or 12th grade without Visual and Performing Arts credits will be required to take one-half unit of Visual and Performing Arts.

Fulfillment of Requirements

Generally, a candidate for the diploma must be enrolled as a full-time student during her 12th-grade year. If there are unusual circumstances, the Dean of Teaching and Learning may give her permission to enroll part-time.

Required Courses

Required courses must be attempted at Saint Mary’s School or through school-approved alternates. Normally, credit from summer courses is not accepted, but may be used for student placement or acceleration. Generally, students must complete graduation requirements in four years and comply with
the requirements stated in this Handbook at the time of their graduation. In unusual circumstances, with the prior approval of the Dean of Teaching and Learning, exceptions may be made.

### Course Levels

Saint Mary’s School offers high school courses at three levels: college preparatory, honors, and Advanced Placement.

#### College Preparatory Courses

College preparatory courses generally have an open enrollment and do not require special permission or a particular grade in a previous course. A college preparatory course may require a prerequisite. Students should expect to be challenged in college preparatory courses, which are designed to prepare students for college and which also can be avenues to honors and Advanced Placement courses. Students are expected to work at a high level of effort, to learn and practice critical thinking skills, to learn the content and skills of each subject, and to take responsibility for their work.

#### Honors Courses

Honors courses are designed for students who have demonstrated both outstanding academic accomplishment and self-direction in previous courses in the academic discipline. Honors courses have expectations significantly greater than college preparatory courses and course content with more breadth and depth. A student is recommended for individual honors courses and for the numbers of honors courses in her schedule on the basis of teacher evaluation, G.P.A., and standardized test scores. Teacher recommendations are based not only on the student’s grade but also on her command of skills and content in the subject; ability to think critically and to synthesize material; depth of insight and level of articulation in writing, discussion, and oral presentations; positive engagement with subject material and with others in pursuit of knowledge; self-confidence and respect for others; habits of consistent and independent work; and willingness to meet challenges and accept criticism. The Dean of Teaching and Learning will handle any appeals.

#### Advanced Placement Courses

The Advanced Placement Program, sponsored by the College Board, is an academic program of college-level courses and examinations for high school students. A typical Advanced Placement (AP) course takes a full academic year, offers a challenging curriculum, and is more rigorous than a college-preparatory or honors course. A score on the AP exam at the end of a course may earn college credit for a student. These courses follow the College Board Advanced Placement course descriptions, and students are required to take the Advanced Placement external exam at the end of the course. Failure to complete or to make full effort on this national exam at the end of the course will result in the loss of AP weighting and may have an impact on a student’s enrollment in future AP courses. See the “Grading Procedures” section for full details.

Advanced Placement courses are normally taken in the junior and senior years; juniors may take up to two AP courses, seniors may take up to four AP courses. Exceptions to this policy may be approved by the Dean of Teaching and Learning. Some advanced sophomores may be permitted to take no more than one AP course with the permission of the Dean of Teaching and Learning. The criteria for recommending students for these courses are based on the School’s experience with students’ success in AP courses and College Board recommendations. The recommendation of the teacher of the prerequisite is an important factor in determining if enrollment in an AP course is appropriate. Teacher recommendations take into account the student’s demonstrated ability to: handle college-level work independently and consistently; be positively engaged with the subject; demonstrate intellectual curiosity; willingly tackle difficult material, rise to challenges, accept criticism, and work through setbacks; have a high level of written and oral discourse; have a high quality of interaction with others in pursuit of knowledge; and have an ability to handle her
particular combination of academic and other responsibilities. All Saint Mary’s School Advanced Placement courses have prerequisites. Students and parents are responsible for the fee for the AP external exam for each AP course a student takes.

**Online Courses**

- Students wishing to take an online course to explore a subject not offered at Saint Mary’s in addition to her official course load, will be allowed to do so at the family’s expense under the following conditions:
  - The Dean of Teaching and Learning must approve any credit earned via online courses. The course must be approved by the School in advance.
  - Courses and grades earned will be listed on the student’s transcript but will not be figured into her overall G.P.A., unless the online course is offered by Saint Mary’s School faculty.

- Students may be approved to take an online course in place of a course offered at Saint Mary’s under the following conditions:
  - Students wishing to accelerate their academic program may, with the approval of the Dean of Teaching and Learning, be allowed to do so at the family’s expense.
  - Students choosing to take an overload in courses may, with the approval of the Dean of Teaching and Learning, be allowed to do so at the family’s expense.
  - If a student has exceed the course offerings at Saint Mary’s, she will be allowed to take an online course at the School’s expense.
  - Requests to enroll in online courses in place of courses offered at Saint Mary’s for other reasons will be considered on an individual basis.
  - Courses and grades earned will be listed on the student’s transcript but will not be figured into her overall G.P.A.

- If a student is required to repeat a course she previously failed at Saint Mary’s School, she may be allowed to re-attempt the class via an approved online course at the family’s expense. The online course and grade earned will be listed on the student’s transcript but will not be included in the calculation of her G.P.A. If appropriate, she will be asked to take a placement test upon returning to Saint Mary’s in order to ensure that she has the knowledge needed to move on to the next course level.

Students approved to take online courses will be required to sign a contract indicating their commitment to completing the online course.

**Registration Procedures**

**Registrar’s Office**

The Registrar works with advisors and students on procedural matters of scheduling, course credits, academic records, and transcripts. Students should consult their advisors on other aspects of their schedule and academic program. The Registrar’s Office is located on the first floor of Ragland Classroom Building.

**Course Request Period**

Early in the second semester, students meet with their advisors to plan and make course requests for the next year. Some course requests may require a recommendation.
学术负载

学生预计每个学期携带五或六个课程。偏离这一正常学术负载必须得到教学与学习院长的批准。对有兴趣进入选择性大学的学生，应采取每年每学期六个学分的全额课程。

添加课程

学生可以在第一和第二学期指定的时期内添加课程。在“删除/添加”期间。

撤销课程

在删除/添加期间，学生可以无须惩罚将课程删除。不记录在成绩单上。学生被期望在两个学期中保持一年的课程。

删除/添加程序

在每学期开始时，学生必须通过其顾问，使用正式表格，要求删除或添加课程。不可能总是根据要求来授予课程更改。因此，学生必须在他们确认入学的课程上保持课程计划，直到他们与注册处确认。

删除/添加通过

在删除/添加期间，学生在得到学术院长的许可后可以删除课程。不授予学分，并在成绩单上记录“WP”。只有在不寻常的情况下才给予这种许可。

删除/删除失败

在删除/添加期间，学生如果在得到教学与学习院长的许可后删除课程，且有合理的理由，可以删除课程。在这种情况下，尝试的单位被平均到学生的平均成绩中，不授予学分，并在成绩单上记录“WF”。这种许可只在不寻常的情况下才给予。

删除/医疗

学生如果由于医疗原因，可以被允许删除课程。这种许可可以由教学与学习院长根据医疗专业人员的书面建议授予。不授予学分，并在成绩单上记录“WM”。

重复课程

如果学生重复在D或F等级的课程，两个等级都在成绩单上记录。尽管只能授予一次的学分，但尝试的所有单位和获得的所有学分包括在计算平均成绩中。

在莱利学院的课程

圣玛丽学校与当地学院合作，为有资格的学生提供机会，让他们在圣玛丽学校没有用完的学科中上学院课程，并获得学院学分。学生可能能够参加大学课程，如果他们在圣玛丽学校没有用完的学科，并获得学校同意继续在莱利学院或大学学习。时间表、物流和其它因素可能显著限制。

14
availability of college courses to Saint Mary’s students. The student is responsible for transportation to and from off-campus classes and for the cost of books. Different colleges have different standards for admittance of high school students. Students should work through their advisors in considering an off-campus course and should contact the Registrar’s Office for information about and availability of courses at local colleges. Local colleges and universities include Meredith College, North Carolina State University, William Peace University, Shaw University, and St. Augustine’s College.

**Independent Study**

Saint Mary’s School offers opportunities for independent study with the permission of the Dean of Teaching and Learning and cooperation from the supporting teacher.

**Assessments/Test/Examinations**

**Test Days**

Departments will be assigned “test” days and may assign tests and major papers and projects only on those days or on extended period days (Wednesday and Thursday). These days will be noted on each course syllabus.

**World Languages and Mathematics Placement Testing**

All new students requesting World Language placement beyond Level I are required to take the Language Placement Test in the language requested.

All new students are asked to complete a diagnostic mathematics assessment regardless of math placement.

**End of Semester Assessment and Exam Information**

Final exams and assessments are given in every class. The format of these vary widely depending on the nature and the level of the course. Final exams and assessments count between 10 and 20 percent of the semester final grade. Second semester assessments may be either cumulative or limited to the second semester, depending on the nature and level of the course. The School asks parents to help students clear their personal calendars as well to position them to complete the academic year successfully. For the first semester all tests, quizzes, papers, and projects are due before winter break. For the second semester, all tests, quizzes, papers, and projects for 9th–11th grade students are due the week prior to the start of exams.

Routine homework may be assigned, and new material is commonly presented during this time. Senior second-semester exams will be given the week before graduation. As second-semester senior examinations are scheduled a week earlier than 9th–11th grade examinations, end-of-course material and review for seniors is determined by individual teachers. Especially in classes with both seniors and underclass students, seniors likely will not have the benefit of class reviews for exams. Except for seniors who qualify under the senior examination exemption policy, students are generally not excused from examinations. A second-semester examination missed because of illness may be made up. A medical excuse from a health care professional should be provided.

Students may request to reschedule semester examinations only in highly unusual circumstances. Requests to reschedule semester examinations must be made by 4 p.m. on the Tuesday after Thanksgiving vacation or by 4 p.m. on the first Monday in May. Please see information in the Attendance section for policies for international students and other students who live at a significant distance from the School. International students may arrange with the Registrar to reschedule second semester exams to accommodate travel needs. Rescheduling may be flexible; however, Saint Mary’s will administer no more than two exams (including papers and projects to be turned in) per day during the regularly scheduled exam period.
Changes in a student’s examination schedule may not be made by an individual faculty member, advisor, or other staff member, but may be made only through the Registrar, who will notify in writing the student and the faculty member concerned.

**Second-Semester Senior Examinations**

For second-semester seniors, an exemption releases a student from the requirement of taking an examination in the course for which she earns the exemption. Teachers or departments determine whether eligible seniors in a course are granted exemptions. To qualify, a student must have:

- at least an B- (80) average both for the spring semester and for fall and spring semesters combined;
- no suspensions during her senior year;
- no academic honor offenses during her senior year.

Exam exemptions are not available to students in semester-long courses, and AP courses may require an exam regardless of exemption status. Students in classes that use other means of assessing students, such as juries or performances, will continue to participate in those assessments. A student eligible for exemption may choose to take the examination. If a student chooses to take the examination, the examination grade will become part of her semester grade; she may not change her decision after she has taken the examination. Determination of students’ eligibility for examination exemptions will be made by the day before exams begin in the second semester.

**Advanced Placement Mock Exams**

Practice, or “mock” AP examinations are normally conducted prior to the external examinations and are assessed internally. This process may be used to fulfill the requirement for end-of-year assessment. All students in AP classes are required to take the assigned mock exams. AP classes will continue to meet regularly following mock and national exams.

**Homework and Study Habits**

Since homework is an important factor in the learning process, it is an integral part of academics at Saint Mary’s School and part of students’ preparation for college. Students will generally have homework every weeknight and on weekends. Because of the challenges of a rigorous academic program, the level of homework may be especially challenging for new students.

The following policies are designed to help students manage their academic work:

- Teachers will provide semester-long syllabi, posted online and updated as necessary, and will notify students of changes.
- In general, students in college preparatory and honors classes should expect to spend at least two-three hours of focused study outside of class each day. Advanced Placement courses may require additional work, under guidelines provided by the College Board; generally, the College Board recommends two hours of study for every hour in class. Students should expect to do school work on weekends and to spend extended time on projects and papers. This estimate of the amount of homework a student needs to do depends on several variables, including the student’s abilities and time management skills, the student’s course load, and the level of and requirements of the courses in her schedule. The amount of time the student has available each day also depends on her course load and on her extracurricular and off-campus commitments. Faculty and advisors will help
students find efficient ways to manage their work load. If a student is spending an unreasonable amount of time on homework, she should meet with her teacher.

To manage their work load successfully, students are expected to:

- Make full benefit of class time, to be better able to understand and do assignments.
- Use study periods, unscheduled periods, and the tutorial period to do academic work.
- Organize time and materials; obtain help with organization if needed.
- Plan ahead to work on long-term papers and projects and to study for major tests.
- Spend study time fully concentrated on the work at hand; turn off email, IM, television—whatever is a distraction.
- Find the pace that works for them, e.g., extended periods of concentrated study interspersed with short breaks. Boarding students must be able to work within study hall guidelines.
- Ask teachers’ help in understanding assignments, in knowing how to approach assignments, in understanding course content, and in doing and managing work.
- Take advantage of teachers’ review sessions and tutorial times when they need extra help.
- Let their advisor know if the workload is overwhelming so that the advisor can work with the student and teachers to address the problems. Advisors and teachers want to help students manage their work—and succeed.

The boarding program has policies and schedules in place to help students complete assignments. Day parents can:

- Make school work a priority on school nights.
- Help students get organized at home and provide a suitable study place.
- Help students be aware of the impact of multitasking and Internet use on concentrated study, and help them learn to turn off distracting sites and programs.
- Show interest in what their daughter is doing in class.
- Remember that parents’ primary role is not to do the work but to provide a suitable study environment and to encourage their daughters.
- Urge their daughters to seek the help of teachers and advisors as necessary.
- Communicate their concerns directly to the teacher or to the advisor.

Grading System and Progress Reports

Academic progress reports are made available electronically to all parents at regularly scheduled intervals, posted on the parent portal. Report cards will be available after the end of each semester.

Saint Mary’s School students earn a numerical grade in each course taken for credit. In addition, faculty provide narrative assessments, focused on the Saint Mary’s Habits of a Lifelong Learner, which detail more specific information about a student’s proficiency in the curriculum. These narratives address accomplishments and deficiencies, make suggestions for further growth, and are essential to understanding the numerical grade.

The evaluation of all academic work at Saint Mary’s School rests with the teacher. Grades will be determined by the means considered to be most appropriate by the faculty member, in consultation with the academic department and subject to the approval of the department chair and the Dean of Teaching and Learning to measure accurately, fairly, and consistently the quality of students’ academic work. The teacher will explain the grading policy to the class at the beginning of each course. Pluses and minuses are included in the grade scale to distinguish levels of performance and calculated into the G.P.A. as shown below. A student’s cumulative G.P.A. is determined by the grades earned only at Saint Mary’s School. Each of the semester grades is reported on a student’s transcript. Semester grades are combined into a year-long grade.
If a student’s second semester grade is an F, but her year-end grade is passing, credit is earned, but remediation may be required by the School before a student may progress to the next level.

All academic work will be evaluated according to the following grading system:

<table>
<thead>
<tr>
<th>Letter</th>
<th>%</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-97</td>
<td>Excellent: The learner consistently demonstrates complete mastery of both the content and skills of the course. The work produced by the student often exceeds the requirements of the course.</td>
</tr>
<tr>
<td>A</td>
<td>96-93</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>92-90</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
<td>Proficient: The learner demonstrates a strong command of content and skills of the course. The work that the student produces meets the primary requirements of the course.</td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
<td>Satisfactory: The learner demonstrates an adequate command of content and skills of the course. This learner creates a foundation to build on to master more complex content and develop deeper skills. The work that the student produces shows evidence of accurately focused and consistent effort even if it does not meet all the requirements of the course.</td>
</tr>
<tr>
<td>C</td>
<td>76-73</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>72-70</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>69-65</td>
<td>Tenuous: The learner demonstrates an unreliable or weak grasp of the content and skills of the course. She does not have a strong foundation and though credit is earned, she may not be prepared or recommended for further work in the discipline. Remedial work or intervention may be required by the school for a student with a grade of D. The work that the student produces shows some evidence of effort even if it does not meet the requirements of the course.</td>
</tr>
<tr>
<td>F</td>
<td>64-below</td>
<td>Failing: The learner does not demonstrate a grasp of the content and skills of the course. The work that the student produces may show some evidence of effort yet fail to meet the requirements of the course. No credit is issued. Remedial work or intervention may be required by the school for a student with a grade of F.</td>
</tr>
</tbody>
</table>

WP  Withdrawal from a course while passing
WF  Withdrawal from a course while failing
WM  Withdrawal from a course for medical reasons
INC* Incomplete – Indicates that some part of the class work has not been completed

*The time permitted to erase an incomplete is negotiable between teacher and student, in coordination with Academic Support staff. Any incompletes after the second semester must be resolved by July 1.
In college preparatory and honors courses and in Advanced Placement courses in which the external exam has been completed, grade points are awarded as follows, in accordance with the value of the grades earned. If for any reason an Advanced Placement examination grade is not reported to the School or if the student does not complete or make full effort on the examination, G.P.A. weighting will not be granted.

<table>
<thead>
<tr>
<th>Grade</th>
<th>College Prep</th>
<th>Honors</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
<td>5.3</td>
<td>6.3 grade points per unit</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>5.0</td>
<td>6.0 grade points per unit</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>4.7</td>
<td>5.7 grade points per unit</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>4.3</td>
<td>5.3 grade points per unit</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>4.0</td>
<td>5.0 grade points per unit</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>3.7</td>
<td>4.7 grade points per unit</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>3.3</td>
<td>4.3 grade points per unit</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>3.0</td>
<td>4.0 grade points per unit</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>2.7</td>
<td>3.7 grade points per unit</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0 grade points per unit</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0 grade points per unit</td>
</tr>
</tbody>
</table>

When a student’s G.P.A. is noted on a grade report or transcript, both an unweighted and a weighted G.P.A. are given. The unweighted G.P.A. does not include the extra grade points earned in honors and AP classes; the weighted G.P.A. does include the extra points.

**Academic Honors and Recognition**

**Valedictorian**

At graduation, the senior with the highest weighted academic average, based on her junior and senior work at Saint Mary’s School, is valedictorian. A student who is new to Saint Mary’s School her senior year is not eligible for this award.

**National Honor Society**

In 1921, the National Honor Society was founded to “honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character.” Eleventh and 12th grade students at Saint Mary’s School with a cumulative unweighted G.P.A. of 3.700 or higher or a cumulative weighted G.P.A. of 4.000 or higher are eligible and will be invited to complete and submit a membership interest form. Approved members will be invited to participate in an induction ceremony. Once inducted, students must maintain the required G.P.A. and remain in good academic and cannot be under an honor or behavioral agreement to retain membership.

**The Honor Roll**

The Honor Roll is a general award of merit open to students who carry a minimum of five courses or an approved course load each semester, attain a weighted G.P.A. of 3.500 or better in courses taken for credit each term, and have no honor violations or honor agreement (as defined below) as a result of an honor violation during that semester.
Honor Societies in World Languages

The French Honor Society, the National Latin Honor Society, and the Spanish Honor Society recognize high achievement in French, Latin, and Spanish, promote understanding of the culture and civilizations of each language, and encourage further study of the language. To qualify for consideration for each society, a student must be in at least her fourth semester of study of the language and must have maintained at least an A- (90%) average in her Saint Mary’s School college preparatory language course or maintained a B+ (87%) average in her Saint Mary’s School honors language course. Additionally, she must have an overall cumulative weighted G.P.A. of at least 3.500 and not have failed any course or had any honor violations or be serving an honor agreement for an honor violation that semester. Finally, a student must be currently maintaining these grades during the third quarter of the fourth semester of the chosen language. Saint Mary’s School inducts new members each spring. Chapter regulations permit only 10th, 11th, and 12th grade students to become members. Students new to Saint Mary’s School are not eligible to be inducted during the spring of her first year; however, they would be eligible the spring of the following year, provided they meet all criteria. Only active current members may wear a membership cord at graduation.

National Honor Society for Dance Arts

Founded in 2005, the National Honor Society for Dance Arts (NHSDA) is dedicated to promoting standards of excellence in dance education. Saint Mary’s School was the first high school in North Carolina to receive Chapter status in 2006. Student induction into the NHSDA is awarded on the basis of points earned for meritorious work in dance that meets the honor society’s guidelines. In addition, the prospective inductee’s demonstration of technical achievement, motivation, and respectful and responsible participation in the varied aspects of dance (e.g., consistently focused class participation, execution and performance of choreography, and collaborative teamwork) are factors in the determination of eligibility for membership. Saint Mary’s School Dance faculty will determine when a student has met the criteria for becoming an inductee of the local chapter. Inductions of new members are held each spring.

National Art Honor Society

The National Art Honor Society was established by the National Art Education Association in 1978 to promote standards of excellence in visual arts education. The program was designed to recognize students who show outstanding ability in visual arts. Students, who have taken Advanced Art are currently enrolled in at least one visual arts course, and who have maintained a cumulative weighted G.P.A. of “B” (3.0) or better in their visual arts courses are eligible for membership. Members are required to actively participate in NAHS activities that promote excellence in visual arts such as exhibiting work, hanging shows on campus and participating in fundraising events and community service events. Chapter registration takes place in the fall and inductions take place in the spring. Only active, current members may wear a membership cord at graduation.

Honors Convocation

A special honors convocation is held each spring to recognize outstanding achievement in all areas of the educational program with the presentation of a variety of departmental and special awards.

Unsatisfactory Academic Performance

A student who is not making satisfactory progress toward graduation is given a warning at the end of a semester of unsatisfactory progress and may be subject to Academic Probation or dismissal.
Academic Warning

A student having a weighted cumulative G.P.A. below 2.0, or a junior or senior having a first semester weighted G.P.A. below 2.0 will be placed on Academic Warning for the subsequent semester. The academic support team will make recommendations for any student on Academic Warning (see “Strategies for Students in Academic Difficulty” below). Interventions may include, but are not limited to, loss of off-campus privileges, assignment to a study hall, and removal from a sports team.

Academic Probation

A student having a weighted cumulative G.P.A. of less than 1.700 at the end of a semester, or a junior having a first semester weighted G.P.A. of less than 1.700, is placed on Academic Probation for the subsequent semester. She must bring her G.P.A. above that level, or she will not be making satisfactory progress toward graduation and may be separated from the School.

Strategies for Students in Academic Difficulty

After each progress and grade report, the academic support team works with advisors and teachers to design strategies for the students’ academic improvement. All seniors must have a cumulative G.P.A. of 1.700 and must have passed all graduation requirements in order to graduate. Colleges in general expect students to have a 2.0 or greater G.P.A.

If a student does not pass a course required for graduation, and if she is unable to repeat the course and complete all other graduation requirements at Saint Mary’s School in time to graduate with her class, one of the following consequences will ensue:

- the student will withdraw from the School; or
- the student will receive credit for the failed course via one of the options below, according to a timetable established by the School. Not all of these options will be available, depending upon the course involved, and the School must approve the program in advance. All costs associated with these programs will be the responsibility of the family. Options include:
  - completing a credit recovery course approved in advance by the School; or
  - attending a summer school and subsequently pass a Saint Mary’s School proficiency examination in the subject.

Standardized Testing

**CWRA/PSAT/SAT/ACT**

Information about the CWRA, PSAT, SAT, and ACT is available in the College Counseling Office. Standardized test dates are determined by the College Board, ACT, or other national testing organizations and are posted on their websites. Note: Students with documented accommodations and approval by the testing agency for school-based testing will not have school-based administration of standardized exams available when school is not in session.

In compliance with North Carolina State Laws, the school administers a nationally normed achievement test to all 9th grade students.

Advanced Placement Testing

Students sit for AP exams on a schedule designated by the College Board. All students enrolled in an AP course are required to take the national AP exam for the course.
Practice, or “mock,” AP examinations are normally conducted prior to the external examinations and are assessed internally. This process may be used to fulfill the requirement for end-of-year assessment. All students in AP classes are required to take the assigned mock exams. AP classes will continue to meet regularly following mock and national exams.

**College Counseling**

The benefit of access to college counselors begins with a student’s enrollment at Saint Mary’s School. The college counselors offer support to each student and her advisor on questions and concerns related to academic planning and preparation for college. The college counselors will advise students in the process of identifying and applying to the colleges or universities that offer the best fit based on the individual student’s academic profile, interests, and goals. The College Counseling offices are located in Lower Smedes.

**Commencement**

Graduation provides a special opportunity for friends, relatives, and their extended family to celebrate the unique gifts of the graduating students.

**Graduating with Honors**

Students are recognized as graduating “with honors” if their cumulative Saint Mary’s School weighted G.P.A. is in the range of 3.500 to 3.999. With a cumulative weighted G.P.A. of 4.000 or better, students graduate “with high honors.”
IV. SCHOOL RULES

General Conduct

To make class time as helpful and productive as possible, Saint Mary’s School has the following basic expectations of students:

- being on time to class, being fully attentive, and participating actively;
- dressing appropriately within the guidelines of the dress code;
- being prepared with class assignments and materials ready when class starts;
- following the teacher’s expectations and policies;
- using tablets only for class work as directed by teachers;
- being respectful and courteous to others and refraining from private conversation; and
- dealing with personal issues and needs outside of class time.

Food and drink are not allowed in classrooms, with the exception of water in closed containers. No food or drink of any kind is allowed in science laboratories.

Code of Conduct

Mutual respect and self-discipline are the underlying principles of the Saint Mary’s School community. In keeping with the values of Saint Mary’s School, all members must meet four major expectations in order to maintain a respectful environment in our community.

Be respectful and polite.
- Show interest in and appreciation for others’ accomplishments and problems, for others’ acts of kindness, and for everyone present, not just a few friends.
- Look others in the eye when in conversation.
- Greet and help others, especially guests.

Assume responsibility.
- Accept responsibility in a civilized, gracious, and tactful manner.
- Give people reasons to trust you.
- Resolve differences in a sincere and genuine manner.
- When speaking or writing:
  o avoid the use of crude language, profanity, or obscenities; and
  o identify yourself by name.

Be thankful.
- Give credit where credit is due (in athletics, in academics, and in our community).
- Be grateful for the opportunity to be at Saint Mary’s School and for all provided while you are here.
- Represent the School in a positive manner both on and off campus.

Be inclusive.
- Assert and question by stating your opinions positively so that you show respect for the thoughts and feelings of others.
- Include others, even if it means reaching beyond your usual boundaries.
- Forgive.
- Volunteer.
Common Language Policy

In order to build community, connection, and fluency and to position students for academic success, the School requires the use of English in common spaces such as classrooms and the library during the academic day. All students are to use English when working with other students and faculty during non-academic times of day to be inclusive, build community and develop greater fluency.

Student Sign-In/Sign-Out Procedures

Saint Mary’s School takes seriously its responsibility for the safety and conduct of all students while they are enrolled at the School. Therefore, student cooperation is essential in keeping track of students’ whereabouts.

Unless otherwise specified, students are required to be at their first obligation of the day for attendance purposes at 7:55 a.m. Faculty/staff will take attendance. Day students who do not have a first period obligation are required to sign in at a designated area by 7:55 a.m. All boarders, unless otherwise noted and including those who do not have a first period class, are required to sign in at breakfast.

Day student parents must contact the Attendance coordinator by 9 a.m. on the day of absence for a student’s absence to be excused. If a day student is noted as absent and the Attendance coordinator has not been contacted by 9 a.m. on the day of the absence, the school will attempt to contact the student’s parents, and the absence may be deemed unexcused. Students who arrive on campus after 8 a.m. must sign in with the Attendance coordinator.

During the academic day, if not signed out through the Binder Health Center, students must sign out with the Attendance coordinator before leaving campus and sign in upon their return to campus.

Any day student who becomes ill during the day should report to the Binder Health Center. If a student is sent home sick, she will sign out with the nurses at the Health Center.

Attendance

Students are required to fulfill all school obligations. An unexcused absence from any required event is considered a school absence or a missed obligation and is treated as such.

The demanding nature of the Saint Mary’s School curriculum requires that students attend classes. The School expects parents’ cooperation in supporting Saint Mary’s School attendance policies.

- All students are expected to be on campus from 7:55 a.m. until 3:05 p.m. and for all school obligations beyond the academic day. Unauthorized departures during the tutorial period (2:40 p.m. – 3:05 p.m.) are considered missed obligations.
- Students must report to campus and/or class no later than 9:55 a.m. in order to participate in after school games, practices, rehearsals, or performances for that day. Exceptions to this rule can be made in advance with the Director of Athletics.
- No student may have more than ten (10) absences, whether excused or unexcused (for definitions of these terms, see below), during a semester in any class without academic penalty. For each absence after the tenth, four (4) points will be deducted from the final numerical semester grade in the course. The Dean of Teaching and Learning, in conjunction with the Dean of Students may waive this requirement in exceptional cases, particularly those that are health related and promptly documented.
- The total number of absences allowed in dance courses is included in each dance course’s syllabus.
- A student who has a job off campus must tailor her work schedules to comply with curfews and attendance requirements of Saint Mary’s School classes and required events. Exceptions to this policy must be arranged through the Dean of Students Office.
Absences

Saint Mary’s School asks that all medical, psychological, and dental appointments be made after school hours or during school vacations. If a student must leave for an appointment during the school day, she must bring a note to the Academic Office in advance, or the Academic Office must receive parental confirmation for a student to have permission to leave campus. If a student has a medical appointment due to illness or injury, and misses class, she should return to school with a note from her doctor excusing the absence. If a doctor’s note is not submitted at the time of the absence, the absence may not be considered excused at a later date.

Saint Mary’s School encourages co-curricular participation by students. Students who miss a class due to participation in School-sponsored events, such as team sports or class field trips, will not be considered absent from class. However, students are responsible for completing assignments prior to leaving for the event.

Excused Absences

Excuses for absences include those listed below: absences for other reasons will generally be considered as unexcused.

**Illness**
Parents of day students must call the Attendance Coordinator by 9 a.m. to notify the School that their daughter is sick. Failure to do so may result in the absence being recorded as unexcused. Boarding students who are ill must report to the Health Center; the school nurse will grant excuses. Extended absences for exceptional circumstances will be handled on an individual basis, with cooperation from the student’s advisor, the Dean of Teaching and Learning, and the Dean of Students.

**Medical Appointments**
Saint Mary’s School asks that all medical, psychological, and dental appointments be made after school hours or during school vacations. If a student must leave for an appointment during the school day, she must bring a note to the Academic Office in advance, or the Academic Office must receive parental confirmation for a student to have permission to leave campus. If a student has a medical appointment due to illness or injury and misses class, she should return to school with a note from her doctor excusing the absence. If a doctor’s note is not submitted at the time of the absence, the absence may not be considered excused at a later date.

**College Visits**
Saint Mary’s School encourages juniors and seniors to schedule college visits on weekends or during school vacations. However, if a visit must occur on a school day, a Scheduled Absence Request Form must be obtained from the Academic Office. Confirmation of the student’s scheduled college visit(s) must be provided to the college counseling office when she returns. The student’s teachers, college counselor, advisor, and the Dean of Students must approve the absence. Parental confirmation must also be noted on the Scheduled Absence Request Form. The School reserves the right not to approve or excuse college visits.

**Religious Observances**
Parents must notify the Academic Office in advance and the student must complete the Scheduled Absence Request Form if she is going to miss school because of a religious observance.
**Bereavement**
Parents must notify the Academic Office in advance, and the student must complete the Scheduled Absence Request Form. This absence is excused for immediate family.

**Unexcused Absences**

Unexcused absences, including absences from COMPASS Leadership Development workshops and Exploration Days, are not acceptable. Students are expected to attend every class and academic commitment. If a student misses more than half of a class, her absence may be considered unexcused. Consequences accrue per class. Families should pay careful attention to the school calendar, note the scheduled school vacations, and make their daughters’ travel plans accordingly. If boarding students’ travel plans necessitate an extra night in the residence hall, they have the option to stay, with adult supervision, the night before travel.

**Academic Expectations/Consequences for an Unexcused Absences**
- Projects and papers due during the absence must be submitted in advance of the absence to receive credit.
  - If the unexcused absence is due to oversleeping for the class, the student must submit her work before the end of the day to receive credit.
- Test are to be completed prior to absence or the day the student returns.
- The student is responsible for making up missed class work and assignments and is required to discuss the situation with the teacher. The student will receive a zero on any grade for homework or class work for that day. Teachers will expect all work to be completed.

**Consequences for Unexcused Absences**

**First Offense**
- Detention.

**Second Offense**
- One day of Weekend Detention and parent notification.

**Third Offense**
- Additional disciplinary consequences to be determined by the Dean of Students and the Dean of Teaching and Learning up to and including restrictions, suspension, and dismissal.

A pattern of absences considered detrimental to a student’s academic progress will be handled by the Dean of Students and the Dean of Teaching and Learning.

**Requests for Scheduled Absences**

Students and parents may request a scheduled excused absence for college visits, religious observances, medical appointments and bereavement or for an extraordinary academic program or unique family event. It is the responsibility of the student to make up all work missed according to schedule the faculty member considers appropriate.

The scheduled absence must be requested at least one week in advance on a Scheduled Absence Request Form (pink form) completed. The reason for the request must be described in full. Absences can be detrimental to the student’s academic progress; consequently, the School reserves the right not to excuse the requested absence.
All of the following people must sign the form for the absence to be considered for approval as an excused absence.

- Each faculty member of a proposed missed class
- Student’s advisor
- Athletic Director if the student will miss an athletic obligation,
- College counselor if the absence is due to a college visit
- Director of Residential Life if the absence involves a boarder being gone overnight
- The Dean of Teaching and Learning or Dean of Students

Missed School Obligation

Students are expected to attend all school obligations outside the classroom, including, but not limited to, chapel, assembly, after-school activities, PLUS, advisory meetings, class meetings, required tutorials, scheduled meetings with teachers or staff members, athletic obligations, community service obligations, detention, Community Dinners (boarding students), vespers (boarding students), COMPASS Leadership Development Week, and all-School events. Residential COMPASS Leadership Development meetings are required and normal attendance policies apply.

Consequences for Missed Obligations
First, Second, and Third Offense
- Detention.

Fourth Offense
- One day of Weekend Detention and parent notification.

Fifth Offense
- Additional consequences to be determined by the Dean of Students and the Dean of Teaching and Learning up to and including suspension or dismissal.

Tardiness

Unexcused tardies are unacceptable and may result in the assignment of points. Excessive unexcused tardies may result in further academic and/or disciplinary consequences. A student will be considered absent from class if she misses more than half of the class period.

Security

For the protection of the students, faculty, staff, parents/guardians, and guest the following procedures apply.

Emergency Notification

The safety and well-being of the School community are of primary concern. To that end, Saint Mary’s School contracts through an emergency notification system. Should the School experience an emergency; parents will be notified of the situation via text message and email.

It is very important that the School have up-to-date contact information. At times the School may communicate with students and parents via text message using the cell phone number registered in the School’s database system.
Building Security Codes

In order to provide a safe and secure environment for students, buildings are kept locked. Most buildings are accessible by security codes. Students will be informed of these codes and will be notified as they change periodically throughout the year. For the protection of all students using these buildings, students must not make these codes known to anyone who is not a current Saint Mary’s School student. Violation of this trust endangers others and is a serious breach of campus security.

Safety and Emergency Information

Each office and classroom is equipped with an Emergency Procedures Manual. They are typically located in the black baskets near the front of classroom or near the door of an office. Students and employees can reference the manual in case of an emergency for procedural instructions.

Saint Mary’s School conducts at least one fire drill every month during the regular School sessions. Students and employees are required to participate in all emergency drills throughout the year.

Fire Procedures

If a student, employee, parent, or guest sees fire or smoke, she/he should pull the closest fire alarm, leave the building immediately, and then call Security from the nearest phone. If the smell of smoke is present, she/he should alert an employee or call Security from the nearest phone. Everyone must remain outside the building until Security or a member of the Fire Department has verified that it is safe to enter the building. No one should not enter a burning building under any circumstances.

When the fire alarm sounds during the academic day, everyone should proceed immediately and quietly to Nimocks Athletic Field or to Hannah Smith Quad outside of the academic day. At the field or quad, students and employees must check in with their designated grade level faculty/staff member. Guests need to check in with an employee. Everyone must stand quietly in line until everyone is accounted for. No one is allowed to leave the field until they have been officially excused.

Lockdown Procedures

In the unlikely event of a potentially dangerous situation, the entire campus community will follow lockdown procedures. Each student, faculty, and staff member, any residential faculty family members currently on campus will be alerted to remain in their current locations in a secured building site. No movement between campus buildings will be permitted until all personnel are accounted for and Security has given clearance. Periodic lockdown drills may be conducted throughout the school year.

Inclement Weather Procedures

In case of inclement weather, information about the opening or closing of school will be communicated by the School via the website, email, and text.

Severe Storm Warnings

During severe storm warnings, students must stay in the residence hall or School buildings and will not be permitted to go off campus until the warning has been lifted. On the weekend or in the evening, boarders should check in with residence hall faculty, either in person or through the duty phone, to ensure that students are accounted for.

Tornado

In the event of a tornado sighting or warning, or if the Raleigh tornado siren sounds, students should seek cover in a building’s first floor or basement, away from windows, as quickly as possible. Students and
faculty in the residence halls should proceed to the designated tornado shelter. As soon as the storm has passed, boarders should return to the front of their residence hall, and day students should make their way to the Long Student Center in Lower Smedes as quickly and safely as possible so that their whereabouts and safety may be assessed.

Winter Weather

In the event of hazardous conditions related to a winter storm, the Head of School determines if the school is to be closed or if the school day schedule is altered. Closings, delays, or early dismissals will be communicated by email, text alert, on the website, and through local news and radio outlets.

Hurricane

In general, there is ample warning if a hurricane is approaching. If boarders can be sent home safely, the School makes necessary arrangements. Day students will be dismissed when it is safe to travel. No student is to leave campus without permission or without checking out through the proper channels. In some cases, no student will be allowed to leave without specific permission from parents regarding her travel. While it is natural to want to go home during any emergency, it is often safer to stay on campus.

Appropriate Attire

The School policy on attire promotes pride in self, pride in the School, consideration for others, and the expression of individuality. Saint Mary’s School students are expected to dress appropriately; dress should be neat, clean, and modest. It should not be distracting, nor should it cause disruption or interfere with the educational process. Students are to adhere to the following guidelines and may not wear:

- pajamas in areas other than residence hall floors;
- exposed undergarments;
- strapless or bare midriff attire;
- shorts or skirts that are too short (those that fall shorter than the student’s fingertips) with the exception of certain generously-cut athletic shorts;
- clothing with messages or illustrations that are lewd, indecent, vulgar or that advertise any product or service not permitted by law to minors; or,
- cleats inside a building.

To promote safety and appropriate hygiene, shoes must be worn when students are not in the residence halls. Students will be notified when professional dress is required, for example, for Eucharist and special School events. Professional dress consists of a nice dress or skirt or dress slacks with a tasteful blouse and appropriate footwear. Casual hats, jeans, sweatshirts, shorts, and flip flops are not appropriate for professional dress.

Students may not sunbathe on campus during the academic day, 8 a.m. – 3:15 p.m., or at any other time before their last School obligation is over. Circumstances permitting, sunbathing on campus is allowed only on the Hannah Smith Quad or between the Eure-Jones Tennis Courts.

Permissions

All students are expected to remain on campus during the academic day, and boarders are expected to remain in the residence halls after their evening curfew. Any violation of these expectations without express permission hinders effective supervision.
Relational Aggression

The School’s expectations for behavior are intended to foster a positive and nurturing community. Mutual respect, tolerance, inclusivity, and self-discipline are the underlying principles of the Saint Mary’s School community. Students are expected to be sensitive to the needs and feelings of others and to behave with respect at all times. Thoughtlessness or disrespect will be addressed and immediately corrected.

“Relational aggression” is the use of relationships to hurt or harm others. Relational aggression is contrary to the principles of the Saint Mary’s School community. Examples of relational aggression include, but are not limited to:

- gossiping;
- using embarrassing or insulting gestures and words;
- teasing;
- making threats;
- bullying;
- cyber-bullying; and/or,
- harassment.

Each student is expected to take assertive action should she witness an instance of relational aggression or other violation of a behavioral expectation. If the offender does not turn herself in, the bystander is obligated to report her. Prohibited behaviors are described in more detail below.

Bullying, Harassment and Intimidation

The School strives to provide a safe and supportive environment that will help students succeed academically and socially, and is committed to providing a school free of bullying and intimidation. To that end, the School promotes respect for all people and will not tolerate harassment or bullying based on race, color, national origin, religion, disability, age, socioeconomic status, physical appearance, sexual orientation, or familial status that impacts a student’s experience at the School (whether the bullying or harassment takes place on or off campus), including cyber-bullying through the use of electronic technology (on or off the School’s campus, and on or off the School’s network).

Bullying occurs when a student is subjected to unwelcome behavior, often as a result of an imbalance of power. “Bullying or harassing behavior” may be a pattern of gestures or written, electronic, or verbal communications, or physical act or threatening communication, that takes place on school property, or at a School-sponsored function and that: (1) places a student or School employee in actual and reasonable fear of harm to her person or damage to her or property; or (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits. For purposes of this section, “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Cyber-Bullying

Cyber-bullying is prohibited at Saint Mary’s School. Under the laws of the State of North Carolina, it is unlawful for any person to engage in cyber-bullying. Cyber-bullying occurs when a person uses a computer or computer network to do any of the following: (1) with the intent to intimidate or torment a minor, build a fake profile or Web site, pose as a minor, follow a minor online, or post or encourage others to post on the Internet private, personal or sexual information pertaining to a minor; (2) with the intent to intimidate or torment a minor or the minor’s parent or guardian, post a real or doctored image of a minor on the Internet, access, alter, or erase any computer network, data, program or software, or use a computer system for repeated, continuing, or sustained electronic communications; (3) make any statement intending to immediately provoke any third party to stalk or harass a minor; (4) copy and disseminate an unauthorized
copy of any data pertaining to a minor for the purpose of intimidating or tormenting that minor; (5) sign up a minor for a pornographic Internet site with the intent to intimidate or torment the minor; and/or (6) without authorization of the minor or the minor’s parent or guardian, sign up a minor for electronic mailing lists or to receive junk electronic messages and instant messages, with the intent to intimidate or torment the minor.

**Hazing**

Hazing is prohibited at Saint Mary’s School. Under the laws of the State of North Carolina, it is unlawful for any students to engage in hazing, or to aid or abet any other student in the commission of this offense. “Hazing” means subjecting another student to physical injury or humiliation as part of an initiation, or as a prerequisite to membership into any organized School group, including any society, athletic team, or other similar group.

**Sexual Harassment**

Through education and intervention, the School endeavors to maintain an environment that is free from sexual harassment. The School does not tolerate verbal or physical behavior that constitutes sexual harassment. Most unwelcome and/or harassing behavior results from ignorance and flirting or teasing that is not welcome or that becomes excessive. Being sensitive to other people’s feelings and communicating clearly are the best ways to prevent sexual harassment. Sexual harassment is defined as behavior involving a single instance or repeated instances of inappropriate verbal and/or physical conduct of a sexual nature. Examples include unwelcome sexual advances, requests for sexual favors, touching, innuendo, and other conduct of a sexual nature that has the purpose or effect of (1) creating an intimidating, hostile, or offensive environment; (2) interfering unreasonably with a person’s academic performance; or (3) creating a situation where an evaluation of a student depends on her submitting to and/or not objecting to the behavior. Sexual harassment between students, and students and employees, is prohibited: it violates both state and federal law and also the School’s core values.

The School takes seriously all complaints of sexual harassment or retaliation and will investigate each complaint thoroughly and promptly. A student or parent who wishes to report any alleged violation of the School’s sexual harassment policy, including any instance of sexual abuse, should contact the Head of School or any other administrator. The School reserves the right to act unilaterally to end sexual harassment where such intervention is deemed warranted.

**Electronic Communications, Computers, and Responsible Use**

The network, Internet access, tablets, and other computers at Saint Mary’s School are provided for students to complete assignments, communicate with others, conduct research, and explore their creativity. Use of technology at Saint Mary's School is a privilege, not a right. The Responsible Use Policy outlines guidelines for online behavior to which students will be held accountable. The Technology Agreement provides guidelines and conditions for the distribution and continued use of tablets by students at Saint Mary's School.

**Responsible Use Policy for Students**

Members of the Saint Mary’s School community agree to use electronic resources responsibly and appropriately as deemed by the School, both online and offline. As a member of the Saint Mary’s community, students agree:

- To obey copyright laws and respect the electronic and intellectual property of others, students will:
  - not make copies of School software;
  - respect the privacy of individuals by not copying, modifying, destroying, or even reading documents without the owner’s permission;
o own only media (songs, movies, etc.) that is legally obtained and students will not load media from someone else’s device onto their computer or rip CDs/DVDs that a student did not buy;
o not load software that enables students to download music or video from other individuals without payment;
o cite any electronic source that students use with proper citation;
o not use pictures or other files without permission and/or citation.

- To be courteous and respectful in all online communications, students will:
o not use hurtful, discourteous, disrespectful, sexually explicit, or profane language in online communications;
o not send chain letters (emails that “require” that they be sent to others to avoid bad luck or gain good fortune), petitions, or warnings to other students;
o not send mass emails to sell personal items, locate lost items, ask for donations for charity, or promote events that are not sponsored by Saint Mary’s School without express permission from a faculty or staff member;
o not email employee groups without advance permission from the Technology Department;
o not modify pictures or videos of themselves or others in vulgar, demeaning, or disrespectful ways;
o not take, record, post online, or distribute pictures, audio recordings, or videos without the consent of all individuals in them or any other action deemed inappropriate by the School.

- To respect the security measures and tablet use rules of the School, students will:
o not install any unauthorized software on their tablets;
o not modify the hardware or software settings without permission, except for desktop and user settings on their tablets, including installing hardware to “upgrade” the tablet;
o use only the student’s own username and password on her tablet and on any online site, such as Facebook, Twitter, or email, and will not give their username or password to anyone, and will never use the username and password of someone else;
o not use her cell phone or any other Internet-connected device to access the Internet in ways that break Saint Mary’s rules;
o connect only to the Saint Mary’s wireless network on campus;
o not bring any computer other than her Saint Mary’s tablet to campus unless she obtains specific permission in advance from the Technology Department;
o respect the security of the network by not attempting to discover passwords or override measures the School uses to control access to any resource;
o turn off email notifications of social media posts;
o use video and image capabilities wisely and in compliance with all other School expectations;
o report any violations of these rules to the Technology Department immediately.

- To uphold the Honor Code online and in her computer use, students will:
o not impersonate someone else online in an IM, chat, web post, email, or virtual world;
o not take pictures or videos without the knowledge of all individuals in them;
o not use services that claim to disguise the sites she visits or “anonymize” emails or surfing;
o be completely honest if asked about her computer use.

- To use the Internet in safe, appropriate, and responsible ways, students will:
o not access or contribute to websites containing pornography, inappropriate language, or material of a discriminatory nature;
o not create or post tasteless or vulgar images, including those that contain inappropriate attire, real or simulated use of alcohol or drugs, or sexually explicit material or poses;
o protect herself and other members of the Saint Mary’s community and the reputation of the School and its students, faculty, and staff. Under no circumstances should images of or
information about another individual be posted without that person’s consent. These guidelines include, but are not limited to:

- Posts on Facebook or any other social networking sites.
- Pictures and captions posted on any photo or social media sites.
- Videos posted on YouTube or other video sharing sites.
- Creation of characters or locations in virtual environments or multi-player online games.

- Students will be respectful of their teachers and other Saint Mary’s faculty and staff. Students will:
  - obey all rules and directions posted in labs or classrooms, included in teachers’ syllabi, or given verbally;
  - use her tablet and other electronic devices only in the ways that are expressly allowed, not for surfing, IMing, playing games, shopping, or emailing during class, study hall, or required campus events.

Students and parents should be aware that:

- The School acknowledges the pervasiveness of web-connected cameras and devices, and will strive to educate the community regarding safety, honor, and respect in relation to easily transmitted images and video.
- For reasons of security, the Technology Department will not install any software from a website that is not in a language the staff can read.
- For reasons of safety, students should never give out personal information through email or over the World Wide Web. Doing so can endanger the student and other members of the community.
- No online communication is truly private. Students should understand that college admission officials often are able to view information on Facebook and other social networking/media sites and that this information can affect their status during the college admission process.
- When there is a breach in safety or there is suspicion of a violation of a School rule, the Technology Department and Dean of Students reserve the right to inspect all electronic files and devices including Saint Mary’s School-owned computers and student-owned electronics on campus.
- The Technology Department has the right to monitor, view and log all School-owned computer, email and Internet activities; and to revoke technology privileges at any time. Faculty members are authorized to create policies for their classrooms and to monitor or limit tablet activity during classes. Students found misusing computers or the Internet during class or study hall will be assigned points and may receive additional consequences from their teacher.
- The School reserves the right to discipline users for actions performed off-campus if they adversely affect the safety of the students or constitute behavior that jeopardizes the reputation of the School.

**Sexting**

The School prohibits students from using technology devices (whether owned by the student or the School, whether through use of the School’s network or outside of the School’s network, and whether used on or off campus) to send any written message or image that contains explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as “sexting”). North Carolina law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors or adults to minors, and the School reserves the right to contact law enforcement should any student violate this policy.

**Email**

The School provides students with an email account which should be used only for School-related communication, e.g., contacting and receiving information from teachers, submitting homework and assignments, transferring files to and from School, etc.
Social Media

The School understands the desire of students to use social networking websites, Internet bulletin boards, blogs, chat rooms, and other online resources or websites (e.g., Facebook, Twitter, Instagram, Pinterest, Shutterfly, Wikipedia, collectively referred to as “Social Media”). Whether or not a student chooses to use Social Media is a decision she should make in consultation with her parents. However, to the extent that students, parents or members of the School community represent the School to each other and to the wider community, participation in such Social Media should be done responsibly with a mind toward how both the forum where one chooses to participate and the content posted reflect on that person individually and on the School. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand before participating in Social Media. With the foregoing in mind, the School encourages students and parents to create an atmosphere of trust and individual accountability when accessing Social Media and the School’s network.

Cell Phones and Electronic Devices

Although recognizing the convenience of cell phones for communication as well as a means for personal organization, the School seeks to eliminate distractions and promote the healthy use of technology.

During the academic day (7:55 a.m. until 3:05 p.m.) student cell phones may be used only for organizational purposes (e.g., time tools or appointment reminders) and not for texting, phone conversations, or social media activity such as checking or posting to Facebook or Twitter, etc. Students may use cell phones for texting, phone conversations, and social media during the lunch hour only. Cell phones should not been seen, heard, or used in the following campus locations: classrooms, classroom buildings (Ragland, East Park, Cheshire, and Bratton), Chapel, Kenan Library, Bacon Gym, Chan-Poyner Dining Hall, Smedes-Emory Parlor, or Pittman Auditorium. A personal electronic music player (such as an iPod or phone with music capabilities) must be approved each time a student wishes to use it in the library or in a classroom. All individual teachers’ classroom policies regarding cell phones apply.

Technology Agreement for School-Issued Tablet Computers

The tablet computing program at Saint Mary’s School is an exciting one-to-one computing initiative that provides each student with a tablet computer. She will use the tablet both at school and at home and will exchange her tablet for an upgrade on a schedule outlined by the School. The following are the guidelines for the use and care of the tablet.

- The tablet computer is intended for educational use by the student enrolled at Saint Mary's School and should not be used for commercial purposes or by other members of the household.
- The use of a tablet is included in the cost of attending Saint Mary’s, and the tablet remains the property of the School.
- If for any reason Saint Mary’s School requests the return of the tablet, the student must surrender the computer immediately.
- Should the student withdraw or be dismissed from Saint Mary’s School, the tablet must be returned to the Technology Department immediately. Failure to comply will result in charges equal to the cost of the remaining years of the lease plus the anticipated fair market value of the tablet at the time of the student’s expected graduation.
- Students will be issued a tablet, a battery, an AC adapter, and a stylus. Should any of these accessories become lost or damaged, a replacement will be issued by the Saint Mary’s Technology Department, and the student’s account will be charged.
- Warranty-based repairs will be administered by the Saint Mary’s School Technology Department, which is the only authorized repair center for these tablets.
- Students must comply with all Technology Department requests to make their tablets available for repair.
- Each student is responsible for the safety and security of her tablet.
- Any loss or damage to the computer must be reported to the Technology Department promptly.
• Damage caused by mistreatment of the tablet and resulting in a broken screen or motherboard may result in charges of $200 for each incident. Mistreatment would include leaving the tablet outdoors or in an unsafe area, running over the tablet, throwing the tablet, throwing things at the tablet, or any other activity not covered by the accident damage protection policy.

• Students must take proper care of their Saint Mary’s School tablets. To do so, they must:
  o keep the tablet in a padded bag or case when traveling, including when walking on campus;
  o not leave the tablet outdoors or in an unsecured location;
  o place the tablet in stand-by or sleep mode before moving it;
  o not place the tablet in a bag with the screen facing outward;
  o not write or paint on the tablet or charger.

• Students are responsible for backing up their own data.
  o School-provided cloud storage on each tablet will back up Microsoft Office files.
  o Music, movies, TV shows, or pictures cannot be stored in this school-provided backup space. To back up these files students must use an external hard drive. The Technology Department strongly recommends that students purchase this external hard drive and begin backing up personal files at the beginning of their Saint Mary’s career.

Bring Your Own Devices

Saint Mary’s School permits students to add personal devices to the School’s guest network. The School will not be held responsible for computer loss, theft, or damage that may occur. Students are expected to use devices responsibly and in accordance with all School rules and policies as set forth below.

Guidelines and Restrictions

• Student computers/tablets and Internet usage MUST be used for educational purposes ONLY inside of the School and during the school day.
• The teacher is the instructional leader at all times: during the academic day, any teacher may require that technology be turned off.
• A teacher may check in to see what the student is doing and may view history at any time.
• Social Networks may not be accessed throughout the day.
• Unauthorized downloads are not allowed under any circumstances.
• If a student attempts to visit a website that is inappropriate in any way, has games, accesses a social network, or anything similar, doing so will result in a disciplinary consequences.
• Students may NOT use their own smartphone to create a Wi-Fi hotspot.

Use of Alcohol, Drugs, and Testing

Saint Mary’s School is a drug-free environment and alcohol-free for students. Use and possession of alcohol or other drugs, possession of drug paraphernalia, or being under the influence of alcohol or other drugs while under School jurisdiction, either on or off campus is prohibited.

Saint Mary’s School students are held personally responsible for their behavior and the behavior of their guests while under the jurisdiction of the School. This responsibility applies for the entire academic year, whether during school hours or not, and whether students are on or off campus or at a Saint Mary’s School-sponsored event or not. Unauthorized use, possession, or sale of illegal substances including prescription drugs is considered a violation of this policy and will result in disciplinary actions which can include suspension or dismissal from school.

Required Alcohol/Drug Assessment

At its discretion, the School may recommend an off-campus alcohol/drug assessment. The alcohol/drug assessment should be completed by a certified substance abuse counselor. A parent (or a designated
guardian approved by the School if involving a student who lives a substantial distance from her home) is expected to accompany the student to and participate in the required evaluation. The parent is expected to sign consent for a release of information to the School Counselor or School Nurse. The completed evaluation results will be submitted in written form to the School Counselor, who may share support recommendations with the Dean of Students.

If a student returns to School after the assessment, the parents (or approved, designated guardian) and the student will be required to meet with the Dean of Students, sign a no-use agreement, and agree to follow treatment recommendations as outlined in the drug/alcohol assessment, as well as any other conditions the School deems appropriate. Treatment recommendations may include substance abuse education. All costs of the alcohol/drug assessment and treatment will be borne by the parents or legal guardian.

**Alcohol/Drug Screen**

The alcohol/drug assessment will likely include alcohol/drug screening at the recommendation of the treatment provider. A student must be deemed safe to return to campus by the treatment provider, in collaboration with the School Counselor and the Dean of Students, before the student may return to School.

Parents who do not accept the recommendation of the School and/or treatment providers are putting their daughters and the Saint Mary’s School community at risk, thus jeopardizing their daughter’s continued enrollment at Saint Mary’s School.

**Right to Administer a Breath Alcohol Indicator**

If a student (or her guest at a School function or on campus) is suspected of drinking and has not admitted to drinking, she/he may be administered a breath alcohol indicator test by the Saint Mary’s Security Department or other responsible School adult. The test may be administered on School property or at the site of a School function. All testing will be witnessed by a School representative and results will be documented. If alcohol is detected, a boarding student will be admitted to the Binder Health Center and a day student will be sent home with parents. If the assessment indicates other conditions that warrant an emergency response, the student and/or her guest will be transported by ambulance to a hospital emergency room.

**Sanctuary Policy**

A non-disciplinary response for alcohol or substance use/abuse is available for those students who come forward or are referred to a School counselor for alcohol/drug use issues outside the parameters of a specific disciplinary infraction. A non-disciplinary response may include a requirement for an alcohol/drug assessment or other evaluation. The student and her parents will be expected to follow all treatment recommendations resulting from the alcohol/drug assessment.

The School’s Sanctuary Policy provides students with a way to access support around alcohol and substance abuse issues without triggering the disciplinary process. The use and abuse of alcohol and drugs can lead to serious health consequences; as a way of letting students know that their health and safety are of paramount concern, the School wants to encourage students to ask for help should they find themselves impaired or ill. Any student may invoke this policy on her own behalf, or on behalf of another student, simply by contacting anyone on the faculty, staff or administration at the School and using the term “Sanctuary.” If a student is already involved in the disciplinary process due to alcohol or substance abuse, this Sanctuary Policy may not be invoked.

If a student invokes Sanctuary, she is immediately referred to the School Nurse or School Counselor, who will determine if immediate medical attention is warranted, and/or if any follow up evaluation or counseling is needed in an appropriate administrators will also be notified of the student’s invocation of the Sanctuary Policy. The School reserves the right to notify parents if, in the School’s sole judgment, the student’s
condition poses a substantial physical threat to her own well-being or the health and safety of others; this threat may be mitigated by parental notification (by, for example, parents’ supplying necessary medical history or information about the student); and/or the student lacks the capacity to make a rational decision in this regard.

**Smoking (Including E-Cigarettes and Vaping)**

Possession of tobacco products on Saint Mary’s School campus is prohibited.

While Saint Mary’s School understands that some students may be addicted to nicotine, the School does not support or condone this habit and advises that any current smoker take steps to overcome this dependency prior to her arrival or while she is a Saint Mary’s School student. It is very difficult to maintain a smoking habit without violating the School’s smoking restrictions.

**Sexual Intimacy**

Students may not engage in sexual intimacy on the Saint Mary’s School campus. Violations of this expectation are subject to counseling intervention and/or disciplinary consequences. Situations involving sexual intimacy will be handled administratively on an individual basis.

**Violence and/or Vandalism**

Physical fighting and/or the use or possession of a weapon (firearm, edged weapon, chemical agent, etc.) is a violation of School policy. Intentional damage or destruction of School or personal property is a violation of the School’s Essential Expectations (as described in the Discipline section of this Handbook) and is prohibited.

**Inappropriate Items/Weapons**

Students are not allowed to have items at School that pose a risk to themselves or others or will disrupt some aspect of the School day. If in doubt about whether something is allowed, we expect students to ask a teacher or the Dean of Students; students are expected to exercise good judgment about such matters.

Unless authorized or permitted by applicable law, Saint Mary’s School prohibits the possession of any firearm, imitation firearm, pellet gun, knife, taser or other dangerous weapon, ammunition or fireworks on campus, on any School-sponsored off-campus trip or excursion, or in any school vehicle. This policy applies to students, faculty, staff, applicants, alumnae, parents, and anyone else who enters the campus, regardless of whether the individual has a valid permit to carry a firearm.

If a student is participating in a School-sponsored activity involving firearms, the School will permit possession of firearms for the limited purpose of participating in such club activity, provided students transport and secure such firearms, and contact and notify the on-duty Security Officer, in accordance with School policy and applicable law. Please note that the School has a separate policy specifically designed for Trapshooting and Skeet-Shooting sportswomen and their advisors, which is distributed to participants in that activity.

**Student Transportation of Firearms to and from School**

Students are only authorized to transport firearms to and from school when participating in a student activity that would require the use of a firearm. Students are not authorized to transport any handgun to the School. The following rules will be strictly adhered to when transporting a firearm to the School.

When transporting a firearm to campus, students must:

- verify the firearm is free of ammunition prior to transporting to School;
• verify the firearm is in the safe position if equipped with safety features.
• transport the firearm in a carrying case with an ownership name tag attached to the case;
• notify the on-duty Security Officer immediately when the student arrives on campus by calling: 919-424-4044;
• not remove the firearm from a vehicle until a Security Officer is present and ready to take custody of the firearm;
• not keep the firearm in a student’s vehicle or dorm room;
• not allow any other student to handle the firearm;
• not transport any ammunition to campus.

When transporting a firearm from campus, students must:

• Contact the on-duty Security Officer to request to pick up the firearm and provide him or her with the student’s first and last name and location.
• Immediately depart the campus once the Security Officer arrives with the firearm and places the firearm in the student’s vehicle.

Search and Seizure
Upon reasonable suspicion of the use, possession, or sale of an impairing substance, or any other serious disciplinary violation, a student, with or without notice and whether the student is present or not, is deemed to have consented to and shall submit to the inspection of the following:

• any vehicle brought onto or parked on the School campus;
• any personal items brought onto the School campus;
• her room in the residence hall, if applicable; and,
• her locker(s).

Driving Privileges/Off-Campus Privileges
Having a car on campus is an exceptional and significant privilege accorded as a measure of trust, maturity, and responsibility. Any serious violation of the Honor Code, Essential Expectations, safe driving practices, residential life expectations, or car regulations will likely result in the loss of car privileges. This privilege may also be revoked at any time if the Dean of Students, in consultation with the advisor, teaching faculty, parents, or residential faculty, determines that possession of a car is having a detrimental effect on a student’s academic performance or conduct. This stipulation applies to both boarding and day students. Saint Mary’s School discourages parents from allowing their daughter to drive another student’s vehicle; written permission is needed for such an exceptional circumstance.

All student cars must be registered with the School. Parking passes must be displayed in cars at all times.

In order to have a car on campus, returning junior and senior boarders (and all legally licensed day students) must not be on academic probation and must be in good behavioral standing. A new junior/senior boarder may have a car after her first semester if she meets the same eligibility requirements. Junior boarders are permitted to use their cars on weekends only. Rare exceptions to this policy may be made with the prearranged approval of the Director of Residential Life and the Dean of Students. Exceptions may include off-campus doctor appointments and community dance, music, athletic, or tutorial commitments. Each spring, the School will consider granting juniors weekday driving privileges on a limited basis. A new boarding student who has previously attended Saint Mary’s School as a day student will be permitted returning-student status with regard to having a car on campus. Senior boarders will be permitted to use their cars for approved weekday About Town Permissions (ATPs).
Parents of boarding students should be aware that it is a violation of Saint Mary’s School policy to allow their daughter to bring a car to Raleigh and park it off campus without meeting School car/driving expectations and eligibility.

A Saint Mary’s School student must have permission from her parent to transport or ride with other students. This permission must be on file in the Dean of Students Office. The following rules apply:

- a 9th grade boarder must have specific permission from her parent/guardian to ride in a car driven by another Saint Mary’s School student;
- a 10th grade boarder must have permission from her parent/guardian to ride with specified Saint Mary’s School students listed on her Permission Form; and,
- any 11th grade or 12th grade boarder must have permission from her parent/guardian to ride with other Saint Mary’s School students as indicated on her Permission Form.

Generally, students may not drive another student to or from a School-sponsored activity or event and only in rare circumstances and explicit permission will the School allow such requests.

*Note: Transporting a student without permission will result in the loss of car permission for a boarder or parking permission for a day student.*

**Gambling**

The School prohibits gambling of any kind, including gambling over the Internet.

**Jobs**

Any student who considers taking a job outside of School should discuss those plans with his/her parents. Students who have jobs should understand that commitment to School should come first and going to a job is not an excuse for missing classes or school obligations such as Exploration Days, COMPASS Leadership Development Week, and other important parts to the program.
V. DAILY LIFE AT SCHOOL

Advisors
The advising system is an integral part of the educational process at Saint Mary’s School. Its purpose is to assist students in their personal growth in all aspects of campus life. All students are assigned to an advisor. Together, the student and advisor develop the student’s academic plan to ensure that the student is embracing School programs and is following her own interests and passions. Typically, a student’s advisor comes to know her well and becomes her guide and advocate, the keeper of the “institutional memory” of her experience at Saint Mary’s. The advisor is the contact person for students, parents, and faculty concerning academic work and personal development.

The small advisory groups, which meet together Monday, Tuesday, and Friday during the designated advisory time (see daily schedule on the next page), have a special lunch together during the week, sit together in chapel, and bring together boarding and day students to help foster a closely bonded small community inside the larger one. Advisors also meet individually with advisees regularly and when necessary.

The Associate Dean of Students, The Dean of Students, and the Dean of Teaching and Learning, with programming guidance from the school counselors, are responsible for overseeing the advisory programming.

Parents’ first line of contact should be with their daughter’s advisor. If the advisor cannot answer a question or help with a situation, then the advisor will direct the parents to the appropriate school officials. Parents are encouraged to keep in close contact with the advisor throughout the school year.
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EX - Extended time for E period
GX - Extended time for G period
Inclement Weather Policy

In case of inclement weather, power outage, or other emergency, information about the opening or closing of School may be obtained by calling 919-424-4000. Information will also be posted on the School’s website, www.sms.edu, and will be sent by text via the School’s emergency notification system. It is the goal of Saint Mary’s School to have as few disruptions to the learning process as possible. The school may hold distance learning days where students and teachers can learn and teach electronically. Because the School may delay its start or institute a distance learning day, families should tune in to the Saint Mary’s website and local Raleigh television and radio stations for information regarding delays in the schedule.

Families should exercise judgment about the safety of road conditions in their area. If parents feel that weather conditions make it unsafe for their daughter to travel to school, the student will be excused from class. However, parents must call the Attendance Coordinator to inform the School. Similarly, if parents feel that a student should leave school early because of weather conditions, they should contact the Attendance Coordinator to advise the School that the student will be leaving campus. Although students will not be penalized for missing class due to weather, it is each student’s responsibility to complete all work missed.

Make-up days are included in the detailed and published calendar posted on the Saint Mary’s School website. If a make-up day is scheduled, all expectations for attendance apply.

School Meetings and Assemblies

All-school assemblies are held frequently. Many of these are devoted to the opportunity to watch other members of our community disseminate information, give a speech, or perform. On occasion, we are also fortunate to be able to welcome visiting speakers and performers. Every student is expected to arrive at assembly promptly and to exemplify mature, supportive, and appropriate audience behavior throughout the lecture or performance. Students who do not have classes before assembly are expected to arrive in time to attend assembly.

Student Life

The Dean of Students office oversees disciplinary matters and student life, which incorporates the COMPASS Leadership Development program, athletics, community service, student leadership, and clubs and organizations; residential life and day life; Binder Health Center; the chapel program; student support services; weekend activities; and special student events. Programs are overseen by well-qualified staff, many of whom live on campus and who are dedicated to making life outside the academic program positive and productive for all students.

Campus Facilities

Smedes Hall

Smedes Hall is a hub of student activity. On the lower floor, called Lower Smedes, there is the Long Student Center with several lounges, a recreation area, a dining area, multipurpose rooms, a school store and mailroom, and several administrative offices. The Head of School, Dean of Students, Residential Life, Marketing and Communications, Admission, and several other administrative offices are located on the first floor. Televisions, game stations, and DVD players are provided for student use, but may not be on during the academic day (7:55 a.m. until 3:05 p.m.). Guests are allowed during visiting hours as long as they are checked in at the Smedes Hall. Appropriate behavior is expected in this building at all times.

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The Activities Desk in Lower Smedes provides a centralized location for daily or weekend ATPs and sign-ins and sign-outs on the weekend. Faculty and staff supervise this area.

**East Rock**

East Rock is the center for Technology and Business at Saint Mary’s School. A separate document, including policies and hours of operation and services offered, is published and updated as needed each year.

**West Rock**

West Rock houses the Development and Alumnae offices. Hours of operation are consistent with regular business hours.

**Bratton Hall**

Bratton Hall is the center for music and visual arts. After-hours use of the art studios and rehearsal spaces is available for students studying music and visual art. A separate policy for rehearsals, studio hours, and appropriate use, which includes an after-hours policy, is published and distributed to students and faculty each year.

**Holt Building**

Holt Building will be closed for the school year. Student use of this building is prohibited without adult supervision.

**The Chapel Program**

As an Episcopal school, Saint Mary’s School provides an experience of Christian worship that is purposefully welcoming and inclusive, as is prescribed by the National Association of Episcopal Schools. The Saint Mary’s Chapel, a National Historic Site, is the center of the School’s spiritual life and community and the chief symbol of Saint Mary’s affiliation with the Episcopal Church. Chapel provides a time for quiet reflection during prayers and homilies, a place for expression through hymns and special music, and a regular gathering in which the entire school community comes together for spiritual meditation, comfort, and celebration. Students serve in the chapel as lay readers, speakers, marshals, and acolytes. A student vestry, the chapel leadership organization, works closely with the Chaplain. Students and advisors attend chapel together as an advisory on Tuesday and Friday mornings. Boarding students also attend a Sunday evening chapel service or activity, to which all members of the Saint Mary’s School community are invited.

The Chaplain, an Episcopal priest, oversees the twice-weekly chapel services; works with the vestry; hosts Bible studies and other programs for students, faculty, and staff; hosts a Sunday Vespers service; and, when appropriate, conducts weddings and memorial services. The Chaplain is also available to the entire Saint Mary’s community for pastoral care, counseling and spiritual direction. Other services may be offered as options.

Respectful and appropriate behavior is expected and required of everyone in this sacred environment. Students are not required to take Communion or participate actively in prayers, but are expected to stand and sit with the congregation and respect the service and convictions presented, regardless of their individual religious affiliation. Food, drinks, and chewing gum are not acceptable in the chapel. Students may not bring electronic devices, cell phones, or homework to services. School dress is appropriate for most weekday chapels. Eucharist and special services may require formal dress, and students will be notified when formal dress is required.
Vestry

Vestry members are expected to be spiritual leaders in chapel and in the wider Saint Mary’s School community. They are selected by a committee comprised of Vestry officers and representatives from the faculty, Student Life staff, and Residential Life staff. The Vestry assists the Chaplain in planning and leading worship services and chapel programs and in caring for the chapel. The Vestry is led by a senior warden, a junior warden, and a secretary.

Bus Information

Saint Mary’s School offers transportation to and from school for students who live in the Cary, Chapel Hill/Durham and North Raleigh areas. Pick-up times are designed to allow students to have breakfast in the dining hall before the academic day begins. Additionally, in order to enable students to participate in after-school activities, the shuttles will leave Saint Mary’s School at 6 p.m. and return students to the locations designated for shuttle pick up/drop off. If you have questions or wish to register for the transportation service, please contact the Admission Office at 919-424-4100.

Student Lockers/Personal Belongings

Day students are assigned a locker through the Dean of Students Office.

Students are responsible for their personal belongings and should always make sure valuables are secured. The School is not responsible for lost, misplaced, damaged, or stolen items. Boarders should lock their doors and their closets when not in their rooms. Day students should keep their belongings locked in their assigned lockers. A suspicion of theft should immediately be reported to the residence hall faculty, Security, or the Dean of Students Office.

At the end of the year, it is the responsibility of each student to clean out her space and to return all textbooks and library books. Boarders must empty and clean their rooms and follow all check-out procedures established by the Residential Life Guide. Day students are responsible for removing their belongings and cleaning their locker.

Student Store and Mailroom

The Saint Mary’s School Student Store (shop1842) and Mailroom are located on the lower floor of Smedes Hall. The hours are posted; however, the facility may close intermittently during these hours.

shop1842

- School supplies, personal items, toiletries, food, gift items, Saint Mary’s gear and clothing may be purchased in the store.
- Parents may set up student charge accounts through the Business Office with a credit card
- We accept cash, check, MC/Visa and student account charges.
- A fee of $15.00 will be charged for returned checks. Grades will be held if returned checks are not returned promptly.
- Cash may not be given from the student store charge accounts. This must be done through the Business Office.

Mailroom

- Each student is responsible for checking her mailbox daily. All incoming mail will be placed in mailboxes by the end of each weekday.
• All student packages received prior to 2 p.m. will be logged in and placed on shelves in front of the Activities Desk in lower Smedes. Packages arriving after 2 p.m. will be placed on shelves the next business day.
• All urgent packages, will receive priority and efforts will be made to get the package delivered immediately. Contact the store manager to communicate information about any urgent package.
• Any packages from a pharmacy or with the appearance of containing medication will be delivered to the Binder Health Center.
• All outgoing mail should be in the mailroom no later than 2 p.m. to be mailed the same day. Any items received after 2 p.m. will go out the following business day.
• Students may purchase postage for letters and packages through the school store.
• All outgoing mail is picked up every weekday and Saturday. Times may fluctuate due to the USPS delivery schedule.
• Parcel Post (under 5 lbs.) and UPS (under 70 lbs.) may be sent out and received during mailroom hours.
• International letters may be mailed, but International packages may not be mailed through the mailroom due to customs forms.
• Saint Mary’s School is a bulk mailing address; therefore, it may take a few extra days for incoming mail and packages to arrive via USPS.

Community Care of Campus

Students, faculty, staff, and guests are expected to do their part to keep our campus clean and beautiful by walking on sidewalks (and not through flowerbeds, hedges, or decorative grass), by picking up trash, and by cleaning up when there is a mess.

Chan-Poyner Dining Hall

The Chan-Poyner Dining Hall provides healthful daily meals for students, faculty, and staff and allows the School community to meet in a relaxed atmosphere.

Breakfast and lunch are included in day students’ tuition and fees. Day students are always welcome to eat dinner and weekend meals by paying a $5.00 fee. Parents and guests are also welcome to eat meals in the dining hall by paying a $5.00 fee. Day students or parents who eat these meals in the dining hall should sign in on the designated sheet, and the meal cost will be billed to the student’s account.

The School’s dining hall provides boarders with three meals a day during the week and a continental breakfast, lunch, and dinner during the weekend.

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<td>Saturday/Sunday</td>
<td>9 – 11 a.m.&lt;br&gt;(continental)</td>
<td>12 noon – 1 p.m.</td>
<td>6 – 7 p.m.</td>
</tr>
</tbody>
</table>

Students are expected to behave with decorum, refinement, and courtesy in the dining hall. For example, they must refrain from using cell phones, wait their turn in line, clean up after themselves, push in chairs, and follow procedures for emptying and sorting dishes and utensils. Students must wear shoes and appropriate attire in the dining hall; sleepwear or bathing suits are not permitted. Some dinners require professional dress.
Students and adults may NOT carry food, glasses, silverware, or china out of the dining hall or adjacent patio area, nor may they bring personal meals into the dining hall. No food or drink is allowed in classroom buildings, Pittman Auditorium, and Ragland Auditorium.

Monday and Wednesday evening dinners are a special community dinner for residential students, faculty, and staff. Day students and faculty are warmly invited to community dinners and special holiday meals. Guests must sign up with the Director of Residential Life by noon on the day they plan to join the boarding community for any special dinner. Monday and Wednesday night community dinners begin at 6 p.m., but this time may change due to special programs and events.

Off-Campus Lunch Sign-Outs

Seniors with parental permission forms on file in the Dean of Students Office are allowed to leave campus for lunch on designated days in groups of two or more, provided they are in good academic and behavioral standing and do not miss any school obligation.

- Fall semester – Tuesdays and Fridays
- Spring semester – Mondays, Tuesdays, Wednesdays and Fridays

Each spring the School will consider granting weekday off-campus lunch and driving privileges to juniors on a limited basis.

Each student must sign in and out with the Attendance Coordinator. Students must return from lunch by 1 p.m. Failure to sign in and out or a late return from lunch will result in the loss of the off-campus lunch privilege for an appropriate length of time designated by the Dean of Students.

There will be no off-campus lunch privilege on special event/special schedule days or on days when other required meetings are scheduled. Off-campus lunch privileges may also be suspended because of inclement weather.

Day Students

During the School Day

- All students should be on campus and in their designated location or signed in by 7:55 a.m.
- Students are expected to remain on campus until the end of the day’s obligations.
- Day student parents must contact the Attendance Coordinator by 9 a.m. on the day of a student’s absence for the absence to be excused.
- Students who arrive on campus after 8 a.m. must sign in with the Attendance coordinator.
- Students who need to leave and return to campus during the day must provide parental authorization and receive permission from the Dean of Students Office. The student must sign out at the Dean of Students Office before leaving campus and sign in upon her return.

Beyond the School Day

Day students are often required to participate in all-school events beyond the academic day, including special weekend programs. Day students are invited to attend Sunday evening vesper services and community dinners.
VI. RESIDENTIAL LIFE AT SCHOOL

Duty Telephone Numbers

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Duty Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Team Leader</td>
<td>919-389-8764</td>
</tr>
<tr>
<td>Activities Desk</td>
<td>919-424-3595</td>
</tr>
<tr>
<td>Cruikshank Hall</td>
<td>919-389-8752</td>
</tr>
<tr>
<td>Penick Hall</td>
<td>919-389-8753</td>
</tr>
<tr>
<td>Smedes Hall</td>
<td>919-389-8751</td>
</tr>
</tbody>
</table>

Residential life is an integral part of a Saint Mary’s School education. Boarding students have the opportunity to take increasing responsibility for their personal, academic, and social life under the nurturing guidance of the residential faculty. Detailed residential life expectations of boarders can be found online in the Saint Mary’s School Residential Life Guide. Parents and students may access the Residential Life Guide via the Saint Mary’s website.

Residence Hall Faculty/Residential Faculty

The Director of Residential Life is responsible for the boarding program, including weekend permissions, boarding life concerns, and special parent requests. Weekend permissions should be called in or emailed to the Director of Residential Life, Monday through Thursday, to allow for the organization of supervision for the weekend.

Each residence hall is supervised by residential faculty. Many residential faculty live in apartments inside the residence halls, and some residential faculty live in homes on campus separate from the residence halls. The residential faculty aim to provide guidance as well as a safe and nurturing environment. Generally, the residential faculty know the boarders well and can be wonderful mentors and a source of support and comfort. Students’ respect and cooperation are important elements of this relationship.

Should a parent need to contact the residence hall, he or she should call the appropriate residence hall duty phone (see above).

Residential faculty reserves the right to deny off-campus permissions to students and will work in cooperation with parents in such circumstances.

Residence Hall Living

Common courtesy and respect for the rights and property of others are the fundamental tenets of community life. While there is consistency in guidelines, rules, and expectations for all students living in dormitories, there are times when residence hall parents may make individual rules pertinent to their particular dorm and the circumstances.

Living in a boarding school community requires that a student work to develop independence and good communication skills. Therefore, in addition to the daytime points system, Saint Mary’s School uses an accountability system for boarding students in order to teach and enforce expectations for respectful and considerate living in a community setting. This system is separate from the points system and is called “Residential Expectations.” These expectations apply to life on campus and in the residence halls, and consequences for violations of the expectations are outlined below.
Residential Expectations
(In addition to the 7 Essential Expectations for all students)

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individual Responsibility</strong></td>
<td><strong>Community Respect</strong></td>
<td><strong>Safety</strong></td>
</tr>
<tr>
<td>- Failed room check</td>
<td>- Hosting/out of rooms</td>
<td>- Late to curfew without call</td>
</tr>
<tr>
<td>- Inappropriate attire</td>
<td>- Messy common spaces</td>
<td>- Missed dinner/evening check in</td>
</tr>
<tr>
<td>- Missed breakfast sign in</td>
<td>- Noise violation</td>
<td>- Missed medications</td>
</tr>
<tr>
<td>- Unapproved Internet/phone</td>
<td>- Study conditions violation</td>
<td>- Sign in/out violation</td>
</tr>
<tr>
<td>- Late to curfew with call</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Violations of the Residential Expectations are seen by the residence hall faculty as an opportunity to teach students how to contribute more positively to the residential community. The teaching process usually includes one or more of the following steps: giving an educational warning (identification of conflict, conflict resolution brainstorming, and/or intervention, *i.e.*, academic support, counseling referral), removing the student from the area or situation for a limited time, grounding or limiting ATPs, sending a probationary letter, placing a student on a behavior contract, calling parents, assigning work service, and points that could lead to suspension.

Level 3 offenses are more egregious than others and could result in immediate grounding or other more serious discipline on the first violation. If a student does not respond to the behavior modification efforts, discussion will begin with the student and her parents whether Saint Mary’s School is the appropriate environment for her.

What to Bring
- Blankets
- Pillow
- Sheets (twin, XL sizes for Smedes Hall boarders) and pillowcases
- Mattress pad or cover
- Towels
- Laundry bag and detergent
- Study lamp
- Alarm clock (with battery back-up)
- Desk chair
- Hair dryer
- Personal toiletries
- Fan
- Small wastebasket
- Clothes hangers
- Cell phone
What to Leave At Home

Use of the following items is not allowed in the residence halls:

- Television
- Space heater
- Candles or other scent-warming devices
- Electric blanket
- Halogen lamp

Rooms

Residence hall rooms, may be inspected at any time; the rooms are to be kept clean and neat and will be inspected regularly by residential faculty and from time-to-time by the deans.

Wall decorations may be hung from molding or attached with Holdit® or Fun-Tac®, which does not mar the walls. Wall hangings must be widely spaced, meeting all fire code regulations and none should extend across the ceiling or outside of the room. Tacks, nails, screws, and tape may not be used on the walls, as they cause permanent damage. All decorations are to be appropriate in nature, as deemed to be so by the School in its sole discretion, as they may be viewed by the general public and families. Empty alcoholic beverage containers and items with any drug or alcohol insignia are not allowed. Signs and stickers on doors should follow the same guidelines so that they do not damage the paint or finish.

Mattresses: The School provides approved fire retardant mattresses, complete with protective coverings.

Furnishings: The following basic room furnishings are provided by the School: bed, bureau, desk, mirror, and curtains or shades.

Appliances: Only the following electrical appliances are permitted in residence hall rooms: small refrigerators, clocks, radios, CD and iPod players, hair dryers, razors, hair straighteners, and fans. Cell phones, used in accordance with School and dorm rules, are permitted. Space heaters, electric blankets, and halogen lamps are not allowed because of the danger of electrical overload and fire. UL-approved, circuit breaker-protected power strips are the only “extension cords” allowed.

Music: The use of headphones is encouraged and required during quiet hours and study hours. Music is to be played so that it is heard only within the room.

Television: Lounge and Long Student Center (in Lower Smedes) televisions may not be used before 3 p.m. on weekday afternoons. On weekends, TVs should be turned off at midnight.

Computer Use and Cell Phones: Cell phones, videos, movies, and console or computer gaming are not permitted after lights out on school nights (10:30 p.m. or 11 p.m.) or after midnight on weekends.

Cleanliness and Damage: Students are responsible for the cleanliness of their rooms and will be assessed for damage to furnishings or rooms. Desks are to be neat enough to provide usable working space and viewable from the doorway of the room. Floors are to be kept picked up and clear of clothing and papers. A laundry bag or basket should be used so that dirty laundry is not left around the room. Any damage to the room should be reported to the Dorm Head to ensure that responsibility is appropriately identified and damage repaired. Cursory inspections by School personnel may occur at any time. Any room not properly cleaned out at the end of the year is subject to a cleaning charge.

Pets: Pets, including fish, are not permitted in any residence hall room.
**Room Keys/Key Cards:** Room keys and/or key cards are issued at registration and a charge of $20.00 will be assessed for a lost key/card. A replacement key/card may be purchased at the Business Office after a lost key/card form has been obtained from the Dean of Student’s Office. If the original key is returned, the Business Office will refund $10.00. If a room key is not returned at the end of the year, the $20.00 charge is billed.

**Room Assignments**

Living with others is an important life lesson that involves learning to compromise, to appreciate others’ perspectives, and to share conversation with others. The Residential Life Office assigns returning boarding students housing and partners with the Admission Office to assign housing to new boarding students. Every effort is made to keep rooming assignments for the year and students should seek the counsel of dorm heads, counselors, prefects, and advisors when there is disagreement or discontent. Following those conversations, if the situation continues to be unresolved, the School will follow the process for roommate mediation and, as a last resort and only if space permits, roommate relocation.

**Overnight Guests of Boarders**

Female friends may spend the night with boarding students, provided the student has completed the required overnight permission form and obtained permission from the Director of Residential Life. Guests should be in 8th grade or higher and are expected to be with their host at all times and to abide by all School expectations. It is the responsibility of the host to inform her guest of the School’s expectations and to make sure they are followed. Overnight and meal charges will be charged to the host boarding student’s account. Permission forms are available in the Residential Life Office.

**Boarders Spending the Night at a Day Student’s Home**

If a boarder is interested in experiencing the life of a day student, she may have one free overnight on any night of the week, provided she is not missing a school obligation (including community nights or residential life skills programming) and she is in good academic and behavioral standing. Boarders must obtain permission from the Director of Residential Life 48 hours prior to the overnight. Each boarder is allowed one day-boarder exchange per semester.

**Weekend Overnights**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Number of Overnights</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>6 nights</td>
</tr>
<tr>
<td>10th</td>
<td>7 nights</td>
</tr>
<tr>
<td>11th</td>
<td>9 nights</td>
</tr>
<tr>
<td>12th</td>
<td>11 nights</td>
</tr>
</tbody>
</table>

An overnight is defined as one night. A student may sign out to visit home or a location approved by her parents, provided that she is in good academic and behavioral standing. Students must adhere to the following procedure.

- Student must submit weekend plans in Boardingware by Wednesday night.
- Parents and hosting parent must confirm plans by 12 p.m. on the Thursday prior.
- Boarders who will be missing a school day must submit a completed Scheduled Absence Request Form to the Attendance Coordinator one week in advance of the absence, in addition to their weekend plans.
- If hosting a student on campus, a request must be made in writing to the Director of Residential Life by 12 p.m. on the Thursday prior; the guest’s parents need to sign an overnight release and confirm plans prior to the overnight.
- Students who exceed overnights are required to make up the time with service to Saint Mary’s;
- Late weekend requests (overnight, full day excursion, or late returns) will not be considered after 4 p.m. on the Friday prior and, if approved, will result in an official warning. A second offense will result in service to the School or weekend restriction. Only the Director of Residential Life or
Dean of Students may grant late requests. A message left on voicemail is not considered permission. Saint Mary’s School reserves the right to deny any late requests.

- Students return to campus by 5:45 p.m. on Sunday for required community events; guests depart by 6 p.m. unless approved in advance by the Director of Residential Life. Students who miss community night obligations without permission from the Director of Residential Life will receive a “Missed Obligation” (automatic detention).

Overnights are allotted per semester only and do not carry over. School breaks do not count toward the allotment: Fall Break, Thanksgiving Break, Christmas Break, Winter Break (February), Spring Break, and Easter Break.

**Day Students and Overnight Stays**

Day students are welcome to spend the night as guests of boarders. Twenty-four hour advance notice is appreciated. Day students may be in the residence hall only when accompanied by a boarder and they are expected to abide by all expectations and procedures, including study hall hours, curfews, lights-out, and residence hall sign-outs during their stay. Day students that violates residence hall expectations while visiting may be restricted from visiting the residence halls, both during the day and for overnight stays.

Day students are not permitted to have or use the boarder access code to let themselves into the residence halls unless they are overnight guests.

If a day student is on campus on a weekend or after 7:30 p.m. on a weekday, she must sign in at the Activities Desk or with a supervising adult.

_for an overnight stay, a day student must:_
- find a boarder who is willing to be her hostess for the evening OR contact the Director of Residential life, who will make a placement;
- contact the Director of Residential Life to have the overnight request approved;
- have her parents contact the Director of Residential Life giving their permission for the overnight stay.

In special circumstances, and if space permits, and the Director of Residential Life or Dean of Students approves, day students may arrange to stay in the residence halls without a boarding student host.

**Extended Stay**

For family convenience or an ongoing school activity, such as weeklong school play rehearsals, staying in the residence hall for an extended period of time (depending on the availability of space) may be arranged. Overnights will be charged to a student’s account at the rate of $40.00 per night. Arrangements are made through the Director of Residential Life in conjunction with the Business Office.

**Vacations**

All students must leave the School during fall, Thanksgiving, winter and spring breaks (please consult the School calendar for exact dates). The School cannot provide housing or meals, nor assume responsibility for students during vacation periods. During other long weekends, residence halls will remain open and students will be permitted to remain in their own rooms.

A student must not return before the published arrival dates on the calendar unless special arrangements have been made through the Director of Residential Life. Residence halls are locked and supervision is not available during vacations and at the end of a term. Students needing to travel the day after a vacation begins may stay the first night of the break if permission is obtained in advance from the Director of Residential Life.
Check Cashing
Students may cash personal checks at the Business Office up to a limit of $50.00. Checks can be cashed during normal Business Office hours (8 a.m. to 4 p.m., Monday through Friday). In addition, students may wish to establish an account at one of the banks with offices located in Raleigh.

Travel Arrangements
If students are planning to fly to and from the School and are not yet 15 years old, families should check with the airline regarding their escort requirements and notify the Director of Residential Life at least two weeks prior to the flight date if an escort will be needed. Amtrak train service has similar restrictions regarding unaccompanied minors, and the School encourages parents to be in touch with the Director of Residential Life as needed to arrange an escort for train travel as well.

Prior to any long weekend or term-end break, students complete travel forms specifying their travel plans and needs for assistance. The School will run designated shuttles and assist students in arranging transportation to the bus, train, and airports if their flight times are outside the shuttle times. In the event of an emergency situation, the Residential Life office will work with families to coordinate transportation arrangements. A separate and detailed transportation policy will be communicated to the boarding students and families.

Transportation Policies
Saint Mary’s School will provide round-trip transportation for school-required events. After the event, students must return in the School vehicle unless they leave with their parent(s) and have permission to do so from the supervising adult. No student may drive herself or others to a school-required or class-required activity off campus.
VII. GENERAL SCHOOL INFORMATION

Accreditation
Saint Mary’s is an independent Episcopal School and accredited by the Southern Association of Independent Schools (www.sais.org) and the Southern Association of Colleges and Schools (www.sacs.org). The School is a member of the National Association of Independent Schools (www.nais.org), National Association of Episcopal Schools (www.episcopalschools.org), National Coalition of Girls’ Schools (www.ncgs.org), North Carolina Association of Independent Schools (www.ncais.org), and The Association of Boarding Schools (www.tabs.org).

Governance
The School is a non-profit organization, governed by a volunteer Board of Trustees. For a list of current trustees, please refer to the School’s website.

School Communication with Families
Saint Mary’s School communicates with parents in a variety of ways. Parents receive notices of upcoming events, messages from the administration, and other important information through email. A weekly e-newsletter, The Buzz, also provides parents with current news, special announcements, community service opportunities, weekend activities and more. Parents are encouraged to read The Buzz so they are fully informed of all that is going on at Saint Mary’s School. In the case of school closings for inclement weather or other emergency, parents are notified via text message and email, making it important for parents to provide the School with up-to-date contact information.

One of the best resources for news and information for parents is the Saint Mary’s School website. There you will find a school calendar of events and activities, news and features, information about athletics, Saint Mary’s School store (shop1842) and more. The parent portal on the website also provides additional information including helpful forms, news from the Parents Association, the academic calendar, tutoring support, parent resources, and access to Veracross, Naviance, Magnus Health (online resources for student academic and health records/information) and online directories for faculty, staff, parents, and students. The parent portal is password protected and parents receive a username and password at the beginning of the school year.

The School also has a mobile app that parents may use to easily access information including current news, weekend activities, a link to report attendance, photos, and more.

Each year, Saint Mary’s School publishes a campus directory containing photographs and contact information for, students, parents, faculty, and staff. The directory is also available online in the parent portal of the Saint Mary’s website. Twice a year parents receive the Saint Mary’s School alumnae magazine containing interesting features about current students, faculty, alumnae, and general School news. Each publication offers valuable information and unique perspectives on the Saint Mary’s School experience.

Lastly, Saint Mary’s School enjoys sharing highlights of life on campus with regular posts on Facebook, Twitter, and Instagram. In accordance with the School’s responsible use and social media policies, parents and students are encouraged to “follow” Saint Mary’s School and join in celebrating the School’s good news.

Publicity and Photography
Saint Mary’s School emphasizes the importance of recognizing and publicizing the achievements of its students and news of student and school life. When enrolling a student at Saint Mary’s School, a parent or guardian acknowledges that the student’s photograph, art, voice, statements, pictures and portraits (video or still) may appear in a variety of news and promotional outlets, including the school’s print and electronic publications, videos, the school’s website, social media, advertisements, newspapers, magazines, and
television news. Students may be identified by name in photographs, videos, or articles. These photographs or videos may be used by Saint Mary’s School in subsequent years. No monetary consideration shall be paid for any such publicity. If a parent or guardian wishes to withhold publicity permission, he or she should notify in writing the Director of Public Relations and Publications.

**Parent-Teacher Communication and Conferences**

Conferences may be scheduled with advisors and teachers at the request of parents or teachers. Students should be a participant in any conference. These useful forums provide a time for teachers, students, and parents to exchange information about student progress. Additional conferences may be scheduled at the request of parents or teachers at any time during the School year.

**Background Checks**

With student safety as a priority at Saint Mary’s School, the School conducts background checks on its employees. These checks enable the School to verify the information that the employee has provided on his/her job application and decrease the risk of improper or unlawful conduct in the workplace.

Saint Mary’s School obtains a background check on any individual who, at the School’s behest, comes into close and regular contact with students and in accordance with applicable law. These individuals include, but may not be limited to, full-time and part-time employees, coaches, substitute teachers, student athletic trainer interns, adjunct music teachers, chaperones for overnight field trips, persons working at summer camp programs, and anyone else deemed necessary by the Head of School.

**Dual Households**

In order for the School to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of students who spend time in dual households. Please be sure to communicate to the School about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from School, parent involvement in field trips or other issues, please include the School in your communication loop. These situations can be stressful for parents and confusing for students, and your help in minimizing the School’s phone calls to you for clarification is very important. Unless otherwise specified, each parent for whom the School has current contact information will receive a copy of the student’s report card as well as other informational mailings and electronic communications during the year.

**Students Age 18 and Older**

Some students enrolled at the school will reach the age of 18 before graduation. In the United States, age 18 is the age of majority, which means that legally, an 18 year old student is able to enter into contractual obligations on the student’s behalf (and is required to abide by those obligations). Therefore, for continued enrollment, the School requires all students upon their 18th birthday, to execute an Addendum to the Enrollment Agreement that their parent(s) or legal guardian(s) have signed on their legal behalf, which provides as follows:

- permission for the School to discuss and release information and records to the student’s parent(s) and legal guardian(s) about any issues relating to the student’s enrollment at the school, including, but not limited to, academic records, academic performance, health matters, disciplinary issues, and financial matters; and,
- authorization for the School to interact with the student’s parent(s) and legal guardian(s) as if the student were under the age of 18.

The student’s parent(s) or guardian(s) will also continue to be responsible under the terms of the student’s Enrollment Agreement.
Visitors to Campus

It is the goal of Saint Mary’s School, as an academic institution, to focus students on classes during the entirety of the academic day. Therefore, the School strongly discourages students from receiving visitors during the academic day. To encourage positive social interaction, the School accepts visitors who come in the proper manner after school hours.

Visitors of students are not allowed on campus during the academic day unless they have been given special permission from the offices of the Dean of Students or Dean of Teaching and Learning, or are visiting through the Admission Office. This expectation includes the lunch period. If a student has a visitor during the academic day, her guest is allowed on campus only from 12:05 p.m. to 12:55 p.m. Students must register at their guest at the Smedes Hall front desk upon their arrival on campus.

Guests of boarders on evenings and weekends must check in with the residential faculty member on duty in the residence hall. All guests must leave campus at or before their host’s curfew time or study hall obligation. Guests of Saint Mary’s School students are expected to remain with their host at all times and abide by all expectations while on campus. Each student is responsible for the actions of her guest while he or she is on campus. All guests, whether on personal or institutional business, must wear the name tag provided.

Rules for Male Guests on Campus

- Male guests are not permitted in Bacon Gym except for athletic events and special supervised activities.
- Male guests are not permitted in the residence halls. Only residential faculty can make exceptions for family members and may make other exceptions with appropriate supervision.
- Underclass students in groups of two or more or a senior may have male visitors in the Long Student Center in Lower Smedes Hall with faculty/staff permission. Residential faculty and security guards make periodic rounds and check this building.
- If a student would like to study or do research in the library with a male friend, she must have permission from the librarian or residential faculty on duty.

Parking/Carpool

With our students’ safety in mind, and because of fire laws and safety procedures, please park only in designated parking spaces and not along the driveways of the School or on the grass. For safety and in consideration of the School’s neighbors, please drive slowly in the surrounding neighborhood.

Students registering cars must obtain a parking tag and gate access card either during registration or after registration from the main receptionist in Smedes Hall. A student must park in her assigned lot. Students will be responsible for turning in their assigned gate access cards at the end of the academic year. Those students who do not turn in a card will be charged $25.00. Students may not park in spaces reserved for faculty or visitors. Student parking is prohibited in fire lanes, handicapped spaces, visitor spaces, driveways, and on sidewalks or grass. Students may not park on the side streets adjacent to Saint Mary’s School. Violations of driving or parking regulations will be reported to the Dean of Students Office and will likely result in a loss or suspension of driving/parking privileges. Repeated violations could result in the permanent loss of a student’s car privilege. If a student finds her assigned lot full and has to park in an unauthorized lot, she must notify the Dean of Students Office immediately. Temporary permits may be issued in unusual circumstances. Such requests should be made to the Dean of Students Office.

Saint Mary’s School assigns students a parking space at the beginning of the school year (or at the time of her licensure or car registration); at those times, the School tries to accommodate all parking requests. However, the limitation of space coupled with increasing demand may create the need to establish an order
of priority for parking space. For safety reasons, once assigned, a student’s parking spot will not be changed unless there are medical reasons for the change (injury or illness).

**Student Records and Transcripts**

**Transfer of Courses**

When a new student is accepted at Saint Mary's School, it is her responsibility to request that a final and official transcript of her record be sent to the Registrar’s Office prior to the start of classes in August. Without her transcripts on file at Saint Mary's School, a student will not be allowed to attend classes. Placement in courses at Saint Mary’s School is primarily determined by the coordinator of each academic department and the Dean of Teaching and Learning. Any questions as to how courses will receive credit at Saint Mary's School should be directed to the Registrar.

Transcripts in languages other than English must be submitted with an English translation and an evaluation that gives guidance on awarding credit.

**Transcripts**

When a currently enrolled student applies to a college, university, or scholarship program, she must request that a transcript be sent to the institution(s) to which she is applying. To make a request, the student must contact her college counselor at least two weeks in advance of the application or scholarship deadline and follow procedures established by the College Counseling Office. A final transcript will be sent to the college or university at which each student indicates she will enroll following graduation. All other transcript requests should be directed to the Office of the Registrar.

Once a student graduates or is no longer enrolled at Saint Mary's, all transcript and records requests must be directed to the Office of the Registrar.

**Note:** Saint Mary's School policy prohibits issuing transcripts, progress reports, or report cards to any student indebted to the School. The issuance of partial transcripts or partial report cards is also strictly prohibited.

**Student Records**

Information in student files may be made available to the following people:

- Saint Mary’s School officials;
- officials at other schools where a student seeks to enroll upon parent request;
- certain federal or state officials;
- accrediting organizations;
- parents of dependent students;
- the appropriate officials to comply with a judicial order or subpoena; and/or
- certain parties in a health or safety emergency.

Information will not be released to others without the consent of the student or her parents.

A student may have access to her official records and files, excluding parents’ financial records, by making a request to the appropriate department. Official student records are kept in the Registrar’s Office; financial records are kept in the Business Office; health records are kept in Binder Health Center; disciplinary records are kept in the Dean of Students Office.

Saint Mary's School may make public certain “directory information,” including name, home and school address and phone number, date and place of birth, extracurricular activities, date(s) of attendance, previous
institutions attended, degree, awards, and honors. Any student who wishes that any of this information not be released should notify the Registrar and the Director of Marketing and Communications.

**Lost and Found**

All unmarked clothing found on campus will be put into lost and found. Anything left unclaimed past a semester will be donated to charity or used at the staff’s discretion.

**Gift Giving**

Gifts from individual families to teachers are in no way required or expected.

Gift giving among students at School can lead both to awkwardness and hurt feelings. We discourage students from exchanging gifts at School, and if students choose to do so, it should be done as privately as is possible.
VIII. LEADERSHIP AND COMMUNITY SERVICE

Saint Mary’s School prides itself on the many different student leadership opportunities it offers. From student government offices to leadership positions in clubs, organizations, and athletic teams, the School abounds in opportunities. Students are encouraged to strive for leadership positions and give of themselves to the community. Saint Mary’s School clearly defines its expectations of student leaders in a leadership contract signed by both the student and administration. Failure to embrace the Essential Expectations of the School, being placed on an honor agreement, or displaying behavior that jeopardizes the reputation of the School could result in loss of a leadership position. Student leaders may also lose their position for a certain period of time for accumulating excessive but minor disciplinary infractions or for failing to maintain grades. To be considered for a leadership position, an interested student must have a 2.0 weighted G.P.A. and embrace the Honor Code and the Essential Expectations at Saint Mary’s School. In addition, a candidate for leadership must be enrolled for the upcoming year.

Student Government Association

All students are members of the Student Government Association (SGA). The purposes of the SGA are to:

- instill in students the principles of responsibility and honor;
- teach leadership skills and confidence through experience;
- foster community;
- maintain a spirit of cooperation among the students, faculty, and staff; and,
- work in the best interest of Saint Mary’s School in every way possible.

Executive SGA

Elected by their peers, the Executive Student Government Association officers comprised of 10 seniors are the governing body that represents students’ concerns and interacts with the School’s administration to implement change. The positions are President, Vice President, Secretary-Treasurer, Chair of Judicial Board, Vice Chair of Judicial Board, Chair of Student Life, Day Student Representative, Boarding Student Representative, Chief Marshal, and Senior Class President.

Class Officers

Class officers are considered members of the Student Government Association. The positions include President, Vice President, Secretary-Treasurer, and representatives of the following boards or councils: Judicial Board, Student Life Council, and Food Council. Class elections are held in the fall (rising 10th and 9th graders) and spring (for rising seniors and 11th graders).

Judicial Board

The Judicial Board handles cases of honor violations: lying, cheating, stealing, and plagiarism. The Judicial Board consists of the Chair of the Judicial Board, Vice Chair of the Judicial Board, appointed faculty members, and representatives from classes: four seniors; four juniors, two day and two boarding; and two 10th graders, one day and one boarding. Judicial Board Representatives are elected in the spring and are considered class officers. The Judicial Board convenes when necessary and works with the Dean of Students to prepare for a case and to report findings to students, advisors, parents, and appropriate members of the Saint Mary’s School community.

Marshals

Elected by the student body, the six marshals set the tone for behavior in all aspects of school life and serve as official hosts for functions. They marshal for chapel services, assemblies, academic convocations,
concerts, and special events throughout the year. Being elected marshal is one of Saint Mary’s School’s highest honors. Only seniors may serve as marshals.

**Boarding Prefects**

Junior and senior Boarding Prefects are chosen by a prefect selection committee comprised of Hall Faculty and the current and newly elected Boarding Life Representatives. Boarding Prefects live in the residence hall, work with the residential life staff, plan and implement orientation and hall activities, proctor study hall, conduct hall meetings, mediate conflicts, and serve as peer mentors and role models for the girls in the residence halls. The head prefect is the Boarding Life representative to the SGA.

**Day Prefects**

Senior day students are chosen by the Student Life staff to serve as peer mentors and role models for day students new to Saint Mary’s School. The Day Life Representative of the SGA serves as chair of the group. Day Prefects are expected to serve as a liaison between the boarding and day populations.

**Global Ambassador Program Prefects**

Junior and senior GAP (Global Ambassador Program) Prefects are chosen by a prefect selection committee comprised of Hall Faculty and the current and newly elected Boarding Life Representatives. Their primary responsibility is to orient international students to Saint Mary’s School while also working to bridge the gap between international and domestic students. GAP Prefects attend regular meetings with their Dorm Head, Director of Residential Life, or the Boarding Life Representative. They work together to plan and host community dinners, outings, and educational opportunities for the School community. They serve as peer mentors and role models for girls in the residence halls.

**Technology Prefects**

Technology Prefects are chosen by the technology staff and serve as peer helpers regarding technology issues. The technology staff works with and trains the Technology Prefects.

**Student Life Council**

Two students per class are nominated and elected to the Student Life Council by their peers. The Student Life Council creates and plans activities for the student body. The Director of Student Life and Leadership Programs serves as the advisor to the Student Life Council. The chair of the Student Life Council is the Student Life Representative to the SGA.

**Food Council**

Food Council representatives include two students from each class (one day and one boarding). The Food Council meets regularly with the food service manager and partners with the adult food committee to discuss student concerns and requests regarding meals at the School. Representatives are elected by their peers and are considered class officers.

**Community Service**

Saint Mary’s School strives to instill in its students a sense of responsibility to serve others. The School offers many opportunities for community service, and students, faculty, and staff take an active role in helping others around campus, in the Raleigh community, and in the world. To fulfill requirements for graduation, students must complete 20 hours of community service for each year enrolled at Saint Mary’s School. Students may accumulate all 20 hours during the summer months prior to the upcoming school year and/or during the current school year. Students must submit forms documenting their hours, and
records are kept by the Director of Community Service. The deadlines to submit hours will be posted online and available to students. Please note that “extra” hours do not carry over to the next school year.

Opportunities to earn hours are available on a regular basis throughout the school year, and transportation is provided for School-sponsored activities. Opportunities will be advertised in the Buzz, zzuB, and announced at assembly. Students are welcomed and encouraged to find opportunities on their own, though these projects should be approved in advance. Some activities, such as acolyting, singing in church choirs, babysitting, monitoring the church nursery, driving students to appointments, and family yard work, are not acceptable for community service hours. Ideally, community service activities should focus on others in the greater community and serve those in need.

If alternative arrangements need to be made in advance, or if there is a reasonable conflict, students should contact the Director of Community Service before the deadlines. Some of the consequences for failing to complete the required hours of community service or failing to turn hours in on time include: not being able to participate in commencement exercises, withholding diplomas and grades, or inability to schedule classes until all hours are completed.

The Community Service Committee is responsible for the organization of community service events. These students also serve as representatives for their respective classes. This structure allows students to have input into the activities that are offered. Members are chosen by the Student Life staff and the current leaders of the Community Service Committee.

Students are encouraged to keep track of their hours on their own and to access the student portal to track the number of hours they have submitted.

**COMPASS Leadership Development Curriculum**

**Women Navigating the World**

The COMPASS Leadership Development Program aims to equip ALL young women of Saint Mary’s School with leadership and life skills that move them toward independence and enable them to navigate their world. The COMPASS Leadership Development mission supports the School’s goal to prepare young women for life through its emphasis on a well-articulated, co-curricular education that is grade-level appropriate. Attendance and participation are required of all students.

**Curriculum Components**

**COMPASS Leadership Development Workshops**

On specified school days, time is set aside for grade-level, all-day workshops taught by various lead teachers, adult facilitators, and outside speakers. Curricula address the developmental needs of each grade and are presented in large and small group formats. Participation is required and normal attendance policies apply.

As a school, COMPASS programming allows each grade to explore themes of leadership, health and wellness, cultural competency, stewardship and financial literacy. Within each overarching theme, each grade level will participate in activities that are developmentally appropriate.

- Ninth graders focus on exploring and understanding their beliefs and feelings about themselves and how these beliefs affect their behavior. The emphasis is on developing skills for reflection and introspection, and on fostering coping skills for managing the increasing complexity of their interpersonal world. COMPASS programming is reiterated through the 9th Grade Experience curriculum.
Sophomores focus on gaining a broader sense of themselves and others as they venture into the broader community. The emphasis is on developing emotional literacy, learning to relate to others who are different from themselves, and making responsible decisions.

Juniors focus on the importance of both verbal and nonverbal communication. The emphasis is on building a personal brand and using one’s voice for positive change.

As seniors are preparing to venture into the “real world,” programming focuses on information and skills necessary for living their college lives more independently and safely. An emphasis is placed on responsible decision making and hands-on learning opportunities.

COMPASS Leadership Development Week

This weeklong experience provides each student an off-campus experience with other students in her grade. Students are encouraged to utilize skills and concepts acquired through COMPASS workshops during their COMPASS Leadership Development Week experience. Participation is required; absences will be accrued and treated as though it were a regular school week.

- Ninth graders spend this week participating in the North Carolina Outward Bound Program (NCOB) designed specifically for Saint Mary’s School. This retreat in the mountains of North Carolina with leaders from the exceptional NCOB staff is an appropriate culminating experience of individual and group opportunity in a year that explores the theme of identity. During this life-changing experience, 9th graders hike, rock climb, prepare their own meals, and learn about themselves and the members of their assigned group.
- Sophomores participate in an off-campus service learning project, exploring the theme of community. The group gathers pre- and post-project for preparation and reflection and interacts on-site with community organizations providing service and participation in educational programming. Members of the Saint Mary’s School faculty and staff travel with this group and assist as chaperones and program facilitators.
- Juniors have the extraordinary opportunity to participate in School-sponsored or family-sponsored college trips or other exceptional educational trips. The College Counseling Office coordinates this portion of the program.
- Seniors participate in an off-campus internship experience which allows girls to explore their independence. Seniors work with on-campus mentors, families, and the Director of Student Life and Leadership Programs to find placements based on individual student interest. Early in the fall, seniors are given a calendar with the deadlines that they are expected to meet. The experience concludes with a reflection assignment that is shared with the School community.

Student Activities and Organizations

Clubs and organizations provide a forum for leadership, honor, friendship, and special interest opportunities. Students may choose from a variety of organizations. Many have open membership; others are honorary organizations into which members are inducted for specific reasons. Each club or organization has an advisor and must abide by all guidelines and policies of Saint Mary’s School. Students who are interested in forming a new club or organization should speak with the Director of Student Life and Leadership Programs.

Saint Mary’s School does not condone unauthorized or secret clubs or clubs with secretive ceremonies.

In addition to student life clubs, the School offers the following honorary organizations and publications:

Honorary Organizations
French Honor Society
Latin Honor Society
National Art Honor Society
National Honor Society (academic honor society)
National Honor Society for Dance Arts
Spanish Honor Society

Visual and Performing Arts Organizations
Art Club
Drama Club
International Thespian Society
Ladies in Blue (a cappella group)

Publications
*The Belles* (electronic newspaper)
*The Muse* (literary magazine)
*The Stagecoach* (yearbook, produced by the Graphic Design and Digital Photography class)

Fundraising Policy
All School-sponsored clubs and organizations are permitted to engage in fundraising activities approved by the Director of Student Life and Leadership Programs. All student designed t-shirts must be approved by the administration.

With permission from the Director of Student Life and Leadership Programs, a student may post information about a fundraising event or donation opportunity on the community bulletin board and/or set up a collection box for items in Lower Smedes.
IX. SPECIAL EVENTS

School-Sponsored Social Events and Traditions

Saint Mary’s School cherishes traditions formed since its establishment in 1842. The School’s traditions represent the ties that bind generations of Saint Mary’s girls together in a common spirit. Here are just a few of the School’s time-honored traditions.

Lighting O’ the Grove

The Lighting O’ the Grove Christmas event began a new Saint Mary’s School tradition in 1981 as a gift from the Student Government Association to the Raleigh community. Students process from Lessons and Carols chapel service to the front of Smedes Hall for the lighting of the Saint Mary’s Christmas tree, caroling, and other holiday festivities. The glow of over 500 luminaries, placed by the Granddaughters Club in honor of students and alumnae, lights the circle drive on front campus.

The Saint Mary’s School Ring

The black onyx Saint Mary’s School ring, bearing the school seal and the student’s class year, is one of the most recognizable symbols of being a Saint Mary’s girl. Many alumnae wear the attractive ring for years after graduation, and others pass the ring on to their daughters or granddaughters who attend Saint Mary’s School. Students order their rings during the spring of their sophomore year and, in the fall; the juniors receive their rings at a special banquet. While a girl is a student, she wears the School seal pointing inwards towards herself, and at graduation she is told to “turn her ring” so that the seal points out toward the world she is about to enter.

Dropping of the Handkerchief

Throughout Saint Mary’s history, the “dropping of the handkerchief” by the Chief Marshal has been the symbolic gesture at the close of commencement to mark an official end of each school year. The newly-elected Chief Marshal, dressed in her traditional long, white marshal dress and sash, stands on the porch of Smedes Hall and declares the current academic session to be officially closed. She then drops a white handkerchief to the ground, turns, and walks through the open front doors of Smedes, which are closed behind her by the other marshals, and the school year ends.

Sigma-Mu

The Sigma-Mu intramural society was first established at Saint Mary’s School in the early 1900’s. After a short absence, Sigma-Mu was re-established in 2001. Every girl is a member of either the Sigma or the Mu team, and students who have alumnae mothers or grandmothers are assigned to their team. Throughout the year various intramural competitions are held – including Field Day in the fall and students versus faculty-staff Olympic-style events during Spring Fling. The Sigma-Mu leadership team also works to promote activities and overall School spirit.

Listed below are a few of the traditional awards given each year.

Dean Jones Award

Over the School’s history, several deans of students have been named Dean Jones. These include Martha Dabney Jones (1947-1955), Elizabeth Booth Jones (1972-1981), Marcia Bell Jones (1981-1986), and Mary Lou Jones (1992-1998). To honor these outstanding women for their service to Saint
Mary’s School, the Dean Jones Award recognizes an outstanding faculty/staff member who has contributed significantly to student life. This award commemorates the devotion to the ideals of Saint Mary’s School, the love of the students, and the hard work on behalf of students demonstrated by these deans.

**Faculty/Staff Service Award**

The Faculty/Staff Service Award is voted on by the students and is given to the faculty or staff member who has generously given extraordinary time and support to the student life program during the year.

**Sigma-Mu Spirit Award and Championship Shield**

The Sigma-Mu Spirit Award is awarded to the intramural team that wins the most individual spirit awards at Sigma-Mu competitions throughout the year. The Sigma-Mu Championship Shield is awarded to the intramural team accumulating the most points from the various Sigma-Mu competitions throughout the year.

**Trefoil Awards for Knowledge, Honor, and Friendship**

The Trefoil Awards, bestowed by a vote of her peers, are given to the girl in each class who has demonstrated:

- **Knowledge** – best demonstrates wisdom and love of learning beyond the classroom;
- **Honor** – best represents the integrity and self-respect embodied in the Saint Mary’s School Honor Code; and,
- **Friendship** – best personifies the Saint Mary’s School spirit of friendship, kindness, and goodwill.

**Carter Warren Franke ’75HS ’77C Leadership Award**

The Carter Warren Franke ’75HS ’77C Leadership Award is awarded to a student who stands for her leadership, vision, creativity, and generosity of spirit.

**School Gatherings Off Campus (Not Sponsored by School)**

It is important to remember, through their quest for acceptance from peers and their desire for greater independence, that students still need clear boundaries and guidance, and the following section provides some ideas to consider regarding gatherings of two or more students off campus. They are designed to be practical and, more importantly, are based on the School’s values. In this sense, we hope that all our parents will support these in spirit, if not in letter.

1. **Always be at an event in your own home.**

   - The parents should be the greeters. During the party, parents should casually make their presence known.
   - Have the party in a part of the house where the guests will be comfortable and where you can maintain adequate supervision.
   - Be the ones to bring in the food and beverages. This will keep the party running smoothly, and it will allow you to meet your daughter’s friends.
   - Occasionally walk around outside.
2. Clearly establish ground rules and expectations with your daughter before the party takes place (or before she goes to any social event).

- Let students know your expectations: they want guidelines, though you may hear something quite different.
- Give students options, but with clear guidelines. Discuss their responsibilities and discuss what the consequences are for inappropriate behavior and what the rewards are for appropriate behavior.
- Stress the concept of shared responsibility.
- Parents should take the responsibility of “playing the heavy,” if there is inappropriate behavior.

3. When hosting a party, always generate a guest list and do not admit uninvited guests.

- If you are new to giving parties, start small (10-12 people). Generally, the smaller the better.
- Announce ahead of time what the evening’s activities will be (e.g., swimming, ping pong, and BBQ).
- Send out invitations and avoid open-house parties. These events invite gate crashing.

4. Make sure there is plenty of food and non-alcoholic beverages and plan activities.

5. Establish and back up a specific starting and ending time to the party.

- Do not allow guests to leave the party and then return.

6. Be aware of and alert for signs that alcohol, tobacco, or drugs have been used by guests, despite all the precautions you have taken.

- Confront a student in private, not in front of others.
- If she appears intoxicated, make sure an adult escorts the student home.
- Do not be afraid to ask a student to leave.

7. If it seems necessary, do not hesitate to phone the police.

8. If your daughter is invited to a party, you should contact the parent hosting the party and:

- verify the location;
- verify that parents will be present;
- verify the start and end time;
- offer assistance (e.g., chaperone, food, etc.); and,
- find out what the ground rules will be if there is to be a sleepover.

9. Communicate your feelings of support and your policies to your daughter.

- Discuss with her the situations that could possibly arise (peer pressure, dangerous drivers, etc.).
- Let your daughter know where you can be reached if you will not be at home.
- Agree on an acceptable curfew and the consequences should it be broken.
- Be aware of when your daughter arrives home, and be appreciative of her timely arrival.
- Assure your daughter that you, or a specified friend, are to be called for any emergency.

10. Take an unequivocal stand on drug, tobacco, and alcohol use, and make sure students understand your position completely.
Finally, if you must be away for any length of time, make arrangements for quality supervision in your home to ensure that you, students and your home are protected. Too many parties occur in homes when parents are away. Let the School and neighbors know you are away.

**School Trips**

Saint Mary’s students will have opportunities to participate in trips that will take them away from campus. These trips will be under the direct supervision of a faculty or staff member of Saint Mary’s School and students will be transported in a school-owned or contracted vehicle. In order for a student to participate in School trips, her parents(s) must provide permission and authorization for medical and emergency treatment.

**Special Overnight Trips**

Because group hotel stays are not appropriate for high school students, Saint Mary’s School requires a parent to be present for any hotel overnights, as any unsupervised young woman can find herself in difficult and potentially dangerous circumstances in this setting. It is the School’s strong recommendation that parents be responsible for their daughter only. The potential for major safety issues or discipline issues far outweighs the benefits of staying in a hotel. Any attempt to be dishonest or misleading on weekend sign-out procedures is a violation of the School’s Honor Code.

**Dances/Mixers**

Saint Mary’s students are held responsible for their own behavior and the behavior of their date/guest while under the jurisdiction of the School. This stipulation includes traveling to and from the event. Students and parents are reminded that Saint Mary’s has a hotel policy, a substance use policy, and a policy for any type of illegal behavior as described in “Behavior that Jeopardizes the Reputation of the School” section of this Handbook.

The Winter dance/mixer is held on a campus weekend, and thus no overnight permissions for residential students are granted. The dance is attended by Saint Mary’s students and as many guests as they would like to invite. Day students are encouraged to stay overnight on campus and arrangement for campus housing are available for out-of-town guests.

The Fall Ball is held on a campus weekend, and thus no overnight permissions for residential students are granted. The Formal, planned and hosted by the Parents Association, is held on campus. Following the Formal, students may attend the after dance social, report to the residential halls, or go home. Day students and out-of-town guests are encouraged to stay on campus.

The Prom is held on a campus weekend, and thus no overnight permissions for residential students are granted. The Prom is planned and hosted by the Junior Class. Overnight accommodations on campus are available for out-of-town dates or guests.

**ALL EVENTS:** Students and their guests must observe the 30-minute rule (arrive within 30 minutes of the beginning of the event) and must remain until the event is over. Students must complete and turn in the guest form by the set deadline in order to be eligible to attend the event. All students attending the event will sign in upon arrival and sign out at the end of the event. Saint Mary’s School discourages all private off-campus “after function” events. Students receive detailed information and expectations, as well as a guest form, prior to each event.
The Sarah Graham Kenan Library serves as the center of intellectual life at Saint Mary’s School, where students, faculty, and librarians gather to explore, research, discuss ideas, and experience the fullness of academic possibilities. The library program provides instruction, resources, and services to assist students in becoming effective users of ideas and information and fosters the development of a lifelong love of reading.

Hours

Because the library is a collaborative learning hub, with group and quiet study areas and a full range of print and electronic resources that support student achievement, the library is accessible to students in extraordinary ways. The library is opened 30 minutes prior to the start of the school day and remains open through evening study hall. On weekends, students can study in the library during regular weekend hours or independently with permission from an on-duty faculty member. Regular hours are posted online and on the building.

School holidays, long weekends, and special schedules may dictate that the library revise or extend its hours to provide students with additional opportunities for reading, research, and study. Changes in library hours will also be announced in The Buzz or emailed to students, faculty, and staff.

Information and Expectations

Information about the library will be shared with students and faculty during library orientation and can be found on the Saint Mary’s School website.

To ensure that the library can be used effectively for reading, research, and study, the library staff expects the following of all students, boarding and day:

- For security and accounting reasons, each time a student enters or exits the library after 3:15 p.m., any time she is sent to the library by an adult for a specific reason, and at all times during weekends, she must personally sign the pledged attendance sheet at the front entrance of the library and must follow directions of the library staff. Repeated failure to comply with sign-in/-out expectations will result in disciplinary consequences.
- All students should be respectful and courteous to others by speaking softly so that all students can concentrate and study without interruption.
- Overdue notices will be sent to students if they have overdue materials, and cooperation is expected.
- Study hall students must be seated in their assigned area with books and materials ready when the study hall period begins and must obtain permission to move elsewhere.
- Computers must be used for academic work only. Students quietly may check personal emails or do online browsing during lunch or dinner periods only. Instant messaging, social networking, watching TV/Netflix, and playing computer games are not allowed in the library. Saint Mary’s School’s responsible use computer guidelines must be followed in the library.
- Students should follow the policies of the library, which include not having food, candy, or drinks, other than water, in a covered container in the library and leaving the study areas neat, with trash thrown away and chairs pushed in.

Circulation/Non-Circulating Materials

Books circulate for a period of 28 days and may be renewed. Videos are checked out for three days. A copy of many textbooks used at Saint Mary’s School are on reserve and may be checked out for use in the library only. Reference books, reserve books, computer chargers, textbooks, magazines, and newspapers must remain in the library. Printers, a copier/scanner/fax machine, and listening and viewing technology are available for student and faculty use.
Fines

Penalties for late or lost materials are as follows:

- Overdue books: $0.10 per day per item
- Maximum fine: $7.50 per item
- Lost item: Cost of item, plus $15.00 processing fee

Students are reminded not to lend library books checked out in their name to others. If an item is late or lost, the person who checked it out is responsible for the fines or replacement cost. Grades and transcripts will be withheld until all library obligations have been settled.
XI. ATHLETICS

The athletic program at Saint Mary’s School strives to enable students to develop to their fullest potential. Through athletics, Saint Mary’s School students may learn the:

- lifelong value of involvement in athletics;
- value of good sportsmanship;
- value of physical activity and hard work;
- importance of teamwork, self-sacrifice, and accountability;
- skills and rules of the game;
- importance of making decisions and living with the consequences; and,
- appropriate response to victory and defeat.

Athletic Facilities/Hours of Operation

Note: If hours of operation are not listed below, they may be found on the Saint Mary’s School website.

The use of all athletic facilities is intended for current faculty, staff, and students only. Students must be in groups of two or more when using athletic facilities. When the campus is closed for holidays or the summer, students or staff should contact the Director of Athletics for permission to use the athletics facilities.

Requests for use of these facilities by outside individuals/groups should be submitted to the Director of Athletics or the Auxiliary Services Manager.

Bacon Gymnasium, the fitness center, the Eure-Jones Tennis Courts, the dance studios, and the swimming pool are open to Saint Mary’s School students during the following hours:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Rules/Restrictions</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym &amp; Dance Studio</td>
<td>No street shoes, food, or drink in gym</td>
<td>7 a.m. - 10:30 p.m.</td>
</tr>
<tr>
<td>Tennis Courts</td>
<td>Smooth-soled tennis shoes; close gates upon leaving</td>
<td>7 a.m. - dark</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>No food or drink in pool area</td>
<td>Only when lifeguard is on duty</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>No food or drink in fitness center</td>
<td>Monday - Friday 6 a.m. - 10:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Open to all students, faculty and staff*)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*(12 noon - 1 p.m.: faculty/staff only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday - Sunday 6 a.m. - 11 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open to all students, faculty and staff</td>
</tr>
<tr>
<td>Lounge Area</td>
<td>No television, VCR/DVD during school day</td>
<td>Available when Bacon Gym is open</td>
</tr>
<tr>
<td>Athletic Playing Fields</td>
<td>No bicycles or unauthorized vehicles</td>
<td>Available within normal curfew hours</td>
</tr>
</tbody>
</table>

All hours are subject to change and will be posted on the gym door. The use of the fitness center for athletics and PLUS always takes precedence over any other use.
Use of Saint Mary’s School Pool

All students must have adult supervision and a certified lifeguard must be on duty for student use of the Saint Mary’s School pool.

All adults must have another adult present while using the pool. Also, all small daughterren must be accompanied by an adult (one adult per daughter). Therefore, two adults must always be present with daughterren in the pool area.

Eligibility

Being a student-athlete requires a student to balance her workload between academics and athletics. If a student-athlete’s grades fall below a C- or 1.700 weighted G.P.A. at the end of the grading period, she may be suspended from athletic participation. If a student’s grades fall below a C- or 1.700 weighted G.P.A. at the end of a semester, she may not be eligible to participate in athletics the following season.

Expectations of Athletes

In order to participate in athletics, students are expected to meet all School commitments. This expectation includes, but is not limited to, class attendance, chapel, advisory, and meetings. Student-athletes must report to campus or class and partake in School activities no later than 9:55 a.m. on the day of an athletic activity in order to be eligible to participate. Student-athletes who incur an unexcused absence on the day of an athletic contest will not be permitted to participate. Student-athletes are expected to notify their coach of this circumstance. Unexcused absences or missed obligations may result in athletic consequences, including game suspension.

It is important to understand that participation in the Saint Mary's School athletic program is a privilege. Should a student-athlete find herself in disciplinary difficulty, she is responsible for communicating her disciplinary consequences to both the Athletic Director and her coach. Athletic consequences may occur as a result of a disciplinary situation.

Student-athletes who receive detention on Friday or suspension on Saturday may participate in an athletic practice or game/match on the assigned day only with approval from the Athletic Director. Student-athletes must reschedule their detention or suspension with the Assistant Director of Student Life and Leadership Program or the Dean of Students to the next available detention or suspension. Student-athletes should remember that accrual of excess detentions and suspensions may affect their eligibility to participate in sports activities.

Student-athletes accept the benefits of participation as well as the responsibility and commitment to the team. Expectations may vary from coach to coach or from sport to sport, but Saint Mary's School adheres to the following expectations for all athletes:

Practice and Game Attendance

- **Student-athletes are expected to attend all team commitments, practices, and all games including post-season tournaments.**
- A student-athlete who has been injured and has had significant medical treatment cannot participate again until she has been cleared by the School’s nurse or her family physician and the School’s certified athletic trainer.
- Unexcused absence from scheduled practices or games may subject the student-athlete to the following:
  - Suspension from the team for one or more contests following the first violation.
  - Suspension from the team for the remainder of the season following the second violation.
- Official college visits, including those for recruitment purposes, will be considered excused, and therefore will not impact playing time. Family trips during a sport season should be scheduled only
after consulting with the coach so that the absence will not have a negative impact on the student-athlete’s responsibility to her teammates, the team, and its success.

Behavioral Expectations

- Punctuality and preparedness for all practices and games.
- Place high priority on academic achievement.
- Desire to improve skills and knowledge of the sport.
- Willingness to work hard and be attentive in practice.
- Represent self, team, School, and family in a dignified and sportsmanlike manner.
- Refrain from the use of tobacco, alcohol, and illegal substances. Consequences will be levied if an athlete violates the illegal substances policy during the season.
- Promptly turn in all required forms to the Binder Health Center and the Athletic Expectations Form to the Athletic Director.
- Take responsibility for all equipment and uniforms. (Failure to return uniforms or equipment or to submit payment for any team purchase or for loss of uniforms or equipment will result in the withholding of year-end grades. Seniors who fail to meet this obligation will not be able to participate in graduation.)

PLUS (Physical Lifestyle for Us) Program

Saint Mary’s School is committed to the development of well-rounded young women and to providing opportunities for students to interact outside the classroom. The PLUS program provides fitness activities Monday through Thursday from 3:15 p.m. to 4:45 p.m. Each season, 9th and 10th grade students are expected to participate in the PLUS program two days a week, be a member of a Saint Mary’s School athletic team, or be enrolled in a Saint Mary’s School class (School play/musical included) that meets after 3:15 p.m. Scheduling will be done by the Athletics Department.

The PLUS program is organized to coordinate with the three athletics seasons: fall, winter, and spring.

Teachers, advisors, or academic support staff may request that students in academic difficulty meet with their teachers or be assigned to library study hall during PLUS time. Failure to attend PLUS will be handled as a missed School obligation.

Students with a prior commitment to an off-campus organized sport or other team activity in conflict with PLUS may petition the Athletic Department to attend PLUS on a different day or to be excused from PLUS during that activity. Questions about PLUS may be directed to the Athletic Department.

Sportsmanship

Saint Mary’s School expects coaches, players, students, and parents to exhibit good sportsmanship on and off the court or field. Opposing teams, their fans, and officials are to be treated respectfully as honored guests. Saint Mary’s School supporters are expected to cheer the strengths and victories of Saint Mary’s School teams and not to degrade the performance of opponents or officials. Good sportsmanship includes:

- appreciating good play on either team;
- attempting to understand game rules;
- showing compassion for injured players and applauding good performance;
- not engaging in heckling, jeering, or distracting players by using profane or obnoxious language or behavior;
- respecting the judgment and strategy of the coach; and,
- respecting others and the authority of those who administer the competition.
Interscholastic Athletic Programs

SAINT MARY’S SCHOOL ATHLETIC TEAMS

<table>
<thead>
<tr>
<th>Fall Season</th>
<th>Winter Season</th>
<th>Spring Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varsity Cross Country</td>
<td>Varsity Basketball</td>
<td>Varsity Lacrosse</td>
</tr>
<tr>
<td>Varsity Field Hockey</td>
<td>JV Basketball</td>
<td>JV Lacrosse</td>
</tr>
<tr>
<td>JV Field Hockey</td>
<td>Varsity Swimming</td>
<td>Varsity Soccer</td>
</tr>
<tr>
<td>Varsity Golf</td>
<td>Winter Track</td>
<td>JV Soccer</td>
</tr>
<tr>
<td>Varsity Tennis</td>
<td></td>
<td>Varsity Softball</td>
</tr>
<tr>
<td>JV Tennis</td>
<td></td>
<td>Varsity Track &amp; Field</td>
</tr>
<tr>
<td>Varsity Volleyball</td>
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<td>JV Volleyball</td>
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**Varsity Teams**

At the varsity level, the School aims to put the best teams possible on the field. Each athlete’s skill level is evaluated at the beginning of the season for team membership. Varsity selection is based on the skill and maturity of individual players. Varsity teams have roster limitations. All candidates for varsity teams are expected to be present or to clear any conflicts with the coach in advance of pre-season activities.

**Junior Varsity Teams**

The junior varsity teams are the transitional level between middle school and varsity-level teams. By TISAC rules (see below), seniors are not permitted to play on junior varsity teams. Junior varsity teams may have roster limitations.

**Governing Bodies**

The School competes as a member of the Triangle Independent Schools Athletic Conference (TISAC) in the following sports: basketball, cross country, field hockey, golf, lacrosse, soccer, softball, swimming, tennis, track and field, and volleyball. The other TISAC member schools are: Cary Academy, Durham Academy, North Raleigh Christian Academy, and Ravenscroft. On the statewide level, Saint Mary’s School participates in the North Carolina Independent Schools Athletic Association (NCISAA, 3A Classification).

**Training Rules**

Success in athletics is determined by each team member’s performing to her potential by trying to achieve the best possible mental and physical condition. Students are expected to read, understand, and abide by the School’s Athletics Handbook, and must have signed the Athletics Handbook Acknowledgment Form in order to participate on a Saint Mary’s School team.

**Transportation Policies**

Saint Mary’s School will provide team transportation for games and practices. After a game or practice, students must return with the team transportation provided unless they leave with their parent(s) and have permission to do so from the coach. No student may drive an athlete to or from an athletic contest or practice.
Inclement Weather Policy for Athletics

There will be no practice or games on days when the weather forces the School to close unless there is a special clearance from the Athletic Director. On any day when the weather is suspect, decisions will be made by 2 p.m., when possible, and an announcement recorded on the Athletics Hotline at 919-424-4092, and be available on the School’s website. Students should assume that practice or games will be held unless an official announcement is made and posted.
XII. DISCIPLINE GUIDELINES

General
Saint Mary’s School sets high standards for its students and their parents and for the adult members of the School community, and expects all community members to behave in accordance with the School’s values by adhering to the rules of the community and the laws of the state. The School seeks to establish a collaborative partnership among Saint Mary’s School adults, students, and parents in order to teach responsibility, nurture respect for others, and encourage self-discipline.

While the School recognizes that parents assume responsibility for their daughters when they leave School grounds to return home after school, on weekends, and during School vacations, Saint Mary’s School reserves the right to apply disciplinary consequences for issues of student behavior which compromise the safety of a student or the community or jeopardize the reputation of the School.

A chronic failure to cooperate with School rules and regulations over an extended period of time demonstrates an unwillingness to accept the fundamental values of the community and will likely lead to suspension or dismissal.

Essential Expectations
The School has established “Essential Expectations for Living and Learning” in the Saint Mary’s School community, standards that deserve particular emphasis and clarity. Violating any one of the seven Essential Expectations of the School compromises the well-being of the entire School community and thus places a student’s position at the School in jeopardy. Suspension, dismissal, or withdrawal is a likely consequence for such actions. Essential Expectations include the following:

1. upholding the Honor Code by not lying, cheating, stealing, or plagiarizing;
2. not hazing or harassing others;
3. not using impairing substances (alcohol and other drugs);
4. not engaging in violence and vandalism;
5. not leaving campus or the residence hall without permission;
6. not endangering others; and,
7. not engaging in behavior that jeopardizes the reputation of the School.

Each student is expected to take assertive action should she find herself witness to a violation of any behavioral expectation. If the offender does not turn herself in, the bystander is obligated to report her. If a bystander does not submit the information to the appropriate person, she may be eligible for disciplinary action. This Handbook describes School policies, and violation of any of the policies may lead to a disciplinary response as described further below.

Behavior that Jeopardizes the Reputation of the School

A Saint Mary’s School student represents herself, her family, and her school. Any student who involves herself in inappropriate behavior that jeopardizes the reputation of the School makes herself subject to disciplinary consequences. This includes, but is not limited to, on- and off-campus incidents of indiscretion on email or on the Internet, public displays of poor judgment, and illegal behavior. Incidents of behavior considered harmful to the reputation of the School, as determined by the School, will be handled administratively on an individual basis.

Judicial Board Process for Potential Honor Violations

A suspected Honor Code violation is reported to the Associate Dean of Students. The Associate Dean discusses the situation with the involved parties and determines whether there is reason to think the Honor Code may have been broken. If so, the matter is handled by the Judicial Board. When exams are in
progress, the Review Board handles disciplinary matters. In special, rare circumstances, especially when separation from the School is likely, the Review Board will handle the matter. The following timeline summarizes the general process:

- The Associate Dean of Students and/or the student contacts her parents and advisor.
- The Associate Dean of Students communicates with all people directly involved in the situation and requests written reports from those whose statements are necessary for an evaluation of the conduct.
- The Judicial Board reviews the submitted material and makes a determination. If the Judicial Board finds that the Honor Code was broken, the Judicial Board recommends consequences for the violation(s).
- The Review Board receives the Judicial Board’s recommended consequences and, in most cases, adopts them in full. In rare cases, the Review Board may choose alternative consequences.

Reparation

In some instances, students may be called upon to “repair” any damage done by their misconduct. Reparation includes a written apology or service to make amends for a transgression. Students are responsible for reimbursement or replacement of lost or damaged property.

Points and Detention System for Less Serious Misconduct

Saint Mary’s School’s expectation is that students will abide by the Code of Conduct, the Honor Code, the School’s Essential Expectations, and the guidelines set out for them in the this Handbook, the Residential Life Guide, and the Athletic Handbook with regard to behavior in the classroom, in public spaces, in the residence halls, and in athletic facilities. However, sometimes students step outside these boundaries. The detention and point system addresses those situations that are of a lesser rather than a more egregious nature but are, nevertheless, violations of the School’s expectations. This system applies to both day and boarding students and allows the School to track a student’s infractions uniformly.

When possible, faculty/staff will notify the student as an offense is committed so that the student will be aware that she has engaged in inappropriate behavior and is receiving points or a detention. Faculty/staff will also notify the Dean of Students Office that a detention or point offense has occurred. Students are notified of detention assignments via email by the Dean of Students Office. It is each student’s responsibility to check her email daily.

Faculty/staff and advisors have access to each student’s discipline report. Advisors check the system regularly to review point/detention accumulations with their advisees and keep parents apprised of their daughter’s situation. Advisors may also reference excessive points or detentions on a student’s progress report.

Points

Points are assigned for minor disciplinary infractions, usually during the academic day, that are not specific detention offenses. If a student meets the weekly point limit, she will be assigned to detention.

Point accumulations each week run from Monday morning to Sunday night, with the total accumulations usually posted the following week. A student who is tardy to detention may be assigned another detention. Students and advisors are notified of assigned detentions via email. It is the student’s responsibility to know that she has accumulated points and has detention.

Point Limits and Consequences for All Students

- 7 or more points in a week = one detention
- 25 or more points in a four week period = one day of Saturday suspension
Point Offenses

3 points each
- Unapproved Internet use during class
- Parking violation
- Inappropriate attire
- Food in unacceptable areas (e.g., classrooms, Kenan Library, Chapel, Pittman, Ragland Auditorium, Bacon Gymnasium, Smedes parlors)
- Tardy
- Cell phone violation
- IM/Computer violation
- Late Absence Request Form
- Leaving tablet unattended
- Missing breakfast sign-in

2 points each
- Noise violation during the academic day
- Littering violation
- Overdue library book beyond the grace period

Other violations of expectations or policies or deviations from appropriate behavior may be awarded one or more points at the discretion of the faculty/staff member involved and the Dean of Students.

The following offenses will likely result in an automatic detention:

- Responsible Use Policy violation;
- disrespect for faculty/staff or others;
- rude or disruptive behavior;
- inappropriate language;
- possession of tobacco products on campus;
- unexcused class absence;
- missed School obligations (e.g., detention, advisory, PLUS session, teacher meeting, class meeting, required tutorial, chapel, residential community night, assembly, community service obligation, or special programs); and/or,
- other clear and serious deviations from appropriate conduct.

If a student consistently accumulates detention offenses or repeatedly reaches the four-week point limit, her situation will be addressed by the Dean of Students, and subsequent disciplinary action, including suspension and/or loss of leadership, may be imposed.

Parents and students are encouraged to contact the student’s advisor or the Dean of Students at any time to review a student’s disciplinary record.

Detention: Friday Detention, Weekend Detention

A Friday detention lasts one or two hours after school, and is reserved for minor offenses. A weekend detention is reserved for more serious offenses and consists of an eight-hour detention inside the library.

Detentions are proctored by a faculty or staff member. Students may not be excused from detentions or change the assigned dates except in the event of special circumstances (e.g., family emergency, scheduled doctor’s appointment, pre-arranged tutoring, athletic event, work schedule, or a School field trip).
student’s detention needs to be rescheduled, it is the student’s responsibility to contact the Dean of Students Office and request the change. She will be required to submit a note from her parent, teacher or coach who needs her to meet an above-mentioned commitment.

**Other Consequences for Misconduct**

**Work Service**

Hours of work service to the School may be assigned to a student to make amends for a violation of the School’s Honor Code or behavioral expectations.

**Campused**

Being “campused” is a consequence under which a student must remain on campus at all times unless granted special permission to leave by the Dean of Students. Any off-campus visitors, except parents, must be pre-approved by the Dean of Students.

**Honor/Disciplinary Agreement**

Any student who is found to violate an honor code or major disciplinary offense will execute an Honor and/or Disciplinary Agreement with the School. The Honor/Disciplinary Agreement states that the student understands that further violation of the Honor Code or disciplinary expectations may result in suspension or expulsion. Any student who finds herself under an Honor or Disciplinary Agreement loses her leadership position(s) and is ineligible to run for office while under the Agreement.

**Probation**

Probation is a penalty recommended to the Head of School by the Judicial Board or Dean of Students that places a student’s behavior under close scrutiny for a designated period of time. While on probation, a boarding student may not have a car on campus, and a day student may use her car only to travel to and from school. Violation of probation will likely result in dismissal.

**Technology Probation**

Technology probation, including Internet restriction, places a student’s computer activity under close scrutiny for a designated period of time. This penalty can be recommended by the Dean of Students, the Dean of Teaching and Learning, and/or the Technology Department.

**Suspension**

**Suspension/Academic Work During Suspension**

Suspension is a consequence recommended by the Judicial Board, the Review Board, the Dean of Students, or the Dean of Teaching and Learning that requires a student to leave Saint Mary’s School for a specified period of time. Students will receive zeroes for in-class work, homework, and quizzes missed during suspension. Major tests must be taken upon return to school, and papers and projects should be turned in prior to leaving or on the day of return. A student will receive a penalty for any late work, i.e., work not turned in on the day she returns to school. When a student is suspended, she may not return to campus during her suspension without specific permission from the Dean of Students. A suspended student should communicate with her teachers about work she will miss during her suspension. The student’s advisor will address any academic concerns and will handle all academic communication between the School and the student and her parents during the suspension. When a student is suspended, the days missed will count toward the credit limit of ten absences per semester.
**Dismissal/ Required Withdrawal**

Dismissal/Required Withdrawal is a consequence recommended to the Head of School by the Judicial Board or the Dean of Students that requires a student to leave Saint Mary’s School permanently. Students who are dismissed or asked to withdraw from Saint Mary’s School may not return to campus for the remainder of the academic year without permission from the Head of School or Dean of Students.

**Behavioral Expectations While Away From School**

“School jurisdiction” includes any time while on campus or attending a School-sponsored activity, athletic event, or trip. Jurisdiction includes traveling to and from these events. Day students are considered on School jurisdiction while traveling to and from School events and participating in School activities, athletic events, or trips. Boarding students are considered on School jurisdiction until they are officially signed out for an approved weekend, overnight, or school holiday. *However, as stated earlier, Saint Mary’s School reserves the right to apply disciplinary consequences for issues of student behavior in or out of the School’s jurisdiction which compromise the safety of a student or the community or jeopardize the reputation of the School.*

Students and their parents (when chaperoning an off-campus gathering) are expected to maintain conditions consistent with the law and School rules.

**Parent Involvement**

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a School administrator. Please speak to the appropriate School administrator for guidance with respect to any questions about contacting another student or parent about a School-related matter.

**Reporting Disciplinary Action to Colleges**

College and university administrators are concerned about the behavior of prospective students during their high school careers. It is imperative that Saint Mary’s School maintain credibility, respect, and trust with its college and university colleagues in order to be certain that educational opportunities for future students are not compromised.

In the spirit of the Honor Code, Saint Mary’s School expects students to provide accurate responses to the questions posed to them on college applications. While the administration and faculty of Saint Mary’s School view disciplinary action as part of the educational process and work to handle situations internally, there are times when serious or repeated infractions by students and the subsequent disciplinary actions must be reported to college and university admission officers. When disciplinary action taken against a student results in probation, off-campus suspension, or dismissal, colleges to which the student has applied for admission or from which she has received an offer of admission should be notified by the student within a timeframe determined by the School.

Students who are unsure about whether a particular disciplinary sanction needs to be reported in the college application process should consult with their college counselor. If an explanation of circumstances is necessary, the School will work with the student to present the situation honestly and highlight the lesson the student has learned through the experience. Furthermore, the School will emphasize—when possible—the growth and learning of the student as a result of any disciplinary action.
XIII. STUDENT HEALTH SERVICES

Binder Health Center
Office Telephone: 919-424-4043
Fax: 919-424-4042

The Binder Health Center (BHC) is committed to providing medical attention to our boarding and day students round the clock and throughout the weekend. Saint Mary’s School nurses are available and on call at any time. In the case of a life-threatening emergency, students should contact an adult immediately.

Admission to the Binder Health Center is based solely on the nurse’s medical discretion. If a student is ill and requires medical attention, her parents will be contacted. If a day student is ill, the student may be sent home with the permission of a parent/guardian or may be picked up by a parent/guardian, or the parent/guardian may choose to have the nurse render medical care. If a boarder is ill, a parent/guardian will be contacted, and the nurse will provide medical attention. In the event the parent/guardian cannot be reached, the student will receive medical treatment, and the parent/guardian will be notified as soon as possible. Any student who is ill should not come to school or attend class if she has a fever of 100.4 F or greater and should not return to school until fever free for 24 hours.

It is the student’s responsibility to keep all scheduled medical appointments. In the event that a student needs to cancel an appointment, she is to notify the nurse at least 24 hours prior to the appointment time so that the appointment can be cancelled. Failure to cancel an appointment may result in a charge from the physician’s office for the missed appointment.

The nurse provides written excuses for classes and other obligations missed while a student is in the Binder Health Center for care or observation. Boarding students admitted to the health center during the day will either stay in the health center or be confined to campus for the rest of the day for medical observation. Students who miss class due to illness will not be granted ATP’s that day (this includes off-campus lunch). At the nurse’s discretion, a student may be excused from evening study hall or other responsibilities to go to bed early. Boarding students who are ill or contagious may be required to spend the night in the Binder Health Center or in a designated containment area in the residence hall until fever free for 24 hours. It is the student’s responsibility to inform the nurse that she will be missing a test or quiz, has an assignment due, or has a sports obligation later that day. Deliberate omission of this information could result in disciplinary consequences.

When a student misses an athletic practice, scheduled athletic competition, dance class, rehearsal, PLUS, or a performance due to an injury or other physically limiting condition, the student must provide proper written medical documentation from her attending physician to the Binder Health Center. The written documentation must address the student’s level of participation upon her return to school. The documentation must also include information that can aid coaches and instructors, as well as the student, in the management of the injury or limiting condition. To ensure a safe return to activities, a student will not be permitted to return to participation until the appropriate information is provided and is on file with the Dean of Students, the nurse, the athletic office, the coaches, and instructors.

Privacy of Health Information

Nurses, counselors, the Director of Athletics, and the athletic trainer maintain students’ personal health information. Consistent with the operation of a residential community, this information is shared on a need-to-know basis with the faculty/staff of Saint Mary’s School and outside medical service providers. While Saint Mary’s School is not a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), the School makes every reasonable effort to maintain the privacy of the personal health information of its students. Parents who have any questions or concerns about this issue should contact the Director of the Binder Health Center.
Health Insurance
Saint Mary’s School students are required to have health insurance coverage. New information or updates to a student’s medical file should be sent immediately to the Binder Health Center. The School has a contract with an online medical records company, Magnus Health. Each student is required to have medical forms up to date prior to the student being permitted to attend class or participate in athletics or dance.

The Binder Health Center does not file insurance claims. Every effort will be made to use a student’s insurance for off-site medical care. The parent/guardian will be billed directly by the medical provider for any uncovered portion of the bill. Insurance co-payment will be required at the time of service. In the event that the student does not have the co-pay, the parent will be billed directly by the medical provider. Parents/guardians are responsible for filing with their insurance company.

Transportation to and supervision during doctor’s appointments will be arranged by the BHC nurses; a transportation fee of $20 applies to each appointment. Parents should contact the nurse with any questions regarding this policy.

Medications at School
For safety reasons, and according to the Binder Health Center’s medication administration policy, boarding and day students who take medications at any time while on campus are required to check all prescriptions and over-the-counter medications in to the Binder Health Center, where they are kept in a locked cabinet. Failure to comply will result in disciplinary action and the parent’s being notified. Upon evaluation by the nurse, a student may be permitted to keep certain emergency medications for life threatening conditions in her possession. Students with any unapproved medications in the residence halls are in violation of the School’s expectations.

It is the student’s responsibility to come to the Binder Health Center to take her medication each day. Failure to comply will result in disciplinary action and will be handled administratively. For boarding students, a nurse is on duty on weekends. On occasion, for field trips or other special circumstances, weekend medications may be pre-packaged by the health center staff and administered by the residential faculty on duty according to the guidelines set forth by the School’s supervising physician. The Binder Health Center has a partnership with Hayes Barton Pharmacy in Raleigh and strongly suggests that all boarders’ prescription medications be transferred to this cooperating pharmacy to avoid interruptions in medication therapy. All medications are refilled and delivered to Binder Health Center by the Hayes Barton Pharmacy personnel. Parents will be responsible for making payments to Hayes Barton directly. If prescriptions are not transferred, it is the responsibility of the parent/guardian to make necessary arrangements in order to ensure that the Binder Health Center has enough medication for their daughter from month to month.

Immunizations
Each student must have a completed immunization record to comply with North Carolina law regarding vaccinations against preventable diseases. Students with a positive TB skin test are required to begin preventive medication prior to beginning classes at Saint Mary’s School as set forth by our supervising physician. This information must be on file in the Binder Health Center in order for a student to register, attend classes, or participate in athletics or dance.

Food Allergies
Our goals are to provide a safe and respectful environment for all students, to educate the School community about the nature of food allergies, and to provide support and encouragement as our students develop good decision-making skills and learn the critical lessons of managing their allergies. We hope to foster self-confidence and self-advocacy in our students, and to support families as they help their daughter learn to take control of their allergies. For students without allergies, our goals are to increase their awareness of food allergies and to encourage the development of empathy and the skills needed for them to become
supportive allies for their peers. As a School, we will have succeeded in our mission of educating our students if they graduate with the skills and confidence to advocate for their health and physical safety.

The School is committed to providing a safe and inclusive environment for all students. Parents of students who have severe allergies with the potential for developing anaphylaxis, must meet with the School Nurse to develop an Action Plan prior to the start of the School year. This plan must be reviewed prior to the start of each School year.

In consideration of the number of students with food allergies, the School has the following guidelines for the management of these allergies:

- the dining hall staff will be educated about food ingredients and they will be able to convey that information when asked;
- frequent and appropriate hand washing will be encouraged;
- surfaces will be cleaned to prevent cross-contamination; and,

for students with severe allergies, the School will be provided with an Emergency Care Plan written by a primary care provider or allergist with parental input.

The successful management of food allergies is the jointly held responsibility of the School, families, and student with the allergy. Education encompasses the entire School community including employees, parents, and students. We recognize that the management of food allergies is a developmental process, and we strive to take reasonable measures to protect our youngest students, while recognizing that students must learn to assume increasing responsibility for their own health and safety as they mature.

**Asthma Management**

Parents of students with asthma should contact the School Nurse prior to the start of school to discuss an asthma management plan.

**Head Lice**

It is the position of the American Academy of Pediatrics, the Harvard School of Public Policy, and the National Association of School Nurses that the management of head lice should not disrupt the educational process. Lice are not a major health problem since they do not transmit diseases or cause permanent problems. Nonetheless, the School understands the unpleasantness of the condition and the desirability of limiting its spread across the School community. The School therefore has a “no nit” policy.

Students with any nits will be sent home or contained in the Binder Health Center for an appropriate length of time. A parent will be contacted by phone.

It will be at the discretion of the School Nurse whether to check other students, roommates, teams, or the classroom.

In all cases where nits have been found, the student must be treated before returning to School the following day. The School Nurse must evaluate the student before he/she returns to the classroom. All nits must be removed by the seventh (7th) day following treatment if the student is to remain in School.

On occasion, exceptions from this guideline will occur, and the professional judgment of the School Nurse will be followed.
Emergencies

The School Nurse will attempt to contact parents regarding illness or injury, minor or serious, but in circumstances that warrant immediate attention when the School is unable to reach the parents/guardians, designated emergency contacts, or the student’s physician, the School physician will be consulted to determine appropriate management. In the event of a serious emergency, an ambulance will be called, the students will be taken to the nearest hospital emergency room, and parents will be notified immediately. Emergency situations arising on campus will generally be referred to Rex Hospital or Wake Med Hospital, which are just a few miles from the School. The School neither diagnoses nor treats injuries that occur on non-School time, but does offer temporary first aid for problems that arise during School. If a student complains of a persistent ear ache, sore throat, rashes, or joint pain, such complaints warrant a call to the student’s pediatrician.

Parents must ensure that Emergency Forms are kept up-to-date. Please remember, it is most important that the School have current home, work, and cell phone numbers for parents/guardians, day care providers, or others (relatives, friends, or neighbors) who routinely assume temporary care of the student if the student’s parent(s) cannot be reached.

Parents will be notified of an illness or injury that may require follow-up medical care. Up-to-date forms must be on file with Binder Health Center for every student by the start of the school year, allowing the School to obtain necessary medical assistance.
XIV. STUDENT SUPPORT SERVICES

Accommodations

Saint Mary’s School is concerned with the education and overall development of each student so that she can fulfill her potential. Part of the School’s mission is to help young women become independent and responsible for their actions. In support of this mission, the School provides various support services and asks students to communicate their needs and concerns directly to the appropriate adult in the community.

Saint Mary’s School does not discriminate against students with disabilities. Student Support staff provide, arrange, and coordinate accommodations for students with physical and/or learning disabilities and for students with cognitive disorders. Academic Support staff maintain disability-related documents, certify eligibility for services, determine reasonable accommodations, and develop plans for the provision of such accommodations for students with disabilities (including applying for accommodations on standardized testing). Requests for additional information or for a consultation should be directed to the Academic Support Specialist.

The School is committed to ensuring that students with disabilities are provided with equal access to all of the School’s programs and services, in accordance with applicable law. For students who need additional support or curricular adjustments, the School requires documentation indicating that the student’s disability substantially limits a major life activity, including learning. Students who present the School with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process between the student and the Academic Support Specialist. No waivers of academic graduation requirements will be granted to students.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill her academic requirements satisfactorily. In such instances, the student’s advisor, the Head of School and/or other support personnel may notify the student’s parents that the accommodations put into place may not suffice to ensure the student’s success at Saint Mary’s. At that time, the Head of School and/or Academic Support, the student and her parents will discuss whether it makes sense for the student to continue at the School. If there is a disagreement, the School will decide, in its sole discretion, whether to issue a re-enrollment contract to the student.

Academic Support

The Academic Support Team includes the Dean of Teaching and Learning, Associate Dean of Teaching and Learning, the college counselors, the Registrar, the school counselors, and the Academic Support Specialist. Together, they discuss academic issues, including requests for schedule changes and course level changes and make up work for students missing school due to illness or other approved reasons. The Academic Support Team also works with advisors to provide information regarding student course requests each year and to assist them in supporting advisees experiencing academic difficulty. Concerns about a student’s academic progress should be directed to the student’s advisor, who will notify the Academic Support Team as needed.

Specialized Support

The Academic and Counseling Support Team provides support for students with special needs, including students who need academic support beyond that provided by teachers, advisors, and college counselors. The specialized support provided by the School Counselors and Academic Support Specialist includes referral to community professionals when a student’s needs cannot be met by the Saint Mary’s School academic and student support staff.
Academic Support Specialist

The Academic Support Specialist directs the Curriculum Assistance Program, and is designed to be an academic support resource for all Saint Mary’s School students; works closely with faculty to provide appropriate and meaningful academic support to all students; provides group and individual study skills instruction; and manages the peer tutoring program. The Academic Support Specialist also offers specialized support through the Curriculum Assistance Program and, with the School Counselor, provides support for students with disabilities (see “Specialized Support”). The Academic Support Specialist provides referrals to professional tutors and academic coaches.

Study Skills Assistance

The Academic Support Specialist offers study skills assistance to all Saint Mary’s School students. Individual and group meetings are available on a wide variety of topics. Please contact the Academic Support Specialist for more information.

Tutoring

A student experiencing academic difficulty is expected to consult with her advisor and attend tutorial and review sessions offered by Saint Mary’s School faculty. The School recognizes, however, that in some instances, parents may wish to contract with an outside tutor or academic coach to provide support for their daughter. Information about the support services available at Saint Mary’s, the expectations for students working with a tutor, and a list of individuals who may be able to work with students can be found through the Saint Mary’s School parent portal by choosing the link “Tutoring Services.” For more information regarding tutoring and academic coaching, please contact the Academic Support Specialist.

Please note: tutors are not employees of Saint Mary’s School; therefore, it is the student’s responsibility to notify her tutor of any interruptions to her tutoring schedule. Additionally, working with a tutor should not take the place of asking for help from the resources available at Saint Mary’s School. While a tutor may offer his or her thoughts about course placement, Saint Mary’s School, in cooperation with parents, will make all final decisions regarding course placement.

All-School Tutorials

Saint Mary’s School faculty members often make themselves available to students outside of class and encourage students to take advantage of their availability. In addition, many faculty hold extra help sessions for all students. Faculty members are available during the daily afternoon tutorial period (2:40 p.m. – 3:05 p.m.) unless they are fulfilling other school obligations, such as coaching. The academic day does not end until after the daily tutorial period, at 3:05 p.m.; students are expected to use the tutorial period for academic work, and all academic-day policies are in effect (e.g., use of cell phones is not permitted; the Lower Smedes game room is not open). All students are subject to teachers’ requests that they attend tutorial. Extra-curricular activities are not scheduled during the tutorial period. Parents are requested to keep the tutorial period clear of outside appointments for students. Saint Mary’s School tries to provide the help a student needs with School resources and suggests tutors only when the student needs more individual time than teachers can realistically provide.

Study Hall

Students identified through the regular progress reporting period and by student support may be required to attend study hall during the academic day when not in class.

Faculty is assigned to monitor daytime study hall. Students are encouraged to seek out assistance from the faculty proctors during study hall periods even if the particular proctor is not the student’s classroom teacher.
Concerns about Classes or Faculty
To help students become independent and responsible for their actions, the School asks students to communicate their needs and concerns directly to their teachers and advisors. If a student has concerns about classes or faculty, she should first discuss the problem with the faculty member concerned or with her advisor. If the concern persists, she may speak to the academic chair of the department who will determine and lead the appropriate follow-up procedure.

Mental Health and Other Counseling
Saint Mary’s School recognizes that adolescents are in a position of rapid growth and developmental change and that they have personal needs, issues, and concerns that must be addressed in order to promote their well-being and success. The school counselors offer short-term, solution-oriented services aimed at empowering girls to make healthy, responsible decisions and help create support systems for students in the school environment. The school counselors provide support and guidance to parents as well and are available for individual consultations at parent request. In that Saint Mary's School is not a therapeutic institution, issues requiring further evaluation or treatment will be referred to community professionals. A student, parent, teacher, or advisor may seek out the school counselors for assistance and support. The school counselors are the contact for further information or for referrals.

Confidentiality
Members of the School community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to School employees, outside professionals, law enforcement officers, parent/guardians or others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about an individual’s ability to function academically, emotionally, physically, and/or mentally within the School environment; or when legal requirements demand that confidential information be revealed.

Child Abuse and Neglect Reporting
The safety and well-being of students is a priority for Saint Mary’s School. Under North Carolina law, any person and/or the School who has cause to suspect that any juvenile has been maltreated, must report the matter to the Department of Social Services (DSS).

When an employee learns of a situation of possible neglect or abuse, the employee should consult immediately with the Head of School (or his or her designee) about the situation so that appropriate action can be taken to protect the student and timely reports can be made to DSS. The Head of School (or the Head of School’s designee) will review the information promptly and may consult with the School Nurse, and, if appropriate, the student’s family, legal counsel, and/or a consultant specializing in the care and protection of children. If the abuse or neglect is suspected to come from the student’s family, an approach to protecting the student will be defined and the family may be notified of the School’s obligation to report the information to DSS.

If the Head of School determines that a report should be made to DSS, the Head of School (or his or her designee) will generally make the first report to DSS by telephone call. However, by law, anyone who has cause to suspect that a student is being abused or neglected may make a report to DSS at any time. In the event it is not clear whether conduct reaches a level of reportable abuse or neglect or there is a disagreement between an employee and the School’s administration, any party who believes that the incident rises to the threshold for making a report is expected to make the report. Once again, the responsibility to report rests both on the individual professional and the School.
XV. FINANCIAL INFORMATION

Enrollment Contracts
Enrollment Contracts are sent to families annually. Students may not attend classes unless a properly executed Enrollment Contract is submitted to the School in a timely manner. Enrollment Contracts will be sent to returning students only if all financial obligations are current and the School is generally satisfied with the student’s academic performance or behavior. Please see the Re-Enrollment Policy below for additional information.

Per the terms of the Enrollment Contract, once an Enrollment Contract has been signed and accepted by the School, the obligation to pay the Tuition and Fees, room and board (if applicable), and comprehensive fee for the full school year is unconditional and no portion will be refunded or credited except in accordance with the School’s Tuition Refund Plan.

Tuition Insurance Plan
The School’s tuition insurance plan provides a way for families to protect their tuition investment and assist them in meeting their financial obligations in the event of an unexpected withdrawal of their child from the school. Under the plan, tuition, tuition insurance is required for enrollment at the school; however, if a family chooses to pay their full tuition by August 1, the tuition insurance plan becomes optional. The cost of tuition insurance is approximately 2% of a student’s tuition (or that of tuition due following the award of financial aid).

Need-Based Financial Aid
Our School is committed to helping families effectively meet the cost of the School education to the extent that the School’s resources permit. Families whose financial resources are insufficient to pay the full cost of tuition are eligible to apply for need-based financial aid. For additional information about financial aid or to begin the application process, go to Admission on the School’s website and click on Financial Aid.

Tuition and Billing
No student will be permitted to begin school unless payment arrangements satisfactory to the School for all tuition and fees have been made and the family is current with payments under the arrangement. Saint Mary’s offers several payment options for families as follows:
- Payment in full by August 1
- Semester payments by August 1 and January 1
- Nine-month payment plan July 1 – March 1

The School administers payment plans using FACTS. Questions about FACTS payment plans and other billing information should be directed to the Student Accounts Coordinator in the Business Office.

Academic Fees, Activity Charges, and Incidental Expenses
Academic Fees, Activity Charges, and Incidental Expenses not covered by Tuition are billed to the student account and are due and payable within 30 days of billing. Advanced Placement fees, music lessons, testing fees, and other academic fees not covered in regular Tuition are billed to the student’s account in the semester in which they occur. The School bills for incidental charges which may include but are not limited to club dues, student activities, transportation costs, incurred medical expenses, and student store purchases in the period in which they are incurred. Parents/guardians can set a monthly limit for student store accounts upon completion of the appropriate form provided by the Business Office.
Past Due Accounts

If an account is past due, the student will not be permitted to enroll/ re-enroll. The School also reserves the right to restrict students from attending classes, taking exams, or participating in graduation ceremonies if the account is past due. Furthermore, the School will not release any student records, to the extent permissible by law, and may litigate for monies due.

Fundraising

As parents, your long-term investment in your daughter’s education will reap rewards for many years to come. Your gifts to the Annual Fund benefit your daughter today and benefit the School where she received her education. Each family is asked to participate by making a gift to the Annual Fund each year. All gifts, of any amount, ensure the excellence that defines a Saint Mary’s School education today and tomorrow. Our goal for each school year is to have 100 percent parent participation in the Annual Fund.

Parents Association

The purpose of the Parents Association (PA) is to focus parent involvement as a positive and supportive element in the ongoing advancement of Saint Mary’s School and its mission. Every current parent is a member of the Saint Mary’s School Parents Association. The Parents Association is actively involved in the life of the School and assists with or sponsors activities throughout the year.

Parent Education

The Parents Association offers educational opportunities for parents to explore topics relevant to girls’ learning and development, living with and parenting adolescent girls, as well as topics of general interest to adults.
XVI. RE-ENROLLMENT

Each student is admitted for one year at a time. Students are invited to re-enroll if they are making satisfactory academic progress and are exhibiting appropriate behavior. Enrollment decisions are made to meet the needs of boarding and day communities. If space permits, day students are allowed to change enrollment status and join the boarding community. However, all students accepted as boarding students must remain boarding students unless there are significant and dramatic circumstantial changes. This policy applies to all currently enrolled students. Saint Mary’s School reserves the right to place any student in the grade level or subjects that, in the opinion of the School, are appropriate for the student.

If a student marries or is pregnant while enrolled at Saint Mary’s School, the School’s administration, in consultation with the student and her parents, will determine whether the student remains at the School.

Re-Enrollment/Re-Admission Policy

Re-enrollment at the School is not automatic. A student is promoted to the next grade when she has satisfactorily met the expectations of her current grade, when the School feels it can continue to meet the student’s needs, and when the behavior and comportment of the student and family are consistent with the School’s policies. More specifically, the re-enrollment of students whose cumulative G.P.A. is below 1.700 is held until the end of the school year. After final and cumulative grades are calculated, the School determines the re-enrollment status of students who have not attained a 1.700 cumulative G.P.A. If a student leaves Saint Mary’s School and subsequently wishes to re-enroll, she is required to contact the Admission Office to complete an application for re-admission.

In addition, all financial obligations to the School must be met before re-enrollment or re-admission is possible.

Parental Comportment and Support for School Policies

At Saint Mary’s, we believe that a positive relationship between the School and a student’s parents or guardians is essential to the fulfillment of the School’s mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The School understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, the School at all times reserves the right to dismiss a student whose parent, guardian, family member or other adult involved with the student, in the sole judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the School’s property that could undermine the authority of the School’s administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School also reserves the right to refuse re-enrollment of a student if the School, in its sole discretion, believes the actions of a parent or guardian on or off the School’s property make a positive, constructive relationship impossible, or otherwise may interfere with the School’s accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the School expects that parents will observe the following guidelines.

1. **Share in the School’s vision.**
   - Understand and support the School’s mission, philosophy, policies, and procedures.
   - Understand that curriculum decisions are the purview of the faculty and administration of the School.
   - Support the School’s disciplinary process, and understand that the School’s authority in such matters is final.
• Be supportive of the School’s commitment to a diverse and inclusive community.
• Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the School.
• Support the School’s emphasis on sustainable practices.

2. Provide a home environment that supports the intellectual, physical and emotional growth of the student.
• Create a schedule and structure that supports a student’s study and completion of homework requirements.
• Encourage students to work independently and not to rely on outside help (tutors, parents, the Internet) inappropriately.
• Be aware of the student’s online activities and use of computers, television, and video games.
• Encourage integrity and civility in the student.
• Be a role model, especially when it comes to behavior at School and at athletic events.
• Encourage the student’s participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

3. Participate in the establishment of a home/School and School community relationship built on communication, collaboration, and mutual respect.
• Provide a home environment that supports positive attitudes toward the School.
• Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
• Help build and maintain a positive School environment by not participating in or tolerating gossip.
• Maintain tact and discretion with regard to confidential information.
• Respect the School’s responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
• Seek to resolve problems and secure information through appropriate channels (i.e., teacher/advisor/counselor, Head of School, in that order).
• Acknowledge the value of the educational experience at the School by making regular and timely School attendance a priority, scheduling non-emergency appointments outside the classroom day.
• Support the School through volunteerism and attendance at School events.
• Financially support the School to the best of one’s ability.
• Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the School community.
INDEX

A
Absences .................................................................25
Academic Fees, Incidental Expenses .....................66
Academic Honesty ..................................................49
Academic Honors and Recognition ......................19
ACADEMIC PROGRAM ........................................11
Academic Support .................................................29
Accommodations .................................................83
Accreditation ..........................................................53
Advisors ...............................................................40
All-School Tutorials ..............................................84
Appropriate Attire .................................................29
Assessments/Test/Examinations..........................15
Asthma Management ..............................................81
Athletic Facilities/Hours of Operation ....................69
ATHLETICS .............................................................69
Attendance .............................................................22

B
Background Checks ..............................................54
Behavioral Expectations While Away From School.....78
Billing ...............................................................86
Binder Health Center ............................................79
Boarders Spending the Night at a Day Student’s Home
...........................................................................50
Bring Your Own Devices ........................................35
Bus Information ......................................................44

C
COMPASS Leadership Development Curriculum ....60
Campus Facilities ..................................................42
CAMPUS MAP .......................................................3
Cell Phones And Electronic Devices .......................34
Chan-Poyer Dining Hall .........................................45
CHARACTER AND HONOR ....................................8
Check Cashing ........................................................52
Child Abuse and Neglect Reporting .....................85
Circulation/Non-Circulating Materials ..............67
Classes at Raleigh Colleges ....................................14
College Counseling ...............................................22
Commencement ......................................................22
Common Language Policy ......................................24
Community Care of Campus ..................................45
Community Service ................................................59
Concerns About Classes or Faculty ......................85
Confidentiality .......................................................85
Consequences of Academic Dishonesty ..............10
Core Values ..........................................................8
Course Levels .........................................................12
Curriculum/Graduation Requirements ..................11

D
DAILY LIFE AT SCHOOL .......................................40
Dances/Mixers ..........................................................66
Day Students ..........................................................46
Day Students and Overnight Stays .......................51
DISCIPLINE GUIDELINES ....................................74

E
Electronic Communications, Computers and
Responsible Use .....................................................31
Eligibility, Athletics .................................................70
Email .................................................................33
Emergencies, Medical ............................................82
Emergency Procedures ..........................................28
Enrollment Contracts .............................................86
Essential Expectations ............................................74
Expectations of Athletes .........................................70

F
FINANCIAL INFORMATION ....................................86
Fines, Library .........................................................68
Fire Procedures ........................................................28
Food Allergies .......................................................80
Fundraising ............................................................62, 87

G
Gambling ..............................................................39
General, Discipline Guidelines ............................74
General Conduct ....................................................23
GENERAL SCHOOL INFORMATION .....................53
Gift Giving .............................................................57
Governance ............................................................53
Governing Bodies, Athletics ....................................72
Grading System and Progress Reports ..................17

H
Head Lice .............................................................81
Health Insurance .....................................................80
History of School ....................................................7
Homework and Study Habits ...............................16
Honor Code ............................................................8
Honor Code Violations ............................................9
Hours, Library ........................................................67

I
Immunizations ........................................................80
IMPORTANT CONTACT INFORMATION ..................4
Inappropriate Items/Weapons .................................37
Inclement Weather Policy .....................................42
Inclement Weather Policy for Athletics ................73
Independent Study .................................................15
Information and Expectations, Library ...............67
Interscholastic Athletic Programs .........................72
INTRODUCTION .....................................................6

J
Jobs ........................................................................39
School Gatherings Off Campus (Not Sponsored by School) .............................................. 64
School Hymn .................................................................................................................. 1
School Meetings and Assemblies ................................................................................. 42
SCHOOL RULES ........................................................................................................ 23
School Song ~ Hail, Saint Mary’s .................................................................................. 2
School Trips .................................................................................................................. 66
School-Sponsored Social Events and Traditions ......................................................... 63
Search and Seizure ......................................................................................................... 38
Security ......................................................................................................................... 27
 Sexting .......................................................................................................................... 33
Sexual Harassment ....................................................................................................... 31
Sexual Intimacy ............................................................................................................. 37
Smoking (Including E-Cigarettes and Vaping) ............................................................. 37
Social Media .................................................................................................................. 34
SPECIAL EVENTS ........................................................................................................ 63
Special Overnight Trips .................................................................................................. 66
Sportsmanship ................................................................................................................. 71
Standardized Testing ..................................................................................................... 21
Student Activities and Organizations ........................................................................... 61
Student Government Association .................................................................................. 58
STUDENT HEALTH SERVICES .................................................................................. 79
Student Life ..................................................................................................................... 42
Student Lockers/Personal Belongings .......................................................................... 44
Student Records and Transcripts ................................................................................ 56
Student Sign-In/Sign-Out Procedures .......................................................................... 24
Student Store and Mailroom ......................................................................................... 44
STUDENT SUPPORT SERVICES .................................................................................. 83
Students Age 18 and Older ........................................................................................... 54
Study Hall ....................................................................................................................... 84
Suspension ...................................................................................................................... 77
Tardiness ......................................................................................................................... 27
Technology Agreement For School-Issued Tablet Computers ...................................... 34
The Chapel Program ...................................................................................................... 43
Training Rules ............................................................................................................... 72
Transportation Policies ................................................................................................. 52
Transportation Policies, Athletics .................................................................................. 72
Travel Arrangements ...................................................................................................... 52
Tuition and Billing ......................................................................................................... 86
Tuition Insurance Plan ................................................................................................... 86
Tutoring .......................................................................................................................... 84
Unsatisfactory Academic Performance ......................................................................... 20
Use of Alcohol, Drugs and Testing ............................................................................... 35
Use of Saint Mary’s School Pool ................................................................................... 70
Vacations ......................................................................................................................... 51
Violence and/or Vandalism ............................................................................................ 37
Visitors to Campus ........................................................................................................ 55
Weekend Overnights .................................................................................................... 50
WELCOME FROM THE HEAD OF SCHOOL ................................................................ 5
What To Bring ................................................................................................................ 48
What To Leave At Home ................................................................................................. 49