

RESIDENTIAL LiFE GiDE

2020-2021

Saint
Mary's
SCHOOL

IMPORTANT NUMBERS

Please enter each of these numbers into your phone.

24-HOUR

- **Campus Security** 919-424-4044
- **Nurse, Binder Health Center** 919-424-4043
- **Nurse after hours for urgent needs** 919-389-8759

DUTY PHONES

- **Smedes Activity Desk** 919-424-3595
Tuesday and Thursday: 3:30 - 6 p.m. | Friday: 3:30 - 10 p.m.
Saturday: 11 a.m. - 10 p.m. | Sunday: 11 a.m. - 5 p.m.
- **A-Team Leader** 919-389-8764
Monday - Friday: 3:30 p.m. - 8 a.m.
Saturday and Sunday: 24 Hours
- **Smedes** 919-389-8751
Monday - Friday: 3:30 p.m. - 8 a.m.
Saturday and Sunday: 24 Hours
- **Cruikshank** 919-389-8752
Monday - Friday: 3:30 p.m. - 8 a.m.
Saturday and Sunday: 24 Hours
- **Penick** 919-389-8753
Monday - Friday: 3:30 p.m. - 8 a.m.
Saturday and Sunday: 24 Hours

BUSINESS HOURS

- **Saint Mary's School** 919-424-4000 8 a.m. - 5 p.m. Monday - Friday
- **Technology Help Desk** 919-424-4004 8 a.m. - 5 p.m. Monday - Friday
- **Director of Residential Life** 919-424-4108 8 a.m. - 5 p.m. Monday - Friday

BINDER HEALTH CENTER

In the event of an EMERGENCY call Security at 919-795-5610.

Office Hours

Monday - Friday: 7 a.m. - 10:30 p.m.

Saturday and Sunday: See med pass hours, a nurse is on call

After hours and weekends: A nurse will be on call for any urgent needs

Sick visits: By appointment only (there will be a google form to make appointments).

Well Visits during med pass times or appointment only. No "walk ins" allowed at any time. Google form address for Nurse Appointment Requests:

<https://forms.gle/48agaAz71xynTCud9>

Phone numbers

Office: 919-424-4043

Cell for urgent needs after hours: 919-389-8759

Med Pass times

Breakfast Med Pass at BHC:

Monday - Friday: 7:15 - 8:15 a.m.

Saturday and Sunday: 9:30 - 10 a.m.

Lunch Med Pass and well visits at BHC:

Monday - Friday: Noon - 1 p.m.

Saturday and Sunday: 1 - 1:30 p.m.

Dinner Med Pass at BHC:

Daily: 6:30 - 7:15 p.m.

Bedtime Med Pass on dorm:

Sunday - Thursday: following study hall

Friday and Saturday: at curfew check in

After hours procedures

If a student becomes sick after BHC office hours, they should notify their residential faculty. If residential faculty determines the need to be urgent they will contact the nurse.

BOARDING GUIDELINES

DURING COVID-19

- Boarding students will not need to wear masks when in their own room with their roommate.
- For those in suite style rooms, in the dorm, you may only use the bathroom in your own suite.
- Smedes' boarders will create and follow a bathroom time chart to practice social distancing during the busy times to avoid gatherings.
- Visiting other rooms within a student's own dorm will be permitted.
- Inter-dorm visitations will not be permitted.
- When having a visitor in your room, your door should be left open to increase airflow and not exceed four people in a room.
- Sitting or laying on a bed that is not your own is not permitted.
- Bring camping chairs, such as Crazy Creek chairs, to hang out and social distance on dorm or in one another's rooms.
- Pillows are not to be shared, including sitting on or using to lean against the wall.

Parents/guardians cannot visit campus unannounced. They must submit a COVID-19 screening form to security in advance of their arrival.

- On dorm sleepovers and day student visitations (day and evening) to residence halls and dorm rooms will be suspended until further notice.
- Lower Smedes, Aldert's Corner, shop1842, and the Long Student Center remain open and available to both day and boarding students.
- Off-campus overnights will be allowed within parameters set by the school, including a health screening process and possible quarantine upon return to campus.
- Boarders may order food and have it delivered during the weekends. This is preferred, instead of eating in restaurants. Please have it delivered to the front of Smedes Hall at 900 Hillsborough Street before 8 p.m.; after 8 p.m., have it delivered through gates 6 or 7. Always bring a buddy with you to pick up food!

ATPs during this time:

- ATPs (About Town Permissions) will be permitted in accordance with the school's policies which are informed by local and state health guidelines.
- *ATPs subject to change based upon conditions at the time.*
- Students will wear a mask or cloth face covering per Wake County and State of North Carolina orders.
- Travel in private vehicles will be restricted to 50% capacity. All passengers must wear masks while in the vehicle.
- Students will not use mass/public transportation (i.e. air travel, bus, train) or ride-sharing services (i.e. Uber or Lyft).
- Students will only frequent/visit businesses adhering to Wake County and State of North Carolina orders.
- Students may not travel beyond Wake County.
- Students will not attend any mass gatherings that do not adhere to Wake County/North Carolina health and safety orders.
- Students to practice social distancing whenever possible.

BOARDING GUIDELINES

DURING COVID-19

Weekend Overnights;

- Essential overnight sign-ups will begin on the weekend of September 26, 2020. *This may be subject to change based upon conditions at the time.*
- **Weekend leaves should be limited for boarders until students depart for Thanksgiving Break.**
- Students will not use mass/public transportation or ride-sharing services for weekend overnights. If travel home is only possible through mass/public transportation, students should expect to be quarantined and/or tested upon their return to campus.
- Weekend overnight host families will be required to complete a COVID-19 screening form.
- Any weekend overnight at the home of another Saint Mary's student will be limited to one student per overnight location, per weekend.
- All students will sign out with the residential faculty on duty at the ATP desk, who will enter the student's information into Boardingware.
- ATP Weekend Curfew time will be 10 p.m. for all boarders.

Meals

Breakfast, Lunch, and Dinner will take place in shifts this year. Students will be assigned to shifts for each meal in order to best practice social distancing and COVID-19 guidelines. Shift assignments will rotate on a trimester basis.

Breakfast: 7 - 7:30 a.m., 7:30 - 8 a.m., or 8 - 8:30 a.m.

Lunch: to be determined

Dinner: 5:30 - 6:15 p.m., 6:15 - 7 p.m., or 7 - 7:45 p.m.

Turning in Phones

For Sunday night Vespers, Sunday night dinner, and every study hall, all boarding students will turn off and turn in their phones by placing their device on the whiteboard tray on their dorm room door. They may be retrieved at 9:30pm each night from the whiteboard tray.

For 9th grade students, in order to turn in phones overnight, students will be dismissed at "in-rooms" by the prefect on duty to put their phones in the collection stations on each floor. The prefects will dismiss rooms one at a time to decrease traffic flow in the hallways and congregating around the collection stations.

Nighttime Med Pass

For students who receive nighttime medications at the BHC, these will take place on dorm during the week and on weekends. Sunday through Thursday nights, students who receive medications will remain in their room until the adult on duty can deliver these medications to you in your rooms. On Friday and Saturday nights, adults can hand out these medications as you come to check in for the evening.

SAFETY GUIDELINES

FOR DORMITORY ROOMS

APPROVED	NOT APPROVED
Posters; magazines; photographs of friends, family, and famous people and places	Any form of harassment that is rooted in hate is considered a Major Misconduct policy violation. Hate incidents are words, displaying of symbols, or actions that target, threaten, or attack an individual or group because of their actual or perceived race, color, national or ethnic origin, religious affiliation, gender, disability, or sexual orientation.* You may not display any images, decorations or personal photographs that include nudity, sexually explicit content, alcohol, tobacco or drugs.
Painting tape and tacks for posting pictures and posters (Command strips work well)	Nails, stickers, putty, Scotch tape
Curtains or valance above your windows	Bed risers, tapestries, wall hangings, string lights of any kind (including adhesive strip lights) or anything hanging from your walls or ceiling
Floor lamps, desk lamps, flashlights	Halogen or lava lamps, incense, lighters, fireworks, matches, wax warmers, or candles
Mini refrigerators (with appropriate extension cords*), Keurigs	Toasters, rice cookers, hot plates, microwaves, irons, electric blankets, or unapproved extension cords*
Locking your door when out of your room	Locking your door while in your room
Opening your window	Hanging, climbing out of, or throwing things from your window
Closing your blinds	Changing in the evenings with your blinds open and lights on, dying of hair on dorm or in the bathrooms, or ordering take-out food during the school week
Hosting approved visitors in the residence hall	Pets or any animals; sharing the building code with your visitors or allowing them to hang out in the residence hall - your visitors are your responsibility

*Extension cords may not run under beds, under rugs, between mattresses, or in any other dangerous manner.

■ MAINTENANCE REQUEST: If anything in your room or bathroom is not working, please let your on-duty residential faculty know so they can submit a formal work order.

HOLIDAY AND WEEKEND

OVERNIGHTS: Have fun and be safe!

Off-campus weekend overnight guidelines:

- **Submit plans into Boardingware by 10:15 p.m. Wednesday (for extended weekends and/or holidays, plans will be due two weeks prior to the dismissal week on Wednesday).**
 - Parent of SMS boarder sleeping off-campus must give consent by 12 p.m. Thursday through Boardingware.
 - Parent hosting SMS boarder sleeping off-campus must give consent by 12 p.m. Thursday through Boardingware.
- Sign out at time of departure with the faculty member on duty.
- Sign in at the Smedes Activity Desk by 5:45 p.m. Sunday for **mandatory** community dinner.
- Holiday returns: Dorms open at 2 p.m. on the days that the girls return. Boarding students must return by 5:45 p.m.
- **Multiple violations on times will result in work service.**

Hosting a visitor: *This will not be allowed while we are under COVID-19 protocols.*

- Parent of SMS guest sleeping on-campus must sign overnight release by 12 p.m. Thursday. (Overnight guest form available on student portal.)
- Hosting boarder must introduce their visitor to the faculty member on duty.

While under COVID-19 protocols, boarders should only take overnights when essential. Each overnight will be approved on a case-by-case basis by the Director of Residential Life.

COMMUNITY BUILDING

■ DAY-BOARDER EXCHANGE

If you are interested in experiencing the life of a day student, you may have one free overnight on any night of the week with a day student, provided you are not missing a school obligation (Sunday and Wednesday community nights included) and you are in good academic and behavioral standing. You must obtain permission from the director of residential life 48 hours prior to your overnight. Once approved by the director of residential life, please enter your plans into Boardingware. Your parents and the host parents will then confirm through Boardingware. We offer one day-boarder exchange per student per semester. We request that you reciprocate by inviting your day student host to stay with you in the residence hall for a night.

■ COMMUNITY NIGHT

- Wednesday, and Sunday evenings include community dinner, hall meetings, dorm activities, vespers.
- Boarders must arrive to dinner on time.
- Students who miss community night receive a “missed obligation” (automatic detention).
- Students are given one community night PASS per semester. You must have approval from the director of residential life, as well as confirmation from your parent(s) 24 hours in advance. Excessive community night absences weaken the quality of the program.
- All cell phones must be turned in before dinner on community nights. They will be returned following study hall.

■ WEEKENDS



■ CAMPUS WEEKENDS

- All boarders must stay on campus to enjoy the activities and weekend.
- Designated on school calendar, approximately one weekend per month.
- Any extreme circumstances requiring a missed campus weekend must be approved by the director of residential life.
- Boarders are encouraged to host overnight guests – the more the merrier!
- If you miss a night during a campus weekend, it counts double towards your allotted overnights.
- If you go over on your number of overnights allotted, you must give time back to the school through work service.

■ DINING HALL

- Boarders have opportunities during ATP times to grab a snack or meal off campus. Please enjoy the meals either off campus, on Smedes patio, Lower Smedes, or in the dorm. Outside food should not be brought into the dining hall.
- Take out, Grub Hub, ordering food, etc., is not allowed during the school week.

ABOUT TOWN PERMISSION (ATP)

Boarding students must always receive permission in person from the appropriate, on-duty faculty member before leaving campus. Ninth grade ATPs take place Tuesdays; 10th, 11th, and 12th grade ATPs take place Tuesdays and Thursdays. All ATPs are granted from the Smedes Activity Desk from 3:30 - 5:45 p.m. on weekdays, from 10 a.m. - 10 p.m. on weekends, and with the on-duty residential hall faculty Friday and Saturday evenings after 10 p.m. (curfews vary according to grade). Students are not allowed to begin an ATP after 10 p.m. on Friday or Saturday nights. See different grade-level schedules for specific information regarding permissions.

Students who have been admitted to the Binder Health Center during the academic day or missed a school obligation (medical appointment included) may not take an ATP that day. It is important that you use that time to rest.

We believe in personal achievement for our students and understand that sometimes those commitments take them off campus on non-ATP days. Please notify the director of residential life with your schedule. When you leave campus, you will call the A-team leader and sign out on the Boardingware tablets on dorm.

Sign-Out:

- Always sign-out through Boardingware in person with the on-duty faculty member.
- According to our Honor Code, **you may sign only yourself in and out**. Please be patient with the faculty or staff member at the Smedes Activity desk who must check your permissions.
- Walking ATPs, including exercise walks and running, will not be authorized without a buddy.
- Walking ATPs must return before dusk.
- Indicate specifically where you are going, how you are getting there, and who is going with you.
- If you are going to someone's home, we must receive verbal permission from the parents of that home to make sure they will be there.
- **Blanket driving permission** only refers to other Saint Mary's students. It does not mean that you are allowed to drive with just anyone. If they are not a Saint Mary's student, they must be on your list of approved drivers or the adult on duty will need to speak with a parent to confirm.
- If you are leaving Wake County, we must hear from a parent for permission.
- All ATPs require the buddy system. If you are going somewhere alone, we must hear from a parent.
- If you plan to change locations, call the Smedes Activity Desk.

Sign-In:

- Always sign-in through Boardingware in person with the on-duty faculty member.
- Indicate your return time. **You may sign only yourself in and out of Boardingware.**
- Sign-in by 5:45 p.m. Sunday-Thursday, and between 4 and 7 p.m. on Saturday at the Smedes Activity Desk. A Friday dinner check is not required. (Students may sign-out after Saturday check-in at the Smedes Activity Desk.)
- If you are 15 minutes late to any curfew without calling, we will pursue all avenues to make sure you are safe and accounted for, including parental notification.
- Late returns will result in work service for the school.

9th GRADE

WEEKDAY SCHEDULE

7 - 8 a.m.	Enter your temperature into the health app
7 - 8:30 a.m.	Breakfast in the dining hall
7:15 - 8:15 a.m.	Breakfast Med Pass at Binder Health Center (BHC)
8:30 a.m.	Advisory to start your academic day
8:45 a.m.	School Day Begins
11 - 1:00 p.m.	Lunch in the Dining Hall
12 noon - 1:00 p.m.	Lunch Med Pass and Well Visits at BHC
3:30 - 5:30 p.m.	About Town Permissions (Tuesday)
5:30 - 7:45 p.m.	Dinner and sign in with residential faculty in Chan-Poyner Dining Hall; Virtual hall or dorm family meetings or activities (Wednesday)
6:30 - 7:15 p.m.	Dinner Med Pass at BHC
7:30 p.m.	Quiet hours begin on dorm
8 - 9:30 p.m.	Study hall (Monday-Thursday) – turn off and place phone on dry erase board tray; late lights requests by 9:00 p.m.
9:30 - 10:15 p.m.	Nighttime Med Pass on dorm; Free time: get some fresh air, time to shower, call home, make sure room is clean.
10:15 p.m.	In rooms; phones put away for the night
10:45 p.m.	Lights out

WEEKEND SCHEDULE

9 - 10 a.m.	Dining Hall open for continental breakfast (dine-in or take-out)
9:30 - 10 a.m.	Breakfast Med Pass at BHC
10 - 11 a.m.	Deadline to submit morning temperatures to health app and to wipe down, sanitize room and bathroom for the high touch areas. ATPs are not permitted until both tasks have been completed.
11 a.m.	Students may leave campus for ATPs with proper permission and sign-out from ATP desk
12 noon - 1 p.m.	Lunch in Chan-Poyner Dining Hall (remember to place your order for weekend lunches the night before!)
1 - 1:30 p.m.	Lunch Med Pass at BHC
4 - 6 p.m.	Saturday evening check-in at the Smedes Activity Desk (may sign out again at the Smedes Activity Desk)
4:45 p.m.	ATPs end for the weekend on Sunday (Smedes Activity Desk); turn off and turn in phone
5 p.m.	Sunday evening Vespers
5:30 - 7:45 p.m.	Dinner in Chan-Poyner (Sign-in with residential faculty on Sunday)
6:30 - 7:15 p.m.	Dinner Med Pass at BHC
7:30 p.m.	Quiet hours begin on dorm
8 - 9:30 p.m.	Sunday evening study hall
10 p.m.	CURFEW: check in with hall faculty and receive your nighttime meds. Deadline for academic weekday dining hall lunch orders also at this time.
11 p.m.	In rooms and lights out (Friday and Saturday); turn off and turn in phones to the phone box.

SPECIFIC GRADE-LEVEL EXPECTATIONS

Cars: Ninth-graders are not allowed to have cars on campus. They must have permission from parents to ride with other SMS parents or students. All transportation in vehicles that are not SMS vehicles must be approved by your parents. Parents may give permission on their permission form to ride with specific individuals; all others must be communicated in writing to the director of residential life.

Overnights: While under COVID-19 protocols, boarders should only take overnights when essential. Each overnight will be approved on a case-by-case basis by the Director of Residential Life.

10th GRADE

WEEKDAY SCHEDULE

7 - 8 a.m.	Enter your temperature into the health app
7 - 8:30 a.m.	Breakfast in the dining hall
7:15 - 8:15 a.m.	Breakfast Med Pass at Binder Health Center (BHC)
8:30 a.m.	Advisory to start your academic day
8:45 a.m.	School Day Begins
11 a.m. - 1 p.m.	Lunch in the Dining Hall
12 noon - 1 p.m.	Lunch Med Pass and Well Visits at BHC
3:30 - 5:30 p.m.	About Town Permissions (Tuesdays and Thursdays)
5:30 - 7:45 p.m.	Dinner and sign in with residential faculty in Chan-Poyner Dining Hall; Virtual hall or dorm family meetings or activities (Wednesday)
6:30 - 7:15 p.m.	Dinner Med Pass at BHC
7:30 p.m.	Quiet hours begin on dorm
8 - 9:30 p.m.	Study hall (Monday-Thursday) - turn off and place phone on dry erase board tray; late lights requests by 9:00 p.m.
9:30 - 10:15 p.m.	Nighttime Med Pass on dorm; Free time: get some fresh air, time to shower, call home, make sure room is clean.
10:15 p.m.	In-Rooms
10:45 p.m.	Lights Out

WEEKEND SCHEDULE

9 - 10 a.m.	Dining Hall open for continental breakfast (dine-in or take-out)
9:30 - 10 a.m.	Breakfast Med Pass at BHC
10 - 11 a.m.	Deadline to submit morning temperatures to health app and to wipe down, sanitize room and bathroom for the high touch areas. ATPs are not permitted until both tasks have been completed.
11 a.m.	Students may leave campus for ATPs with proper permission and sign-out from ATP desk
12 noon - 1 p.m.	Lunch in Chan-Poyner Dining Hall (remember to place your order for weekend lunches the night before!)
1 - 1:30 p.m.	Lunch Med Pass at BHC
4 - 6 p.m.	Saturday evening check-in at the Smedes Activity Desk (may sign out again at the Smedes Activity Desk)
4:45 p.m.	ATPs end for the weekend on Sunday (Smedes Activity Desk); turn off and turn in phone
5 p.m.	Sunday evening Vespers
5:30 - 7:45 p.m.	Dinner in Chan-Poyner (Sign-in with residential faculty on Sunday)
6:30 - 7:15 p.m.	Dinner Med Pass at BHC
7:30 p.m.	Quiet hours begin on dorm
8 - 9:30 p.m.	Sunday evening low lights
10 p.m.	CURFEW: check in with hall faculty and receive your nighttime meds. Deadline for academy weekday dining hall lunch orders also at this time.
11 p.m.	In rooms and lights out (Friday and Saturday)

SPECIFIC GRADE-LEVEL EXPECTATIONS

Cars: Tenth-graders are not allowed to have cars on or off campus. They must have permission from parents to ride with other SMS parents, students, or non-SMS personnel. All transportation in vehicles that are not SMS vehicles must be authorized by parents in advance. Changes to standing permissions must be communicated directly to the director of residential life.

Overnights: While under COVID-19 protocols, boarders should only take overnights when essential. Each overnight will be approved on a case-by-case basis by the Director of Residential Life.

11th GRADE

WEEKDAY SCHEDULE

7 – 8 a.m.	Enter your temperature into the health app
7 – 8:30 a.m.	Breakfast in the dining hall
7:15 – 8:15 a.m.	Breakfast Med Pass at Binder Health Center (BHC)
8:30 a.m.	Advisory to start your academic day
8:45 a.m.	School Day Begins
11 a.m. – 1 p.m.	Lunch in the Dining Hall
12 noon – 1 p.m.	Lunch Med Pass and Well Visits at BHC
3:30 – 5:30 p.m.	About Town Permissions (Tuesdays and Thursdays)
5:30 – 7:45 p.m.	Dinner and sign in with residential faculty in Chan-Poyner Dining Hall; Virtual hall or dorm family meetings or activities (Wednesday)
6:30 – 7:15 p.m.	Dinner Med Pass at BHC
7:30 p.m.	Quiet hours begin on dorm
8 – 9:30 p.m.	Study hall (Monday-Thursday) – turn off and place phone on dry erase board tray; late lights requests by 9:00 p.m.
9:30 – 10:15 p.m.	Nighttime Med Pass on dorm; Free time: get some fresh air, time to shower, call home, make sure room is clean.
10:15 p.m.	In-Rooms
11 p.m.	Lights Out

WEEKEND SCHEDULE

9 – 10 a.m.	Dining Hall open for continental breakfast (dine-in or take-out)
9:30 – 10 a.m.	Breakfast Med Pass at BHC
10 – 11 a.m.	Deadline to submit morning temperatures to health app and to wipe down, sanitize room and bathroom for high touch areas. ATPs are not permitted until both tasks have been completed.
11 a.m.	Students may leave campus for ATPs with proper permission and sign-out from ATP desk
12 noon – 1 p.m.	Lunch in Chan-Poyner Dining Hall (remember to place your order for weekend lunches the night before!)
1 – 1:30 p.m.	Lunch Med Pass at BHC
4 – 6 p.m.	Saturday evening check-in at the Smedes Activity Desk (may sign out again at the Smedes Activity Desk)
4:45 p.m.	ATPs end for the weekend on Sunday (Smedes Activity Desk); turn off and turn in phone
5 p.m.	Sunday evening Vespers
5:30 – 7:45 p.m.	Dinner in Chan-Poyner (Sign-in with residential faculty on Sunday)
6:30 – 7:15 p.m.	Dinner Med Pass at BHC
7:30 p.m.	Quiet hours begin on dorm
8 – 9:30 p.m.	Sunday evening low lights
10 p.m.	CURFEW: check in with hall faculty and receive your nighttime meds. Deadline for academic weekday dining hall lunch orders also at this time.
11 p.m.	In rooms and lights out (Friday and Saturday)

SPECIFIC GRADE-LEVEL EXPECTATIONS

Cars on Campus: Juniors are permitted to use their cars on weekends only; new juniors may bring their cars to campus at the beginning of the second semester. Students should not travel alone with the exception of going home or when given special permission. Exceptions to this policy may be made with prearranged approval from the director of residential life. Exceptions may include doctor appointments; special family needs; community dance, music, athletic, or tutorial commitments.

Overnights: While under COVID-19 protocols, boarders should only take overnights when essential. Each overnight will be approved on a case-by-case basis by the Director of Residential Life.

12th GRADE

WEEKDAY SCHEDULE

7 - 8 a.m.	Enter your temperature into the health app
7 - 8:30 a.m.	Breakfast in the dining hall
7:15 - 8:15 a.m.	Breakfast Med Pass at Binder Health Center (BHC)
8:30 a.m.	Advisory to start your academic day
8:45 a.m.	School Day Begins
11 a.m. - 1 p.m.	Lunch in the Dining Hall
12 noon - 1 p.m.	Lunch Med Pass and Well Visits at BHC
3:30 - 5:30 p.m.	About Town Permissions (Tuesdays and Thursdays)
5:30 - 7:45 p.m.	Dinner and sign in with residential faculty in Chan-Poyner Dining Hall; Virtual hall or dorm family meetings or activities (Wednesday)
6:30 - 7:15 p.m.	Dinner Med Pass at BHC
7:30 p.m.	Quiet hours begin on dorm
8 - 9:30 p.m.	Study hall (Monday-Thursday) - turn off and place phone on dry erase board tray; late lights requests by 9:00 p.m.
9:30 - 10:15 p.m.	Nighttime Med Pass on dorm; Free time: get some fresh air, time to shower, call home, make sure room is clean.
10:15 p.m.	In-Rooms
11 p.m.	Lights Out

WEEKEND SCHEDULE

9 - 10 a.m.	Dining Hall open for continental breakfast (dine-in or take-out)
9:30 - 10 a.m.	Breakfast Med Pass at BHC
10 - 11 a.m.	Deadline to submit morning temperatures to health app and to wipe down, sanitize room and bathroom for the high touch areas. ATPs are not permitted until both tasks have been completed.
11 a.m.	Students may leave campus for ATPs with proper permission and sign-out from ATP desk
12 noon - 1 p.m.	Lunch in Chan-Poyner Dining Hall (remember to place your order for weekend lunches the night before!)
1 - 1:30 p.m.	Lunch Med Pass at BHC
4 - 6 p.m.	Saturday evening check-in at the Smedes Activity Desk (may sign out again at the Smedes Activity Desk)
4:45 p.m.	ATPs end for the weekend on Sunday (Smedes Activity Desk); turn off and turn in phone
5 p.m.	Sunday evening Vespers
5:30 - 7:45 p.m.	Dinner in Chan-Poyner (Sign-in with residential faculty on Sunday)
6:30 - 7:15 p.m.	Dinner Med Pass at BHC
7:30 p.m.	Quiet hours begin on dorm
8 - 9:30 p.m.	Sunday evening low lights
10 p.m.	CURFEW: check in with hall faculty and receive your nighttime meds. Deadline for academic weekday dining hall lunch orders also at this time.
11 p.m.	In rooms and lights out (Friday and Saturday)

SPECIFIC GRADE-LEVEL EXPECTATIONS

Cars on Campus: Seniors are allowed to have cars on campus. Cars may be used for ATPs during the week and weekends. Students should not travel alone with the exception of going home or when given special permission. Exceptions to this policy may be made with prearranged approval from the director of residential life or dean of students. Exceptions may include doctor appointments; special family needs; community dance, music, athletic, or tutorial commitments.

Senior Liberties: Seniors are given an increasing amount of freedom throughout the year, grades and behavior permitting. These liberties range from extended ATPs to more flexible study hall guidelines.

Overnights: While under COVID-19 protocols, boarders should only take overnights when essential. Each overnight will be approved on a case-by-case basis by the Director of Residential Life.

STUDY HALL DURING COVID-19

Study hall takes place Monday through Thursday from 8:00-9:30 p.m. Low lights takes place on Sunday beginning at 8 p.m. Study hall is proctored by prefects and residential faculty. All students must be in their own room and 100 percent ready to study at 7:55 p.m. You must always use the buddy system while changing locations during study hall, as well as in any location outside of the library.

■ 7:55 p.m.

1. Turn off and place all cell phones outside of your rooms on your white board tray. If you own more than one phone, they must all be turned in.
2. The prefect on duty will check you in as they come around to confirm that your phone has been put outside of your room.
3. 9th and 10th graders must outline their study hall plans on their whiteboards outside of their rooms.
4. Quiet hours begin at 7:30 p.m. Talking should be kept to a whisper; headphones are permitted if music is low.
 - ✓ Students may use their tablets for typing and research only.
 - ✓ For 9th graders, tablet must be used at desk, screens must be facing the door, and 100 percent visible from the hallway.
 - ✓ Students may not use or be logged-in to chat, shopping, social or entertainment sites during study hall. 9th and 10th grade students will study in their dorm rooms. 11th and 12th grade students will study in their dorm rooms, Kenan Library or Lower Smedes.
 - ✓ Doors must remain open during the duration of study hall.
 - ✓ Sign out with residential faculty. They will enter your location into Boardingware.

■ 9 p.m.

1. Stretch break; 11th and 12th graders may change study locations.
2. Sign-out in with residential faculty before changing locations.
3. Must receive permission from on-duty residential faculty before group study.
4. **Students must always walk with a buddy, never alone, after dark when outside the dorms.**

■ 9:30 p.m.

1. Study hall finished; quiet hours continue.
2. See your "Grade Quick Reference" tab for post-study hall schedule: in rooms, and lights out.
3. **Students must always walk with a buddy, never alone, after dark when outside the dorms.**

LATE LIGHTS REQUEST

- Student must request late lights in person from the on-duty residential faculty by 9 p.m.
- Late lights are granted when a student needs to stay up past lights out to finish schoolwork or a task.
- Residential faculty will discuss the late lights request with the student to determine if it is a healthy resolution.
- Residential faculty will always work to help students find an alternative to missing out on much needed sleep!
- Late lights will not be granted if student has taken an ATP or if it is determined study hall was not well used.
- Late lights are not permitted on Sundays.

LOW LIGHTS (occurs every Sunday, on returns from holidays, and the night before "Stop and Reflect" days)

- **Low lights offer a quieter, slower pace for the students, to prepare them for the week ahead. Students have the choice of study or quiet time in their rooms, 11th and 12th graders may go to Kenan Library or Lower Smedes, and with reduced screen time and stimulation from lights, when turned down.**
- Turn OFF and turn in cell phones by 7:55 p.m. (if not a Sunday, in which case, your phone is turned in before 6 p.m. dinner)
- Not to be in gym
- Check-in with the on-duty prefect or residential faculty.
- Quiet hours begin at 7:30 p.m.
- Authorized group study is allowed in student rooms or group study areas (hallways not included).
- Tablet use is permitted; students may use tablet as they would after study hall.
- Students may choose to go to bed early after they check-in with the on-duty residential faculty.
- Doors should be open.
- All grade level in-rooms and lights-out times will be observed.

VIOLATIONS RESULT IN DISCIPLINARY CONSEQUENCES INCLUDING, BUT NOT LIMITED TO, RESTRICTED ATPS, GROUNDING, WORK DETAIL, OR DETENTION.

ROOM INSPECTION CHECKLIST

On a daily basis, your room should be clean. The following items should be considered:

- _____ Bed made (girls must clean their linens every week)
- _____ Desk, counter areas, and other high touch surfaces cleaned and sanitized
- _____ Trash (in bedroom and bathroom) emptied and taken in bags to outside trash bins
(not left in the hallway)
- _____ Floor clean
- _____ Masks washed and ready

On Sunday, there will be a more thorough inspection. Please have the following items completed:

- _____ Bed made with clean linens (all towels, sheets and bed linens should be washed)
- _____ Mattress covers encasing mattress and box springs.
- _____ Clothes put away
 - clothes are not sticking out of your drawers
 - shoes and athletic gear are not in the hallway
- _____ Check cabinets above desk- things are organized and not falling out everywhere
- _____ Desk and counter areas cleaned
 - only approved meds in their rooms
 - no dirty dishes are out and all dishes in room are clean
 - wiped down and organized
 - fridge has been wiped down
- _____ Trash (in bedroom and bathroom) emptied and taken outside (not left in the hallway)
- _____ Floor vacuumed, Furniture dusted (check under bed!)
 - hardwoods and/or tile floor has been swept
 - hardwoods and/or tile mopped, if necessary
- _____ Closet cleaned
 - floor is clear of clothing and other debris
 - clothing and other objects are in clear bins or folded nicely
 - shoes are organized on the shelf
 - towels are hung up
- _____ Food and drinks stored in suitable containers and packed or deposited
- _____ Bathroom floor swept, sink and counters cleaned and sanitized – in Smedes, check for items in bathroom
 - sink is wiped down
 - floor has been swept
 - trash has been emptied

COMMUNITY NIGHT PASS

We will not hold community dinners while under COVID-19 protocols. Community nights strengthen our boarding community. However, we understand rare circumstances arise which may conflict with a dinner. Students are given one community night PASS per semester. A 24-hour advance approval from the director of residential life must be given in order to use the PASS. No last minute, unplanned, or unapproved use is allowed. As a note, excessive community night absences weaken the program.

2nd SEMESTER COMMUNITY NIGHT DINNER PASS

Name _____
Missed community night date _____
Method of transportation _____
Destination _____

1. Sign-out on Boardingware and call the team leader by 5:45 p.m. to avoid interruption of community dinner
2. Sign-in by 7:30 p.m. with on-duty residential faculty in your dorm

24-HOUR ADVANCE APPROVAL IS REQUIRED. Please bring your pass to Ms. Wahlstrom.

● Director of Residential Life _____

1st SEMESTER COMMUNITY NIGHT DINNER PASS

Name _____
Missed community night date _____
Method of transportation _____
Destination _____

1. Sign-out on Boardingware and call the team leader by 5:45 p.m. to avoid interruption of community dinner
2. Sign-in by 7:30 p.m. with on-duty residential faculty in your dorm

24-HOUR ADVANCE APPROVAL IS REQUIRED. Please bring your pass to Ms. Wahlstrom.

● Director of Residential Life _____