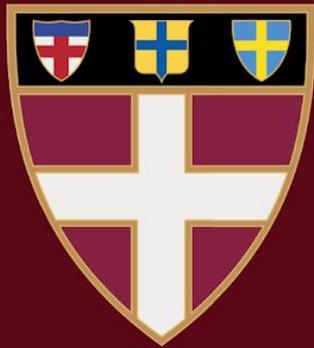


2019-2020 STUDENT & FAMILY HANDBOOK

BOOK IV: STUDENT LIFE

SHATTUCK-
ST. MARY'S



CITIZENSHIP & STUDENT LIFE

EXPECTATIONS & COMMUNITY STANDARDS

Core Values

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

In attending Shattuck-St. Mary's, students agree to participate in the life of the School in a manner that is consistent with the full array of community standards – whether these are articulated as rules or simply as expectations of citizenship.

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

Closed Campus

Shattuck-St. Mary's School maintains a closed campus during regular school hours. Students are not allowed off-campus until the end of their regular school day. Day students may not go back and forth between home and school during the school day. Exceptions are made for medical and dental appointments, approved ScholarShift internships and volunteer service work, or with specific permission from the Director of Community Life or the Director of the Middle School. Students should follow the sign-out/sign-in policy.

DRESS CODE

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

Boys

- Shirts: maroon, black, or white polo shirts that are branded with any SSM approved logos. Shirts must be tucked in.
- Pants: Uniform pants or uniform shorts purchased from Lands' End School Uniform website.
- Belts must be worn and visible at all times.

Girls

- Shirts: maroon, black, or white polo shirts that are branded with any SSM approved logos.
- Skirts/Pants: Uniform pants, uniform shorts, uniform skirts, or uniform capris purchased from Lands' End School Uniform website.

Additional Clothing Layer Options:

Sweatshirts, fleece, or sweaters that are branded with any SSM logo (including any Center of Excellence logo) that have been sold either at the SSM school store or through the Lands' End uniform website may be worn on top of a SSM uniform polo shirt. Items in school colors (maroon, black, or white) that do not have an SSM logo are not

acceptable. A SSM uniform polo shirt must always be worn underneath any sweatshirt, fleece, or sweater.

Shoes:

Students may wear leather shoes or athletic shoes in good repair. Birkenstock style sandals are acceptable, but no other style of backless sandal of any material is acceptable.

Hats:

Hats and stocking caps may not be worn in the academic buildings.

Purchasing Uniform Items

- Purchase polo shirts through the Shattuck-St. Mary's School Store - www.ssmschoolstore.com
- Purchase pants, shorts, and skirts through this Lands' End; SSM Preferred School Number is 900034711 <http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900034711>

Ordering Questions

Contact Jan Peper, School Store Manager (jan.peper@s-sm.org) or (507) 333-1632.

Special Occasion Dress

On special occasions, students may be allowed to be out of school dress as determined by the Director of Community Life. Examples include Mock Trial and game day dress. Expectations will be defined upon approval of special occasion dress.

Formal Events

Several formal events are held each school year. Examples of these events include Christmas Chapel/Dinner, Baccalaureate, and Senior Dinner. Appropriate attire includes suits and ties for boys and dresses for girls.

Jeans Day

Upon declaration of a "jeans day" by the School, denim will be allowed. Athletic pants, pajama bottoms, leggings, and cargo shorts are allowed when specified. Jeans with rips, tears, or holes are not allowed. Students not dressed properly will be required to change. Students not participating in jeans day are expected to be in school uniform.

General Expectations

- Facial hair (mustaches, beards, long sideburns, etc.), mohawks, bizarre hairstyles, hair dye (colors other than normal hair shades), hats, facial piercings, excessive make-up, heavy chains, dog collars, and spikes are prohibited during the class day.
- Clothing displaying inappropriate language, graphics depicting tobacco, alcohol, illegal substances, nudity, or crude content is prohibited at all times.
- Baseball hats and/or knit hats should not be worn during the school day and are never acceptable attire in the academic buildings

Hallway Etiquette and Expectations

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

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

Students may not use the elevators in the school without special permission from a faculty member or an athletic trainer. Dining Hall Dress Code

During school day lunch periods, students must be in school dress in the dining hall or other apparel approved for the day.

For other meals times, appropriate public dress for a dining hall setting is required. For example, muscle shirts and sports bras are not permitted.

Meetings and Gatherings

As part of our strong and vibrant community experience, students are expected to attend a variety of meetings and community gatherings, including weekly assemblies, chapel service, sit-down lunches, and occasional evening and weekend events. Many of these events are required and include penalties for unexcused absence.

NOTE: Cell phones and headphones are prohibited at these events.

STATEMENT ON HARASSMENT

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

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

Any member of the Shattuck-St. Mary's community who believes that he or she has been harassed is encouraged to raise the issue with the School Psychologist. The School is committed to making reporting measures easily accessible and to responding expeditiously and emphatically to any reports. The offended party will be consulted about the School's response.

The guidelines and policies on harassment are intended to educate students, faculty, and staff about the community consequences of threatening or unwelcoming behavior. There is a strong belief at Shattuck-St. Mary's School that celebration of diversity and difference make the community strong and educationally sound.

Sexual Harassment Definitions

Sexual Harassment includes sexual violence and other forms of sexual misconduct. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors or correspondence, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when that conduct or communication

has the purpose or effect of substantially or unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

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

Safe Haven Policy

In the interest of safety, the School feels strongly that students should have the opportunity to get help for themselves or their friends when needed without the fear of disciplinary consequences. The emphasis of the Safe Haven Policy is on student wellness, self-care, physical and emotional safety, integrity, and honest disclosure. The School's hope is that students will actively assist each other in getting help from adults whenever a dangerous situation occurs. All safe haven referrals, whether from a student or faculty member, go through the Director of Community Life. Students have the chance to use safe haven ONCE in their time at SSM. A student that has already received a Red Card for a prior incident of drug or alcohol use forfeits their opportunity to use safe haven.

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

1. A student who needs help can call any dorm parent or duty administrator, or a friend can make the call. If the call comes from a friend or observer, that person can choose to be anonymous. Students can also approach a dorm parent or duty administrator in-person to ask for help. As long as the help is asked for before any adult discovers the policy infraction, the school will not respond as if it were a disciplinary situation.
2. The student in need of help knows that the following will occur:
 - a. He/she has used his/her ONE safe haven chance.
 - b. His/her advisor, COE director, school counselor, and appropriate School administrators will be notified
 - c. His/her parents will be notified.
 - d. In the case of substance abuse, the student will meet with the School Counselor and may be referred to an outside source for chemical screening or counseling. The cost incurred for this outsourcing will be the responsibility of the student and his/her family.
3. When granted, the student must do the following to complete the safe haven process:
 - a. The student must submit a truthful and complete written statement to the Director of Community Life detailing the circumstance of the safe haven. If this statement is later deemed to be materially untruthful, the safe haven will be revoked.
 - b. The student must sign the acceptance form provided by the Director of Community Life by which the student acknowledges the official use of her/his safe haven.

In the Safe Haven Policy, honesty is strongly stressed. The student coming forward is expected to identify his/her role in the infraction and cannot have made any earlier misrepresentations. Disclosure of the details of the event will include what was used, when, and how much was consumed. Any manipulation of the truth will be cause for full disciplinary action to be taken. Students who are on probation are eligible for the Safe Haven Policy unless that probation was put in place due to an alcohol or substance abuse offense.

RULES AND REGULATIONS

It is each student's responsibility to know the rules of Shattuck-St. Mary's and to follow them. If a student breaks these rules, it is expected that he/she will honestly and readily admit to the infraction. A student's willingness to be honest and accept responsibility for rule violations is a factor in determining appropriate disciplinary consequences. Above all, students are expected to take ownership of their actions and to behave with respect and human dignity.

The following principles underlie expected standards of behavior:

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

Off-Campus Expectations

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

Major School Rules

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

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

1. Each SSM student agrees to uphold the principle of honesty in all facets of school life. This includes academic honesty and honesty in all permissions, forms, and communications.
2. Each SSM student agrees to behave responsibly and respectfully and to refrain from behavior that interferes with the learning environment in any facet of the SSM experience.
3. Each SSM student agrees not to act in any way that might cause harm, danger, deprivation, or embarrassment to any person.
4. Each SSM student agrees to act responsibly about personal safety, including not swimming in the river, walking on the train tracks, using the ravine trail, or walking the bluffs behind St. Mary's Hall at any time.
5. Each SSM student agrees not to harass, intimidate, bully, or demean another person. This inappropriate

behavior includes physical, verbal, written, or electronic interactions. Retaliation against a person who reports harassment or who participates in an investigation of a harassment complaint is also prohibited.

6. Each SSM student agrees to respect the property of others and of the School. Students will not engage in theft, vandalism, or intentional destruction of property in any setting. Any student found to be in possession of a key to another student's room will face disciplinary action.

7. Each SSM student agrees not to possess, use, sell, purchase, distribute, or be in the presence of tobacco, alcohol, marijuana, or any other illegal substance or narcotic.

8. Each SSM student agrees not to improperly or illegally possess, use, sell, purchase, or distribute legal prescriptions, performance enhancement supplements, or over-the-counter drugs.

9. Each SSM student agrees not to endanger themselves or others by using flames, matches, lighters, etc. in an inappropriate or harmful manner. Students also agree to respect and abide by all fire code regulations and not to tamper with, disable, or set off any fire safety devices such as alarms and fire extinguishers.

10. Each SSM student agrees to be accountable for their actions and location. Students are expected to follow dormitory check-in times and procedures and sign-in and sign-out policies. Boarding students are not allowed in local homes without adult supervision. NOTE: Dorm parents on duty will call the day student's home to talk to the supervising adult. If there is not a supervising adult in the home, the boarding student(s) will not be allowed to sign out to that home.

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

12. Each SSM boarding student agrees to stay in the dorm after having checked in for the evening.

13. Each SSM student agrees to abide by the Technology Use Agreement. Misuse of technology can include hacking, illegal downloading, and accessing other people's information.

14. Each SSM student agrees not to possess or use weapons, firearms, fireworks, ammunition, knives, swords, or sabers of any sort without appropriate adult supervision. If a student brings a personal paintball gun for use on school paintball trips, he/she must keep it in the Upper or Middle School Office.

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

DISCIPLINARY CONSEQUENCES

White & Red Cards

Used as a disciplinary tracking system, white and red cards record demerits for students violating school rules.

White cards can be handed out at any time, by any adult community member, in response to infractions of disrespect or minor violations of school rules. These cards are kept on file with the Director of Community Life and the student's advisor. White cards expire after eight weeks. The advisor will notify the student's parents of any card received. Red cards are given when three white cards have been accumulated within an eight-week period and are given immediately for more serious offenses and violations of school rules. Red cards remain on-record throughout the student's tenure at Shattuck-

St. Mary's School and never expire.

Work Squad and Weekend Detention

Work Squad and Weekend Detention hours are assigned at the discretion of the Director of Community Life and the Assistant Director of the Middle School, for infractions that are mostly non-academic in nature. Students are assigned to a specific time and are required to make that appointment. Changes in work squad times must be authorized by the Director of Community Life. Failure to attend weekend detention or excessive tardiness to detention will result in another weekend detention, in-school suspension, or having to sit a review by a Judicial Committee.

Weekend Detention is usually assigned when a student receives three white cards and may be assigned for other infractions. These detentions take place immediately following the date of the offense and take priority over all other commitments, including athletic practices and games, arts events, and performances.

Campus Restriction

Generally assigned for students who leave campus without filling out an off-campus form, campus restriction prohibits students from leaving campus for any reason other than school-related trips and medical or dental appointments.

In-Room Restriction

Students who have any punishment that involves an in-room restriction are not allowed to leave their room except for meals, bathroom breaks, or with the express permission of the adult on duty. Students are expected to “check-in” with the adult on duty each hour and may be expected to serve Saturday detention.

Probation

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

Out-of-School Suspension

For more serious breaches of conduct, a student may receive an out-of-school suspension. The main condition of this suspension is that the student must leave campus and may not take part in any school activities for a stated period of time. Parents are notified by phone and in writing of a suspension. If a student is suspended, it is his/her responsibility to obtain academic assignments from the online course management system. Teachers will make assignments and work available online. Once notified of their suspension, students must leave campus immediately at the expense of the family.

Dismissal

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

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

Dismissed/Withdrawn Student - Status on Campus

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

Dismissed/Withdrawn Student - Financial Obligations

Tuition and incidental accounts will be settled after a normal billing cycle has accrued a minimum of thirty days.

The School will then issue a close-out statement advising the parent of the final account status. For official school transcripts to be sent to another school, approval from the Business Office acknowledging that all financial accounts have been satisfied is required.

Dismissed/Withdrawn Student - Personal Property

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

Dismissed/Withdrawn Student – Academic Status

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

Tobacco/Nicotine Usage

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

1st offense: The response to the first offense for possession or use of tobacco and/or nicotine is a Red Card, three hours of work squad or weekend detention, an in-school counseling session, and a letter home.

2nd offense: The response to the second offense for possession or use of tobacco and/or nicotine is a Red Card, three hours of work squad or weekend detention, one week of restrictions as designated by the Director of Community Life, a required appointment with a doctor to examine possible addiction to nicotine, a follow-up as prescribed, a letter home, and the student must sign off on having been made aware of health issues and the potentially serious disciplinary consequences of being caught again.

3rd offense: The response to the third offense for possession or use of tobacco and/or nicotine is to face the Judicial Committee, which may result in suspension. Subsequent occurrences of tobacco offenses may lead to a longer or permanent separation from the school.

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

Athletes who are playing under the auspices of the Minnesota State High School League will also be subject to appropriate League sanctions.

Drug and Alcohol Policy

Shattuck-St. Mary's believes that the use of alcohol and other drugs by students is incompatible with school life.

Drugs are harmful to one's health and mind and cause damage to the moral fabric of our community, and to the trust upon which all healthy relationships depend.

"Drugs" means any mind or mood-altering substance or a facsimile of any such substance or any substance that a student believes to be a drug or represents to others as a drug. This does not include over-the-counter drugs taken for medicinal purposes by a student or medicinal substances prescribed by a licensed medical practitioner

and brought on campus in accordance with the prescription drug policy for the use of the student concerned.

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

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

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

Drug Testing Policy

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

- I. Drug Testing for Suspected Use – when a student is suspected, due to his or her behavior or circumstance, of being

intoxicated or otherwise under the influence of alcohol or drugs. The policy is outlined below.

When a faculty member suspects that a student, due to his or her behavior or circumstance, has been drinking alcohol or using drugs, the Director for Community Life or his/her designee may administer an alcohol test or bring the student to the Kramer House, where the student will be transported to a local medical facility for drug testing. If a positive result should occur, the student will be transported to a local medical facility for verification of the positive test. Any student present during suspected use of drugs or alcohol may also be tested. Testing does not require the consent of parents.

The Director of Community Life or his/her designee will provide appropriate information and concerns to the medical professionals regarding suspected substances used. The medical providers will then make the final decision regarding substances for which the student will be tested.

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

A positive test for alcohol or drugs will be interpreted as evidence of a violation of a major school rule and the

student will be subject to disciplinary proceedings. The School does not distinguish between on or off campus use. Both are illegal and detrimental to a student's mental and physical health.

Refusal to take a test will be interpreted as a positive

test. The cost of testing will be billed to parents.

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

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

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

The Director of Health Services will provide appropriate information and concerns to the medical professionals regarding suspected substances used. The medical providers will then make the final decision regarding substances for which the student will be tested.

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

A positive test for a student whose testing is the result of a drug disciplinary event will be treated as a violation of the student's probationary status and result in dismissal.

Failure to report for testing upon request will be treated as a positive test.

The duration of the prospective testing period will be determined by the Director of Health Services and the Head of School and under most circumstances, will not exceed a calendar year.

The cost of testing will be billed to parents.

Consequences for Violating the Drug and Alcohol Policy

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

1. Serve a suspension as determined by the Judicial Committee and Head-of-School.
2. Participate in a substance abuse evaluation and urinary analysis performed locally by a licensed Substance Abuse Counselor at the direction of the Director of Health Service. The recommendations of this evaluation

must be provided to the School Psychologist and will be kept confidential. A release must also be provided allowing the evaluation provider to discuss the evaluation with the School Psychologist. The cost of all assessments and testing will be billed to the parents.

3. Participate in any programming or services recommended by the licensed Substance Abuse Counselor in the completed evaluation report. Counseling services provided outside the school are paid for by the family.
4. The Judiciary Committee and Head-of-School may make additional requirements or recommendations following an initial drug/alcohol violation.

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

Voluntary Testing

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

Car Policy

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

1. Only day students are allowed to have a car on campus.
2. Boarding students are not permitted to have cars or any other motorized vehicles (car, motorcycle, Vespa-style scooter) on campus.
3. Boarding students may not maintain a car closer to SSM than their own home and may not drive any automobile to campus unless accompanied by a parent or guardian, except when specific permission has been granted by the Director of Community Life.
4. Boarding students may not ride in a motorized vehicle (car, motorcycle, Vespa-style scooter) without explicit permission from the Director of Community Life unless their off-campus permission (Free Weekend Form) has been completed or the parent's permission process for a boarding student to ride with that day student has been completed and not revoked.
5. Cars may not be driven for any purpose during the school day, unless approved by the administration.
6. Students may only park in the designated parking area and may not park on the front circle at any time.
7. Student vehicles, on or off campus, are subject to inspection if deemed necessary by the school.

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

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

The school does not assume responsibility for accidents, damage, or theft involving student cars.

1st Offense: Students who drive a boarding student or boarding students who ride in a car without specific permission will be issued a Red Card and serve 3 hours of detention/work squad on the Saturday following discovery. Drivers may have campus driving privileges suspended for 2 weeks and riders may be restricted to campus for 2 weeks.

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

3rd Offense: Students who drive a boarding student and boarding students who ride in a car without specific permission will be sent before a Judicial Committee hearing and may receive a two-week suspension from school or even be dismissed.

Out of Dorm/Off-Campus Permissions

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

1st Offense: Students who fail to properly sign-out and/or complete the off-campus paperwork when going off-campus will receive a white card and be restricted to campus for one week.

2nd Offense: Students who fail to properly sign-out and/or complete the off-campus paperwork when going off-campus will be restricted to campus for two weeks and earn one weekend of detention.

Out of Dorm after Check-In

1st Offense: Students found out of the dorm after having checked-in for the evening will most likely face dismissal from the school. This also applies to students traveling with a team or school group.

Restricted Access to Dorm Rooms

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

1st Offense: Students of the opposite sex found in dorms outside of the dorm common room (i.e. hallway or dorm room) will receive a red card and face a Judicial Committee review.

2nd Offense: Students of the opposite sex found in dorms outside of the dorm common room for a second time will face a Judicial Committee with stricter consequences.

Restricted Access to Dorm Common Areas

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

1st Offense: Students of the opposite sex found in the dorm common rooms outside of visiting hours will receive a white card.

2nd Offense: Students of the opposite sex found in the dorm common rooms outside of visiting hours for a second

time will receive a red card and/or face a Judicial Committee as determined by the Director of Community Life.

JUDICIAL PROCESS

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

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

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

TECHNOLOGY ACCEPTABLE USE POLICY

In striving to prepare students for excellence in college and beyond, Shattuck-St. Mary's School has made a commitment to ensure that students are prepared to compete in an age of increasing technology. Acceptable usage of the Shattuck-St.

Mary's campus network includes any activity that supports the academic mission of the School. Shattuck-St. Mary's makes no express or implied warranty for the Internet access it provides or the resources that are available through the Shattuck-St. Mary's network. Shattuck-St. Mary's School cannot completely eliminate access to information that may be illegal or deemed offensive. Shattuck-St. Mary's strives rather to provide students with the guidance and the skills required to use technology in a manner that is consistent with the School's mission.

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

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

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

disabling

any school hardware, installing any unauthorized hardware (routers, hubs, wireless access points, et al.), accessing the Internet with- out going through the School's internal network and servers.

- Using any non-registered hardware to access the School's network.

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

Phones/Electronic Communication Devices

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

Permitted devices must:

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

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

Social Media Guidelines

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

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

We ask that students follow the School's rules when posting online. It is acceptable to disagree with someone else's opinions; however, it is necessary to do so in a respectful way. Criticism should be constructive and not hurtful. Simply put, what is inappropriate at School is inappropriate online, and students will be held accountable in the same fashion. Social media venues are very public. What is posted online leaves a digital footprint for all to see. Students should not post anything they wouldn't want friends, parents, teachers, or an employer to see or post anything about another individual without express permission. Students should never give out personal information including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Nor should they misrepresent themselves by using someone else's identity.

Passwords should not be shared. The School's policies on sexual harassment also apply.

Failure to act in accordance within these guidelines may result in disciplinary action, restriction or loss of network privileges and confiscation of hardware.

STUDENT LIFE

GENERAL INFORMATION

Personal Property

Shattuck-St. Mary's School is not responsible for personal items brought to campus by students if lost or stolen. When not in their dorm rooms, students are expected to lock their doors and should not share or give out their room keys, fobs, or codes. Should valuables need to be stored, safes are available on both campuses. The School will not tolerate theft or vandalism.

These are serious infractions of the School's rules and will result in major disciplinary action.

Passports, Visas, and I-20 forms must be turned in to the Upper School Office for safekeeping.

School Store Account, Allowances, Banking, Additional Money

Each student must maintain an incidental account in the school store for purchases of books, school supplies, athletic goods, and other articles that may be required. The amount and types of charges that the student is allowed to make to this account are determined by parents at the beginning of the year. Costs of most off-campus trips are paid by the student and can be charged to the incidental account. Parents are required to place either a credit card or bank account information on file with the Business Office. Once the initial deposit, made at the beginning of the school year, is depleted, the Business Office will charge the monthly total charges made to either the credit card or bank account on file. Parents will be emailed a statement showing the amount due prior to the withdrawal being made. If either the credit card or bank withdrawal fails, the account is changed to a cash-only basis or "cash list". A student on the "cash list" is not allowed to make charges at the School Store, receive allowances, or participate in off-campus trips unless payment is made in advance. Families are encouraged to obtain either a checking or savings accounts for students who may have needs above and beyond what the incidental account provides.

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

The Business Office does not keep large amounts of cash on hand, so cash advances will be made ONLY in the case of an emergency. If extra money is needed for a special purchase or weekend activity, parents may send checks directly to their child. These checks may be cashed in the School Store, but we strongly encourage that sums not be disproportionate for a student's needs. Almost all off-campus trips can be charged directly to the incidental account, so large cash sums are usually not necessary. The maximum charge to an incidental account is \$200; all other charges should be paid by an off-campus account.

At the beginning of the school year, parents determine the type of School Store charge privileges to be extended to their child. All students are classified as either on an "A", "B", or "C" account.

"A" account:

Unlimited charge privileges—may charge anything sold by the School Store.

"B" account:

Limited charge privileges—may charge anything in the School Store as long as an item does not cost more than \$40.

"C" account:

Essentials-only privileges—may charge only essential (classroom-related and personal hygiene) articles. Cash must be

used to purchase all other items.

Cell Phones, Tablets, and Headphones

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

Middle School: Students are not allowed to use their phones during the school day. The phones must be turned off and stored in the student's backpack or locker.

Any student who violates the cell phone policy will have his/her phone confiscated until the end of the school day. Second time violators may receive a white card, and for a third violation the student may receive a red card and Saturday detention. If the problem continues, the Judicial Committee may convene to determine the appropriate consequence, with the possibility of in-school restrictions for the student.

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

Closed Campus Before Finals

The weekend immediately prior to the end of term exams is considered closed. Boarding students may only stay overnight off-campus on this weekend with their own parents/guardians, or at the discretion of the Director of Community Life.

Dining Room Regulations

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

Golf

Students may not golf on-campus, as this presents a danger and the possibility of damage to school and personal property. Those heading to the Legacy Golf Course across the street are reminded to use the sidewalk and not to walk in the street on Shumway Avenue. All golfers must check in at the club house before beginning play.

Insurance

Since Shattuck-St. Mary's does not carry insurance on students' personal property. Parents should take the necessary steps to insure their child's belongings.

Laundry, Linen and Dry Cleaning

Laundry facilities (coin-operated washers and driers) are available for student use in each dormitory. All clothes should have names marked on the tags. Laundry and dry-cleaning services are also available through the School Store and Middle School Office. A parental permission form needs to be filled out in order for a student to use this service and all charges are billed to the student's incidental account. Students using this laundry service are required to use a laundry bag, which must be purchased from the School Store and marked with the student's name. The School is not responsible for any lost items.

Mail and Email

All students are given a mailbox in the School Store or Middle School Office and an email address. Students are required to check their emails frequently for important messages and information.

Off-Limits Areas

Certain areas on and around campus are dangerous and are always off-limits to all students without appropriate supervision. These include the ravine, river road, brewery trail, ropes course, the wooded areas surrounding the sports complex, the bluffs behind St. Mary's Hall, the cliff paths, the area behind the Inn, construction zones, and any other area with an "off limits" sign posted. Students found in these areas will receive an automatic white or red card depending on the level of infraction.

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

Prom

Held each year during spring term, Prom is open to all 11th- and 12th-grade students, as well as any 10th-grade student who is accompanying an 11th- or 12th-grader. Younger students are not allowed to attend. Students may invite a guest who is not a Shattuck-St. Mary's student, but that person must be at least in the 10th-grade and cannot be older than 19 years of age. All guests must be approved by the Director of Community Life after the student completes the request forms at least two weeks prior to prom. Boarding students who attend Prom must stay on campus for the remainder of the night.

TRAVEL

The School will arrange transportation from the Minneapolis/St. Paul International Airport for the beginning of the school year, the end of the school year, and the three major breaks (fall, winter, and spring). In addition, the School will arrange transportation for any emergencies, medical and dental appointments, college visits, and most school-related trips.

Appropriate charges will be made to the student's incidental account for transportation.

Transportation Fees:

Transportation	Vehicle	Charge
Airport Transportation	Bus	\$55.00
Airport Transportation	Van	\$85.00 (\$110 overnight hours)
Unaccompanied Minor Fee		\$19.00/hr
Delayed Flight/Driver Wait Time		\$19.00/hr

Travel Arrangements

Travel arrangements must coincide with the School's Academic Calendar. Travel arrangement information must be provided to the School three weeks prior to each scheduled break; otherwise we cannot guarantee school transportation. Flights must be scheduled between 7:00 a.m. and 9:00 p.m., in order to ensure transportation. Runs contracted outside of those hours will incur a higher fee.

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

Send travel arrangement information and questions via email to: travel@s-sm.org or Fax travel arrangement information to: (507) 333-1595.

All dormitories are closed during the School's three major breaks (fall, winter, and spring). Students must be checked out of their dorm by 4:00 p.m., for each break, and may not return to the dorms until they re-open. Students may not stay in the dorm for an early return or late departure.

Unaccompanied Minors

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

DAY STUDENTS

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

After-School On-Campus and Dorm Visiting Hours

Day students are welcome to remain on-campus after the end of the class day, but must follow all school rules and visiting policies. Day students depart by the start of study hall on Sunday - Thursday unless a free night is requested. Day students must earn free night privileges in order to stay on campus during study hall and may be asked to leave campus at any time if their behavior or presence becomes problematic. However, day students are encouraged to attend special programming and performances where free nights are not required.

Middle School (6th-9th grade) day students are not allowed in the Upper School dorms at any time except during Open Dorm events. Upper School (10th-12th grade) day students are allowed in same-sex dorm rooms and common areas from 4:00 p.m. until the start of study hall. Day students may not be in the dorm room areas during the academic day. During study hall, day students may study with a boarding student on a free night in the common areas of the dorm (not in student rooms) with permission from the dorm parent on duty. Dorm parents may ask day students to leave the dorms at any time. Members of the opposite sex are not allowed in student rooms at any time except during special Open Dorm events. At these times, the room doors must remain open. Members of the opposite sex may visit dorm common areas only during the following visiting hours and follow all visitation rules specific to each dorm:

Monday-Thursday: 6:30 p.m. – 7:30 p.m.

Friday: 6:30 p.m. – 9:30 p.m.

Saturday: 12:00 p.m. – 9:30 p.m.

Sunday: 12:00 p.m. – 7:30 p.m.

Middle School Students

Middle School day students may not remain on campus after school unless they are in an organized after school activity.

Student Vehicles

Please see the complete car policy in the "Citizenship" section of this handbook. Day students must park in

designated areas, should not park on the circle, and are not permitted to drive boarding students at any time except in conjunction with an approved overnight request. Neither day students nor day student families may keep a car for a boarding student.

Day Lockers

Students (Gr. 10 – PG) may request a locker that is situated near the school store. Middle School students (Gr. 6 -9) will be issued a locker during orientation. These lockers should be kept locked, whether used daily or not. Each student is expected to keep their locker area secure, neat, and clean.

Day Student Overnights in Dorms

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

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

- The student must have a particularly early departure/game or late return time that makes it difficult to get home and back to campus.
- The student **MUST** stay in the dorm on that night – they cannot decide to drive home if they have already asked for an overnight.

Students who have their own car must turn in their car keys to their dorm parent prior to staying in the dorm.

Early School Closure

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

Employee Children

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

Hosting Boarding Students Off-Campus

Day students and their parents are asked to be aware that all boarding students must be properly signed out before visiting day students off-campus. Boarding students should not be in day student homes without adult supervision during the class day, or after study hall begins on weeknights.

Off-Campus Host Families

Shattuck-St. Mary's does not permit students to live off-campus without a responsible adult regardless of the student's age. Starting with the 2019-2020 school year, our policy now requires that day students can only live with their parent, not a host family. All parents/guardians must provide detailed information stating where the student will be living, with whom, and contact information for the supervising adult(s). Students who decide to live off-campus will most likely not be allowed to move into the dorm mid-year. Families considering this option are strongly encouraged to think carefully about the process before making a commitment.

Reporting an Absence

When a student is unable to attend school for any reason, parents should contact the Upper or Middle School office before the start of the class day. Unreported absences will be considered unexcused. Students who miss class for excused absences are expected to be responsible for making up any missed work and for being properly prepared on their return to school.

Please see the Absence Policy listed in the "Academics" section for more information on excused versus unexcused absences and the School's make-up work policy. Upper School contact is 507-333-1500 or email stacy.messer@s-sm.org. Middle School is 507-333-1649 or email kaylee.reese@s-sm.org.

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

Sign-In/Sign-Out

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

Study Facilities

Day students may study in the library or student center until 8:00 p.m. Sunday through Thursday.

CAMPUS PROGRAMS & RESOURCES

Campus Vans

Transportation between the Upper School and Middle School campuses, as well as to the sports complex and golf course, is provided to all students by campus vans. Standards of appropriate and respectful behavior should be upheld by all students who use the van service. Downtown van runs may also be provided. These vans are a privilege extended as a courtesy to students. Disrespectful behavior will result in the suspension of this privilege. State Law requires that all passengers wear seat belts while riding in School vans.

The Chapel

The Chapel buildings at the Upper and Middle School Campuses are open throughout the day to students and other school community members as a space for quiet reflection.

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

Health & Wellness Program

Health & Wellness programming seeks to address this development by coordinating speakers, workshops, interactive programs, events, and student meetings that delve into issues of living in community, leadership, health and wellness, social responsibility, and more.

The Hirst Library

Located at the top of the Johnson Armory, the Homer T. Hirst Memorial Library has wide access to online resources and directories and is connected to the network of Southern Minnesota Libraries. Students can access any information needed. Group work is not permitted in the library during study hours.

The School Store

The School Store is open Monday-Friday from:

7:50 a.m. to 8:00 a.m.

9:00 a.m. to 1:30 p.m.

2:30 p.m. to 4:10 p.m.

There are extended hours during special events. Available in the store are school supplies, school dress code items, sports-wear, and laundry items. These items may be purchased with cash or charged to the students' incidental account, as determined above. Candy and snacks are available, as a cash-only purchase. Stamps can be purchased and packages weighed. UPS and FedEx service is also provided. Student mailboxes will be issued during registration. Dry cleaning and special orders (such as letter jackets and class rings) are also handled through the School Store.

UPS and FedEx Service

Students wishing to send packages by UPS and FedEx may do so through the School Store. The fee can be charged to the student's incidental account. Shattuck-St. Mary's School is not responsible for lost or stolen articles. Parents sending packages through these services to the School should use the following addresses:

For students living on the SSM Upper School campus: For students living at St. Mary's Hall:

(Student's Name)
Shattuck-St. Mary's School
1000 Shumway Avenue
Faribault, MN 55021

(Student's Name)
St. Mary's Hall
300 NE 5th Street
Faribault, MN 55021

CO-CURRICULAR ACTIVITIES

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

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

Co-curricular opportunities include:

Boys' Interscholastic Athletics: Soccer, Basketball, Baseball, Golf, Lacrosse, Tennis, 5K running, Badminton, and

Ultimate Frisbee.

Girls' Interscholastic Athletics: Basketball, Golf, Lacrosse, Tennis, Volleyball, 5K running, Badminton.

Activities: Arch Dance, Mathletes, Mock Trial, Theatre Production, Crack Squad, Wooden Soldiers, Photo Club and Spectator.

It is each student's responsibility to participate in an afterschool activity; students who do not participate will be placed in detention.

NOTE: Equipment and uniforms provided by the school must be returned according to the direction of the coaches. Students who do not return school property (equipment/uniform) will be charged a fee of \$100.00 to their incidental account. This should not be seen as an opportunity for students to "buy" their uniform.

Physical Exam (for co-curricular activities)

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

Equipment

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

HEALTH CENTER

Responsible for the emotional, mental, and physical health and well-being of all students, the School's Health Center is located at Kramer House, the first house east of the Arch. The Health Center is open from 7:30 a.m. to 4:30 p.m. Monday - Friday. The office of the two school counselors are also located in the Health Center. The counselors may be reached directly at (507) 333-1570 or (507) 333-1581 during the school day or at (507) 330-5693 after hours. The nurse may be reached directly at the Health Center number (507) 333-1644. A nurse is on call after the Health Center closes in case of emergencies at (507) 339-3000.

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

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

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

All health forms required by the Health Center office must be completed, up-to-date, and received by Health

Center prior to the start of school. Required annual health forms can be obtained from the SSM website. No student will be allowed to live on campus, attend classes, or participate in any activities at Shattuck-St. Mary's School without having these forms completed and turned in prior to arriving on campus. Updated health information is required each year for all students as well as a copy of current health insurance cards.

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

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

Use of the Health Center

Sick call is held every weekday morning from 7:30-7:50 a.m. at the Health Center (Kramer House). Students who are ill must report to the Health Center – those who are found “sleeping in” will be considered unexcused. Students requiring assistance to get to the Health Center are expected to notify a dorm parent in sufficient time to arrive for sick call. All students reporting to sick call must bring along or wear appropriate clothing for the day's dress code.

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

If a student becomes ill or injured during the night or on weekends, he/she must report to a dorm parent for assistance by going to their apartment or calling the duty phone. The on-call nurse will be contacted if necessary.

Students will not be charged for staying in the Health Center during office hours, 7:30 a.m. - 4:30 p.m. However, if over- night nursing supervision is needed, the School reserves the right to charge for nursing services.

Following a serious illness, a student-athlete must have a signed or verbal release from the nurse to return to sports. This may also require a physician's clearance.

Students recovering from an injury will be released back to play when it is determined safe to do so by the certified athletic trainer. Physician clearance may also be necessary.

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

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

Extended Student Medical Leave

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

The Director of Studies will also consult on the academic plan for the student during their absence. If a leave requires a student to miss more than four weeks of academic instruction, The Director of Studies and Division

Head will determine if the student will be able to receive credit for the current term's classes or if an alternate plan for making up credits missed is necessary. Further information regarding medical leaves can be found in the School's Counseling Policies and Procedures available from the Director of Health Services.

Prescription Medications

Parents and students must inform the nurse of all prescribed medications at the time of registration and throughout the year as changes occur.

All prescription medication will be kept in the Health Center (Kramer House) and dispensed by the nurse on a daily basis, Monday-Friday. No prescription medications are allowed in the dorm. Weekend doses of non-controlled prescription medications will be dispensed in a packet to the student on Friday and the student is responsible for taking them at the proper times. Controlled substances will be dispensed by the nurse when the Kramer House is closed (evening and weekend hours). If a nurse is unavailable, or the student is traveling on a school-sponsored trip, a faculty member trained in medication administration (dorm parent or coach) will dispense the controlled substance to the student as delegated by the school nurse.

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

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

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

Over the Counter (OTC) Medications

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

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

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

Performance Enhancing Nutritional Supplements

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

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

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

SSM students are not allowed to use or possess supplements containing creatine.

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

Immunizations

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

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

Shattuck-St. Mary's also recommends the following:

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

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

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

Tuberculosis Testing

A Tuberculosis Skin Test is MANDATORY and to be completed before arriving at SSM for students who have

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

Insurance

Each student must be covered by appropriate medical insurance, either through a parent's policy or on their own which will cover appropriate health care while they are enrolled at Shattuck-St. Mary's.

Secondary Insurance

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

International Student Insurance

International students are required to carry comprehensive medical insurance that will cover the cost of proper health care if they become ill or injured. If the parent's policy does not offer coverage in North America, (including a U.S address and phone number for billing purposes) the School offers a policy for purchase from an outside insurance company. The Health Services staff will complete online enrollment for those families requesting this insurance once the proper paper-work for school (re)enrollment is completed. Families will be invoiced in the summer for the cost of the insurance, which will need to be paid at the same time as the final tuition payment.

Sexuality/Intimacy Policy

The School recognizes that sexuality is an integral part of the human condition.

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

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

Confidentiality

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

STUDENT SUPPORT & COUNSELING SERVICES

The aim of student support and counseling services at Shattuck-St. Mary's is to promote a healthy environment that

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

During their time at SSM, students may encounter challenging life experiences that can interfere with educational goals, extracurricular involvement, social relationships, and/or personal growth. In such instances, students are encouraged to take advantage of counseling services regardless of how serious or "normal" the concerns are perceived to be. Meetings with a counselor are often initiated by the student, although students may also be referred by peers, parents, and faculty. The full-time school psychologist has an office in the Health Center and can be contacted at any time for appointments or drop-ins.

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

Individual Counseling

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

Some common issues include:

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

Group Counseling

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

Referrals

The school counselor can assist in making arrangements for Counseling Services outside of the School as well as for educational and/or psychological assessments (the student and his/her family are financially responsible for such services). All Counseling Services are provided under a policy of strict confidentiality except where personal safety is concerned.

RESIDENTIAL LIFE

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

who lives in or visits the dormitories.

OFF-CAMPUS PERMISSION, TRAVEL & TRANSPORTATION

Off-Campus Overnights

Students may take overnights away from school with parental permission. Students and their families are asked to consider important obligations and school events well ahead of time in making overnight plans so as to avoid conflicts. Students may take Sunday - Thursday off-campus overnights only with their own immediate family members – they may not stay at a friend's house overnight during the school week.

Off-Campus with Own Parent

An email from the student's parent must be sent to offcampus@s-sm.org by 4:00 p.m. on the Thursday before their requested free weekend.

Off-Campus with Someone Other than Own Parent

An email from the student's parent as well as from the parent at whose home the student is staying must be sent to offcampus@s-sm.org by 4 p.m. on the Thursday before their requested free weekend. For all students:

1. After the proper authorization is received from both sets of parents; students report to the Upper or Middle School Office to pick up and complete an off-campus permission form.
2. The completed off-campus permission form must be signed by the student and the Director for Residential Life.
3. In order for a student's off-campus permission to be granted, it is important that the completed off-campus permission form be returned to the Upper or Middle School Office by 4:00 p.m. on the Thursday before their requested free weekend.

NOTE: Students who do not complete the slip by this time risk having their off-campus overnight request denied.

4. Students with weekend commitments (games, rehearsals, detention, work squad, etc.) are not eligible to leave campus until their responsibilities have been met.
5. Students who return to campus during an off-campus overnight must remain on campus, unless they have returned for a previously scheduled school commitment. Their return puts them under the School's direct supervision again. Students on off-campus overnights cannot "visit" the campus for meals or any other activities.
6. Students with off-campus overnights must be off campus by 10:00 p.m. on Friday and Saturday.
7. Students must return from off-campus overnights by the beginning of Sunday evening study hall. Failure to do so will result in disciplinary action.
8. The School has final authority in granting off-campus overnights. Students found to have falsified permission forms will face major disciplinary consequences.
9. All school rules apply when students are off-campus.

HOUSING

New Student Room & Roommate Assignments

As a policy, the Director for Residential Life makes all student roommate pairs and housing assignments the first year a student enters Shattuck-St. Mary's School.

Part of the boarding school experience includes meeting new people, learning about new places, cultures, interests, and activities, and learning the life skills to handle new situations. As an educational institution, the School strives

to teach boarding students how to live well with people of all backgrounds. For this reason, all first-year students are assigned at least one roommate.

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

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

Returning Student Room & Roommate Selection

Returning students are all given the chance to select their roommate(s) for the next year. They are also given the opportunity to submit housing preferences for dorms and room type (i.e., single, double, triple, quad). A housing survey is given at the end of each school year in which all roommate, dorm, and room preferences are collected. First choices are honored whenever possible, but specific dormitories and rooms are never guaranteed. Over the summer, boarding student numbers may change and different dormitories may be used for different genders and ages. In determining housing assignments for returning students, a student priority list is developed based on the following criteria:

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

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

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

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

Changes in Resident Status

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

Off-Campus Host Families

The School requires a consent and release form to be completed by the host family, the family of the hosted student, and the student, to document the guardian relationship. Students who decide to live off-campus in this situation most likely will not be allowed to move into the dorm mid-year. Families considering this option are strongly encouraged to think carefully about the process before making a commitment.

DORMITORY REGULATIONS

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

Quiet Hours

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

Independent Evening Study Hall

Independent Evening Study Hall is a time for each student to be in their own room completing their studies.

Students must be in their rooms checked in for study hall at the beginning of the study hall period. Showers, phone calls, computer games, etc. are not permitted during study hall hours. Students who have not checked in for study hall, or who leave without a pass, will be marked absent unexcused and receive a white card. 6th-11th grade students must be in their own rooms and have their doors open during the study hall period. Independent Evening Study Hall hours are 8:00 p.m. – 9:30 p.m.

Sun. – Thurs.

Evening Supervised Study Hall (ESSH and Free Nights)

Refer to the Academics section (page 11) for the sections on Evening Supervised Study Hall (ESSH) and Free Nights.

Evening Snack

The dining halls on both the Shattuck and St. Mary's campuses open in the evenings for late snack Monday – Thursday nights. Evening snack is a privilege and students are allowed to attend at the discretion of their dorm parent. Snack will be closed if students do not pick up after themselves or are disruptive or disrespectful.

On-Campus Time Sunday – Thursday

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

On-Campus Time Friday & Saturday

All boarding students must be in their dormitory by check-in time on Friday and Saturday nights. Students who are late for check-in will receive white cards for an unexcused tardy.

In-Dorm Check-In

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

In-Room/Lights-Out

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

Late Lights

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

Evening Schedule Sunday – Thursday:

6th – 9th grades:

Study Hall	8:00 p.m. – 9:30 p.m.
Snack	9:30 p.m. – 9:45 p.m.
Check-In	10:00
p.m. Lights-Out (6th-8th)	
10:15 p.m. Lights Out (9th)	
10:30 p.m.	

10th – 12th grades:

Study Hall	8:00 p.m. – 9:30 p.m.
Snack	9:30 p.m. – 10:00 p.m.
Check-In	10:15 p.m.
Lights-Out (10th-11th)	10:45 p.m.
In-Room (12th/Proctors)	11:00 p.m.

Evening Schedule Friday & Saturday:

5th – 8th grades:	Check-In	10:00 p.m.
9th grade:	Check-In	10:15 p.m.
5th – 9th:	In a Room/Quiet	11:00 p.m.
10th grade:	Check-In	10:30 p.m.
11th grade:	Check-In	10:45 p.m.
12th grade/Proctors:	Check-In	11:00 p.m.
10th – 12th:	In a Room/Quiet	11:30 p.m.

Sign-Out Procedures

Students are responsible for signing out in their dorm sign-out book each time that they leave campus for any reason. Sign-out books are located in the front room of each dormitory and are checked frequently by the dorm parents on duty. Students must be accountable for their location – listing the date and time of departure, where they are going, how they are getting there, and their expected time of return. Students must sign in upon returning to campus. Students found off-campus without having signed-out will automatically receive campus restriction and may face other disciplinary consequences.

Students are reminded that the sign-out policy is considered a major school rule.

Students signing out to visit a day student's home need the dorm faculty on duty to speak with the day student's parent(s) to ensure there is a proper parental supervision. Without this confirmation, a student is not allowed to sign out to a day student's home.

A student found signing in/out for another student may face disciplinary sanctions.

General Dormitory Rules

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

Consideration and Privacy

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

Personal Property

Shattuck-St. Mary's School is not responsible for personal items brought to campus by students if lost or stolen. They are advised to maintain a file with their parents and/or guardians with serial numbers of all items — such as stereos, computers, and bicycles.

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

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

Dorm and Room Keys

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

Non-Permitted Items

Please see the “Fire Code” section for a complete list of non-permitted items. In addition, the following items are not allowed in dorm rooms: Medications and dietary supplements (except with permission from the Health Center)

- The following items are permitted:
- Each student may have one desktop computer at school unless permission is granted by a faculty member.

One additional LCD screen between roommates is permitted in a dorm room.

Confiscated Items

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

School Property

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

Recycling & Trash

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

Visiting Hours and Rules

Middle School (6th-9th grade) day students are not allowed in the dorms at any time except during Open Dorm events.

6th – 9th grade boys are not allowed in the 10th – 12th grade dorms at any time, except during specific Open Dorm events.

10th – 12th grade boys are not allowed in the 6th – 9th grade dorms at any time, except during specific Open Dorm events. Upper School (10th -12th grade) day students are allowed in same-sex dorm rooms and common areas from 4:00 p.m. until the start of study hall. During study hall, day students may study with a boarding student in the common areas of the dorm (not in student rooms) with permission from the dorm parent on duty. Dorm parents may ask day students to leave the dorms at any time.

Members of the opposite sex are not allowed in student rooms at any time except during special Open Dorm events. At these times, the room doors must remain open. Members of the opposite sex may visit dorm common areas only during the following visiting hours:

Monday-Thursday:	6:00 p.m. – 7:30 p.m.
Friday:	6:00 p.m. – 9:30 p.m.
Saturday:	12:00 p.m. – 9:30 p.m.
Sunday:	12:00 p.m. – 7:30 p.m.

Overnights/Dormitory Sleepovers

Sunday - Thursday, students must be in their own rooms overnight. On weekends, students are permitted to stay in another student’s room overnight. Within the dorm, students need to check in with their dorm parent to receive permission to stay in another student’s room.

If students are interested in staying in another dorm overnight, they must get permission at the beginning of the evening from the dorm parents on duty in both dorms. Boys in the 6th – 9th grades are not allowed to spend overnights in the 10th – 12th grade dormitories and vice versa.

Dormitory Visitors

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

All visitors should depart the dorms;

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

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

Day Student Overnights

Please see this heading under the “Day Student” section.

DORM ROOMS

Room Condition Reports & Damage

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

Room Checks

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

Room Decorations

Students are welcome to make their rooms feel like home with decorations and some small furniture items.

However, posters, signs and other room decorations are expected to reflect good taste and judgment and should not be offensive to members of the school community. Alcoholic beverage containers are unacceptable as room decorations. Any wall decorations must be hung using molding hooks or adhesive putty. Tacks, nails, and tape are not allowed.

Door Locks

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

Dorm Furniture

All dormitory furniture must remain in each dorm room – no items can be removed from the room during the

school year. Students may not rearrange dorm furniture within their room. Beds may not be dismantled, nor may they be elevated on desks or bureaus.

FIRE CODE

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

Guidelines

Each student may have:

- One bulletin board – no larger than 2' x 3'.
- Four uncovered (non-framed) paper decorations (maximum size 2'x3'). All other flammable materials (posters, prints, etc.) must be framed under Plexiglas or glass that is at least 1/16" thick.

Policies

- No candles, incense, or open flames
- All nylon, plastic, and cloth wall hangings are prohibited unless framed and under glass or Plexiglas.
- Decorations in rooms may only be hung from vertical surfaces (no ceilings, pipes, light fixtures, etc.) and may not be hung over windows or doorways or used to partition the room. Flammable materials, even if fire treated or framed, are not permitted within two feet of any doorway.
- Polystyrene (beanbag) chairs are prohibited.
- Electrical appliances for cooking or heating (for example irons, "sunlamps," "hot-pots," coffee makers, or space heaters) are not permitted in student rooms. They are prohibited on corridor hallways or in common rooms, unless approved by the Director for Residential Life.
- No electrical string lights (e.g., holiday, decorative) of any kind are allowed in student rooms.
- No Lava Lamps.
- The use of light-duty extension cords is prohibited. Cords must be of heavy-gauge wire with a three-prong (grounded) plug and carry only one outlet. If additional outlets are needed, the use of a pre-wired multiple outlet strip with a circuit breaker is required. Surge protection may be added and is suggested.
- Halogen lamps and other high-intensity lamps in excess of 100 watts will not be permitted in student rooms.
- Bicycles and other personal belongings may not be stored in corridors or stairwells.
- Inappropriate use of fire extinguishers, emergency lights, smoke or heat detectors, or fire alarms will be considered a disciplinary matter.
- At no time may anything block the doorway or impede the path into the room.
- Students are not permitted to lock their dormitory doors while they (or others) are in the room.

Procedures for Fire Code Inspections

Fire code inspections are coordinated at least once a month by the Director of Residential Life. However, residents are still primarily responsible for ensuring adherence to the fire code. The procedure for reporting and following up on a violation is:

Reporting a Violation

When a faculty member observes a violation of the fire code, the student will receive a warning of the violation. Upon notification, the student must correct the problem immediately. This is not negotiable.

SCHOOL BREAKS & DORMITORY CLOSING

School Break Dormitory Policy

The dorms are not open during any of the major school breaks. Students must be out of the dorm by dorm closing each break period and must check out with a dorm parent prior to leaving. Please be aware of the following dormitory closing times for each break period:

Fall Break: Dorms close at 4:00 p.m. on Friday, November 22
Dorms open at 8:00 a.m. on Monday, December 2

Winter Break: Dorms close at 4:00 p.m. on Friday, December 20
Dorms open at 8:00 a.m. on Monday, January 6

Spring Break: Dorms close at 4:00 p.m. on Friday, February 21
Dorms open at 8:00 a.m. on Monday, March 9

End of year closing: For Middle School students (6-9th graders):
Depart campus by 6:00 p.m. on Friday, May
15 For 10-11th grade students:
Dorms close at 4:00 p.m. on Thursday, May
21 For graduating seniors and post grad
students:
Dorms close at 4:00 p.m. on Friday, May 22

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

Students Who Depart Late or Return Early

Students who are scheduled to leave late or return early for breaks must make alternate housing arrangements. If a student stays in the dormitory, a fee of \$250 per night (for school breaks) and \$500.00 (for the end of the school year) per night is assessed. Students who are delayed in departure due to unforeseen events (weather or emergency) will either stay in the dorm free of charge or stay in a faculty member's home.

Check-Out for Breaks

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

Consequences for Improper Check-Out prior to a School Break

Students who leave without checking out will automatically be issued a white card.

End-of-Year Check-Out

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

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

2019-2020 ACADEMIC CALENDAR

Fall Term

Monday, August 19 - Friday, August 23.....	Opening of School Faculty and Staff Meetings and Training
Thursday, August 22	Proctors Arrive
Monday, August 26.....	New International Students Arrive
Tuesday, August 27.....	New Domestic Students Arrive, Registration: All New Students
Wednesday, August 28.....	All Returning Students Arrive and Register
Wednesday, August 28.....	Opening Chapel (Parents Welcome)
Thursday, August 29 - Sunday, September 1.....	Orientation Activities
Monday, September 2	Fall Term Classes begin
Friday, October 18 - Sunday, October 20	Fall Family Weekend
Tuesday, November 19 – Thursday, November 21	Fall Final Exams
Thursday, November 21	Transportation to airport begins after 2:00pm
Friday, November 22	Dorms close at 4:00pm through December 2 at 8:00am
Friday, November 22 – Monday, December 2	Fall Break

Winter Term

Monday, December 2	Professional Development for Faculty
.....	Dorms open at 8:00am, all Boarders on campus by 7:00pm
Tuesday, December 3	Winter Term begins
Thursday, December 19.....	Christmas Chapel and Dinner
.....	Upper School Gr. 10-12 attend Chapel & Dinner
.....	Gr. 9 remains for activities and Christmas Dinner
.....	Gr. 6-8 depart campus
.....	Gr. 6-8 transportation available to airport after 1:00pm
Friday, December 20.....	Dorms close at 4:00pm through January 6 at 8:00am
Friday, December 20 – Monday, January 6	Winter Break
Monday, January 6	Professional Development for Faculty
.....	Dorms open at 8:00am, all Boarders on campus by 7:00pm
Tuesday, January 7	Winter Term resumes
Friday, January 31 - Sunday, February 2.....	Winter Family Weekend
Thursday, February 20.....	Last day of Winter Term, full academic day
Friday, February 21.....	Dorms close at 4:00pm through March 9 at 8:00am
Friday, February 21 - Monday, March 9	Spring Break

Spring Term

Monday, March 9	Dorms open at 8:00am, all Boarders on campus by 7:00pm
.....	Professional Development for Faculty
Tuesday, March 10	Spring Term Begins
Tuesday, May 12 - Thursday, May 14.....	Middle School Gr. 6-9 Final Exams
Friday, May 15	Middle School Performances and Awards
.....	Upper School Awards
.....	Middle School Students depart by 6:00pm
Monday, May 18 - Wednesday, May 20.....	Upper School Spring Final Exams
Thursday, May 21	All remaining Upper School Students Grades 10 and 11
.....	depart campus by 4:00pm
Thursday, May 21	Baccalaureate & Senior Dinner
Friday, May 22	Senior Commencement & Closing Chapel
.....	Dorms close at 4:00pm
Tuesday, May 26 – Wednesday, May 27	End of Year Faculty and Staff Meetings

