

ST. MARK'S SCHOOL
2011–2012 School Handbook

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THE SCHOOL HANDBOOK

Any community that lives, works, and plays together as we do at St. Mark's needs guidelines to help support the activity of teaching and learning in a peaceful and supportive environment. We all give up a bit of our autonomy in order to create such an environment. In the long run, however, the restraints we put on ourselves ultimately enhance our freedom. We have published this handbook so that we have a common understanding of school policies.

This handbook contains a description of many of St. Mark's policies and procedures. The handbook is not intended to, and does not, contractually bind St. Mark's School. Moreover, St. Mark's reserves sole discretion to modify and change these policies and procedures without notice.

ACADEMIC PROGRAM

DIPLOMA REQUIREMENTS

English – Every year

Art – One-year course (for students arriving in the V Form year, one semester course)

Religion – One year of study divided into two semester courses to be taken in the IV, V, or VI Form year. All students must complete an introductory course, *Judaism, Christianity, and Islam*, before undertaking an elective. For students entering the V Form, one semester course is required.

Mathematics – Algebra I, Geometry, Algebra II

Language – Completion of one language to Level III (Modern or Classical).

Science – For students entering in the III Form: two years of lab science; for students entering in the IV Form: one year of lab science.

U.S. History – Usually in the V Form year.

Third Form Seminar – Required for all students in the III Form.

Students are required to take a minimum of five classes each semester (six in the III Form year) and are expected to maintain passing averages in all of their classes. Any requests for exceptions (under *extraordinary* circumstances) must be approved by the Dean

of Academics and the Head of School. Each student's academic program and progress is overseen by his or her advisor in conjunction with the Dean of Academics. Students planning to participate in Division I college athletics should speak to the College Counselors and Dean of Academics about NCAA Clearinghouse requirements.

ADVANCED PLACEMENT

Students wishing to take Advanced Placement (AP) courses must have the permission of the appropriate department Head and the Dean of Academics. Every student who is enrolled in an AP course is expected to take the AP examination for that course in May.

ADDING AND DROPPING A COURSE

Students wishing to add or drop a course must do so within the first two weeks of classes. An add/drop form must be filled out and students must secure permission to add or drop a course from their advisor, the College Counselor (for V and VI Formers), the Dean of Academics, the Department Heads of the courses they are adding and/or dropping, and the teachers of the courses they are adding and/or dropping.

Students entering a course late are responsible for the material that has been covered since the beginning of the course.

Exceptions to the above policy may be granted, but students must realize that any course dropped after the add/drop period will, most likely, be designated as such on the student's official St. Mark's transcript.

GRADING SYSTEM

A letter grading system is used, as follows:

A+, A, A-	High honors work
B+, B	Honors work
B-, C+, C, C-	Satisfactory work
D+, D, D-	Poor work
E	Failing work

For each marking period, every grade is supplemented with an effort mark of P (Plus), S (Satisfactory), or M (Minus).

GRADING SCALE

A+	= 97-100
A	= 93-97
A-	= 90-92
C+	= 77-79
C	= 73-76
C-	= 70-72
B+	= 87-89
B	= 83-86
B-	= 80-82
D+	= 67-69
D	= 63-66
D-	= 60-62
E	= 0-59

HONORS AND HIGH HONORS

A student who receives a grade average of B or higher, with no grade of D or E and no minus effort grade, will have honors designation for that marking period.

A student who receives a grade average of A- or higher, with no grade of D or E and no minus effort grade, will have a high honors designation for that marking period.

OFF-CAMPUS PROGRAMS

Students in the V Form are encouraged to seek admission to The Mountain School, Maine Coast Semester, and School Year Abroad, the three off-campus academic programs approved by St. Mark's. St. Mark's will award credit for successful completion of courses at these programs. St. Mark's will not award credit for participation in any other off-campus programs. Students who attend one of these programs for the fall semester are expected to return to St. Mark's for classes during the month of January in order to facilitate reacclimation. Returning students are not expected, however, to take January examinations.

COURSE FAILURES

Semester Failure

Failure at the end of the first or second semester in a semester elective course must be made up within four weeks by either an examination or another method prescribed by the appropriate department. Failure to make up will usually result in being required to withdraw from St. Mark's.

End-of-Year Failure

If a student fails a course for the year, the faculty may recommend to the Head of School that the student be required to withdraw from the School. If not required to withdraw, the student will be required to do departmentally prescribed make-up work over the summer and to pass a St. Mark's examination, which will be graded by a department member. Any requests for exceptions (under *extraordinary* circumstances) must be approved by the Dean of Academics and the Head of School.

ACADEMIC WARNING AND PROBATION

Low academic performance is unacceptable and grounds for being required to withdraw from St. Mark's. Academic probation

is designed to communicate to students and families as strongly as possible that the student is not meeting the academic standards of the School.

Any student receiving six or more points (E = 4, D = 2) in a cumulative grade report will be placed on academic probation. This policy does not pertain to III Form students in the first cumulative grade report in November. At a meeting of the faculty, the student's advisor will lead a discussion to solicit advice from the faculty to help the student improve.

Students who receive six or more points in a window period, who receive a grade of E, or whose average falls below a C- will receive a letter of academic warning from the Dean of Academics.

The faculty may remove a student from probation at the end of the first semester or at the end of the year. If a student is not removed from academic probation by the end of the academic year, the faculty may recommend to the Head of School that the student be dismissed. As a result of academic probation, a student's academic progress will be closely monitored. The student will be required to meet with the Dean of Academics and regularly with his or her

advisor. The School will withhold reenrollment contracts of students on Academic Probation until their status is resolved.

Students who remain on Academic Probation for more than two semesters will be reviewed on an on-going basis by the Dean of Academics. These students may be required to withdraw at the end of a semester by the Head of School after consultation with the faculty and the Dean of Academics.

Students on warning or probation may be required to attend supervised study hall in the evening and should discuss extra-curricular plans with their advisors. The advisor will determine, in consultation with the student, parents, and teachers, what additional support or restrictions should be put in place to help that student.

REPORTS

Grades are reported four times a year. When the first set is reported in November, parents will receive a letter explaining the reporting schedule for the remainder of the year. The Dean of Academics will contact the parents of any student who receives an academic warning or is placed on academic probation.

CLASS ATTENDANCE

All students are expected to attend all classes except in the case of illness or family emergency. Boarders who are too ill to attend class must report immediately to Health Services. Parents of day students who are sick at home must call Health Services to report the absence by 8 AM. The School asks families to schedule medical appointments, family trips and celebrations, and non-school athletic events around the School calendar. In cases where such conflicts are unavoidable, please submit requests in writing by a parent to Health Services (in the case of medical appointments) as far in advance as possible, or to the Deans' Office (in other cases) at least two weeks in advance of the requested absence. Determinations about whether to excuse absences will be made on the basis of the nature of the event and the student's academic standing and attendance record, after consultation with advisor, teachers, coaches, and administrators. When a student misses class for a voluntary excused absence, it is the student's responsibility to make up the work in a timely fashion. Please note that teachers are not expected to provide extra help to cover material missed during a

voluntary excused absence.

Teachers determine an appropriate academic consequence for unexcused class absences and report the absences promptly to the Deans' Office. Teachers also report lateness to class, and three instances of lateness are counted as the equivalent of an unexcused absence. Absences from Supervised Study Hall are counted as class absences. The following are the disciplinary consequences for unexcused class absences in one semester:

First absence

Student and advisor are informed in writing.

Second absence

Student meets with one of the deans; two hours of Saturday Night Detention.

Third absence

Student meets with one of the deans; two hours of Saturday Night Detention; two weeks of campus restriction; letter home.

Fourth absence

A repetition of the consequences for the third absence including a meeting with the Dean of Students; five consecutive days of free periods in the Deans' Office.

Fifth absence

A repetition of the consequences for the fourth absence including a

meeting with the Dean of Students or another administrator. Any subsequent absences will be dealt with by the Dean of Students or the Head of School and may result in disciplinary consequences up to, and including, suspension and/or being required to withdraw from St. Mark's.

Minimum Attendance Requirement

Completion of the School's program of study involves interaction with a learning community of students and faculty, and consists of more than the ability to pass an exam. The development and success of students depends on participation in the academic program, and absence, whether excused or unexcused, compromises the educational experience of both the individual student and his or her peers. Therefore, a student who misses 10 meetings of a course in a semester or 20 meetings of a course in a year may lose academic credit for that course. This determination will be made by the Head of School, based on a recommendation from the Dean of Academics.

DEANS' OFFICE WARNING AND PROBATION

Students who maintain a consistent pattern of absences from class, work program, sports, and other School commitments and/or minor disciplinary offenses will be discussed in end-of-semester faculty meetings. Students who miss a certain number of academic and non-academic commitments will be placed on Dean Office Warning status which will include communications with parents/advisor, detentions, work detail and/or five free periods in the Deans' Office. For subsequent absences, the Dean of Students may recommend that the student be placed on Deans' Office probation. Students placed on this Probation will meet weekly with one of the deans during the next semester to discuss their progress, and will be required to solicit feedback from teachers, coach and dormhead through weekly check-in forms. During that semester they must demonstrate marked improvement in fulfilling their obligations at School. Failure to do so may result in being required to withdraw from St. Mark's.

END-OF-YEAR REVIEW

In the end-of-year faculty meetings, students are discussed who

are on academic, Deans' Office, or disciplinary probation; who have been suspended during the year; or who have failed a course. At this time, the faculty can recommend to the Head of School that a student be required to withdraw or that the student be allowed to return the following year with specific conditions. If the Head of School accepts a faculty recommendation changing a student's status, he will then communicate that decision to the student and family.

SPECIAL ACADEMIC PROGRAMS

With the approval of his or her advisor, the Dean of Academics, and the Director of Athletics, a V or VI Former may be excused from one term of athletics per year to pursue a special program of study. Interested students must have a faculty sponsor and must submit a written proposal to the Dean of Academics and Director of Athletics.

During the spring semester project period, VI Formers may submit a proposal for independent study, which may excuse them from some or all of their academic and athletic commitments. A faculty committee will make a decision about each proposal in

consultation with the Dean of Academics and the student's advisor.

LIBRARY

The St. Mark's library has a print collection of approximately 26,000 volumes and subscribes to 110 magazines and newspapers. Students have access to 19 computers that offer word processing and other programs, email, and Internet use. The library also subscribes to 20 online databases, which are available both on and off campus.

The library is open Monday through Friday 6 AM to 9:30 PM, Saturday 7 AM to 6 PM, and Sunday 10 AM to 9:30 PM.

EXTRA HELP

All St. Mark's faculty make themselves available to students for extra help in both regularly scheduled help/tutoring sessions and with individual appointments during the day or in the evening before Study Hall.

Students may ask for help from a student tutor in a particular subject or with general study habits. Department Heads have selected top students in their departments to volunteer as student tutors. Students seeking a peer tutor should consult with the

appropriate Department Head and with the Director of Testing and Tutoring.

Some professional tutorial help is available for a fee. Ordinarily, we do not encourage students to request an outside tutor unless and until they have exhausted sources of support inside the community, including extra help from teachers and/or peer tutors. For reasons of safety, only those adult tutors arranged through the Director of Testing and Tutoring are permitted to work with students on campus. The engagement of a tutor can be made through the Director of Testing and Tutoring when all of the usual channels of help are clearly inadequate to the need. Before requesting a tutor the student must meet with her or his advisor, the subject teacher, and the Director of Testing and Tutoring to help determine what sort of tutoring is necessary, its duration, and the coordination of the tutoring with the work of the course.

SAT/ACT TUTORING

The College Office strongly encourages students and their families who are interested in tutoring for the SAT and/or the ACT to arrange for that tutoring

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to take place at home over break. However, we realize that this may not be possible for all families. The School has therefore made arrangements through Summit Educational Group to offer SAT/ACT prep tutoring on campus on Sunday afternoons. This is the only on-campus SAT/ACT tutoring that is allowed, and Sunday afternoon is the only time that it may take place. Some test prep classes are available for V Formers and details will be announced through the College Office and Testing and Tutoring Office. If families are interested in pursuing other SAT/ACT Prep programs or tutoring, those programs must take place off campus and families must realize that students will not be excused from any St. Mark's commitments to attend those sessions.

St. Mark's is a community in which young people and adults learn, work, and play closely together. Many dimensions of this experience take place in the main School building, increasing community members' proximity and frequency of interactions. We place great value in opportunities to learn about differences, to appreciate similarities, and to respect individual needs. For boarding students, the experience of sharing space with others is one of the means through which students mature. Sharing a room with a roommate or a bathroom with dorm mates helps students to develop the qualities of patience, tolerance, and self-discipline, and the skills of communication and compromise.

St. Mark's students are members of individual houses. Students are housed in groups of no more than two Forms living together with student leaders in order to develop close community and provide age-appropriate support in the dorms. Where possible, we house incoming students in double rooms, assigning roommates with the goal of providing a balance of commonality and difference between them. The realities of our architecture sometimes result

in entering students being placed in single rooms. At the end of each year, returning students choose dorms for the coming year through a lottery system, with spaces reserved in each dorm for entering students:

Burnett: all day students

Pine/Oak: III and IV Form girls

Elm/Maple: III and IV Form boys

Thieriot–North: IV Form girls

Thieriot–South: IV Form girls

Gaccon: V and VI Form girls

Thayer: V and VI Form girls

Sawyer: V and VI Form boys

Coe: V and VI Form boys

Marr/Coolidge: III and IV Form boys

Many aspects of community responsibility, such as work program, permissions, and minor School Rule accountability, are organized through the house system. Each house is supervised by at least one faculty member and meets weekly to discuss house and School issues. In addition to being members of Burnett House, day students often affiliate informally with one of the boarding houses where boarding friends live.

RESIDENTIAL STATUS CHANGES

Admission to St. Mark's as a boarding student is a commitment to boarding for the duration of the student's enrollment.

Only VI Form boarders are eligible to request a status change. Occasional changes to day student status may be granted on the basis of medical need as determined by the School. Day students will normally be granted change to boarding status as long as space is available in an appropriate dorm.

HOUSING CHANGES

Occasionally issues and conflicts arise between roommates and among dorm mates, and wherever possible, our goal is to support and assist students in negotiating solutions between individuals, rather than solving problems by relocating, according to the following protocols:

- We do not negotiate or approve housing changes before Parents' Weekend in the fall. Prior to that time, we will address issues through communication and mediation.
- Students who experience difficulties with a roommate or dorm mate at any time should seek the assistance of dorm leaders. The sooner concerns can be addressed, the more easily they are generally resolved. Peer Counselors, Prefects, dorm heads, resident faculty, and advisors can provide invaluable advice and support in relation

to issues that may arise.

- Students may be reluctant to seek assistance if it involves “telling on” a roommate’s disrespectful behavior. Risk and discomfort are often aspects of a problem-solving process, and can be constructive. Dorm leaders are sensitive to such concerns, but complete resolution of residential issues may require that some concerns be brought into open discussion. We do not discuss room change options before we have engaged in reasonable attempts to change the conditions that have caused a student’s discomfort.
- Where a process of mediation and compromise does not produce satisfactory solutions to issues and a room change is requested, any proposed change must be supported by the dorm head, all students involved, and the students’ advisors. Proposals for change must finally be approved by the Deans’ Office.

HOUSING

Furniture

The School provides beds, desks, chairs, dressers, wardrobes or closets, and waste baskets. Students must obtain their dorm head’s permission in order to exchange or remove furniture from their dorm rooms.

Bedding

Students not electing laundry service with bed and bath linen provided should supply their own linens and blankets or quilts. Beds are standard twin size. All students must supply their pillows; neither the School nor the laundry service provides pillows.

Room Decoration

St. Mark’s hopes that all students will decorate their rooms in a bright, cheerful fashion. Such decoration must be in good taste and must adhere to the Fire Safety Policy found on Page 18.

Obscene or offensive pictures or posters are not permitted. Also, empty cans or bottles originally intended for alcoholic beverages or advertisements and posters publicizing alcohol and drugs are not permitted.

Note: Students whose rooms sustain damage beyond normal levels will be charged for repairs and/or replacements.

Equipment

In addition to appliances prohibited by the fire safety policy, the School restricts electronic equipment that can undermine students’ focus on the study process including but not limited to:

- Students are not permitted to have television sets, DVD players (apart from components

included in computers,) or walkie-talkies. If prohibited items are discovered in students' rooms, they will be confiscated. Repeat possession of a prohibited item will be treated as an honesty violation.

- Students may not have wireless equipment such as wireless routers, wireless access points, or other multi-user devices.
- In III and IV Form dorms, use of video game systems is allowed in common rooms only.
- Music systems are permitted in students' rooms. Use of headphones is encouraged and may be required during study hall to control noise levels.

Personally Offensive Material

Though the School recognizes students' rights to individual choice and values in reading and viewing material, it must also maintain certain standards of decency and propriety in the use of those materials in the dormitories. For that reason, students are not allowed to display, view, or keep at School gratuitously violent or pornographic magazines, posters, books, videos, DVDs, computer games, or other such materials that are demeaning to

human beings – particularly hate material; overtly racist, sexist, or homophobic displays; or any other obscene printed or viewing material.

A minor violation of this expectation will lead to the confiscation of the material and a serious conversation about the reasons such material is offensive. A more serious violation may be considered a violation of the Major School Rule on respect. (See responses for violating Major School Rules on P. 42.)

Security

Every dorm room includes a drawer with hardware that enables the drawer to be locked, and each boarding student is issued a padlock for use on that drawer.

While we focus on the importance of mutual respect and responsibility in dorms and expect students to keep their rooms locked, we cannot guarantee absolute security for valuables, and we urge students not to keep cash or other irreplaceable items in dorm rooms.

Personal Property Insurance

The School assists students in keeping their valuables secure as much as possible, but cannot guarantee the safety of cameras, radios, guitars, and other easily

removed personal possessions. During vacation, students may leave possessions, at their own risk, in a locked area. The School does not assume responsibility for the security of these items and carries no insurance covering student property. Parents have the obligation of insuring the personal belongings of their daughters/sons.

FIRE SAFETY POLICY

Dorm heads oversee the strict enforcement of Fire Safety rules throughout the year. Fire drills will be conducted throughout the year and will be witnessed by the Fire Department.

Restrictions in dormitory rooms are as follows:

1. The entire room must be viewable from the door. Furniture may not be positioned in a way that obstructs the view of any part of the room.

2. Doors to dorm rooms may not be blocked by the placement of furniture or other items.

3. The sprinkler system must not be compromised by room decoration: nothing may be hung from sprinkler pipes, and nothing may be placed within 2 feet of sprinkler heads.

4. Overloading of electrical outlets is prohibited. Students may each have one UL-approved 15 amp power strip with multiple

outlets. No outlet may have more than one power strip plugged into it nor may an extension cord have more than one electrical appliance plugged into it.

5. Extension cords may not be run across a floor or under a rug where they will be walked on.

6. Candles, incense burners, matches, and lighters are not permitted in student rooms.

7. Halogen lamps are not permitted. Lamps and light fixtures may not have bulbs of a higher wattage than that for which they are rated.

8. Lamps may not be attached to bed frames or placed where they will be less than 18 inches from bedding, curtains, or other combustibles.

9. Curtains, drapes, and other cloth hangings may be used as window treatments only, and may not be hung from beds.

10. Electrical appliances that produce heat – such as toasters, hot plates, coffee makers, immersion coils, popcorn makers, irons, and electric blankets – are not permitted in individual rooms. Hand-held hair dryers, curlers, and curling irons that are thermostatically controlled are permitted, but must be unplugged when not in use. UL-listed heating pads are permitted for medical purposes.

Students may not have appliances such as air conditioners, refrigerators, or microwaves in rooms.

11. Upholstered furniture is restricted in size and quantity. Each student may have one piece of upholstered furniture no larger than a loveseat. Upholstered furniture must be in good repair.

12. Unframed posters and other paper must be limited to no more than 25 percent of the room's wall space.

13. Hallway doors may be decorated with a name sign and a message board, but should not otherwise be decorated with flammable materials.

Dorm faculty will inspect rooms for fire safety on a regular basis. Students found to be in violation will be issued warnings and the violations will be documented in the dorm duty book. Repeat violations will be referred to the Deans' Office, where disciplinary action will be taken.

INFORMATION SPECIFIC TO DAY STUDENTS

This section is not designed to be comprehensive. It is designed to put in one place, for easy reference, rules and procedures regarding day student life at St. Mark's that come up often. Be certain to read the complete School Handbook.

1. Day students are required to arrive at School each morning in time for their first commitment and may leave after their last School commitment. They are encouraged to become involved in the life of the School and are welcome at all scheduled evening and weekend activities. Only those students with an honors grade average may study in the library between 7:30 and 9:30 PM. Because the library is fairly full between 7:30 and 9:30 PM, and it is challenging to maintain an atmosphere conducive to study, we ask that day students study at home after 7:30 unless they have an assignment that requires library resources. Because we do not have supervision on common areas of the main building after 7:30 PM, other day students must leave campus by 7:30 PM except when invited or required to stay by a faculty member. If family circumstances (such as transportation complications) occasionally require that a student remain on campus after 7:30 PM, the student should study quietly in the front admission parlor, and we ask parents to call the front desk to let the receptionist know the student will be there, and when she or he will be picked up.

2. In the event a student will be absent from or late to School due to illness, parents should call Health Services at (508) 786-6371 by 8 AM. Health Services will notify the Deans' Office of the student's absence. Any time a student is absent from School for five or more consecutive days of School or after 12 days or partial days missed because of illness in the year, the School requires written documentation from a physician for each subsequent absence.

3. Students are expected to meet all School commitments every day. Vacation plans, medical appointments, driver's license tests, etc., should be scheduled around the School calendar. The School requires specific information when a parent requests that a student be excused from a School obligation, and reserves the right to determine whether a missed obligation will be excused.

4. The School understands that unexpected emergencies at home or traffic tie-ups may cause occasional lateness for commuting students. Any day student arriving after the start of his or her first class period should check in at the Deans' Office. We expect day students to manage their time such that lateness is a rare exception: repeated lateness to School will not be excused.

5. All day students are issued a locker in Upper Forbes. We urge day students to make use of these locked spaces for securing their valuables while on campus, as security for items left in the Forbes Student Center and other public spaces cannot be guaranteed.

6. Day students inviting boarding students to their homes overnight must have a parent call the boarding student's Dorm Head by 9 PM on the Thursday before the weekend.

Due to the importance of maintaining study conditions in the dormitories, day students are not allowed to spend the night in dormitories on academic evenings. Day students wishing to spend a weekend night at School must get permission from the dorm head of the dormitory in which they wish to stay.

7. Day students with parental permission to drive to School may use their cars only for transportation to and from School. On weekends, only V and VI Form day students who are registered with the Dean of Students Office may transport other V or VI Form boarders who have been given specific permission by their parents. Students must follow proper sign-out procedures and be registered with the Deans' Office. VI Form students may apply in

the Deans' Office for the privilege of leaving campus by car during the day, by filling out a VI Form driving privilege Form. A VI Form student with driving privileges must obtain permission from the Deans' Office for each requested daytime use of a car and must sign out at the front desk. Students should expect that only requests to leave campus for compelling reasons or educational purposes will be approved. Students who do not follow proper sign-out protocol will face disciplinary action.

Carpooling among families must be arranged through the families involved. The Deans' Office must be notified of any carpooling arrangements. Please make sure to consider the restrictions put on the junior operator driver's licenses by state law. Under the law, if a student is a junior operator (between the ages of 16 1/2 and 18), s/he must observe the following restrictions:

You may not operate a motor vehicle within the first six months after receiving a Junior Operator's License while any passenger under the age of 18 is in the vehicle (other than you or an immediate family member of any age), unless you are accompanied by a person who is at least 21 years old, has at least one (1) year

of driving experience, holds a valid driver's license from Massachusetts or another state, and is occupying a seat beside you.

Day student cars must be parked in the day student lot in front of the Athletic Center. Parking in an unauthorized area may result in loss of driving privileges.

8. Cell phones are permitted on campus, but may not be used in any capacity in classrooms or in the dining hall. Student may use their cell phone as a computer in common areas, including in hallways, dormitories, in the Forbes Student Center, and in the Dixon Room. When speaking on cell phones, we expect that students will be considerate of others and will step outside of common areas to less public spaces. In the spirit of community building, students should not be walking around campus talking on their phones.

9. Day students will normally be granted change to boarding status as long as space is available in an appropriate dorm.

Dogs on Campus

For reasons of safety and common courtesy, dogs, while in School buildings or on landscaped areas of the campus, must be leashed and attended, or they must be contained in a work or living space.

Dress Code

As in any community, there are appropriate ways to dress for different occasions. We expect students to understand and demonstrate this in the ways that they dress for class, chapel, and leisure activities.

The class day dress code applies whenever classes are in session, regardless of whether a particular student has a scheduled class. Students are expected to be in proper dress during lunch and free periods until classes are over for everyone for the day.

In general, dress during the academic day should be neat, clean, modest, and in good repair. Students can expect to be told to change when they are wearing articles of clothing or a style of dress that fits the letter but not the spirit of the dress code. For example, girls can wear skirts and tops to class and chapel; skirts can be considered too short, tops too tight or too revealing to be appropriate for either setting, however. If a faculty member tells a student to change because s/he is not in appropriate dress, s/he is expected to comply immediately and without argument. If a student is asked to leave class or chapel in order to change, s/he will be reported as late or absent and face appropriate penalties for these violations.

Dress Code During Classes

Dress during the academic day (starting at 8:00 AM) must be neat, clean, and modest (Business Casual).

Boys: Dress pants, khaki/chinos pants, corduroy pants or Bermuda length dress shorts with crewneck sweater, collared shirt or turtle-neck.

Shoes (including sneakers and sandals) must be worn on feet and closed-toe shoes must be worn for science labs.

Girls: Blouse, sweater or turtle-neck with dress slacks, khaki/chinos pants, corduroy pants, dress, Bermuda length dress shorts or a skirt. For dresses, shorts, and skirts, the length needs to be four inches below one's fingertips. Sleeveless tops are acceptable, but not tops with narrow (i.e. spaghetti) or no straps. Tops must be long enough to meet the tops on one's skirt or slacks without skin showing at the midriff and may not have any writing other than a logo.

Shoes (including sneakers and sandals) must be worn on feet and closed-toe shoes must be worn for science labs.

For All: During the academic day, students may not wear sweatshirts other than official St. Mark's School sweatshirts. Students may not wear hats, t-shirts, low-cut tops, visible underwear, athletic clothing (including spandex and yoga pants), sweatpants, ripped or patched clothing, pants with frayed hems, pajamas, robes, slippers or blue jeans. Students may not wear head coverings except for religious reasons.

Dress Code After Classes

Dress for boys and girls must be clean, appropriate, and decent. In the dining room, shoes must be worn and hats may not be worn. Neither bare feet nor cleated shoes are allowed on the first floor of the Main Building, and underwear should never be visible. Slippers, pajamas, and robes may only be worn inside the dormitories.

Chapel Dress

Boys: A sport coat, blazer, or suit with collared dress shirt and tie or turtleneck, dress slacks, dress shoes, and socks. Shirts must be tucked in.

Girls: Blazer or cardigan sweater with dress, or blazer or sweater with dress blouse, and appropriate skirt or dress slacks. Dress shoes. Low cut necklines that reveal cleavage or short skirts are inappropriate for chapel.

Technology

The School provides technology resources including the computer network and telephone service to enhance its educational program and mission and to facilitate communication between students, parents, faculty, and administrators. Use of these resources is a privilege, and all members of the community are expected to use them with care and respect, in compliance with the terms of the Acceptable Use Policy found on Page 73. Students abusing computer, network, or phone privileges may have their privileges suspended or revoked and/or their equipment confiscated, and, in cases of egregious or repeated violations, may face additional serious disciplinary consequences.

Students are required to provide their own cell or analog phones. All students with cell phones are required to provide the School with cell phone numbers for emergency contact on or off campus. For analog phone users, the School provides a network jack and phone jack for each boarding student with an on-campus telephone number with a personal voice mailbox registered with the School.

Cell phones are permitted on campus, but may not be used in

any capacity in classrooms or in the dining hall. Student may use their cell phone as a computer in common areas, including in hallways, dormitories, in the Forbes Student Center, and in the Dixon Room. When speaking on cell phones, we expect that students will be considerate of others and will step outside of common areas to less public spaces. In the spirit of community building, students should not be walking around campus talking on their phones. Cell phones may not be used during Study Hall (from 7:30-9:30 PM) or after lights out at night. Unauthorized use of a cell phone will result in temporary confiscation of the phone.

EVENING STUDY

In the evening, St. Mark's is as much a home as it is a school for its boarding students. The School wants to be sure to provide an environment in the dormitories that encourages effective study and healthy sleep habits. Like a home, once underformers (III through V Forms) are in the dormitory for the evening, they stay in.

1. Underformers must spend the entire study hall in one location. They must be there by 7:30 PM and remain until 9:30 PM unless given specific permission by the

duty person to depart after 7:30 PM or return earlier. Underform students on Honors in the most recent window may sign out to the library, or studio.

2. If underformers wish to work in the library and/or with other students, they should do so before 7:30 PM (See Page 13 for library hours.)

3. Underformers in academic difficulty are frequently required to attend a supervised study hall. Any boarding student may be placed in supervised study hall if the advisor so recommends.

4. In order to enhance faculty and student interaction, students may be told to keep their doors to their rooms open during study hours.

5. There will be no television watching in common rooms, Forbes Student Center, or the Dixon Room during the class day or study hours. DVD viewing on computers is also forbidden during those times. Watching news on the television in Forbes Student Center is permitted during the class day.

6. Students may not use cell phones for either conversation or text messaging during study hours.

7. All students are expected to be studying during study hours, and computer games and online

chatting are not permitted. All areas of the Forbes Student Center will be closed during study hours, and students should not be roaming the hallways.

8. VI Formers are expected to study from 7:30–9:30 PM. Because of their increased maturity, however, they are given the privilege of determining where they study. Students in good academic and disciplinary standing are permitted to spend some of their time in the Dixon Room.

9. No student may leave campus after 7:30 PM without special permission from the Deans' Office. This includes going to downtown Southborough.

Academic evening schedule

7:00 Faculty member reports for duty. Quiet in dorms.
7:30 Study hours begin.
Underform students on Honors in the last window may sign out to the library, computer center, or studio. (Note that in order to insure a successful transition back to study routines for all students, library privileges do not begin routinely until first window grades are published in November, but advisors of returning students may grant

individual library privileges to returning students with honors grades after Parents' Weekend.)

9:30 Study hours end. III, IV, and V Formers who were signed out check in to the dorms and other students remain in the dorm.
10:00 VI Formers check in to the dorms. III and IV Formers in their own rooms and quiet, with computers turned off. Internet shuts off for III Formers.
10:30 Lights out for III Formers. V Formers in their own rooms and quiet.
11:00 Lights out for IV and V Formers. Internet shuts off for IV and V Formers. VI Formers in their own rooms and quiet.
12:00 Internet shuts off for VI Formers.

Non-academic Friday evenings

10:00 Check-in for all students

Saturday evening schedule

11:00 III, IV and V Formers check-in
11:30 VI Formers check-in; III, IV, and V Formers in their own rooms
12:00 VI Formers in their rooms

Check-In

Students who leave the residential floors of their dorms without permission between check-in and 6 AM will face a disciplinary response from the Deans' Office. Those who leave the building or go to prohibited areas such as Forbes Student Center or Thieriot Great Room or basement during these hours are breaking building security and are violating a Major School Rule.

Day Student Evening Presence

Day students are encouraged to become involved in the life of the School and are welcome at all scheduled evening activities and social events. Day students with an honors grade average may study in the library between 7:30 and 9:30 PM if an assignment specifically requires library resources.

All other underform day students must leave campus by 7:30 PM except when invited or required to stay by a faculty member. If family circumstances such as transportation complications occasionally require that a student remain on campus after 7:30 PM, the student should study quietly in the front admission parlor, and we ask parents to call the front desk to let the receptionist know the student

will be there, and when she or he will be picked up.

WORK PROGRAM

The Work Program is based on the philosophy that all students and faculty share responsibility for the support of our life together, and aims to foster a sense of ownership and pride in the spaces we live in. Students are assigned short but important Work Program jobs that contribute to the welfare of the community, including cleaning up Forbes Student Center and the locker rooms, collecting paper recycling, and waiting tables for seated meals. Student leaders supervise working groups, which are generally organized by dorm/house. Consequences exist for failure to satisfactorily complete one's Work Program responsibility, including assignment to the Sunday Work Detail group that does similar chores on the weekend. If assigned Sunday Work Detail for delinquency during the week, a student may not take an overnight off campus.

RELIGIOUS LIFE

St. Mark's is affiliated with the Episcopal Church and rooted in that tradition. The school seeks to nurture the spiritual development of students no matter what their

faith (or non-faith) tradition, and is greatly enriched by the religious diversity of its student body. The School Chaplains are knowledgeable about many religious traditions and experienced in interfaith chaplaincy.

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

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

Voluntary services include a Eucharist service once a week, and, when there is sufficient student interest, Shabbat candle

lighting and prayers on Friday evenings, or seated meditation in the undercroft. The School is within walking distance of several places of worship, including a Catholic, a Congregational and an Episcopal Church.

Beginning in January each year, Confirmation classes are offered that will prepare confirmands for the yearly visitation of the Bishop of the Episcopal Diocese of Massachusetts. Confirmation classes can also be arranged through St. Anne's, the local Catholic Church.

The chapel program is shaped and advised by an Interfaith Chapel Council, comprised of students in the IV through VI Forms. Students are actively involved in chapel services as speakers, performers, readers, acolytes, ushers, and choir members.

COMMUNITY SERVICE AND FUNDRAISING

Serving others through giving one's time, talent, and resources is an important value and tradition at St. Mark's. The student-run community service organization, The St. Mark's Society, coordinates and oversees programs through which students volunteer time helping others both locally and overseas.

In addition, the Society organizes various fundraising and other activities to benefit selected causes. All charitable fundraising within the community may only take place under the sponsorship and with the approval of the Society.

Fundraising to benefit special projects may be approved by the Deans' Office or Athletic Office according to established guidelines, as follows; a full list of Fundraising Guidelines is available from either office.

- Fundraising initiatives must have administrative approval before being undertaken and must be carried out by St. Mark's students with faculty supervision; use of professional fundraising organizations is not permitted. Proposals that involve external appeals (e.g. to parents and families) must also have approval of the Development Office.
- The number of fundraising projects approved for any form, team, or organization is limited.
- Proposed fundraisers need a written statement of purpose, schedule, budget, and plan for execution. Proposals to

raise funds for unspecified future use will not be approved.

- There is a maximum charge allowed per student for fundraising initiatives, and a maximum markup for sale of merchandise.

RESOURCES AND RELATIONSHIPS

Faculty Advisor

The relationship between student and faculty advisor is a core element of the St. Mark's program. First-year students are assigned to their advisors. In subsequent years, student preference becomes the basis for the assignment. Many students keep the same advisor throughout their St. Mark's experience; others select new advisors as their needs and their relationships here change.

The role of the advisor varies as the student's needs and interests dictate. All advisors are expected to maintain at least weekly contact with each advisee and to communicate with other faculty as needed to maintain "the total picture" of each advisee's adjustment and progress at School. Advisors communicate with parents in writing twice a year and informally, by phone or email, as needed. The

advisor should be the initial point of contact for parents or faculty with concerns about a particular student.

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

The following resources are available to students and faculty for consultation.

School Counseling Office

The Counseling Office is staffed by professionals with advanced degrees in psychology or social work. They are trained in the diagnosis and treatment of psychological disorders, and work to support the healthy emotional development of adolescents within the St. Mark's community. They provide individual and group counseling, facilitate educational programs, and supervise the Peer Counseling and Peer Discussion

Leader and FASTeam programs. Their services are confidential, and confidentiality will be maintained unless a student is at immediate risk for harm to self or others. Counselors are available during the day to meet with students, faculty, staff, and parents, as well as at any time in an emergency. Appointments can be arranged in advanced by phone or email. The Counselors have regular, ongoing relationships with consulting psychologists and psychiatrists, and with counseling colleagues at other schools. They assist students, faculty, and staff in referrals to resources outside of the School.

Health Service Staff

School Nurses see students primarily for health-related concerns. They also have access to outside resources to which they can refer students when indicated.

FASTeam

Faculty members trained in intervention techniques are available to receive concerns from any student or faculty member who is worried about the health of another member of the community, especially as it relates to behavior involving substance use. The team's goal is to get appropriate help for students before a serious health or discipline problem

develops. Individuals wishing to communicate concern to a team member may complete a confidential referral form (found in Health Services, the Counseling Office, and the Deans' Office) or may contact a team member directly. The Counseling Office supervises the FASTeam.

Student Support Team (SST)

We have found that students at risk rarely exhibit problems in simply one area, but, in fact, often have a constellation of issues that require a coordinated response by the adults in the School. The Student Support Team (SST) assists faculty and the Head of School with managing the needs of at-risk students who are exhibiting academic, behavioral, and/or emotional difficulties that place themselves or others at risk. The SST includes the administrators in the school who are tasked with the primary role of supporting students. The SST operates on strict confidentiality and utilizes a model of coordinated care in order to address the needs of individual students, by utilizing resources within the School or making appropriate referrals to providers outside of the school. When necessary or required by law, the SST may need to break confiden-

tiality in order to contact parents, the advisor, and other relevant faculty should a situation warrant it. At all times, decision-making is guided by our wish to support the student's safety and well-being. The SST makes recommendations to the Head of School on issues such as medical leaves of absence, FASTeam Level III responses, and other situations where there is evidence to suggest that a student, or the community at large, is at risk, or where a student is simply in need of services that are outside of the scope of what we can provide at the School. A student can be referred to the SST by contacting the Director of Counseling.

Peer Counselors

VI Form students elected by their peers and dormitory heads are trained by the School Counselor to be resources for students who are more comfortable talking with someone their own age.

Peer Discussion Leaders

V Form students selected to lead bimonthly discussion groups with III Form students.

School Chaplains

The School chaplains have training in pastoral care and are available to help students (regardless

VISITATION RULES

of religious background) with many issues, including grief and adjustment issues. They work collaboratively with the School counselors and do not hesitate to refer students who need a higher level of professional care.

RULES FOR VISITATION

The conditions for males and females to visit in each others' dormitories are as follows:

1) West Campus common rooms are open to members of the other gender from 3:15 PM until study hall. On weekends, they are open from noon until 10:45 PM on Saturday and from noon until study hall on Sunday. Because of the availability of other lounge spaces on the main campus, common rooms in main campus dorms are available for coed visiting only during evening visiting hours.

2) Dormitory rooms are open for visitation as follows:

VI Formers

7–10 PM on weeknights (VI Formers may visit other VI Formers for academic purposes only.)

7–10:45 PM on Saturdays

Underformers

7–7:30 PM, weeknights, 7–10:45 PM on Saturdays

As long as all of the following conditions have been satisfied:

- host and guest check in and out with person on duty;
- guests enter only when invited;
- guests enter only those rooms to which they have been invited by a resident of that room;

- hosts escort guests for entire visit;
- doors remain open and lights remain on;
- day students participate as guests, not hosts; and
- faculty on duty determine whether non-St. Marker guests may visit.

It should also be understood that unsupervised visitation is prohibited and will be treated as a serious infraction if discovered. Any coed visitation in a dormitory room outside of permitted visiting hours, in any area after check-in and before 6 AM, or in bedrooms in Health Services will be treated as a Major School Rule violation for all students involved. In addition, male and female students are not allowed to be in other rooms on campus (such as classrooms and practice rooms) with the door closed and/or the lights off, or in the lounge area of Health Services, without knowledge and permission of an adult; students discovered in such circumstances will be dealt in an appropriate manner.

SEXUAL BEHAVIOR

The School recognizes and supports strong and caring relationships among its students. Students are expected to use discretion and good judgment in their relationship with others. Sexuality is a normal part of human nature, and its discovery a normal part of adolescence. However, given the wide range of ages and maturity levels in our community, the potential for unintentional pregnancy and sexually transmitted disease, and the possibility of exploitation, the School considers sexual intercourse or other acts of such intimacy to be inappropriate. If students are found to have engaged in such acts while under the School's jurisdiction, the students will be dealt with appropriately. First offenses will typically be treated using a health response, which may include (but not be limited to) consultation with parents and the Counseling Office. Some offenses of this nature may require a disciplinary response. (Please note that because persons under 16 may not legally consent to certain types of intimate sexual contact, if the School discovers a student under 16 engaged in legally prohibited sexual activity, we will report that information, including the name

COUNSELING & HEALTH SERVICES

of the student's partner, to the Department of Social Services, and will notify the students' parents of the same information.)

Unsupervised visitation, including being present in a dorm room of the other sex (or allowing a guest of the other sex in one's own room) outside of permitted visiting hours, visiting with the other sex in bedrooms in Health Services or visiting in any area after check-in and before 6 AM will normally be treated as a Major School Rule violation.

St. Mark's Health Services, located in the Pine Cottage behind the Main Building, is available for student use 24 hours a day. Under the leadership of the Director of Counseling and the Director of Health Services, it is staffed by a Nurse Manager and professional registered nurses. The offices of the School Counselors are also in the Pine Cottage.

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

Medical care is provided by the School Physician through the Southborough Medical Group. Health Services utilizes the School Physician, as well as specialists, for routine care, consultations, and emergencies. Sports-related injuries are followed by physicians from U Mass-Memorial Hospital, Department of Sports Medicine, Center for Sports and Fitness, or families may choose their own physician.

Medical emergencies are handled in the most expeditious manner to insure student safety. Parents will be notified immediately following an incident once the student is stable. Parents

are responsible for any medical expenses incurred on behalf of their child.

PRIVACY OF HEALTH INFORMATION

Health Services, the School Counselors, and the Athletic Trainer maintain personal health information of students. Consistent with the operations of a residential community, this information is shared on a need-to-know basis with St. Mark's faculty and outside medical service providers. While St. Mark's School is not a covered entity under HIPAA, every effort is made to maintain the privacy of student health information.

Questions or concerns about this issue can be addressed to the Director of Counseling and Health Services.

HEALTH RECORD REQUIREMENTS

The major components of the Student Health Record include:

- the Health Record Form,
- a complete immunization record,
- a current physical exam, and
- a copy of the student's insurance and prescription cards.

In addition, if a student is taking any prescription medications, a Medication Order Form for *each* medication, completed by the

prescribing physician, is required. All new students are required to be tested for tuberculosis.

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

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

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

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

MEDICATION PROTOCOLS

All prescription medications must be checked in through Health Services. A Medication Order Form, signed by the prescribing physician, must accompany all prescription medications. This is both a health and safety issue.

All controlled substances,

psychotropic medications, anti-depressants, and narcotics will be kept in and administered from Health Services only.

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

We expect students to be compliant with taking prescribed medications. If a dose is missed, Health Services staff will send the student an e-mail reminder. In cases of repeated missed doses, Health Services will notify the student's parent and the advisor.

MEDICATION DISTRIBUTION DURING VACATIONS

The Massachusetts Board of Nursing Registration and the Massachusetts Department of

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

Medications not checked-in with Health Services will be considered contraband and will result in disciplinary consequences.

MEDICAL APPOINTMENTS

Any health-related appointment scheduled by a parent must be cleared through Health Services at least 24 hours prior to the appointment. The Nurse Manager must approve any appointment made during the academic day prior to the appointment date. Health Services must be notified at least 48 hours in advance if transportation is needed. Students must check out from Health Services when leaving campus and check in to Health Services upon return to campus on appointment days.

HEALTH-RELATED ABSENCES

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

LEAVE OF ABSENCE AND RETURN

It is important that St. Mark's students be able to function effectively and participate fully in the program of the School. Occasionally illness or injury requires that a student take time out from School obligations. There may be times during the academic year when a student's health must take precedence over school responsibilities. When a physical or emotional illness appears to either render a student incapable of meeting commitments

(i.e., academic classes, extracurricular activities, athletics, and dorm life) or impacts directly and detrimentally on others within the community, the School must intervene and place the student on a medical leave of absence in order to ensure that the student receives specialized help. Many times a medical leave is misunderstood and perceived as a punishment, when it, in fact, is intended to be a caring response and an attempt to help a student get well in order to return to full participation in our program. Illnesses which may warrant a medical leave can include attempted or threatened suicide, severe depression or mood dysregulation, self-injurious behaviors, alcohol or drug addiction, eating disorders, emergency medical surgery or other serious illness, or any situation requiring extended medical care or more acute medical care than is available through our Health Services.

Students who engage in any kind of physically or emotionally self-destructive behavior, including suicidal gestures or attempts, or other self-harming behaviors, need in-depth psychological or psychiatric treatment. Students under these circumstances may need to be separated from the School

community in order to receive adequate treatment, and in some cases the separation will be permanent. Self-destructive behavior is defined as including, but is not limited to, suicide attempts, direct written or oral threats, and/or self-inflicted physical harm (e.g., intentional cuts, ingestion of toxic substances, burns, etc.).

All medical leaves of a physical nature are coordinated by the Director of Health Services. All medical leaves of a psychological nature are coordinated by the Director of Counseling. Medical leave is typically granted for up to two weeks. Before leaving campus, the student must meet with the Director of Health Services, in the case of a physical illness, or the Director of Counseling, in the case of a psychological illness. The recommendation to place a student on medical leave is made to the Dean of Students, who will consult with the Head of School in order to formally accept the medical leave of absence. Failure of the student to meet with the appropriate personnel before leaving School may result in the student's required withdrawal. Failure of the parents or guardians to respond in a timely fashion to the

School's requirement of a medical leave may result in referral of the student to a medical or psychological facility that is equipped to handle the specific needs of the student at that time. In all cases, the safety of the student and the community will guide the decisions of School personnel.

During a student's absence, he or she is required to arrange for a medical and/or psychological evaluation in order to assess the student's condition and readiness to return to St. Mark's. Specific requirements for the assessment(s) will be provided by Health Services and/or Counseling to the parents at the time of the medical leave. Families should expect to sign release of information forms with off-campus practitioners in order to facilitate communication between treatment providers and the School. In addition, the student will be required to meet with either the Director of Health Service (for physical medical leaves) or the Director of Counseling (for psychological medical leaves) for reevaluation before a determination is made about the student's return to School. The results of the evaluations will be presented to the Student Support Team, which will

make a recommendation to the Head of School about whether the student should return to School, and under what conditions. The Head of School and/or Dean of Students will communicate the outcome of the decision to the student and family. Upon receiving permission to return to the School, the student and family may be required to meet with the Head of School and other relevant School personnel to review the conditions and expectations moving forward.

A student who requires a medical leave of more than two weeks, or who requires more than one two-week medical leave in an academic year, will in all likelihood be asked to return home for the duration of the academic year. The student may be asked to seek support and treatment at home, and to sign release forms that allow the Director of Health Service and/or the Director of Counseling to share information with off-campus practitioners as treatment unfolds. A student wishing to return to School after an extended medical leave (one that is longer than two weeks) or after the second two-week medical leave in a year will be required to make a formal request to the Dean of Students.

The Student Support Team will review the details of the case and make a recommendation to the Head of School about whether the student should return to School, and under what conditions. If the Head of School determines a student's physical and/or emotional state is such that the student may pose a danger to him/herself or to others, or the School feels incapable of supporting the student's particular medical and/or psychological needs, the student may be required to withdraw for health reasons. If the Head of School determines that the student may return to the School, the student and family will likely be required to meet with the Head of School and other relevant School personnel to determine the best way to support the student moving forward. Given the unique nature of returns to School after extended (longer than two weeks) or multiple medical leaves of absence, the student and family should assume that academic accommodations including, but not limited to, repeating a course or repeating a Form could be required in order for the student to return to St. Mark's. The student may be required to withdraw based on health reasons if he/she does not consent to the School's specific

conditions of return after an extended leave of absence or multiple leaves of absence.

MEDICAL LEAVE POLICY AND ACADEMIC CREDIT

During the medical leave of absence, students and families must make arrangements for the completion of required course work with the Dean of Academic and the Advisor, who will coordinate with the teachers. In those rare cases when a student is granted a leave longer than two weeks and thus will miss many major assessments, families will need to identify a responsible third party to administer tests and exams. Students are eligible for academic credit and St. Mark's grades when they have completed all the required assignments in each class. Students with Incompletes will not be allowed to matriculate to the next Form (and may not be allowed to repeat a Form), so it is in the best interest of the student to complete academic work as quickly as reasonably possible after a medical leave. When a student requires a leave that exceeds two weeks, the Student Support Team will convene to determine whether it is appropriate for the student to remain enrolled in the School, and they will make a recommendation to the Head of School. The Head

of School and/or Dean of Students will communicate the outcome of the decision to the student and family. Should the student be invited to return to School, he/she will be required to work with the Dean of Academics to determine the specific details and conditions of academic work that must be satisfied in order for the student to receive credit for the work that was missed during the extended medical leave. A student's failure to complete the agreed upon academic work will likely negatively impact academic credit and grades, and may lead to a request that the student withdraw from School.

Return to School and Participation in Activities

School personnel including the Director of Counseling and Health Services, Nurse Manager, and Certified Athletic Trainer have the responsibility to make decisions regarding return to School or to activities; such determinations are made using professional judgment and practice guidelines, based on the student's present symptoms. School personnel may require consultation with or a written report from the treating physician for the current condition and/or may consult the School Physician or School Orthopedic Physician.

HEALTH ISSUES

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

INFECTIOUS DISEASE EPIDEMIC POLICY

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

Such notices can be found at www.cdc.org.

COUNSELING OFFICE

The Counseling Office is located on the third floor of the Pine Cottage, and is staffed by professionals with advanced degrees in psychology or social work. The School Counselors work closely with the nurses to support the emotional health and well-being of the students. Students taking psychotropic medications are required to meet with a member of the Counseling Office staff once per semester. The Counseling Office makes every effort to maintain the confidentiality of its students so that they can feel safe coming with their concerns. However, there may be occasions when immediate concern for the health and safety of the student and/or community outweighs the benefits of confidentiality. By law, the Counseling Office is required to report intimate sexual activity involving students under the age of 16.

SANCTUARY

Although St. Mark's is a substance-free School, there are occasions when students choose to use alcohol and/or drugs on campus. Experience shows that students can be deterred from seeking help for a friend because they fear they will get their friend into trouble. When a student's health is at risk,

the “Sanctuary Policy” allows the student to get help through Health Services. Although students brought to Health Services under Sanctuary conditions will not come before the Student Discipline Committee, they will be held accountable for their behavior through meetings with the School Counselor. The student involved will be required to follow whatever recommendations result from these meetings. At the time of an incident involving substance use, actions may be taken to safeguard other students’ health, including confiscation of equipment or remaining substances. Students should understand that sanctuary is provided to encourage them to seek help for a potentially serious health problem, not to provide a haven for students who choose to drink or use drugs. Parents will be notified any time their child utilizes Sanctuary.

Due to the potentially harmful effects of drug and alcohol abuse, any student who is aware that another student is under the influence should immediately call Health Services. Once Health Services has been notified in good faith and alerted to the situation, Sanctuary applies. The nurse will assist in getting transportation to Health Services for the intoxicated student. The student will be

evaluated medically and admitted to Health Services. If the student’s condition is beyond the scope of practice at Health Services, the student will be transported to the hospital emergency room.

A request for Sanctuary may also be instituted by stating to a faculty member, “I am requesting sanctuary for...” The faculty member will assist in notifying Health Services and transporting the student if needed.

MAJOR SCHOOL RULES

SECTION I

St. Mark's School expects students to abide by its rules and parents to support its policies. *Before the School year begins, all parents and students must sign a Statement of Understanding, which verifies their acceptance of this expectation.*

Each student bears some responsibility for what happens in her or his presence and is expected to take reasonable action against unauthorized activities. Minimally, the School expects that a student will take steps to avoid the scene of any activity that is against School Rules. Ideally, a student would actively discourage such activity. Students who are willingly and knowingly in the presence of Major School Rule violations may face a disciplinary response.

Students who break one of the following Major School Rules will, in all likelihood, be brought before the Student Discipline Committee. The decision about whether or not a student goes before the committee is made by the Dean of Students and Head of School. During the exam period or in cases of unusual sensitivity due to privacy issues, Major Rule violations will be handled administratively by the Dean of Students and Head of School. Responses to infractions of these rules may be suspension

or being required to withdraw from St. Mark's. *As stated on Page 53 of this handbook under End-of-Year Review, students who are suspended at any point in the year are discussed in the end-of-year faculty meeting. At this time the faculty can recommend to the Head of School that a student not be allowed to return to School the following year, or that the student be allowed to return with specific conditions. If the Head of School accepts the faculty recommendation changing a student's status, he will then communicate that decision to the student and family.*

The rules and responses out-lined below are provided as guidelines and are neither comprehensive nor binding upon the School. The School reserves complete discretion to define offenses and determine appropriate responses.

Note: The Head of School reserves the right to suspend, dismiss, or bring to the Student Discipline Committee any student at any time whose behavior, on or off campus, is deemed by the Head of School to be unbecoming of a St. Marker and/or prejudicial to the best interests of this community.

Respect

Respect for Persons

St. Mark's is enriched by the diversity of the individuals that comprise the community. All members of the community, as well as people outside of the School deserve to be treated with respect and care, and each member of the community is expected to uphold this standard of behavior. Failure to treat others with respect and/or behavior that reflects poorly on the School is considered behavior unbecoming to a St. Marker.

The following are examples of inappropriate behavior:

- uninvited pressure for sexual activity, either explicit or implicit;
- obscene or suggestive remarks, jokes, verbal abuse, or insults, either in person, via phone or online;
- display or possession of sexually explicit, offensive, or demeaning materials, including on personal computers;
- physical or verbal hazing or any actions aimed at the embarrassment or humiliation of an individual or group for the entertainment of others (please see Page 54 for the Massachusetts Anti-Hazing Statute);

- threats, including cyberbullying; and
- comments demeaning with respect to race, religion, ethnicity, gender, sexual orientation, or class.

Harassment, Hazing, and Bullying

Each person at St. Mark's has the right to participate fully in the life of the School without harassment or bullying. The School recognizes and respects individual differences and does not discriminate nor tolerate discrimination on the basis of race, gender, ethnicity, disability, sexual orientation, or any other prohibited criteria as set forth in pertinent state or federal law.

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

Anyone who believes that he

or she is a victim of such behavior should report any such activity. Among those who could help are an advisor, another faculty member, an administrator, a supervisor, the Chaplain, one of the deans, or the School Counselor. Anyone so consulted is expected to help the person initiating the complaint respond. Putting concerns in writing, to be countersigned by the helping adult, is highly recommended.

Respect for Property

Stealing, borrowing (including use of computer passwords) without permission, intrusion into another's space or belongings, and vandalism (including tampering with computer accounts or altering the School's technology resources for personal ends) are unacceptable. See guidelines regarding use of the School's computer network on Page 72.

Academic Honesty and Plagiarism

As trust is essential in a school community, a student must be truthful at all times. This includes but is not limited to student whereabouts, the possession of false identification, alteration or falsification of School documents, and misrepresentation of one's identity via electronic communication.

Academic integrity requires honesty in the submission of all work. Students are expected to be proud of their own work and to respect that of others: fellow students, writers and researchers. Any use of others' work from any source in the form of words or ideas without proper attribution, (citation) is considered plagiarism. This includes verbatim copying of others' work and paraphrasing information without properly citing sources. Cheating, the giving or receiving of unacknowledged assistance on academic work, or submitting the same work, done at St. Mark's or another educational institution, for more than one course without the specific permission of all teachers involved is unacceptable. Students who are unclear about issues of academic honesty and plagiarism in a particular discipline or for a particular assignment are responsible for consulting with their teachers.

Health

Alcohol and Drug Use

The School does not tolerate the use, possession, or distribution of illegal drugs, drug paraphernalia, or alcohol, or the intentional misuse of prescription or over-the-counter medications. The

School considers a student to have committed a drug and alcohol violation if he or she is caught using any substance which is intended to alter consciousness. Students who distribute drugs or alcohol will be dismissed from School. Drugs or alcohol found in a student's room constitutes possession if the student knows it is present. Students who provide a room or place on campus for the consumption of drugs or alcohol will face disciplinary action. The same sanctions may apply to providing a place off campus.

If a faculty member suspects that a student has used drugs or alcohol, the Dean or Associate Dean of Students or weekend administrator may decide that the student be tested to confirm or refute the concern. In this instance, a student would be taken to Health Services and one of the deans or weekend administrator will be present.

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

Safety

Building Safety and Security

Leaving or entering a building without permission between check-in and 6 AM and/or tampering with any internal alarm systems is prohibited.

Sexual Behavior and Unauthorized Visitation

The School recognizes and supports strong and caring relationships among its students. Students are expected to use discretion and good judgment in their relationship with others. Sexuality is a normal part of human nature, and its discovery a normal part of adolescence. However, given the wide range of ages and maturity levels in our community, the potential for unintentional pregnancy and sexually transmitted disease, and the possibility of exploitation, the School considers sexual intercourse or other acts of such intimacy to be inappropriate. If students are found to have engaged in such acts while under the School's jurisdiction, the students will be dealt with appropriately. First offenses will typically be treated using a health response, which may include (but not be limited to) consultation with parents and the Counseling Office. Some offenses of this nature may require a disciplinary response. (Please note that because persons under 16 may not legally consent to certain types of intimate sexual contact, if the School discovers a student under 16 engaged in legally prohibited sexual activity, we will report that information, including the name

of the student's partner, to the Department of Social Services, and will notify the students' parents of the same information.)

Unsupervised visitation, including being present in a dorm room of the other sex (or allowing a guest of the other sex in one's own room) outside of permitted visiting hours, visiting with the other sex in bedrooms in Health Services or visiting in any area after check-in and before 6 AM will normally be treated as a Major School Rule violation.

Fire Danger

Any open flame in a building in which students and faculty reside constitutes a significant hazard to others and is not permitted. This includes the smoking of any substance or the use of a non-approved heating appliance as stated on Page 17 of this handbook. Equipment for fire protection must not be used except for designated purposes.

Weapons

The possession or use of firearms, paint guns, pellet guns, knives, other dangerous weapons, ammunition, or fireworks is prohibited.

SECTION II

Students who break the following rules will be disciplined. In the case of aggravated circumstances or repeated violations of the following rules, the student may be required to appear before the Student Discipline Committee, where suspension or being required to withdraw from St. Mark's could be the result.

Tobacco

The use or possession of tobacco products is not permitted. Use may result in referral to Health Services, participation in a tobacco cessation program, campus clean-up, and/or restrictions. Tobacco products will be confiscated. Tobacco use will be reported to parents. Students serving on varsity athletic teams are also accountable to the Training Rules listed on Page 68 and are additionally liable for athletic consequences for tobacco violations. Smoking any substance in a building is a Major School Rule violation.

Coed Visitation

Student presence in the dormitories of the other gender, or in other places on campus, must coincide with visitation guidelines on Page 31. Violations during permitted visiting hours will result in loss of visitation privileges and restriction.

Unsupervised Visitation Off Campus

While under School jurisdiction, boarding students may only visit in day student homes off campus with an adult present and a confirming call received by the adult granting permission.

Biking, skateboarding, rollerblading etc.

As required by state law for persons 16 and under, and to ensure the safety of students at any age, all students must wear a safety helmet while biking, skateboarding, rollerblading, or using a scooter. Skateboarding is not permitted on public roads or on School driveways. Students who wish to skateboard can speak with the Deans' Office to arrange a safe and appropriate location for the sport.

Dorm Security

For the sake of safety, students may not leave the residential hallways of their dorms after they are required to be in their rooms at night. Prohibited areas after lights out include "the Ritz" (on West Campus), Thieriot basement and Great Room, and for Main Building dorms, the other dorm of the same gender or any other area of the Main Building.

Leaving School Property

When leaving School property during free time, students may walk into downtown Southborough and/or to nearby resources on public property. Students may not cross private property or venture onto lands that are posted for no trespassing. As a matter of safety, students are required to obtain permission and to sign out at the front desk anytime they leave campus to go beyond the bounds of immediate downtown Southborough or get into an automobile. Students may walk to the downtown area (including Southborough's House of Pizza, the ATM, etc.) without signing out, but *must* sign out to walk to shops at "The Crossing." (e.g. Starbucks, Quizno's etc.) or to take an extended walk or run outside of the campus perimeter. Students may not leave or return to campus on foot after dark or go into the woods or onto campus trails after dark. Failure to sign out will result in disciplinary action. Intentional recording of false information when signing out will be treated as a violation of the Major School Rule relating to honesty.

Riding and Driving

Students are expected to use both riding and driving privileges according to the established guidelines. (See Page 59.) Abuse of these

privileges will lead to their loss or other disciplinary action.

Locked Doors

Students are required to keep dormitory rooms unlocked when they, or others, are in them. Any student found behind a locked door and any student who locks them there will be disciplined and may lose their locks and/or doors for a period of time.

Students may not lend their room keys to friends, nor may they be in possession of a key to a room other than their own. Room keys which are found by students must be turned in immediately to the Deans' Office.

Safety on campus

The tunnel to the Power Station, all roofs, and all fire escapes are off limits to students except in case of emergency. Being behind a closed door and/or being in unauthorized areas of the School without the permission of an adult, may be dealt as a minor rule violation. The swimming pool may be used only when it is open for the season and only in the company of a faculty member and certified lifeguard. Students may walk or play on the ice, when West Campus ponds are frozen and conditions are approved by the Maintenance Department, only with faculty permission and supervision.

Food Safety

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

Respect for School Facilities and for the Community

Food, silverware, plates, and glasses are not to be taken from the dining room.

Gum is not allowed in chapel, on the turf field or in the library.

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

Neither bare feet nor cleated shoes are permitted on the first floor of the main building.

During the School day the VI Form Quad may be used

for quiet relaxation but not for active games that distract classes in session. For the protection of our windows, throwing, kicking or hitting games on the quad may use only wiffle and Nerf balls.

Sunbathing or recreation in swimsuits or other attire suitable to the beach is allowed behind the main building and in other areas not visible from the public roads.

Personal athletic equipment, including sports and golf bags, may not be left in hallways or other common spaces in the Main Building.

Gambling

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

Attendance

Students are expected to meet all obligations, including classes; sports practices; work program; chapel; sit-down dinner; house, form, and School meetings; required assemblies; etc. Missed commitments may result in slate, restrictions, and/or reduction in privileges. Excessive absences will lead a student to be placed on Deans' Office warning or probation and to be discussed at the

end-of-semester faculty meeting. For details of the consequences for class absences, see Page 11.

Search Procedures

If a faculty member has evidence of the presence of contraband (alcohol, drugs, stolen articles, weapons, etc.) in a student's room, among his or her personal belongings, in his or her car parked on campus (in the case of a day student,) or on his or her person, that faculty member will speak with the Dean or Associate Dean of Students or weekend administrator. If a dean or weekend administrator concurs with the validity of the evidence, she or he will discuss the situation with the student. If that dean then determines that a search is appropriate, she or he will conduct the search. If a student's room is being searched, both the student(s) living in the room and one of the resident faculty members will be present. If contraband is found, the appropriate discipline will follow.

A faculty member who enters a student room without the intent of searching it and finds evidence that a School Rule has been broken is fully justified in taking appropriate action.

If the School has reason to believe that a student's personal

data stored locally or online contains material detrimental to the well-being of the community or evidence of a serious rule infraction, the student will be informed of that information and, if there is sufficient cause, the Dean or Associate Dean of Students or weekend administrator can authorize a search of the student's computer or online data by the Technology Department. If necessary, the student will be required to provide login and password information for accounts not held on the school server.

STUDENT DISCIPLINE COMMITTEE

The Student Discipline Committee is a group of students and faculty who hear the circumstances of Major School Rule violations and make recommendations for response to the Head of School. The SDC takes into account a student's total record, both positive and negative, and recommends a response it feels will be both instructive for the individual and protective of the School's integrity.

Membership

The Student Discipline Committee is headed up by a member of the VI Form, and also includes a V Form representative, a IV Form representative, a VI Form alternate, four faculty members, and two

monitors. A dean convenes the committee and is a member but has no vote. The Head of School may be present during the proceedings.

Procedure

Once the Dean of Students, in consultation with the Associate Dean and Head of School, has determined that an SDC is appropriate, she or he will prepare the student for the process. The student will write a statement for the committee concerning what happened, as will the faculty member who reported the rule violation. When the committee has read the statements, it will then hear the student's account, the advisor's statement on behalf of the student, and, if the student so desires, the statement of a peer whom the student selects to speak on his or her behalf. The committee members will ask the student any questions that will help them clarify the circumstances and/or the student's response to what he or she has done.

Students are expected to be honest, straightforward, and forthright during the SDC process. Being required to withdraw from St. Mark's is a likely outcome for any student who lies during the SDC process.

In its deliberations, the SDC

examines the situation and determines an appropriate response. The Head of School or the Dean of Students receives the recommendation, determines the response, and then communicates this response to the student, advisor, and parent.

Although there is no fixed penalty for specific rule violations, patterns do evolve over time. Some offenses, such as significant theft or actions that seriously endanger the health or safety of others, will, in all likelihood, lead to a recommendation of being required to withdraw from St. Mark's. In addition, students coming before the SDC who have previously broken a Major School Rule or who have a history of lesser infractions may well face a recommendation of being required to withdraw from St. Mark's. As mentioned previously, however, the School reserves complete discretion to define offenses and determine appropriate responses.

Any student who is dismissed or who withdraws in lieu of a disciplinary hearing may not return to campus without specific permission of the Dean of Students or Head of School until after his or her class has graduated.

Random drug/alcohol testing will be a condition of return for students who have been disciplined for drug or alcohol use.

DISCIPLINARY RESPONSES

Slate

One hour of service to the School in the library, dining hall, or another area of the School with permission of the Deans' Office. Primarily a response for work program transgressions.

Weekend Work Detail

One to three hours of service to the School or quiet supervised study scheduled by the School over the weekend.

If slate is not completed by deadlines, the time is converted to one hour of weekend work detail. Weekend work detail is primarily a disciplinary response for missed commitments. Students may not take an overnight on Saturday night when they have Weekend Work Detail.

Dorm or Room Restriction

A student must check in with the faculty member on duty in his or her house at 7 PM and remain either in the dorm or in his or her room for the entire evening. If assigned room restriction, visitors and recreational use of technology are prohibited. Restrictions are assigned for minor violations of residential rules.

Dorm Warning

Dorm heads will issue a written warning documenting confiscation

of a prohibited item or a fire safety violation. A second instance of the same behavior will be referred to the deans and may be considered an honesty violation.

Campus Restriction

A student may not go beyond the boundaries of the School campus without getting specific permission from one of the deans. When the period of time includes a weekend, a student on campus restriction may not sign out for an overnight or a weekend. Students are placed on campus restriction by the deans for excessive absences or rule violations.

Deans' Warning

When a student is placed on Deans' Warning, s/he is warned that another minor rule may lead to more serious consequences including the possibility of sitting before the Student Discipline Committee (SDC). If a student were to commit a Major School Violation, his/her previous Deans' Warning would be taken into account in the SDC deliberations.

Major Campus Restriction

A student attends classes but is prohibited from participation in athletics, the arts, and other extra-curricular activities and events. Free periods and other unscheduled time are spent in a

quiet, monitored study environment, and the student is restricted to his or her room from 7 PM on. Major Campus Restriction may be imposed as the result of a Major School Rule violation.

Suspension

A student is sent home (or, with parental permission, to other family members) for four academic days. During a suspension, students are expected to keep up with their academic work to the best of their ability. Work will be emailed or mailed home by the student's advisor. Students are suspended for Major School Rule violations. If distance from home and family precludes suspension away from campus, the Head of School may, at his discretion, approve suspension on campus in which the student remains in Health Services but does not participate in the life of the community.

Deans' Final Warning/ Disciplinary Probation

When a student is placed on Deans' Final Warning and/or disciplinary probation, s/he is warned that another Major School Rule violation will lead to more serious consequences including the likelihood of being required to withdraw from St. Mark's.

End-of-Year Review

In the end-of-year faculty meetings, students are discussed who are on academic, Deans' Office, or disciplinary probation or who have been suspended during the year. At this time the faculty can recommend to the Head of School that a student be required to withdraw or that the student be allowed to return with specific conditions. If the Head of School accepts a faculty recommendation changing a student's status, he will then communicate that decision to the student and family.

Athletic Response

Any varsity team member who breaks a training rule will be suspended from interscholastic competition for one week, but will participate in all other aspects of the sport. A second violation within a single season will result in the player's dismissal from the sport.

Notification of Discipline to Colleges

Expulsions or Withdrawals

Should either action occur to a VI Form student, as a matter of policy, the Academics Office will forward a copy of the transcript to each college where the student has applied. The transcript will state the date of expulsion or

withdrawal, followed by one of those two words. Subsequent requests for follow-up by college admissions officers will be handled by the Head of School.

Suspensions or Probations

Many college applications include a question to the student and the college counselor asking if the student has been either suspended or placed on probation while attending the school. We expect St. Mark's students to answer this question truthfully when they are filling out their college applications. The college counselors will provide guidance on how best to respond to this question. When asked, St. Mark's will report all suspensions and probations that have occurred during a student's tenure at the school. When a student is suspended or placed on probation after college applications have been filed, the student must write a letter reporting this information to every college to which he or she has applied within a week of the incident. The college counselors will offer advice to the student on how best to write the letter. One week after the incident, one of the college counselors will communicate with admission staff.

MASSACHUSETTS ANTIHAZING STATUTE

Massachusetts has passed an anti-hazing law that prohibits actions defined as hazing by the statute.

The School's policy regarding safety and tolerance goes well beyond the requirements of the legislation. As required, a full copy of the text of the law is provided:

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

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

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

“The term ‘hazing’ as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather,

forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

“Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating

that such group, organization or individual has received a copy of said sections seventeen and eighteen.

“Each secondary school and each public or private college shall file, at least annually, a report with the regents of higher education in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in this case of secondary schools, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.”

St. Mark's Anti-Bullying Policy

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

To ensure an environment of mutual respect, tolerance, and sensitivity, every member of the

community, including students, faculty, and staff, must recognize and adhere to certain guidelines for appropriate behavior. Inappropriate behavior towards others, whether verbal or physical, is unacceptable. Such behavior includes unwelcome physical advances; discriminatory comments between any two individuals or groups of individuals; or words, acts, or gestures that cause physical or emotional harm, cause a reasonable fear of harm, create a hostile environment, or otherwise infringe on the rights of another.

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

Bullying and cyber-bullying are prohibited on School grounds; on property immediately adjacent to School grounds; at a School-sponsored or School-related activity, function or program, whether on or off School grounds; in a vehicle owned, leased or used by the School; or through the use of any technology or electronic device owned, leased or used by the School.

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

Reporting Bullying or Retaliation

Any student who believes that he or she is a victim of bullying behavior should report any such activity to the Dean of Students, the Dean of Residential Life, or any other faculty or staff member with whom they would feel comfortable making the report. Among those who could help are advisors, faculty members administrators, supervisors, the Chaplain, or the School Counselor. However, any student who knowingly makes a false accusation of bullying, cyber-bullying or retaliation will be subject to discipline.

Any parent or guardian who believes that a student has been the subject of bullying or retaliation should immediately

report the matter to the Dean of Students. Student and parent/guardian reports of bullying may be made anonymously to the Dean of Students or Head of School, although no disciplinary action will be taken against a student solely on the basis of an anonymous report.

Any faculty or staff member who has witnessed or otherwise become aware of any bullying or retaliation must, by law, report it immediately to the Dean of Students or the Head of School. The complete Anti-Bullying Policy can be found on the School's website.

LEAVING CAMPUS

St. Mark's School takes very seriously its responsibility for its students. Therefore, we expect that all students will follow the established guidelines and will keep the School well-informed of their whereabouts when they leave Southborough or whenever they get into an automobile.

DAY PERMISSIONS

All students are expected to meet all School commitments every day. The School expects vacation plans, medical appointments, driver's license exams, family occasions, and all other non-emergency situations to be scheduled around the School calendar. Parents must call Health Services in order for students to be excused for medical appointments. When leaving and returning to campus during the day, students must get permission from the Deans' Office and sign out accurately and completely at the front desk.

WEEKENDS

Students in good standing may sign out on any Open Weekend after their last School commitment and return by 7 PM on Sunday. Athletic practices and games and musical performances are School commitments.

Note: Any late returns from overnights or weekends must be

okayed in advance by the dorm head. A student returning to campus earlier than expected must inform an adult on duty, either the duty person in the dorm or, during the daytime, the Deans' Office or weekend administrator. Boarders may not bring a car onto campus at any time, including during a weekend.

Day students wishing to spend a night in a dormitory must get permission from the dorm head and fill out an overnight form by Thursday evening. Day students may not stay overnight in the dormitories on academic evenings, except with permission from the Dean's Office in the case of hazardous driving conditions.

School Weekends

All boarding students must remain on campus during a School Weekend. As is always the case, day students are encouraged to participate in activities on School Weekends.

Open Weekends

There are no Saturday classes on an Open Weekend. Students will not be excused from Friday or Monday classes or their commitments, including sports, in order to accommodate taking a weekend. The School will remain open with normal activities available.

Overnights

Students in good standing may take an unlimited number of Saturday overnights on non-School Weekends, leaving after their last commitment Saturday and returning by 7 PM Sunday.

OVERNIGHT AND WEEKEND PERMISSIONS

Students may arrange overnights or weekends in keeping with parental permission forms. Parents must call, fax, or email permission for all overnights and weekends, including to home, for their son or daughter to his or her dorm head by 9 PM on the Thursday preceding the weekend.

Regardless of parental permission, the School requires an invitation from any host and also requires that all hosts be 23 years of age or older. The School will also exercise its judgment and reserves the right to refuse permission for a weekend or overnight.

College Visits

Students are allowed to take college visit days after parents first give permission to the college office which then enables students to obtain a "College Visit" form from the college office. Signatures are required from multiple adults (for example teachers, advisors, dorm heads, coaches, etc.) and

the form is turned into the Dean's Assistant along with a regular overnight form, prior to departure.

International Students

All international students attending St. Mark's School need a local guardian. The appointed guardian should be at least 23 years of age. The School feels that this arrangement is the best way to ensure that a student and his or her family have a local advocate in case of any unforeseen situations.

To assist students and their families, a local company, Concierge Services, provides such a service. However, if a student's parent has a family member or friend who lives locally and in whom the parent has confidence, the parent should feel free to use that person as guardian.

Exceptions

These will usually be granted only in the case of religious or cultural holidays. Requests for any exceptions other than those described above must be received from parents in writing at least two weeks prior to the anticipated absence, and directed to the Dean of Students.

Procedure for Arranging Overnights and Weekends

By 6 PM Thursday

All weekend and overnight forms are due to dorm heads.

By 9 PM Thursday

All host invitations and parent permissions have reached dorm heads.

By Noon Friday

Overnights lists are finalized in the Deans' Office. Slate is completed; no restrictions or weekend commitments exist.

TRANSPORTATION

As a general rule, all students may ride with drivers employed by the School and with St. Mark's parents. Permission to ride with other drivers or to take public transportation or a taxi will be given in accordance with parental permission forms. Regardless of parental permission, the School does not permit students to ride with any driver under 21, except in the case of a sibling under 21 where parents have given permission in advance. In all cases, the School will use its discretion in granting riding permission.

All students who wish to ride on public transportation or in an automobile for any reason must get permission from a faculty member and must sign out at the front desk.

Student Cars

Students may not drive or ride with other students. Carpooling among families must be arranged through the families involved. The Deans' Office must be notified **IN WRITING** of any carpooling.

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

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

Day students with parental permission to drive to School may use their cars only for transportation to School in the morning and back home at the end of their school day.

Day student cars must be parked in the day student lot in front of the Athletic Center. A day student parked in an unauthorized area during the School day will

immediately lose the privilege to use his or her car to commute to and from School for one day.

Boarders may not have cars on campus or in the vicinity of campus. They may not drive cars back onto campus when they are signed out for an overnight or weekend. Requests for temporary exceptions to this rule must go through the Deans' Office and will be considered for VI Formers only. Any boarder who illegally brings a car onto campus or keeps one in the area will be considered in violation of the School's honesty rule. Parking in an unauthorized area may result in loss of driving privileges.

Off-Campus Activities

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

VACATION TRAVEL

Parents are responsible for finding accommodations for students during all vacations. The School will remain open on the long weekends for those students whose families are at too great a distance

for them to go home. The School will be closed to all students during vacations.

If there is adequate interest at the longer breaks, the School hires buses to take students to and from Logan Airport, as well as New York City, with a stop in Connecticut. Students should sign up in the Deans' Office if they wish to use one of the buses in either direction. The School will also provide buses at the end of each vacation for the return to St. Mark's. Making these connections is the student's responsibility. Fares for buses are charged to the students' incidental accounts. If students choose to take a taxi, it must be paid for in cash.

In making travel plans, the School expects that students and parents will adhere to the vacation dates and required School commitments published in the yearly calendar, including Baccalaureate, the Athletic Awards Ceremony, and Prize Day. Arrangements that deviate from the published dates and times must be approved, at least two weeks in advance, by the Deans' Office.

The School does not reassume its responsibility for students re-turning from vacations or overnights until they have returned to campus and checked in with a faculty member in their dormitory.

STUDENT LEADERSHIP

Shipping

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

Postal Service

Each student is assigned a mailbox. Mail is delivered to the mailbox and students are notified if they receive a package. Students can pick up their packages between 9 AM and 7:30 PM at the front reception desk, Monday through Friday.

Mail During Vacation

Students may have first-class mail forwarded during vacation by leaving labels with the Business Office. Second-class mail will be discarded.

St. Mark's looks to all students for leadership. Each spring, student leaders are elected and appointed to specific positions for the following year. The large majority of these leaders will be V and VI Formers, on whom the School will rely not only for the various functions they perform, but more importantly for the tone they set and for the communication they facilitate between the student body and the faculty. New student leaders are trained in the spring and sign a Statement of Commitment, which puts in writing the unwritten values of St. Mark's School for the purpose of maintaining the productivity and the integrity of the leaders. Student leader training for monitors, prefects, peer counselors, and peer discussion leaders continues during the pre-season period in September, when these leaders return to campus early to learn the leadership, intervention, and counseling skills they will utilize during the year.

LEADERSHIP POSITIONS

Monitors

The eight VI Formers are the primary leaders, representatives, and role models for the foremost student body. They run weekly School meetings; participate in the Student Discipline Committee and liaise to the Student Activities

Committee; help to organize and supervise the work program; and meet weekly with the deans and the Head of School to maintain student-faculty communication and to contribute to School policies and programs.

Student Voice Committee

Two elected representatives from each form together with the Monitors meet with the faculty advisor of the SVC to discuss school-wide issues. In addition, member of the SVC will discuss form-level issues with their respective Form Advisors.

Student Discipline Committee

One VI Former, one VI Form alternate, one V Former, one IV Former, and two monitors serve along with two faculty representatives on the Student Discipline Committee, whose function is described on Page 50.

Student Activities Committee

Two representatives from each form, two VI Form co-chairs, and a monitor liaison meet with the Director of Student Activities to organize events, both on and off campus, that provide recreation for students and promote the development of community spirit.

Class Agents

If it chooses to provide the School with a Class Gift, the VI Form may

elect Class Agents to organize and oversee the process of fundraising and Gift selection.

House Prefects

VI Form students (and V Form students, in the case of the underform dorms) are chosen by the dorm heads to help them with the running of the houses, including the day student “house,” Burnett. In the boarding houses, these prefects attend to dormitory routine and work closely with dorm faculty around issues of residential life.

Peer Counselors

VI Form students are trained and supervised by the School Counselors and serve as a confidential counseling resource for students.

Peer Discussion Leaders

V Form students are trained and supervised by the School Counselors to lead bimonthly discussion groups with III Formers.

Interfaith Chapel Council, Wardens, Acolytes, and Readers

These groups of students assist in the organization and operation of chapel services. Membership in and leadership of the Interfaith Chapel Council is determined by the chaplains, with the goal of serving the diverse spiritual needs of the St. Mark’s students.

Tech Prefects

These students across all forms provide technical support for their peers in the dorms. In addition, they can participate in project-specific work such as providing assistance with the new student orientation program at the beginning of each year. They also meet with the Technology Department several times during the year to provide feedback and suggestions on how to improve technology for the School.

Admission Prefects

This group of VI Formers works with the Admission Office to coordinate the tour guide program and to help with follow-up contact. They also help with the organization of on-campus Admission Office events.

Alumni/ae Ambassadors

V and VI Form students act as the primary student links to our alumni/ae community and are responsible for a number of outreach efforts. They attend phonathons, receptions, and other events to which alumni/ae are invited.

VI FORM LEADERSHIP AND PRIVILEGES

All VI Formers, whether or not they hold an official position in the School, are regarded as student leaders. As the oldest members of the student body, they are role models and representatives of the School and are expected to assume the responsibilities inherent in these roles. In turn, VI Formers who handle these expectations responsibly are granted some privileges that underformers do not have. In addition to later check-in times and freedom to structure their own time during evening study hours, VI Formers enjoy various privileges by tradition, including the right to use the Dixon Room and the VI Form Quad. The VI Form Quad may only be used for quiet study and conversation during class time. Ball games on the quad may only be played using whiffle or nerf balls. Students interested in learning more about any of the following activities should check in the Deans' Office to find out the name of the student head or faculty advisor. Students will also hear announcements in School meetings about clubs and activities; they are welcome to attend, join, or observe.

ORGANIZATIONS & ACTIVITIES

Brantwood Camp

Located in Peterborough, N.H., the camp provides residential and educational experiences for deserving inner-city children.

St. Mark's students volunteer to work as counselors for two weeks during the summer, usually between their V and VI Form years.

Cat's Meow

This select girls ensemble performs popular and secular music, rehearsing twice weekly. Competitive auditions are held in the fall.

Chamber Players

This group of string players and selected wind players rehearses twice each week. The group performs for both school and public concerts.

Gay-Straight Alliance

Open to all students and faculty, this group sponsors educational activities relating to the needs and concerns of gay, lesbian, and bisexual persons. It also provides a safe and supportive forum for discussion of issues and concerns relating to sexual orientation.

God Squad

This is a Christian fellowship group welcoming all who seek to explore their spiritual lives together in a supportive, comfortable atmosphere. The group meets weekly for about an hour, spending the time talking about

members' personal faith journeys and questions that arise from them, singing, doing short bible studies, watching videos, playing games and praying together for personal and community needs.

The Green Team

This environmental club strives to educate the community about environmental issues, through programs such as the Earth Day celebration, and to motivate students and faculty to participate in the campus-wide recycling program.

Harvard Model Congress

Harvard Model Congress Boston is the largest government simulation in the country and provides a wonderful opportunity for students to learn experientially about the workings of the legislature and judiciary. Working on detailed realistic scenarios allows participants

The International Club

The club promotes social activities by and for international students and raises issues relevant to this community.

Jazz Band

The Jazz Band rehearses regularly and performs frequently for the School and other audiences.

La Voz Latina

This affinity group celebrates Spanish-speaking cultures and provides educational and social

activities for the school community.

Lion's Pride

Open to all members of the School community, the primary purpose of this club is to promote and enhance school spirit.

Lion's Club

Selected by the Admission Office, members of this group host prospective students and act as tour guides for families visiting the school.

Metropolitan Opera Trip

An annual bus trip to New York City to see a performance of the Metropolitan Opera, this is a much-anticipated institution. As tickets are reserved months in advance, they are not refundable.

Model United Nations

Model UN Boston is the largest government simulation in the country and provides a wonderful opportunity for students to learn experientially about the workings of the international body. Working on detailed realistic scenarios allows participants to improve their understanding of current issues and to develop their research and communication skills.

Octet

This select boys singing ensemble performs popular and secular music, rehearsing twice weekly. Competitive auditions are held in the fall.

St. Mark's Choir

The choir, performing in chapel and for other special events, sings both secular and sacred music. Auditions are required for membership, and rehearsals occur twice weekly.

St. Mark's Society

This community service organization offers weekly opportunities for service at such local venues as Our Father's Table; the Marlboro Boys & Girls Club; the IC Marlboro Extended-Day Tutoring Program; the Youth Centre at Countryside Village; and Brantwood Camp during the summer. The Society also sponsors blood drives; clothing drives; annual fundraising to support local, national, and international causes and programs, together with immediate emergency relief for natural disasters; and a vibrant micro-lending program. The Society offers an annual community-service trip to an orphanage in the Dominican Republic during the spring recess.

We the People

This group, open to all students, seeks to foster understanding and tolerance of differences. It sponsors events, including dances and lectures, that celebrate social and cultural diversity. It also cooperates with regional schools in developing a network of common interests and goals.

PUBLICATIONS

STUDENT PUBLICATIONS

Students interested in writing or working for the following publications should speak with the editor or the advisor, whose names are available from the Deans' Office.

The St. Marker

The School newspaper, which is issued several times a semester.

The Vindex

The School's literary and artistic publication, published twice yearly.

The Lion

The School yearbook, which is published in late spring. Those interested in interning in photography or learning computer layout and graphics are welcome. Those who intern will be eligible for senior editor positions as VI Formers.

SCHOOL PUBLICATIONS

Admission Viewbook

The Viewbook is updated annually by the Admission Office and provides current course listings and other school information.

St. Mark's Magazine

This magazine, published twice a year, contains articles about the school and its alumni/ae, faculty, and students.

Dean's Weekly Newsletter

Parents will receive a weekly newsletter via email from the Dean of Students that will talk about upcoming events and other important information.

College Counseling Handbook

This Handbook is mailed in August to all rising V Formers and their parents.

ATHLETICS

Physical fitness is an important part of a St. Mark's education. The athletic program is designed to be broad enough to accommodate the various interests of students but concentrated enough to provide keen competition.

INDEPENDENT SCHOOL LEAGUE

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

ISL Creed

The ISL is proud of the behavior and sportsmanship displayed by its players, coaches, and fans. We value spirited and fair play as well as positive support from our players and teams.

In order to ensure that the School's expected level of decorum continues each season and each game, St. Mark's asks that all members of the ISL community continually renew their efforts to abide by the ideals of our league.

Ideals Guiding Athletic Competition in the ISL

Players shall at all times represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field and, in particular, behave properly on the sidelines and in the locker rooms both before and after games.

The Players and Coaches

Players and coaches shall comply fully with the rulings of the officials. In no way, either by voice, action, or gesture, shall they demonstrate their dissatisfaction with the decisions made. Players and coaches must never forget that they represent their school.

The Spectators

ISL schools will not tolerate at their athletic contests any spectator, either student or adult, whose behavior is disrespectful toward players, officials, coaches, or other spectators. Nor will ISL schools permit any type of spectator behavior that either detracts from the proper conduct of the game or disadvantages a player or team.

ST. MARK'S SCHOOL ATHLETIC ASSOCIATION

The St. Mark's Athletic Association's members include all St. Mark's student-athletes and coaches; it is guided by the fundamental principles of cooperation, discipline, and fair play. The St. Mark's Athletic Council, made up of all St. Mark's varsity team captains, acts as a representative body for all St. Mark's student-athletes and an advisory group to the Department of Athletics. The Athletic Council elects three officers each year to guide and oversee the Council's activities.

TRAINING RULES

The St. Mark's School Athletic Council has adopted the following training rules for its student-athletes.

Members of varsity teams are expected to abstain from:

- use of alcohol;
- smoking of any substance;
- use or possession of tobacco in any form;
- use of any illegal drug.

Any varsity team member who breaks a training rule will be suspended from interscholastic competition for one week, but will participate in all other aspects of the sport. A second violation within a single season will result

in the player's dismissal from the sport.

SPORT CHOICES

Fall

Boys Interscholastic

Cross Country, Football, Soccer

Girls Interscholastic

Cross Country, Field Hockey, Soccer

Recreational Activities

(V & VI Form only)

Aerobics, Yoga

Winter

Boys Interscholastic

Basketball, Ice Hockey, Squash, Wrestling

Girls Interscholastic

Basketball, Ice Hockey, Squash

Recreational Activities

(V & VI Form only)

Aerobics, Dance, Yoga, Volleyball

Spring

Boys Interscholastic

Baseball, Crew, Golf, Lacrosse, Tennis

Girls Interscholastic

Crew, Golf, Lacrosse, Softball, Tennis

Recreational Activities

(V & VI Form only)

Aerobics, Dance, Golf, Tennis

ATHLETIC REQUIREMENTS

Members of the III and IV Forms are required to participate in an interscholastic sport all three seasons of the year. Fifth Form students must participate on interscholastic teams for at least two seasons, and VI Form students must compete on an interscholastic team for at least one season. During the season(s) when a V or VI Form student is not competing on an interscholastic team, that student must either participate in a school-sponsored recreational activity or apply for a Special Exemption to their Athletic requirement, as described below. Normally, students will not be excused from School commitments (including School athletics commitments) to participate in outside athletic events not sponsored by St. Mark's.

Special Exemption to the Athletics Requirement

It is important that all students are involved in physical exercise each year at St. Mark's. This allows them to stay fit, to develop healthy habits of exercise that will serve them throughout their lives, and to gain experience on a team working toward a shared athletic goal. We acknowledge that there

are different ways to meet these goals and affirm that participation in competitive Athletics is one of those important ways.

As described above, all students are required to be involved in the School's afternoon Athletics program each season each year. Members of the III and IV Forms are required to participate in an interscholastic sport all three seasons of the academic year. Fifth Form students must participate on interscholastic teams for at least two seasons, and VI Formers must play on an interscholastic team for at least one season. During the season(s) when a V or VI Form student is not competing on an interscholastic team, that student must either participate in a school-sponsored recreational activity or apply for a Special Exemption as described below. Normally, students will only be granted ONE (1) Special Exemption from Athletics for one (1) season per year.

There are two types of Special Exemptions to the Athletics requirements that are normally available to Fifth and Sixth Form students:

- Special Exemption for an Athletics program: Students who wish to pursue an alternate athletic

activity, instead of a school-sponsored recreational program during their non-interscholastic season, may apply for a Special Exemption for Athletics. This option will only be granted for an athletic sport not offered by the school, in which the student has a proven commitment and demonstrated high level of ability. Students will only be granted one (1) Special Exemption for one season per year, and must submit a detailed, written proposal outlining the details of the planned activity (what, where, when) and the proposed weekly schedule. All applications require a faculty sponsor, who will be responsible for ensuring that the student follows his/her proposed program, as well as the approval of the student's advisor and the Director of Athletics.

- Special Exemption for an Academic program: Students who wish to pursue an alternate academic activity, instead of a school-sponsored recreational program during their non-interscholastic season, may apply for a Special Exemption for Academics. These programs fall into two categories: Academics and Arts. Students will only be granted one (1) Special Exemption for one season per year, and must submit a detailed, written proposal

outlining the details of the planned activity (what, where, when) and the proposed weekly schedule. All proposals require a faculty sponsor, who will be responsible for ensuring that the student follows his/her proposed program, as well as the approval of the student's advisor, Dean of Academics, and the Director of Athletics.

1. Academics: The School sponsors several afternoon activities that can qualify for exemption from the Athletics requirement for one season each year. Students are also permitted to request permission to participate in an outside academic program. Students with demonstrated ability and interest must request permission from the Dean of Academics and the Director of Athletics.

2. Arts: Art, Music, Ceramics: Students who have reached advanced level studies in the Arts may request permission to be excused from the Athletics requirement for one (1) season per year to pursue supervised, intensive work, with approval from a faculty sponsor, Dean of Academics and the Director of Athletics.

Fall and Winter Plays: Students in all Forms will be granted a Special Exemption from Athletics to participate in the Play (either in the cast or on the Tech crew) for one (1) season per year. Students in the Fifth and Sixth Forms who are selected for leading roles in the school's theatrical productions, may be exempted from the Athletics requirement for up to two seasons a year, with special permission from the Theater Director and Director of Athletics. Those students with leading roles, who are given exemption from Athletics for two seasons, must participate on an interscholastic team sport in their third season. Students in all forms, who do not have leading roles in a given production, will be scheduled by the Theater Director, in collaboration with the Director of Athletics, to participate in a recreational activity during the time s/he is not rehearsing.

All students must complete at least one (1) season per year of active participation on a School-sponsored interscholastic team. Students may not use the above exemptions as a means of avoiding participation in the School's Athletics program.

Class Absences and Game Eligibility

Students who miss more than 2 class periods on a game day (whether reported absent by a teacher or at Health Services due to illness), unless excused by Health Services for an appointment, will not be eligible to play in that day's game.

Participation on Outside Athletic Teams

Given the School's desire to support and promote its athletics program, students wishing to pursue athletic opportunities outside the School that do not fit into the School's athletic requirements must apply for and receive permission from the Director of Athletics and Dean of Students.

Team Managers

Students who have an interest in being a team manager must receive approval from the coach of the team in which they are interested in managing, as well as the Director of Athletics. Normally, this option is only open to students after their first year at St. Mark's.

EQUIPMENT

St. Mark's provides practice clothing and game uniforms for all student-athletes. Students are responsible for this equipment

TECHNOLOGY

when it is issued to them. The equipment room launders all uniforms and practice clothing daily. No footwear is provided for any sport or activity.

Any students not returning clothing or equipment to the equipment room by the specified date following the end of each season will be charged a late fee, or if not returned at all, will be charged a replacement fee.

CERTIFIED ATHLETIC TRAINERS

St. Mark's has two Certified Athletic Trainers on staff to assist SM student-athletes with sports-related injuries. The athletic trainers are available prior to, during, and following practices and competition to provide injury assessment and treatment for SM student-athletes.

COMPUTER NETWORK

The purpose of the St. Mark's School computer network is to enhance the educational goals of the School through the sharing of electronic information. The School maintains an internal computer network so that students can receive and submit homework assignments electronically and use School-owned software applications and printers. The School also maintains a gateway to the Internet so that students can access information and communicate via email. Accessing the Internet outside of the School network system is prohibited, for example, by using cellular laptop cards or handheld devices such as an iPhone, etc.

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

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

ACCEPTABLE USE POLICY

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

Respect

All users must respect and value the privacy of others and comply with all legal restrictions regarding the use of electronic data. Users must be polite and courteous and use appropriate language. Profanity and abusive or threatening language is not acceptable.

Honesty

All users must recognize and honor the intellectual property rights of others. Research sources from the Internet must be credited appropriately. No software may be installed, copied, or used on School equipment except as permitted by law, and all software license provisions must be strictly adhered to. Users must not attempt to log onto another person's account, alter electronic communications to hide their identity or impersonate another person.

Health and Safety

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

Inappropriate Materials

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

The use of the St. Mark's School computer network is a privilege, not a right, and inappropriate use of the network will result in a cancellation of that privilege. Inappropriate use may also constitute a Major School Rule violation and result in suspension or being required to withdraw from St. Mark's. The Director of Technology and/or the School administration will determine what constitutes inappropriate use and their decisions will be final.

NETWORK USE

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

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

Users are responsible for both the content and possible effects of their messages on the network. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures, or video) that reflects adversely on

the School, "chain letters" (which offer incentives to relay them to others), inappropriate messages, and billable services.

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

TELEPHONE OPERATOR/ RECEPTION DESK

The School reception desk is staffed from 8 AM to 11 PM while school is in session. On Sunday, the desk opens at 9 AM. During non-school periods, the desk is open from 8:30 AM to 4 PM. An updated telephone directory will be published shortly after School opens and will also be made available online.

FINANCIAL ARRANGEMENTS

TELEPHONE SERVICE/ RESTRICTIONS

All student rooms are wired for voice and data connections. Students have in-room telephone service, which provides intra-school and immediate area local calls only. Long distance service is available with sign-up and is accessed by means of a PIN number. Information concerning fees and use policy will be provided separately.

ENROLLMENT CONTRACT DEPOSIT

A \$1,500 non-refundable deposit is required each year with all enrollment contracts. This \$1,500 is credited to the student's incidental account at the start of School.

TUITION CHARGES

Tuition is due and payable by June 15; however, parents may elect to pay in two installments that will include the mandatory tuition refund insurance. The first installment is due by June 15 for one-half of the tuition plus the total cost of the tuition refund insurance. The second half of the tuition payment is due by Dec. 15.

Parents may also select the School's approved installment payment plan. The contracted payment plan amount should include the cost of the tuition refund insurance. If the amount contracted for is less than 100 percent of the tuition, including the tuition insurance, any remaining amount is due by June 15.

There are no financial arrangements accepted other than those listed above. The enrollment contract commits the parent(s) to the enrollment of the student for the full academic year and no adjustment of tuition and/or fees will be made for any withdrawal or absences.

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

TUITION REFUND INSURANCE

For a fee of 1.35 percent of tuition, less scholarship, tuition refund insurance (TRI) gives parents an opportunity to protect themselves against loss in the event of extended illness, or withdrawal from School for whatever reason, while also providing financial protection for the School. TRI is optional ONLY if tuition is paid in full by June 15. A brochure explaining this plan was enclosed with the enrollment contract. Please take special note of the varied payment benefits and exclusions described in the plan brochure, especially the 14-day attendance requirement for non-medical benefits. The charge for this insurance will automatically be assessed by the Business Office on any student bill that is not paid in full by June 15.

FINANCIAL AID

Financial aid is awarded at St. Mark's according to a standard of documented, relative need. Awards are reviewed annually, with priority for returning families already receiving assistance and families who are new to St. Mark's. Returning families, new to the financial aid process, are then considered according to the availability of funds. Materials should be requested from the Admission Office early in the fall, as the deadline for filing an application is Jan. 15.

STUDENT INCIDENTAL ACCOUNT

The incidental account is a charge account established so that students will not need cash to pay for campus store purchases and certain school-related expenses.

The School's current policy has the \$1,500 enrollment deposit being credited to the incidental account upon registration. When periodic charges deplete the initial credit balance, monthly billing statements will require that the account be paid in full in order to keep the student's charge account in good standing. Prompt payment is required to insure continued charge privileges and such privileges may be removed when an unpaid balance remains for longer than 30 days.

Please note that because the School must make advance commitments for tickets and related costs for various school-sponsored trips and events, if a student signs up for an approved School event, the incidental account will be charged, irrespective of whether or not the student actually participates in the event. To initiate the cancellation of an event reservation (assuming that group tickets have not already been purchased), the student must obtain the signature or return email confirmation of the coordinating faculty member.

OPTIONAL EXPENSES

Laundry Service

A full-service personal laundry and dry cleaning plan is available through an outside vendor.

Music

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

Medications

Walgreen's Pharmacy has a collaborative relationship with St. Mark's Health Services to fill any student prescriptions. They directly bill insurance as well as parents for any co-pays

or out of pocket costs to avoid having your child using cash or other cards. Registration forms from Walgreens for the necessary information are mailed to parents along with yearly billing from the St. Mark's business office.

Student Cash Needs

During the course of an academic year, a student will have need of cash to meet personal expenses. This need may be met in one of the following ways:

1. Open a checking account and/or a debit card in the student's name at the family's own local bank. When the student wishes to cash a check, the School will approve a properly drawn check, and, after it has been endorsed by the payee, the local bank will cash it. (ATMs are also available.) Checks may be approved by the Business Office or the Deans' Office.
2. Have the student open a savings or checking account at one of the local banks within walking distance of the School.
3. Send a periodic check from a parent's account. The School will stamp it, and the local bank, after proper endorsement by the payee, will cash it.

FACULTY DIRECTORY

F. Leslie Baird

Arts, English (*on sabbatical*)

Anne E. Behnke

Director of Admission

Aggie K. Belt

Arts

Kimberley E. Berndt

Science Department Chair

Thomas N. Berryman

Director of Music

Allyson R. Brown

Mathematics

Karen M. Bryant

Mathematics Department Chair

Robert L. Calagione

History and Social Sciences

John J. Campanale

English

Elizabeth R. Cavanaugh

Admission Counselor

Neil Cifuentes

Modern Languages

Jeanna M. Cook

Classics

Carrie L. Deisenroth

Head Athletic Trainer

Scott A. Dolesh

Mathematics

Marion M. Donovan

Assistant Librarian

Jason Eslick

English Department Chair

David L. Fuller

Director of Student Life

Hebe I. Fuller

Associate Director of Admission,
Director of Multicultural Affairs

Axel J. Galeano

Modern Languages

Brian P. Geraghty

Science

Peter J. Glomset

English

Charles L. Greene

Director of Communications and
Marketing

Jamelle G. Greene

Director of Counseling Services

Kenneth J. Griffin

Director of Information
Technology

Sarah B. Griscom

Science, Sustainability Coordinator

Maria Guillily
Science

Brent J. Hamula
Associate Athletic Trainer, Strength
& Conditioning Coordinator

Megan K. Harlan
Director of College Counseling

Andrew M. Harris
Psychology Department Chair,
English

Heather Harwood
Classics Department Chair

Christopher T. Kent
Arts, English

The Rev. James R. LaMacchia
Religion

Brian Lester
Mathematics

John Levandowski
Director of Athletics

Lindsey C. Lohwater
Science

Brady Loomer
Science

David J. Lubick
Associate Director of Admission,
Director of Financial Aid, English

Stephen J. Lynch
Modern Languages

David T. Lyons
History and Social Sciences
Department Chair

Mark Machan
Associate Director of College
Counseling

Jeniene A. Matthews
English

Kinne G. McBride
Mathematics, Academic
Scheduling Coordinator

Sarah McCann
English

Elizabeth C. McColloch
Modern Languages

Robert D. Meyer
Business Manager

Adel Fahmy I. Mikhail
Mathematics

Carol R. Miller
Director of Academic Technology,
Science

Katharine W. Millet
History and Social Sciences

Elise T. Morgan
Associate Director of Admission

Kingsley C. Norris

Director of Principal Gifts

Adria Pavletic

Director of Health Services

Mary T. Pettus

Head Librarian

Douglas M. Piper

Mathematics (Intern)

Barbara P. Putnam

Arts Department Chair

Michelle Renaud

School Counselor

Christopher Roche

Computer Science, Science

José L. Ruiz

Director of Residential Life,
Associate Dean of Students

Esther Sanchez

Modern Languages Department
Chair

Charles J. Sellers

Modern Languages

Lauren M. Sischo

Assistant Athletic Director

Rabbi Donald M. Splansky

Religion

David W. Suitor

History and Social Sciences

Lynette Sumpter

Dean of Academics, Religion

Kirk Swenson

Executive Director of Development

The Reverend Barbara G. Talcott

Head Chaplain,
Religion Department Chair

James S. Tanton

Director of Math Institute,
Mathematics

Patrick T. Travers

History and Social Sciences

Richard J. Umiker

Mathematics

David R. Vachris

Dean of Students

John C. Warren '74

Head of School

Laura P. Appell-Warren

History and Social Sciences,
Religion

Nathaniel L. Waters

English

Kenneth D. Wells III

Science

Lee Prudden Wells

C. Boyden Gray Colloquium
Coordinator, Modern Languages

Samantha E. Wilson

English

Michael C. Wirtz

Assistant Head of School/Dean of
Faculty, Science

Brandon D. Zeigler

Admission Counselor

Showjean Wu

Modern Languages

IMPORTANT PHONE NUMBERS

DORMITORY NUMBERS

<i>Dorm Name</i>	<i>Dorm Head</i>	<i>Dorm Head Phone</i>	<i>Duty Phone</i>
Coe	Charlie Sellers	(508) 786-4025	(508) 786-6150
Coolidge/Marr	Lindsay Lohwater	(508) 786-3110	(508) 786-6250 (Cool.) (508) 786-6310 (Marr) (508) 786-6265 (Elm)
Maple/Elm	Scott Dolesh	(508) 786-3107	(508) 786-6300 (Maple)
Gaccon	Liz Cavanaugh	(508) 786-3109	(508) 786-6360
Oak/Pine	Allyson Brown	(508) 786-3122	(508) 786-6165 (Oak) (508) 786-6195 (Pine)
Sawyer	Brandon Zeigler	(508) 786-3118	(508) 786-6040
Thayer	Liz McColloch	(508) 786-3127	(508) 786-2523
Thieriot (South)	Nat Waters	(508) 786-3102	(508) 786-2523
Thieriot (North)	Kinnee McBride	(508) 786-3115	(508) 786-6160

OFFICE NUMBERS

Admission	786-6115	Communications	786-6389
Alumni/ae & Development	786-6102	Counseling	786-6266
Annual Fund	786-6128	Dean of Students	786-6273
Athletics	786-6141	Head of School	786-6104
Business--Tuition	786-6175	Health Services	786-6371
Business--Student Billing	786-6175	Parent Relations	786-6102
Chaplain's Office	786-6186	Studies	786-6391
College Counseling	786-6251	Technology	786-6376

PARENTS' ASSOCIATION

PARENTS' ASSOCIATION CO-CHAIRS

Kristine and Bruce Goodwin P'13 Email:
Co-Chairs, Parents' Association kristinegoodwin@charter.net
32 Laurel Hill Lane Bgoo860@aol.com
Holden, MA 01520

ASSOCIATION MISSION

The St. Mark's Parents' Association is comprised of all parents of enrolled students. Its mission is to foster a strong integrated community of faculty, staff, students, and parents through activities designed to support and enrich the school.

The Association serves as a vital link between home and school. It promotes communication and facilitates parent involvement, offering parents an opportunity to network with each other, broaden their understanding of the school and make positive contributions through their volunteer efforts.

The Parents' Association meets several times during the year, coordinating volunteer services that include support for Admissions, Athletics, the Parents' Giving Fund, and the Parents' Newsletter.

ACADEMIC CALENDAR

Monday, September 5	Monitors, Dorm Prefects, Peer Counselors and Pathway Leaders arrive by noon
Tuesday, September 6	Pathway participants, Peer Discussion Leaders, Tech Prefects and Preseason Athletes arrive by noon
Thursday, September 8	New student registration
Friday, September 9	Returning student registration
Saturday, September 10	School Weekend, classes begin
Saturday, September 17	School Weekend
Saturday, September 24	Regular Weekend
Saturday, October 1	Regular Weekend
Saturday, October 8	Open Weekend
Monday, October 10	Columbus Day (no classes)
Saturday, October 15	Regular Weekend, PSAT (4th & 5th)
Saturday, October 22	Regular Weekend, ACT's (6th)
Fri-Sat, October 28-29	Parents' Weekend
Monday, October 31	No classes, boarding students return by 7 PM
Saturday, November 5	Open Weekend, SAT's
Saturday, November 12	Regular Weekend/Groton Games
Saturday, November 19	Thanksgiving break begins after classes
Monday, November 28	Students return from break by 7 PM
Saturday, December 3	School Weekend SAT (5th)
Saturday December 10	Regular Weekend, ACT's (6th)
Sunday, December 11	Lessons & Carols (public invited)
Tuesday, December 13	Lessons & Carols (school service)
Thursday, December 15	Winter vacation begins at noon
Tuesday, January 3	Students return by 7 PM
Saturday, January 7	School Weekend
Saturday, January 14	Regular Weekend
Monday, January 16	Martin Luther King Day (school in session)
Saturday, January 21	Regular Weekend
Thurs.-Fri. January 26-27	Semester Examinations
Sat.-Tues. January 28-31	Mid-winter Weekend
Tuesday, January 31	Students return by 7 PM
Saturday, February 4	School Weekend/V Form Parents' Weekend
Saturday, February 11	Regular Weekend

Saturday, February 18	Open Weekend
Monday, February 20	President's Day, No classes
Monday, February 20	Students return by 7 PM
Saturday, February 25	Regular Weekend
Saturday, March 3	March break begins after morning classes
Monday, March 19	Students return by 7 PM
Saturday, March 24	School Weekend
Saturday, March 31	Regular Weekend
Saturday, April 7	Regular, extended Weekend
Sunday, April 8	Easter
Monday, April 9	No classes, students return by 7 PM
Saturday, April 14	Regular Weekend
Saturday, April 21	Regular Weekend
Saturday, April 28	Regular Weekend
Saturday, May 5	Open Weekend, SAT's
Saturday, May 12	Regular Weekend
Saturday, May 19	Regular Weekend/ VI Form Dance
Saturday, May 26	Regular Weekend
Monday, May 28	Graduation/Prize Day (Memorial Day)
Wed.-Fri., May 30-June 1	Final examinations for underformers
Friday, June 1	Summer vacation begins at 4 PM

REGULAR WEEKEND – Classes and athletic commitments on Saturday, students may take overnight Saturday evening only.

OPEN WEEKEND – No classes Saturday morning, students may take overnights Friday and Saturday evenings but must meet scheduled athletic and other commitments.

SCHOOL WEEKEND – Normal Saturday academic day and games, no overnights allowed.