

ST. MARK'S SCHOOL



HANDBOOK

2021-2022

IMPORTANT PHONE NUMBERS

St. Mark's School Switchboard.....	508.786.6000
Dean of Academics	508.786.6046
Admission	508.786.6118
Advancement.....	508.786.6279
Athletics	508.786.6151
Business–Tuition.....	508.786.6175
Business–Student Billing	508.786.6173
Chaplain's Office	508.786.6186
College Counseling.....	508.786.6283
Communications	508.786.6389
Counseling	508.786.6266
Dean of Students	508.786.-6273
Emergency Administrator	508.380.8667
Head of School	508.786.6104
Health Services.....	508.786.6372
Parent Engagement.....	508.786.6286
Security (after 3:00 p.m.):	508.614.5831
Technology Help Desk	508.786.4001

HOUSE NUMBERS

House Name	House Head	House Head Contact
Burnett	Lauren Ames.....	laurenames@stmarksschool.org
	Rob Calagione	robcalagione@stmarksschool.org
Coe	John Kennealy	johnkennealy@stmarksschool.org
Coolidge	Channing Weymouth	channingweymouth@stmarksschool.org
Marr	Channing Weymouth	channingweymouth@stmarksschool.org
Elm	Shelly Killeen.....	shellykilleen@stmarksschool.org
Gaccon	Maggie Kelly	maggiekelly@stmarksschool.org
Maple	Chris Kent.....	christopherkent@stmarksschool.org
Oak/Pine	Caitlin Kosow.....	caitlinkosow@stmarksschool.org
Sawyer	Luke Chiasson	lukechiasson@stmarksschool.org
Thayer	Colleen Finnerty.....	colleenfinnerty@stmarksschool.org
Thieriot (South)	Maggie Caron.....	margaretcaron@stmarksschool.org
Thieriot (North)	KK Roussinos	kathleenroussinos@stmarksschool.org

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SCHOOL EVENT CALENDAR

2021-2022

SEPTEMBER

Sunday, September 5	International Student Leaders arrive (after 5:00 p.m. with Deans' approval)
Monday, September 6	Student Leaders Arrive
Tuesday, September 7	Fall Student Varsity Athletes arrive (by invitation)
Wednesday, September 8	New Students arrive (see schedule of events on website)
Thursday, September 9	Returning International Students arrive (after 5:00 p.m. with Deans' approval)
Friday, September 10	Returning Students arrive Convocation
Saturday, September 11	Form Activities
Sunday, September 12	Form Activities
Monday, September 13	First day of classes
Saturday, September 18	Community Weekend Saturday class 1
Sunday, September 19	Community Day
Saturday, September 25	Regular Weekend Saturday class 2

OCTOBER

Saturday, October 2	Regular Weekend Saturday class 3
Saturday, October 9	Regular Weekend Saturday class 4
Fri-Sat, October 15-16	Regular/Extended Weekend Family Weekend
Monday October 18	No Classes
Saturday, October 23	Community Weekend
Saturday, October 30	Regular Weekend Saturday class 5

NOVEMBER

Saturday, November 6	Open Weekend
Friday, November 12	Groton Night
Saturday, November 13	Regular Weekend Saturday class 6 Groton Games & Alumni Homecoming
Saturday, November 20	Saturday class 7
Saturday, November 20	Students depart for Thanksgiving break after a.m. class Houses close at 1:00 p.m.
Monday, November 29	Students (Boarders) Return by 7:00 p.m.
Tuesday, November 30	Classes Resume

DECEMBER

Saturday, December 4	Community Weekend/Wellness Day
Saturday, December 11	Sleep In Saturday
Friday, December 17	Winter vacation begins after school commitments (no classes) Houses close 1:00 p.m.

JANUARY 2022

Tuesday, January 4	Students return from winter vacation by 7:00 p.m.
Saturday, January 8	Community Weekend Saturday class 1
Saturday, January 15	Sleep in/Extended Weekend
Monday, January 17	No classes – Martin Luther King Day – students return by 7:00 p.m.
Saturday, January 22	Regular Weekend Saturday class 2
Saturday, January 29	Regular Weekend Saturday class 3

FEBRUARY

Saturday, February 5	Regular Weekend Saturday class 4
Saturday, February 12	Regular Weekend Saturday class 5
Saturday, February 19	Sleep In/Extended Weekend
Monday, February 21	No classes – President’s Day – students return by 7:00 p.m.
Saturday, February 26	Regular Weekend Saturday class 6

MARCH

Saturday, March 5	Regular Weekend Saturday class 7 Winter Play
Saturday, March 12	Spring vacation begins after school commitments (no classes) Houses close 1:00 p.m.
Monday, March 28	Students return from spring vacation by 7:00 p.m.
Tuesday, March 29	Classes Resume

APRIL

Saturday, April 2	Community Weekend Saturday class 1
Saturday, April 9	Regular Weekend Saturday class 2
Saturday, April 16	Sleep-In Weekend (Easter weekend)/Extended Weekend
Monday, April 18	No classes – Patriot’s Day – students return by 7:00 p.m.
Saturday, April 23	Regular Weekend Saturday class 3
Saturday, April 30	Regular Weekend Saturday class 4

MAY

Saturday, May 7	Regular Weekend Saturday class 5
Saturday, May 14	Regular Weekend Saturday class 6
Saturday, May 21	Community Weekend Saturday class 7
Wednesday, May 25	Lion Term begins
Saturday, May 28	Open/Extended weekend
Monday, May 30	No classes – Memorial Day – students return by 7:00 p.m.

JUNE

Saturday, June 4	Open Weekend
Saturday, June 11	Prize Day (graduation) Houses close at 5:00 p.m.

DESCRIPTION OF WEEKEND TYPES

REGULAR—Students in good standing may sign out after their last school commitment and return by 7:00 p.m. on Sunday. Students may take an overnight Saturday evening but must meet all scheduled commitments (athletic practices, games, and musical performances are school commitments.)

REGULAR/EXTENDED—Students may sign out after their last school commitment and return by 7:00 p.m. on Monday. Athletic and musical performances are school commitments.

COMMUNITY—All boarding students must remain on campus overnight during a community weekend. Day students are encouraged to participate in activities on community weekends.

OPEN—There are no classes or afternoon commitments on an open weekend. Students may sign out from campus after their last commitment on Friday.

OPEN/EXTENDED—There are no classes or afternoon commitments on an open weekend. Students may sign out from campus after their last commitment on Friday and return by 7:00 p.m. on Monday.

SLEEP IN—There are no St. Mark's Saturday classes. Students will not be excused from Friday or Monday classes or commitments in order to accommodate taking a weekend. The school will remain open with normal activities available.

SLEEP IN/EXTENDED—There are no St. Mark's Saturday classes. Students may sign out after their last school commitment and return by 7:00 p.m. on Monday.

Any community that lives, works, and plays together as we do at St. Mark's needs guidelines to help support the activities 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 add to, modify, change, or delete any of these policies and procedures without notice.

SOURCES OF INFORMATION

Where do I find ...

A list of courses?

Academic Programs, www.stmarksschool.org, under "Academics."

School news and features for parents?

Deans' Weekly newsletter via email or online at www.stmarksschool.org, under "Parents."

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

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

An athletic schedule?

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

Discipline and potential responses to infractions of school rules?

The St. Mark's Student Handbook (in print or online), under "Standards."

Window grades and teachers' comments?

Grades will be made available electronically on NetClassroom after each Window. Comments are available electronically after each semester. NetClassroom is on the St. Mark's website under "Parents" through the St. Mark's parent portal.

Notifying St. Mark's of Contact Information Changes

All contact information changes can be emailed to Stacie Allen in the Dean of Students Office.

Contact information changes can also be sent to St. Mark's via mail, email, or voicemail, using the following addresses:

Mail: St. Mark's School

c/o Stacie Allen

25 Marlboro Road

Southborough, MA 01772

Email: stacieallen@stmarksschool.org

Phone: 508-786-6273

CONTACTING TEACHERS AND STUDENTS

MAIL

Faculty and boarding students' mail is sent to 25 Marlboro Road, Southborough, MA 01772, and is placed in the student or faculty boxes.

TELEPHONE

Administrators, Health Services staff, house heads and deans' numbers are listed on the inside front cover. The School's main number accesses a computerized system that offers certain information. If you know the telephone number of the faculty or staff member you would like to reach, you may dial that number directly. Except in an emergency, please do not call a faculty member after 9:30 p.m.

EMERGENCY COMMUNICATIONS

Dial 911 from any campus telephone to reach outside emergency services. Dialing "8" first is not necessary when contacting outside emergency services. If a situation merits a 911 call, please call St. Mark's Health Services as well.

In the case of a national, state, or local emergency, the School will communicate with parents through email, messages on the School's main telephone number (508-786-6000), and the St. Mark's website. The School also uses RAVE, an emergency notification system, which provides the ability to send text and email messages to students and their families instantaneously in the event of a School-wide emergency.

TELEPHONE OPERATOR/RECEPTION DESK

The School reception desk is staffed from 8:00 a.m. to 11:00 p.m. while School is in session. An updated telephone directory is also made available online.

ADVISING ST. MARK'S STUDENTS

Advisors are the connecting links among students, parents, and the School. Advisors watch over students' academic progress and personal development. Parents should make early contact with their child's advisor and feel free to communicate with any of those who teach or coach their children. The following formal categories are included in the advising system and are supplemented by the numerous informal adult contacts available to each student.

The Student's Advisor

The relationship between student and faculty advisor is a core element of the St. Mark's program. The advisor should be the initial point of contact for parents or faculty with concerns or questions about a particular student. 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.

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.

Boarding Staff

Each house is directed by a house head(s), assisted by resident faculty. The house head serves as an additional resource beyond a student's advisor. The house heads' names and email addresses are listed on the inside front cover.

College Counseling

The college counselors in the College Counseling Office advise students and their parents about the college application and enrollment process. Formal College Counseling work begins for students in the winter of their V Form year with the "Preparation for the Journey" Saturday class and individual planning sessions. We encourage students to visit colleges during the summer following their V Form year.

The Dean of Students

The dean of students, along with the associate dean of students and the assistant dean of students, coordinates the advising system, community life, student activities and the discipline process. Parents may consult with the dean of students about individual students or about School policies at any time.

The Dean of Academics

The dean of academics, along with the associate dean of academics, directs the daily operation of the academic program and works to ensure that students develop to their intellectual potential. Parents may consult the dean of academics about individual students or about School policies at any time.

Health Services/Counseling

The nurses and counselors are available to consult with students and parents about physical and mental health issues.

ACADEMIC PROGRAM

EDUCATIONAL OUTCOMES

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

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

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

ADDING AND DROPPING A COURSE

Students wishing to add or drop a course must do so within the first two weeks of classes in the fall, or in the case of spring semester courses, during the first week of the second semester. 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 and the teachers of the courses they are adding and/or dropping. Exceptions to the 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.

ADVANCED COURSES

Students wishing to take advanced courses must have the permission of the appropriate department head and the dean of academics. Students enrolled in an advanced course will have the option not to take the Advanced Placement examination in May. Should a student elect to take an Advanced Placement examination, they must work in consultation with the teacher for guidance on how best to approach preparing for the exam.

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

COURSE FAILURES AND WARNINGS *(see page 10)*

DIPLOMA REQUIREMENTS

- English** – Every year
- Art** – One-year course
- Religion** – One year of study divided into two semester courses to be taken in the IV, V, or VI Form year.
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 at St. Mark's (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
- The Global Seminar** – Required for all students in the III Form
- St. Mark's Saturdays** – Three trimesters per year for all students
- Lion Term** – Three weeks per year for all students

Students are required to take a minimum of five classes each semester (six in the III Form year); with permission of the dean of academics, students on at least honors may take six courses. Students are expected to maintain passing averages in all of their classes.

Each student's academic program and progress is overseen by his or her advisor in conjunction with the dean of academics and associate 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.

ACADEMIC SUPPORT RESOURCES

At St. Mark's, the Academic Support office is an important part of the Center for Innovation in Teaching and Learning. Academic success in our program begins with the expert instruction of the St. Mark's faculty, who use a wide variety of pedagogical techniques in their work with students. All faculty use Canvas, the School's online learning management system, to organize syllabi, provide content, and communicate with students.

Students are encouraged to self-advocate when they need academic support by seeking out their teachers for extra help during free blocks or evening duty times, and availing themselves of peer tutoring through the Student Mentor program. Workshops on such topics as study strategies, exam preparation, and organization are offered throughout the year by Academic Support and student mentors. For those students who benefit from extra structure in the evenings, the School also offers Center Study Hall, a separate study hall in the library directly supervised by faculty members. Additional academic resources can be found in the Academic Support section of the Center Resource Site

(www.stmarksschool.org/academics/the-center-for-innovation-in-teaching-and-learning/academic-support). The Director of Academic Support, Sarah Eslick (saraheslick@stmarksschool.org), is available for consultation with faculty, students, and families if persistent learning challenges arise.

TUTORING

Some professional tutoring is available for a fee. Ordinarily, we do not encourage students to request an outside tutor until they have exhausted sources of support from inside the community, including extra help from teachers. Students first should meet with their advisor and their subject teacher to discuss the academic concern. Then, if it is determined that the extent of a student's academic challenges require ongoing, one-to-one support, the director of academic support will work with the family to find an appropriate, outside tutoring professional. It is important that all requests for tutorial assistance are managed through the Academic Support office.

The School does not support extensive outside tutoring (e.g., more than two sessions per week in a given subject, or tutoring in more than two subject areas) or remote tutoring without permission from the director of academic support.

For reasons of safety, only those adult tutors arranged through the Office of Academic Support are permitted to work with students on campus.

STUDENTS WITH DISABILITIES

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

(saraheslick@stmarksschool.org).

GRADING SCALE

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

GRADING SYSTEM

A letter grading system is used, as follows:

A+, A	High honors work
A-, 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).

While these grades do not appear on the transcript, they indicate internally the following:

Plus—Performance at an extraordinary level

Satisfactory—Performance that meets expectations

Minus—Performance at a level that does not meet the expectations of the course

REPORTS

Formal grades are reported four times a year, at the close of each marking period, or “Window.” Narrative comments accompany grades at the close of Windows One and Three. When the first set of grades is reported in November, parents will receive information explaining the reporting schedule for the remainder of the year. Grades and teachers’ comments will be available electronically via NetClassroom (accessed through the Parent Portal). If families would like a hard copy, please contact the Registrar, Claire Messier (clairemessier@stmarksschool.org). Parent Portal password queries should be made through the Technology Department (helpdesk@stmarksschool.org). The dean of academics will contact the family of any student who receives an academic warning or is placed on academic probation (see section below on Academic Warning and Academic Probation).

HONORS AND HIGH HONORS

A student who receives a cumulative grade average of B+ or higher in a cumulative Window (quarter), with no C-range grades or below will have honors designation for that marking period.

A student who receives a grade average of A or higher, in a cumulative Window (quarter), with no C-range grades or below will have high honors designation for that marking period.

GRADING AND ENGAGEMENT CRITERIA FOR EXPERIENTIAL LEARNING PROGRAMS

St. Mark’s Saturdays and Lion Term are developed in alignment with the St. Mark’s mission, and offer students the opportunity to explore learning as it is configured in the real world. Learning in these programs often takes the format of experiential or interdisciplinary course models. In order to gain the benefit of these experiences, students are expected to be present for the full duration of each program—three seven week St. Mark’s Saturdays courses per year, and the Lion Term program at the end of each year.

At the summation of their St. Mark’s Saturdays and Lion Term experiences, students will earn grades of High Pass (HP), Pass (P), or Fail (F).

These grades will appear on each student’s transcript, though they will not be included in aggregate calculations of student grades or Honors designations.

While graded assessments of student work in these courses is essential to maintain the academic rigor of the program, the High Pass, Pass, Incomplete scale is meant to encourage students to gain exposure to new subject areas and skills through the program, and to promote growth in line with the School's educational outcomes.

Accordingly, the grading criteria will indicate the following:

High Pass: Student displays mastery of the core course concepts, along with meaningful engagement in course activities, and substantive growth in course-aligned learning outcomes.

Pass: Student meets the expectations of the course, and demonstrates growth in course-aligned learning outcomes.

Fail: Student does not meet the expectations of the course and may show insufficient engagement in the work. A Fail in a St. Mark's Saturdays course or Lion Term results in the student entering the Academic Warning and Probation protocol through the dean of academics office.

Incomplete: Student misses course meetings in excess of the minimum attendance standard for St. Mark's Saturdays or Lion Term. The student will enter a protocol administered by the director of experiential learning. The director will work in conjunction with the faculty member to determine an appropriate course of action for completing the missed work—or its equivalent—in order to satisfy course goals for understanding and competency. Should the student successfully complete the course expectations, he or she will earn a High Pass or Pass. Despite the efforts by the director, the faculty member, and the student, substantial missing or incomplete work may compromise a student's ability to earn a passing mark in the course, resulting in a Fail on the transcript.

Absences in excess of the minimum attendance standard for St. Mark's Saturdays courses (see page 9) may also result in a course incomplete. Incompletes will be determined by the director of experiential learning and the faculty member(s) leading the course, in consultation with the dean of academics. Faculty members will consult with the director of experiential learning if a student is in danger of failing or misses course meetings in excess of the attendance standards. At the midpoint of the seven-week St. Mark's Saturday courses or during the second week of Lion Term, students in danger of failing will enter a protocol led by the director of experiential learning so that they can respond to actionable feedback and adjust patterns of engagement as necessary.

Successful completion of St. Mark's Saturdays and Lion Term in each year of enrollment is required for a student to earn a diploma.

DIPLOMA CREDIT AND DIPLOMAS OUT OF COURSE

To earn a St. Mark's diploma, students must complete the school's diploma requirements. A listing of these requirements appears in the Student Handbook and Course Catalog. The school evaluates a student's progress towards meeting the school's diploma requirements based on the student's Form of entry. Requests for diploma credit based on high school coursework completed prior to enrolling at St. Mark's should be made in writing to the dean of academics. All requests of this kind are considered on a case-by-case basis.

It is not possible to satisfy the full requirements of a St. Mark's diploma while not enrolled either at St. Mark's, or in an approved academic program (School Year Abroad, Chewonki Semester School, or The Mountain School). Consistent with the school's minimum attendance policy, St. Mark's believes that interaction with a learning community of students and faculty, and full participation in the academic program are critical factors in the enrichment of both the individual student, and the student's peers.

Rising or current VI Form students who have completed coursework at another high school prior to enrolling at St. Mark's in the III Form are eligible to request a Diploma Out of Course, defined as the conferral of a diploma to a student who leaves St. Mark's

prior to their Form's date of graduation. To acknowledge the student's intention to pursue other endeavors, the family should notify, in writing, the dean of academics and the dean of students in keeping with the process of withdrawing from school. The dean of academics will advise the family on the student's progress towards meeting diploma requirements through St. Mark's coursework, and the school's procedures for a Diploma Out of Course, including any additional coursework that a student must pursue. As appropriate, the dean of academics will consult with the family to identify a suitable plan for pursuing this coursework. Upon completion of equivalent coursework, the student may submit a petition for a Diploma Out of Course to the head of school, who, in consultation with the dean of academics, will evaluate the student's equivalent coursework and reach a decision on the awarding of the Diploma Out of Course.

ACADEMIC REVIEW

The goal of academic review at St. Mark's is to provide mechanisms to identify and support students who may be experiencing academic difficulty. Our approach in each area detailed below seeks to promote improvement through appropriate action plans, and effective coordination of institutional resources.

Student Progress Cycle

At the close of each marking period, the Student Support Team (SST) reviews students exhibiting a pattern of academic concerns, and recommends appropriate follow-up steps for improving performance. This process is led by members of the Academics Office, but conducted through the SST because changes in academic performance may be correlated with challenges in other areas of a student's life. In all cases, advisors serve their vital role in supporting the student, and updating the family on the identification and effectiveness of recommended interventions.

Students with one or two warning grades (C or below) may be recommended for Advisor Action Planning. Through this approach, advisors connect with all faculty who work closely with the student for input and insight to inform the development of an appropriate action plan. A subsequent advisor meeting with the student informs goal setting for improvement.

For students with multiple warning grades or other salient patterns of concern, SST may recommend a Full Team Review. Through this approach, all faculty who work closely with the student meet to share observations and recommendations for improvement. In follow-up to the meeting, the advisor will discuss the group's recommendations with the student and the family, and support the student in carrying forth the action steps.

Common interventions recommended as a part of the student progress cycle include: evaluation and adjustment of study strategies, designated meeting times with teachers and extra help as articulated above, enrollment in evening Center Study Hall, periodic consultation with the director of academic support, regular check points with the advisor and academic dean.

Academic Warning and Probation

Low academic performance is unacceptable and grounds for dismissal. Student status is formally reviewed by the Academics Office based on performance in single window and cumulative grading periods

Academic Warning

Academic Warning is designed to communicate a pattern of academic concern to students and families. Students who earn a C average or below in a grading period or who receive a grade of D or E will receive a letter of Academic Warning from the dean of academics.

Academic Probation

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 earning a C- average or below in a cumulative grade report will be placed on

Academic Probation. Students on Academic Warning for two or more consecutive marking periods, or who earn a grade of “Incomplete” in a St. Mark’s Saturdays or Lion Term course, may also 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. The advisor will determine, in consultation with the student, parents, and teachers, and academic deans, what additional support or restrictions should be put in place to help that student.

The faculty may recommend to the head of school to 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 required to withdraw. 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 re enrollment contracts of students on Academic Probation (and Attendance Probation) until their status is resolved.

Students who remain on Academic Probation for more than two semesters will be reviewed on an ongoing basis by the dean of academics. These students may be required to withdraw at the end of a semester at the discretion of the head of school after consultation with the faculty and the dean of academics.

Students on warning or probation may be required to attend Center Study Hall in the evening and should discuss extracurricular plans with their advisors. The advisor will determine, in consultation with the student, parents, and teachers, and deans, what additional support or restrictions should be put in place to help that student.

END-OF-YEAR FAILURE

If a student fails a course by earning an E grade 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. Should the student not pass the exam, the head of school, in consultation with the dean of academics, will consider whether the student shall be required to withdraw.

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 be cause for dismissal.

ST. MARK’S SATURDAYS AND LION TERM FAILURE

Please refer to the “Grading and Engagement Criteria for Experiential Learning Programs” section (page 8).

SAT/ACT TUTORING

Because of a strong belief in the primacy of full engagement in the academic and extracurricular life available at St. Mark’s, the College Office strongly encourages students and their families who are interested in tutoring for standardized tests to arrange for that tutoring to take place at home over breaks. However, we do realize that this ideal scheduling may not work for every student. The School has therefore made arrangements through Academic Approach to offer SAT and ACT prep classes. These classes will be made available to V and VI Formers; details about these opportunities will follow from the College Office.

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, 6:00 a.m. to 9:30 p.m., Saturday 7:00 a.m. to 6:00 p.m., and Sunday 10:00 a.m. to 9:30 p.m.

ATHLETICS

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

ATHLETIC REQUIREMENTS

Members of the III Form are required to participate in an interscholastic sport all three seasons of the year. Students in IV and V Form must participate on an interscholastic team for at least two of the three seasons, and VI Form students must compete on an interscholastic team for at least one season. During the season(s) when a IV, V, or VI Form student may not be a member an interscholastic team, that student must either participate in a physical fitness wellness activity, perform in the school play, be a team manager, or apply for an Athletic Commitment Accommodation (ACA).

ATHLETIC COMMITMENT ACCOMMODATION (ACA)

Athletic Commitment Accommodation (ACA) proposals fall into one of the following general categories for approval: (do note that students receiving an ACA will still be required to join an exercise wellness class for three days per week rather than the normal expectation of 5 days per week).

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

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

Non-Athletic Accommodation—For an approved Academic/Arts/Music/Community Support program to be undertaken on-campus with a faculty sponsor and supervisor.

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

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 Athletics Office. This option is not available to students in their III Form year. It requires a significant time commitment and the expectation is that managers will attend all practices and games, home and away.

ATHLETIC COUNCIL

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 four-six, multisport, VI Form officers each year.

ATHLETIC TRAINING RULES

The St. Mark's School Athletic Council has adopted the following training rules for its student-athletes. Members of interscholastic 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 team member who breaks a training rule will be suspended from interscholastic game competition for one week. A second violation within a single season may result in the player's dismissal from the team.

CERTIFIED ATHLETIC TRAINERS

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

RETURN TO ATHLETICS AFTER ILLNESS OR INJURY

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

CLASS ABSENCES AND GAME ELIGIBILITY

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

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.

SPORT & WELLNESS ELECTIVES

Fall:	Field Hockey, Girls and Boys Soccer, Girls and Boys Cross-Country, Football
Winter:	Girls and Boys Basketball, Girls and Boys Hockey, Girls and Boys Squash, Wrestling
Spring:	Girls and Boys Tennis, Girls and Boys Lacrosse, Girls and Boys Crew, Golf, Softball & Baseball
Wellness:	Yoga, Strength & Conditioning, Taekwondo, Fitness, Developmental Tennis

EQUIPMENT ISSUE & NEEDS

St. Mark's provides practice clothing, game uniforms, helmets and select equipment for all student-athletes. However, we do not provide footwear, sticks (field hockey, ice hockey and lacrosse), racquets (squash or tennis) or gloves (baseball, softball, hockey and lacrosse). In addition, students must provide their own protective padding for field hockey, soccer, ice hockey, and lacrosse.

****Please note that students will be charged a late fee for not returning their uniform following each game. A student's account will also be charged a replacement fee for all issued uniforms and equipment that are not returned at the end of each season.***

MAJOR SCHOOL RULES

St. Mark's School believes in four essential tenets of community living—respect, understanding, safety, and honesty (RUSH)—and 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 community expectations and policies.

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 disciplinary action.

Students who violate a major school rule (Level One or Two) 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 or the dean of academics and head of school. The head of school and the dean of students or the dean of academics reserve the right to hear cases through an administrative student discipline process in cases of unusual sensitivity or particular time constraints. Responses to infractions of these rules may be suspended or being dismissed from St. Mark's.

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. Students, as well as each member of the community are 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 sexually suggestive remarks, jokes, verbal abuse, or insults, either in person or through any medium;
- 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 47 for the Massachusetts Anti-Hazing Statute);

threats, including cyberbullying and demeaning comments with respect to race, color, religion, ethnicity, sexual orientation, gender identity, disability, or socioeconomic class;

- disrespect of School property furniture/vandalism and failure to care for physical spaces (i.e. cleanliness).

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, color, gender, ethnicity, religion, disability, sexual orientation, gender identity or any other prohibited category as set forth in pertinent state or federal law.

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

Anyone who believes that he or she is a victim of such behavior should report any such activity. Among those available to help are an advisor, another faculty member, an administrator, a supervisor, the chaplain, one of the deans, or the School counselor. Anyone so consulted is expected to report the incident to the Dean of Students as per the School's Anti-Bullying Plan. See Appendix for *Massachusetts Anti-Hazing Statute and St. Mark's Anti-Bullying Plan*.

Respect for Property

Stealing, borrowing (including use of computer, account or social media 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 the use of the School's computer network on Page 39.

HONESTY AND ACADEMIC HONESTY

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.

SAFETY/HEALTH

Alcohol and Drug Use

The School does not tolerate the use, possession, or distribution of illegal drugs, drug paraphernalia, or alcohol, 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 use or 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 ensure safety and to confirm or refute the concern. In this instance, a student will 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.*

Biased-Based Incident Report

St. Mark's Bias-based Incident Report Form is intended to collect instances of insensitivity, bias, and discrimination that occurs at St. Mark's. The school will use information provided in this form to monitor the campus climate, inform training, program planning, and policy development.

Every effort will be made to evaluate all reports promptly. Anonymous reporting is an option; however, we encourage submissions to be accompanied with a name and email. The information contained in this report will be shared with the appropriate school officials involved in any subsequent monitoring, investigation, or resolution of the incident.

CBD (cannabidiol)

We only allow students to use CBD oil or other CBD products with a prescription and physician order, and they must be kept in Health Services and administered there. Students may not keep any products containing CBD in their rooms.

Students found in possession of CBD will be subject to an immediate room search. While possession of CBD products, in itself, is not considered a violation of this major School rule, students are held responsible, per the expectations and consequences laid out in the handbook, for any other prohibited substances discovered in a room search. In the absence of other rule violations, consequences for possession of CBD products will vary based on the circumstances as well as applicable state and federal laws.

Building Safety and 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 houses of the same gender or any other area of the Main Building. Leaving or entering a building without permission between check-in and 6:00 a.m. and/or tampering with any internal alarm systems is prohibited.

The tunnel to the power station, all roofs and 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 Facilities Department, only with faculty permission and supervision.

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

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 Dean's Office.

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 6:00 a.m. will normally be treated as a major school rule violation.

Sexual Misconduct

A student who feels that he/she has been the victim of a sexual assault, sexual abuse or sexual misconduct may refer himself/herself directly to Health Services, or may seek the assistance of a School employee. When disclosure of an alleged sexual assault, sexual abuse or other sexual misconduct is made to a School employee, that person should promptly contact the school counselor. The counselor will take responsibility for subsequent steps.

Mandated reporters, including but not limited to faculty, educational administrators and school counselors, will notify the head of school or the head's designee, if the mandated reporter has reasonable cause to believe that a child is suffering physical or emotional injury resulting from neglect or abuse, including but not limited to sexual abuse. The head of school will be responsible for making any required reports to the Massachusetts Department of Children and Families ("DCF"). The head of school or other mandated reporters may also contact law enforcement authorities to report the suspected abuse or neglect.

Weapons

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

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

LEVEL ONE OFFENSES: A violation of any rules of the following nature will make the student liable for dismissal:

Behavior which affects the well-being or violates the rights of individuals within the community. Among others, this rule applies to such matters as blatantly rude or discourteous behavior toward faculty, staff members or other students, vandalism, bullying or malicious harassment or intimidation (physical verbal or electronic).

Any deliberate action creating a fire hazard. This includes smoking or burning anything (e.g., matches, candles, incense, etc.) in a building.

Any deliberate action which interferes with school or community emergency services (e.g., misuse of firefighting equipment, prank 911 calls, etc.)

Use or possession of firearms, explosives or other weapons.

Stealing.

Unauthorized use or possession of school keys other than those assigned.

Use, possession of, or knowingly being in the presence of those using or possessing illegal drugs (including anabolic steroids and inhalants or other substances used inappropriately in dangerous ways...or deliberate misuse/abuse of prescription or non-prescription medication), or any evidence thereof, including possession of drug paraphernalia.

Distribution of drugs or alcohol.

Protracted lying.

Egregious or repeated academic dishonesty.

Any violation of the criminal laws of the Commonwealth of Massachusetts or the United States.

A second violation of a Level One or Level Two at any time during a student's St. Mark's career.

Any Level Two offense compounded by lying about that offense.

LEVEL TWO OFFENSES: A violation of any of rules of the following nature will make the student liable for suspension or Dean's Final Warning:

Calculated, deliberate lying of a single offense

Use or possession of, or knowingly being in the presence of those using or possessing, alcoholic beverages, or any evidence thereof, including possession of alcoholic beverage containers, while under the school's jurisdiction. Students are not to return to campus from any weekend or vacation evidencing any indication of use of alcohol or drugs. A second violation of this rule at any time during a student's St. Mark's career will make the student liable for dismissal.

Use or possession of, or knowingly being in the presence of those using or possessing, marijuana or any evidence thereof, including possession of drug paraphernalia (including but not limited to e-cigarettes, vaporizers, Juuls, etc.). Students are not to return to campus from any weekend or vacation evidencing any indication of use of alcohol or drugs. A second violation of this rule at any time during a student's St. Mark's career will make the student liable for dismissal.

Willful damaging of or tampering with school property (including computers) or that of members of the community.

Being off campus without permission (see “Leaving Campus” for specific definitions of “campus”).

Unauthorized visitation. Visits between girls and boys may take place in House common rooms at times (between 3:15 and 7:30 p.m.) that do not conflict with study periods. Boys and girls may not be in each others’ house rooms except at designated times allowed by visitation rules; at such times, they must get specific permission from a faculty member. The School expects students in same-sex relationships to follow the same guidelines. The same rules and expectations apply to students hosting visitors from outside the school.

Unauthorized use of (driving or riding in) motor vehicles. Boarding students may not have motor vehicles at or in the vicinity of school. Day students may not use their cars for reasons other than coming to school in the morning and leaving at the end of the day. Students may not ride in cars owned by day students or others without permission from a faculty member and authorization from their parents. Day students who provide rides for boarders who have not followed proper sign-out procedures are subject to the same punishment as the boarders.

Absence from the House without permission between check-in and 6:00 a.m.

Academic dishonesty.

A second Level Three offense within one academic year. In such cases, the student will either be brought before the SDC or assigned a second set of “warning” responses.

LEVEL THREE OFFENSES: A violation of any rules of the following nature will make a student liable for Dean’s Warning:

Casual lying.

Blatant disobedience or disregard of faculty instruction to comply with rules or expectations.

Use or possession of tobacco products, whether for smoking or chewing.

Unauthorized presence in any other student’s room.

Unauthorized use of heat-producing appliances. Coffee makers, rice cookers, hot pots, etc. may be used in dormitory kitchen/common areas, but not in student rooms. Any irons must have automatic shut off devices.

Unauthorized possession of prescription medication. (All prescription medication is to be registered and kept in Health Services unless otherwise stipulated by the director of health services).

Gambling for money or other personal gain.

Procedural or repeated dormitory infractions or inappropriate behavior as determined by house staff and/or the dean of students. Procedural infractions include improper sign out, being in an unauthorized space, etc.

CLARIFICATIONS

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.

Motorized Vehicles

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

Food Safety

Nut-Aware Campus: In order to maintain an inclusive environment for those with nut allergies, all foods that are made by the dining hall staff are without nuts, nut oils, or other nut products. Peanut butter is offered in the regular serving line of spreadables. A separate station of nut free spreadables is available. Signage will be provided by our food service for daily menu items indicating the presence of the major allergens other than nuts—fish, eggs, dairy, gluten, and soy. We also ask for parents' help when bringing food for special events that they do not contain peanuts or other nut products and that they list all ingredients or that they provide the packaging labels with ingredients listed. All food allergy information must be indicated on our required health forms submitted by parents. Food allergy information will be shared with advisors, house heads, and with our food service. Students are also expected to be their own advocates for food safety. They are responsible for seeking out resources in the dining hall, asking appropriate questions and, when in doubt, avoiding questionable food items.

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

Gambling

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

Respect for School Facilities and for the Community

Gum is not allowed in the 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 for 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.

Search Procedures

If a faculty member has any 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 (or car) 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, including a search of the student's room and personal belongings.

If the School has reason to believe that a student's personal data stored locally or online contains material detrimental to the well-being of the student or community or evidence of a serious rule infraction, the student will be informed of that information and the dean or associate dean of students or weekend administrator can authorize a search of the student's computer, cell phone, 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.

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

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 and are additionally liable for athletic consequences for tobacco violations. Smoking any substance in a building is a Level One violation.

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 hosting the guest.

Faculty Homes, Enrolled Faculty Children, and Visitors

On campus homes of enrolled faculty, students are viewed as day student houses and all normal and customary visitation rules apply. While under School jurisdiction, boarding students may only visit in day student homes off-campus with an adult present along with the normal and customary permission through the Deans' Office and Orah.

Visitation

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

West Campus common rooms are open to members of the other gender from 3:15 p.m. until study hall. On weekends, they are open from noon until 10:45 p.m. 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.

House rooms are open for visitation as follows:

VI Formers

7:00–10:00 p.m. on weeknights (VI Formers may visit other VI Formers for academic purposes only.)

7:00–10:45 p.m. on Saturdays

Underformers

7:00–7:30 p.m., weeknights, 7:00–10:45 p.m. 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 illegal visitation in a house room outside of permitted visiting hours, in any area after check-in and before 6:00 a.m., or in bedrooms in Health Services will be treated as a Level Two 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.

Student presence in the dormitories of the other gender, or in other places on campus, must coincide with visitation guidelines. Violations during permitted visiting hours will minimally result in loss of visitation privileges and restriction. The School expects students in same-sex relationships to follow the same guidelines everyone else follows.

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 includes an additional VI form member, two V Form representatives, two IV Form representatives, 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 or the dean of academics, in consultation with the 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. The SDC hearing is closed to persons other than the Committee, the student, the advisor, a peer, and the head of school or other administrator as determined by the head of school.

Students are expected to be honest, straightforward, and forthright during the SDC process. Being dismissed 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, considers the information received by all parties, and determines an appropriate response. The head of school or the assistant head. Standing in for the Head, 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 dismissal 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 dismissed from St. Mark's. As mentioned previously, however, the School reserves complete discretion to define offenses and determine appropriate responses.

Types of SDC meetings

There are two types of SDC meetings, a regular version as well as an administrative variety. The normal and customary version of the SDC has the usual five student representatives, four faculty members and a dean. This version is used for the majority of cases. For reasons of timing or sensitivity, the administrative version may be used where the head of school, a dean, a faculty member, and a SDC student representative will convene. The head of school and the dean of students will determine which version is appropriate.

DISCIPLINE RESPONSES

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.

Campus Restriction

A student may not go beyond the boundaries of the School campus (including downtown Southborough) 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 usually for a Level Three violation, s/he is warned that another minor rule violation may lead to more serious consequences including the possibility of sitting before the Student Discipline Committee (SDC). If a student were to break a major School rule (Level One or Two), his or her previous Deans' Warning would be taken into account in the SDC deliberations.

Deans' Final Warning

When a student is placed on Deans' Final Warning, for the duration of that status, a subsequent offense which, in the Dean's judgement, might or might not be defined as a major School rule violation will be viewed as a major School violation and, if a Level One or Level Two Violation, require an appearance before the Student Discipline Committee.

End-of-Year Review

In the end-of-year faculty meetings, students are discussed who are on academic, attendance or Deans' Final Warning 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 parent(s).

House or Room Restriction (7:00 p.m. to 7:00 a.m.)

A student must check in with the faculty member on duty in his or her house at 7:00 p.m. 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.

House Warning

House 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.

Loss of Leadership Positions

A student on Deans' Final Warning Status may not serve or apply to serve as a monitor, member of the SDC, house prefect, or peer discussion leader for the duration of their status or for a calendar year after their offense. Varsity captains placed on Deans' Final Warning will lose the captainship but may be reinstated after working with the director of athletics and varsity coach. For minor offense, students may be suspended from their positions temporarily.

Major Campus Restriction

A student attends classes but is prohibited from participation in athletics, the arts, and other extracurricular 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 7:00 p.m. on. Major campus restriction may be imposed as the result of a major School rule violation.

Substance Use/Misuse Health Response

St. Mark's has a comprehensive health response for any student who finds themselves in a situation involving substances. The health response includes components which when completed are used to create an individual health care plan for a particular student. The health response includes a drug and alcohol evaluation from an outside, licensed mental health provider. It is expected that a student and family will follow and fulfill any and all recommendations coming from an evaluation. Failure to share the completed outside evaluation to the director of counseling services in a timely manner may lead to a health leave for the student until the student's health status can be determined. Students will also be required to sign a non-use agreement speaking to their commitment to live substance free for the remainder of their St. Mark's career. The substance health response protocol is

used as an outcome of a discipline response, FASTeam referral or Sanctuary situation. The substance health response is a combined effort between both the counseling and health services departments.

Suspension

Students are suspended for major School rule violations. 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. 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.

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

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.

Weekend Work Crew

Hours of weekend service may be required for those students who placed on Deans' Warning or Deans' Final Warning status. Students may not take an overnight on Saturday night when they have weekend work detail.

Weekend Work Detail

Hours of service to the School or quiet supervised study scheduled by the School over the weekend. 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.

Request for Reconsideration

A student who is dismissed from the School as a result of the disciplinary process may submit a written request for reconsideration to the head of school. A written request for reconsideration must be based on one of the following grounds only: (1) the process to review the reported rule violation substantially deviated from the process outlined in the Student Handbook and that substantial deviation had an adverse impact on the determination; or (b) significant new information not available to the student at the time of the determination has been revealed or discovered which materially alter the facts and may alter the determination. A student must submit a written request for reconsideration within three days after receiving notice of the finding of responsibility for a major rule violation. Absent extenuating or unusual circumstances, the head of school will notify the student within seven days whether the request for reconsideration has been granted or rejected. If the request for reconsideration is rejected, the decision is final. If the head of school grants a request for reconsideration, the head of school retains complete discretion to determine the next steps to resolve the matter. In the discretion of the head of school, next steps may include, but are not limited to, altering the finding or the sanctions, or convening a new SDC. Any sanctions imposed on a student as a result of the disciplinary process remain in effect during a request for reconsideration until further notice from the School.

NOTIFICATION OF DISCIPLINE TO COLLEGES

Expulsions or Withdrawals:

If a student is expelled or withdraws in their sixth form year, the St. Mark's College Counseling Office will notify colleges of the change in status for a student. A final transcript will be sent to all colleges where a student has applied, and the transcript will state the date of the change in status and will be followed by either the word "withdrawn" or "expelled." If a student does not sign a waiver giving their St. Mark's college counselor permission to speak to college representatives on their behalf, all questions from colleges will be directed to the student.

Suspensions:

Colleges may choose to ask about students' disciplinary history in their applications. When asked about discipline, it is our school policy that students will report any suspensions received during high school. As an educational institution that values honesty, we expect St. Markers to be completely truthful in their responses. The St. Mark's College Counseling Office will provide guidance and support to students on how best to respond to questions about disciplinary history. In addition, when asked, the college counselors will verify suspensions, and students' responses about them, to college admissions representatives. If a student is suspended after submitting applications to colleges that ask about disciplinary history, the student must write a letter informing these colleges of the suspension within one week of the disciplinary infraction. College counselors will support students in this process and respond to questions from college admission representatives following such sixth form suspensions.

ATTENDANCE

Students are expected to meet all obligations, including classes; sports practices; chapel; seated lunch and dinner; house, form, and School meetings; required assemblies; Sunday evening hours (for boarders) etc. Missed commitments may result in detention, restrictions, reduction in privileges, and/or weekend work detail. Excessive absences will lead a student to be placed on attendance warning or attendance probation and to be discussed at the end-of-year faculty meetings.

The School considers Sunday evening hours (or Monday evening hours on extended weekends) to be the first commitment of the academic week. Boarding students will be held accountable for missing this commitment through our attendance system.

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 8:00 a.m. 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, requests must be made 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 their 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 Dean's Office. Teachers also report lateness to class, and three instances of lateness are counted as the equivalent of an unexcused absence. Absences from Center Study Hall and scheduled tutoring sessions are counted as class absences. The following are the disciplinary consequences for unexcused academic 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; email to parents and advisor.

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 Dean's Office. Letter home.

Fifth absence

A repetition of the consequences for the fourth absence including a meeting with the dean of students, the dean of academics or another administrator. Students may be placed on attendance warning/probation. Any subsequent absences will be dealt with by the dean of academics or the head of school and may result in disciplinary consequences up to, and including, suspension and/or dismissal.

For non-classroom absences, absences are weighted depending on type (non-classroom commitments, athletic, practices, athletic contests) with the discipline consequences and sequence similar to the ones used for academic absences.

ST. MARK'S SATURDAYS ATTENDANCE POLICY

St. Mark's Saturdays are a vital part of the St. Mark's academic program. St. Mark's Saturdays, in general, will follow the same attendance parameters as the rest of the academic program with modification as follows:

1. Attendance is expected each week, and integral to the experience of the course. While recognizing that for extenuating circumstances, students will request special permissions to miss class (as is the case currently for yearlong and semester courses), students may miss no more than two classes within a season. Should a student miss a third class, they may lose academic credit for the course, resulting in a grade of Fail. This determination will be made by the head of school, based on a recommendation from the dean of academics.
2. Consistent with the attendance policy described above, students with unexcused absences on game days will not be allowed to participate in athletic contests. Students more than 20 minutes late to a Saturday class will be marked as absent.
3. Course grades of High Pass or Pass will not be determined by the attendance policy. However, not meeting the minimum attendance policy may result in a grade of Fail.
4. The First Day Sheet for every course will outline the Saturday Program attendance policy and will provide guidance regarding the approach to making up any missed work should a student be absent.
5. Should students be absent a third time, they will enter a protocol administered by the director of experiential learning. The director will work in conjunction with the faculty member to determine an appropriate course of action for completing the missed work—or its equivalent—in order to satisfy course goals for understanding and competency. Should the student successfully complete the course expectations, he or she will earn a High Pass or Pass. Despite the efforts by the director, the faculty member, and the student, substantial missing or incomplete work may compromise a student's ability to earn a passing mark in the course, resulting in a Fail on the transcript.

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 eight meetings of a course in a semester or 16 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.

ATTENDANCE WARNING AND PROBATION

Students who maintain a consistent pattern of absences from class, sports, and other School commitments and/or minor disciplinary offenses will be discussed in end-of-year faculty meetings. Students who miss a certain number of academic and non-academic commitments will be placed on Dean's Office attendance warning status which will include communications with parents/advisor, detentions, work detail and/or five free periods in the Dean's Office. Names of students on attendance warning will be submitted to the student support team for review. The Student Support Team may make recommendations or require strategies (such as sleep evaluation, substance screening, etc.) to the Dean's Office.

For subsequent absences, the dean of students may recommend that the student be placed on attendance 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 House Head through weekly check-in forms. Names of students on attendance probation will be submitted to the Student Support Team for further recommendations and strategies. During that semester the student on attendance probation must demonstrate marked improvement in fulfilling their obligations at School. Failure to do so may result in dismissal.

DRESS CODE

Academic Day:

Dress during the academic day (starting at 8:00 a.m.) must be neat, clean, and modest (business casual).

Pants/slacks, khaki/chino pants, corduroy pants or Bermuda-length dress shorts with crew neck sweater, collared shirt or turtleneck.

Blouse, shell sweater, or turtleneck with dress slacks, corduroy pants, khaki/chinos 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.

During the academic day, students may not wear sweatshirts other than official St. Mark's sweatshirts. Students may not wear hats or head coverings, except for religious reasons. T-shirts, low-cut tops, visible underwear, blue denim, athletic clothing (including spandex, yoga pants, or sweatpants), pajamas, robes, and slippers are prohibited. Clothing may not be ripped, torn, stained or frayed. Underwear is not outerwear.

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.

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.

Chapel Dress:

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.

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. Students may wear Bermuda shorts with a collared shirt, tie, blazer, shoes, and knee length socks. (Bermuda-style formal wear).

Dress Code After Classes

Dress 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 houses.

BOARDING STUDENT INFORMATION

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 the principles of respect, understanding, safety, and honesty, known in our community as RUSH. 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 housemates 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. Where possible, we house incoming students in double rooms, assigning roommate(s) 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 triple or single rooms. At the end of each year, returning students choose houses for the coming year through a lottery system. Although yearly enrollment dictates housing our general pattern is as follows.

Burnett: all day students

Coe: IV, V, and VI Form boys

Elm: IV and V Form girls*

Gaccon: IV, V, and VI Form girls

Maple: III or IV Form boys*

Marr/Coolidge: III, IV Form boys

Pine/Oak: III and IV Form girls

Sawyer: IV, V, and VI Form boys

Thayer: IV, V, and VI Form girls

Thieriot-North: IV, V, and VI Form girls

Thieriot-South: IV, V, and VI Form boys

* May change for the 2021-2022 school year

Many aspects of community responsibility, such as minor School rule accountability, are organized through the house system. Each house is supervised by a team of six faculty members, two of which live in-house with students, and meets weekly to discuss house and School issues.

Bedding

Students should supply their own linens and blankets or quilts. Beds are standard twin size. All students must supply pillows; neither the School nor the laundry service provides pillows.

Cell Phones

Cell phones are permitted on campus, but may not be used in classrooms (unless authorized by the teacher), during evening study, or in the dining hall. Students may use their cell phone as a computer in common areas, including in hallways, houses, in the 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 walk around campus talking on their phones.

Pets on Campus

Boarders are not allowed pets of any kind, including fish or small reptiles.

Many faculty and staff members have dogs, and 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.

Evening Study

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

Underformers should spend the entire study hall in one location. V and VI formers may sign out to different areas of campus (PFAC, STEM, Center, English/Religion Wing, the Ritz, etc.) and must be there by 7:30 p.m. and remain until 9:30 p.m. unless given specific permission by the duty person or the emergency administrator to depart after 7:30 p.m. or return earlier. To start the academic year, III and IV formers III, IV, and V formers will study in their house rooms. Sign out privileges for III formers to the Ritz are allowed typically following Thanksgiving or as required for specific school projects. Sign out privileges for IV formers other forms may be extended in consultation with the Community Life Council and advisors and based on academic standing. Any boarding student may be placed in Center Study hall if the advisor so recommends.

In order to enhance faculty and student interaction, all students, regardless of form must keep their doors to their rooms open during evening study. Prefects may periodically have doors closed with house head permission.

All technology shall be used for academic purposes during this time. Misuse will result in a technology violation which earns 7:00 p.m. check in for a room restriction or a 7:30 a.m. breakfast check in. To encourage appropriate use III form students turn in cell phones to the adult on duty at the start of evening study.

There will be no television, show streaming, movie/DVD viewing in common rooms, the Center, or the Dixon Room/Lions Den during the class day or study hours. Watching news on the television in the Dixon Room is permitted during the class day.

Students may not use cell phones for conversation, texting or social media during evening study. Computer games and online chatting are not permitted.

VI Formers are expected to study from 7:30 to 9:30 p.m. 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 Main Floor of the Center, the Library, or STEM.

No student may leave campus after 7:30 p.m. without special permission from the Dean's Office. This includes going to downtown Southborough.

Academic evening schedule

- 7:00 Faculty member reports for duty.
- 7:30 Study hours begin.
- 9:30 Study hours end. III, IV, and V Formers who were signed out check in to houses and are in for the night.
- 10:00 VI Formers check into houses. III Formers in their own rooms and quiet.
- 10:30 Lights out for III and IV Formers. V Formers in their own rooms and quiet.
- 11:00 Lights out for IV and V Formers. VI Formers in their own rooms and quiet.

Non-academic Friday evenings

- 10:00 Check-in for all students

Saturday evening schedule

- 11:00 III, IV, V and VI Formers check-in

Check-In

Students who leave the residential floors of their houses without permission between check-in and 6:00 a.m. will face a disciplinary response from the Dean's Office. Those who leave the building or go to prohibited areas such as the Center or Thieriot Great Room or basement during these hours are breaking building security and are violating a major School rule (Level Two).

Electronic Equipment

Each house is equipped with a television and DVD player for the communal enjoyment of the students residing in the house. In order to foster a studious environment in each house, 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 televisions or monitors larger than 26 inches, 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 Houses, use of video game systems is allowed in common rooms only. In the V and VI Form Houses, video game systems usage and location is determined by the discretion of the house head.

Music systems are permitted in students' rooms. Use of headphones is encouraged and may be required during study hall to control noise levels.

Fire Safety Policy

House 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:

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.

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

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

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.

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

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

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

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

Curtains, drapes, flags and other cloth hangings may be used as window treatments only, and may not be hung from beds or used as tapestries/wall hangings.

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 or microwaves in rooms.

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.

Unframed posters and other paper must not be excessive. Posters are not substitutes for wallpaper. Posters shall not overlap or be continuous (maintaining space between other posters).

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

House 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. Repeat violations will be referred to the Dean's Office, where disciplinary action will be taken.

Furniture

The School provides beds, desks, chairs, dressers, wardrobes or closets, recycle bins and waste baskets. Furniture may not be removed from rooms although students are welcome to rearrange according to fire code.

Housing Changes

Occasionally issues and conflicts arise between roommates and among housemates. Our goal is to support and assist students in negotiating solutions, rather than solving problems by relocating, we will address issues through communication and mediation.

Students who experience difficulties with a roommate or housemate at any time should seek the assistance of house leaders. The sooner concerns can be addressed, the more easily they are generally resolved. Prefects, house 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 housemate’s disrespectful behavior. Risk and discomfort are often aspects of a problem-solving process, and can be constructive. House leaders are sensitive to such concerns, but complete resolution of residential issues may require that some concerns be brought into open discussion.

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 house head, all students involved, and the students’ advisors. Proposals for change must finally be approved by the Dean’s Office.

International Students

All international students attending St. Mark’s School need a local guardian (within two hours of campus). 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.

Mail

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.

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 9:00 a.m. and 7:30 p.m. at the front reception desk, Monday through Friday.

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

Ordering Food

Food delivery orders may be placed daily from various neighboring vendors. During the academic week, all food orders must be placed so that delivery occurs by 7:30 p.m. and between 9:30 and 10:00 p.m.; on Saturday, food orders must be placed so that delivery occurs by 11:00 p.m. Failure to adhere to this schedule may result in loss of ordering privileges. Students ordering past 10:00 on weeknights or 11:00 on Saturday must have permission of the on-duty faculty member and for safety reasons should be escorted to the pick up by the faculty member or a prefect (with faculty permission). Students should only order from local businesses that have been vetted and approved by the Dean’s Office to be on campus. Students should not order from drive sharing businesses such as DoorDash, GrubHub, and UberEats.

Personal Property Insurance

The School assists students in keeping their valuables secure as much as possible, but cannot guarantee the safety of electronics, computers, 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.

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 objectify human beings or promote unhealthy or illegal activity—particularly hate material; racist, sexist, or homophobic displays; posters of drugs or drug paraphernalia 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.

Refrigerators

The School provides refrigerators for common use in the house kitchenette. Should a student need a personal refrigerator, we encourage them to coordinate with their roommate(s) to avoid unnecessary duplication (one fridge per room). In the instance a student purchases a room refrigerator, it must draw less than 2.0 amps (ideally 1.5 amps) and less than 240 volts, be in good running order, and be plugged directly into a wall socket (not into an extension cord or power strip).

Refrigerators are checked as part of room inspection, health and safety inspections, and are subject to searches. Students are accountable for the contents of their refrigerators at all times. Prior to winter and spring vacations, students must defrost their refrigerators and leave them empty and unplugged for the duration of the break. Students may contract with an outside company for summer storage of their refrigerators.

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 preceded by a seated dinner.

Voluntary services include a Eucharist service once a week, a seated silent meditation in the undercroft once a week, and celebrations of other religious holidays when there is sufficient student interest. The School is within walking distance of several places of worship, including a Catholic, a Congregational, and an Episcopal Church, and students are encouraged to consider attending Sunday services.

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

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

Residential Status Change

Admission to St. Mark's as a boarding student is a commitment to boarding for the duration of the student's enrollment—"once a boarder, always a boarder." Occasional changes to day student status may be granted on the basis of availability and of medical need as determined by the School. Recommendations to change boarding to day status will be handled through the Dean of Students Office and the Student Support Team if necessary. Day students will normally be granted change to boarding status as long as space is available.

Ride Sharing Services

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

Room Decoration

St. Mark's hopes that all students will decorate their rooms in a bright and cheerful fashion. Such decoration must be in good taste and must adhere to the Fire Safety Policy found on Page 26. 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.

Room Inspections

Students should expect to have their rooms inspected by a member of the duty team two or three times a week. During this inspection, the duty faculty member will feel free to check for potential health, fire hazards and school rule violations. Students must keep their rooms generally neat and clean. Desks, closets, refrigerators and areas under beds are included in room inspections.

Security

We expect that students will do their part in maintaining security by locking their doors, reporting lost Lion Cards and room keys, and by reporting any malfunctioning doors or locks. For added security of small valuables every room includes a drawer with hardware that enables the drawer to be locked, and each boarding student has the option to acquire a padlock from the Deans' Office for use on that drawer. St. Mark's cannot guarantee absolute security for valuables, and we urge students not to keep cash or other irreplaceable items in house rooms.

Summer Storage

The School partners with a storage company that provides summer storage, at the students' expense. This service includes pick up and re-delivery of items directly to student rooms at the start of the next academic year. Information regarding this service is available to families and students in early spring. St. Mark's does not provide any student storage on school grounds.

Day students are a vital part of the St. Mark's community. They are encouraged to become involved in the life of the School and are welcome at all scheduled evening and weekend activities. This section is not designed to be comprehensive. It is designed to put in one place, for easy reference, rules and procedures that come up often regarding day student life at St. Mark's. Day students are still responsible for reading the complete School Handbook and adhering to applicable rules and procedures.

General Attendance

Day students are required to arrive at School each morning in time for their first commitment and may leave after their last School commitment. Day students are expected to check in and sign out through Orah. Their first commitment is usually Chapel or their first class period. A student's last commitment can range from an all-school required event (Evening Chapel and Seated Dinner) to an athletic practice, theater rehearsal, or club activity to a scheduled evening meeting with a teacher. Most often a student is finished with school commitments by 7:30 p.m. with the exception of the winter season when athletics have practices that run as late as 9:30 p.m.

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 8:00 a.m. Health Services will notify the Dean's 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.

In the event that a student will be late to school due to unexpected emergencies or traffic tie-ups, parents (or the student, if s/he drives her/himself) should call the Dean's Office by 8:00 a.m. Once on campus s/he should check in at the Dean's Office. We expect day students to manage their time such that lateness is a rare exception: repeated lateness to School will not be excused.

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.

Cell Phones

Cell phones are permitted on campus, but may not be used in academic classrooms (unless authorized by the teacher) in the dining hall or in Chapel. Students may use their cell phone as a computer in common areas, including in hallways, in Burnett House, in the Center, and in the Lions' Den. 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.

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 prior to 7:30. Day students may study in the library, STEM building, Dixon Room, or Burnett House between 7:30 and 9:30 p.m. if an assignment requires resources and/or collaboration.

Day students may stay on campus after 7:30 p.m. to study collaboratively or for research and must follow the same check-in expectations as boarders. Day students may study in the library, STEM building, Dixon Room, and/or Burnett House and collaborate with other students in group study areas. If family circumstances (such as transportation complications) occasionally require that a student remain on campus after 7:30 p.m., the student should check in at the library and we ask parents to call the front desk to let the receptionist know when she or he will be picked up.

Day students who do not follow the academic expectations of evening hours may be asked to leave campus and may have their privilege of studying on campus in the evening, revoked. Underform day students should leave campus at 9:30 p.m.; VI formers depart before 10:00 p.m.

Burnett House Cubbies

All day students are issued a cubby space in Burnett House. We urge day students to make use of this space for storing their belongings while on campus.

Residential Status Change

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

Daily Driving Permissions and Parking

Students driving or riding in vehicles is not taken lightly by St. Mark's, and any violation of rules will result in a review by the Burnett house heads and the Dean's Office. Day students with parental permission to drive to School may use their cars only for transportation to and from School only. On weekends, only VI Form day students who are registered with the Dean of Students Office may transport other VI Form boarders who have been given specific permission by their parents. Students must follow proper sign-out procedures and be registered with the Dean's Office. VI Form students may apply in the Dean's Office for the privilege of leaving campus by car during the day, by filling out the VI Form driving privilege section of the Family Information Form or contacting the Dean's Office. A VI Form student with driving privileges must obtain permission from the Dean's Office for each requested daytime use of a car and must sign out through Orah. 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.

Parking spots in the student parking lot will be issued by the Burnett house heads. All students seeking permission to drive to and from campus must fill out the driving information form and wait to be issued a parking spot and parking sticker from the house head. Cars on campus are considered the equivalent to boarding rooms. Day students with cars on campus are expected to adhere to the same rules and expectations as boarding students with house rooms. Items prohibited in house rooms (e.g., alcohol, drugs, weapons) are prohibited in day students' cars as well. Similar to boarding expectations, visitation rules apply to cars as well.

Carpooling among families must be arranged through the families involved. The Dean's 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.

Weekend Driving Permission

On weekends, only VI Form day students who are registered with the Dean of Students Office and have specific Driving Permission may transport other VI Form boarders who have been given specific riding permission by their parents. Students must follow proper sign-out procedures and be registered with the Dean's Office.

Weekend Invitations and Overnights

Day students inviting boarding students to their homes over-night must fill out the proper Orah hosting form for the Dean's Office. Due to the importance of maintaining study conditions in the houses, day students are not allowed to spend the night in

the houses on academic evenings (unless due to weather). Day students wishing to spend a weekend night at School must get permission from the Dean's Office and the house head of the house in which they wish to stay and the host must fill out the Orah request form by 3:00 p.m. on Friday.

Weekend Activities

Day students are welcome to attend any weekend activity whether on Saturday night or Sunday during the day. Saturday night activities typically conclude by 10:30 and underform students who are not spending the night on campus must leave by 11:00 p.m.

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 the campus boundaries, Southborough or whenever they get into an automobile. We ask students ... **When in DOUBT ... SIGN OUT!**

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 through Orah anytime they leave campus or get into an automobile. Students may walk to the downtown area (including Southborough House of Pizza, the ATM, etc.) without faculty permission on Orah, but must sign out with permission to walk to shops at "The Crossing," (e.g. Starbucks, Coldstone, Tomasso's, etc.) or to take an extended walk or run outside of the campus perimeter. Faculty permission must be highlighted in the "Notes" section of Orah. 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.

Campus Boundaries are:

East Border: School Street

Southern Border: Route 30 (except for Mauro's Market and Café)

Northern Border: Faculty houses on Barber Field and Route 85

West Border: Soccer field/cross country trail on West Campus.

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 (for non-medical reasons), students must get permission from the Dean's Office in person and sign out accurately and completely through Orah.

Weekends

Students in good standing may sign out on any Regular, Open and Sleep-In Weekend after their last School commitment and return by 7:00 p.m. on Sunday. Athletic practices and games and musical performances are School commitments. The School

considers Sunday evening hours (or Monday evening hours on extended weekends) to be the first commitment of the academic week. Boarding students will be held accountable for missing this commitment through our attendance system.

Procedure for Arranging Overnights and Weekends

By 3:00 p.m. Friday: All weekend and overnight forms (and parental approvals) are due in Orah.

Overnight lists are approved by the Dean's Office if no restrictions or weekend commitments exist.

The Dean's Office may request more information before approval.

Students may not leave campus without the proper and completed parental approval on Orah.

Overnights

Students in good standing may take an unlimited number of Saturday overnights on non-Community Weekends, leaving after their last commitment Saturday and returning by 7:00 p.m. Sunday (or Monday on Extended Weekends).

Overnight and Weekend Permissions

Students and parents may arrange weekend overnights through our Orah online check out system. Parents must approve all student overnight requests using Orah by noon on the Friday preceding the weekend. Students may not leave campus without the proper parental approval on Orah.

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.

Note: Any late returns from overnights or weekends must be approved in advance by the house head. A student returning to campus earlier than expected must inform an adult on duty, either the duty person in the house or, during the daytime, the Deans' Office or weekend administrator. Boarders may not bring a car on campus at any time, including during a weekend.

Exceptions

These will usually be granted 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.

Community Weekends

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

Sleep In Weekends

There are no Saturday classes on Sleep-In Weekends. 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.

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. Parents should also sign out their student on Orah using the College Visit Special Permission request form. Signatures are required from multiple adults (for example teachers, advisors, house heads, coaches, etc.) and the form is returned to the dean's assistant along with a Special Permission/Overnight Request from the parent on Orah.

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 or a ride share service (i.e. Uber) 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, with a ride share service or in an automobile with a SM parent must get permission from a faculty member or Dean's Office/Weekend Administrator and must sign out through Orah.

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 do not provide transportation to regularly scheduled off-campus commitments.

For off campus programming (athletics, music, arts, religious classes), students may be exempt from one school programming commitment (evening study hall, etc.) a week. Permissions must go through the Dean's Office.

Ride Sharing Services

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

Student Cars

Students may not drive or ride with other students (with the exception of the use of the VI Form extended riding permission).

Day students may not drive other day students unless as a part of a carpool. Carpooling among families must be arranged through the families involved. The Dean's Office must be notified IN WRITING of any carpooling.

VI Form day students may drive VI Form boarders as part of our VI Form extended riding permission framework—all students with this privilege must be registered in the Dean's Office. This privilege may be used on weekends only and permissions can only be approved by the Weekend Administrator on duty.

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 may lose the privilege to use his or her car to commute to and from School.

Enrolled faculty children are considered to be day students and are expected to adhere to the School's driving/riding expectations. 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 Dean's Office. 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.

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 Dean's 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 or a ride share service, it must be paid for in cash and/or with a personal credit card.

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 Dean's Office.

The School does not resume its responsibility for students returning from vacations or over-nights until they have returned to campus and checked in with a faculty member in their house.

HEALTH AND COUNSELING SERVICES

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 professional registered nurses, and licensed school counselors.

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

Medical care is provided by the school physician through 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 St. Mark's School certified athletic trainers in consultation with the treating 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.

Health Issues

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

Health Record Requirements

Before the School can accept responsibility for any student, all required health forms and permission must have been received by Health Services.

The major components of the Student Health Record include:

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

All new students are required to be tested for tuberculosis.

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

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

The *physical exam* is considered current when completed within one year of the start of any School activity, 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.

Health Insurance

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

Infectious Disease Epidemic Policy

The following policy protects the students and the general community from the possible impact of an infectious disease epidemic. The School follows recommendations of the 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.

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

Policies related to COVID 19 (as of 6/8/2021)

Residential students who feel ill must report to Health Services for evaluation of symptoms that may be consistent with COVID19. Students may then need to be quarantined at Health Services or the Health Services Annex until a negative COVID 19 PCR can be obtained. Students testing positive for COVID 19 (whether fully vaccinated or unvaccinated for COVID 19) will be discharged from school to complete any necessary isolation at home with parents or a local guardian.

Day students who feel ill should have parents/guardians contact Health Services for advice. If there is concern that the student's symptoms may be consistent with COVID 19. A negative COVID 19 PCR may be required for the student to return to school in person

- Vaccines
 - We ask that all students who are eligible be vaccinated in order to attend St. Mark's School.
 - Once the vaccine receives full FDA approval, vaccinations will be required for all students in order to remain at the School.
 - Should the FDA approval occur during the school year, we will of course provide support both for time required, logistics and transportation for any student scheduled to receive the vaccine. Anyone who feels they cannot complete their vaccination should contact Director of Health Services, Adria Pavletic.
 - A vaccine waiver was sent to families the week of May 24th.
 - Any of the vaccines accepted by the World Health Organization are acceptable vaccines.
 - International Student vaccination and return to campus protocols:
 - § Procedure for Unvaccinated Students Planning to Obtain the Vaccine Upon Arrival
 - § Fully vaccinated students may travel directly to campus on their move in day.
- Mask Requirements
 - The Health and Safety Task Force is examining the mask protocols with EH&E.
- Distancing and classroom arrangement
 - At this time, we anticipate that students and adults will need to maintain 3 feet of distance in classrooms and outdoor spaces. However, very recent DESE updates (5/27) are currently under review and if these guidelines change, updates will be communicated.
 - Classrooms will be set up by mid-August (specific date TBD) and specific guidelines for classroom configurations will be updated then as well. For now, we anticipate that teachers will be able to arrange classrooms in a way that maintains the 3 feet of distance between students and supports the best classroom practices. However, very recent DESE updates (5/27) are currently under review
- Testing
 - Twice a week PCR testing will occur for students and adults who are not vaccinated, including for the students who received their first shot through 14 days after their second shot.
- Quarantine requirements
 - Pre-arrival/Return to campus quarantine requirements for students: Students planning to arrive and receive their vaccine upon arrival would be required to arrive with a negative PCR within 72 hours of arrival, quarantine at the hotel with the help of Goldstar, and we would assist with providing their arrival PCR test and then their first shot of the vaccine. They could then join the campus setting and would be part of twice-a-week PCR testing until 14 days after their second vaccine shot.
 - Close contact remains at six feet currently however vaccinated individuals do not have to quarantine if determined to be a close contact during contact tracing, as long as they do not show any symptoms. Individuals

are considered fully vaccinated two weeks after their second dose of a two-dose series (Pfizer or Moderna) or two weeks after a single-dose vaccine (Johnson & Johnson).

- Students, faculty and staff will self-monitor for symptoms on a daily basis.
- Symptomatic individuals will report immediately to Health Services who will assist with next steps and possible testing and quarantine.
- The Annex will remain open to support students who may need to quarantine.

- Precautions for unvaccinated students/adults

- Any students not vaccinated due to a medical exemption for example, would be part of the twice-a-week PCR testing. Testing would only be for those who are not vaccinated, including our faculty and staff. After review of the pre-arrival protocols with EH&E and the Health & Safety Task Force and in conjunction with the Admission, we are sending these details to all families the week of May 24th.

Medical Appointments

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

Medical Protocols

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

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

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 as per their prescriber's instructions. It is the responsibility of the student to come to Health Services for the administration of medication according to these instructions. Any parent with concerns about their child's ability to comply with medication usage, within the boundaries of this policy, should contact Health Services. directly. If a dose is missed, Health Services staff may send the student an email or text message reminder. In cases of repeated missed doses, Health Services will notify the student's parent and the advisor.

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

Medication Distribution During Vacations

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

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

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 or the director of health services.

Nut-Aware Campus

In order to maintain an inclusive environment for those with nut allergies, all foods that are made by the dining hall staff are without nuts, nut oils, or other nut products. Peanut butter is offered in the regular serving line of spreadables. A separate station of nut free spreadables is available. Signage will be provided by our food service for daily menu items indicating the presence of the major allergens other than nuts—fish, eggs, dairy, gluten and soy. We also ask for parents' help when bringing food for special events that they do not contain peanuts or other nut products and that they list all ingredients or that they provide the packaging labels with ingredients listed. All food allergy information must be indicated on our required health forms submitted by parents. Food allergy information will be shared with advisors, house heads, and with our food service. Students are also expected to be their own advocates for food safety. They are responsible for seeking out resources in the dining hall, asking appropriate questions and, when in doubt, avoiding questionable food items

COUNSELING SERVICES

The Counseling Office is located on the third floor of the Pine Cottage, and is staffed by professionals with advanced degrees in psychology, school counseling or social work. Counselors are trained in the diagnosis and treatment of psychological disorders, and work to support the healthy emotional development of adolescents within the St. Mark's community. They provide individual counseling, facilitate educational programs, and supervise the Peer Discussion Leader and 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 advance by phone or email. The counselors have regular, ongoing relationships with consulting psychologists and psychiatrists, and with counseling colleagues at other schools. They assist students, faculty, and staff in referrals to resources outside of the School. 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 staff member of the Counseling Office, once per semester. The Counseling Office makes every effort to maintain the confidentiality of its students so that they can feel safe discussing their concerns. However, there may be occasions when immediate concern for the health and safety of the student and/or community outweighs the purpose of confidentiality.

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

Counseling Resources

FASTeam

Faculty Assisting Student Team (FASTeam) is a health and counseling resource available to support St. Mark's students. The FASTeam is composed of the director of counseling, health services director, and school counselor. The team's goal is to proactively offer health related resources and support to students before a serious health or discipline problem develops. Any St. Mark's student or faculty member may make a confidential referral to the FASTeam if they have a concern about a student's emotional, physical, or behavioral well-being. The objective of FASTeam is to provide appropriate health-related resources, while also breaking barriers and stigma associated with asking for help. Individuals wishing to communicate concerns to the team may complete a confidential referral form (found on line or in Health Services, the Counseling Office, Dean's Office, and residential houses) or may contact a team member directly. In certain health cases, specifically around alcohol or drug use/misuse, the director of counseling services and/or the director of health services may provide care in the form of our Substance Use/Misuse Health Response outside of the discipline area.

House Prefects

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

Peer Discussion Leaders

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

Sanctuary

Although St. Mark's is a substance-free School, there are occasions when students choose to use alcohol and/or drugs on campus. Experience shows that students can be deterred from seeking help for a friend because they fear they will get their friend into trouble. 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 through meetings with the school counselor. The student involved will be required to follow whatever recommendations result from these meetings, including the School's Substance Use/Misuse Health Response. 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.

School Chaplains

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

School Counselors

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

Student Support Team (SST)

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

Substance Use/Misuse Health Response

St. Mark’s has a comprehensive health response for any student who finds themselves in a situation involving substances. The health response includes components which when completed are used to create an individual health care plan for a particular student. The health response includes a drug and alcohol evaluation from an outside, licensed mental health provider. It is expected that a student and family will follow and fulfill any and all recommendations coming from an evaluation. Failure to share the completed outside evaluation to the director of counseling services in a timely manner may lead to a health leave for the student until the student’s health status can be determined. Students will also be required to sign a non-use agreement speaking to their commitment to live substance free for the remainder of their St. Mark’s career.

HEALTH RELATED ABSENCES

A parent or guardian must report an absence to Health Services before 8:00 a.m. 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.

Health Leave of Absence and Return

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

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

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

Health Leave of Absence Procedure

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

While on Health Leave

- During a student's absence, 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 health leave.
- Families should expect to sign release of information forms with off-campus practitioners in order to facilitate communication between treatment providers and the School.
- While on health leave, students are still members of the St. Mark's community. If a student wishes to come to campus or participate in a school event while on health leave, they must contact the Dean of Students Office to seek permission for their return. This request will be reviewed by the Student Support Team to determine the impact for both the individual student and the larger school community. If granted, students on health leave must be accompanied by an adult.

Re-Entry Procedure

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

Return to School and Participation in Activities

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

Extended Health Leave

A student who requires a health leave of more than two weeks, or who requires more than one two-week health 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 services and/or the director of counseling to share information with off-campus practitioners as treatment is undertaken.

A student wishing to return to School after an extended health leave (one that is longer than two weeks) or after the second two-week health leave in a year will be required to make a formal request to the dean of students. The Student Support Team, in conjunction with either the director of health services or director of counseling, as appropriate, will review the details of the case and make a recommendation to the Head of School about whether the student should return to School, and under what conditions. If the head of school determines a student's physical and/or emotional state is such that the student may pose a danger to 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 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 health 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.

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

Health Leave Policy and Academic Credit

During a health leave of absence, students and families must make arrangements for the completion of required course work with the dean of academics and the advisor, who will coordinate with the teachers. In those rare cases when a student is granted a leave longer than two weeks and thus will miss many major assessments, families will need to identify a responsible third party to administer tests and exams. Students are eligible for academic credit and St. Mark's grades when they have completed all the required assignments in each class. Students with Incompletes will not be allowed to matriculate to the next Form (and may not be allowed to repeat a Form), so it is in the best interest of the student to complete academic work as quickly as reasonably possible after a health leave. 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 health leave. A student's failure to complete the agreed upon academic work will likely negatively impact academic credit and grades, and may lead to a request that the student withdraw from School.

TECHNOLOGY

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

Bring Your Own Device (BYOD) Program

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

Computer Network

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

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

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 in all electronic communications. Profanity, abusive or threatening language, or cyberbullying (see separate policy and appendix) 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 without Technology Department's permission, and all software license provisions must be strictly adhered to. Users must not attempt to log onto another person's account, alter electronic communications to hide their identity or impersonate another person, including all social media platforms.

Health and Safety

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

Inappropriate Materials

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

The use of the St. Mark's School computer network is a privilege, not a right, and 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 dismissal. The Chief Technology Officer 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, printers, or any other multi-port device. Please check with the Technology Department before connecting any device to the network that you are not sure should be connected.

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

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

Telephone Service/Restrictions

All 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. For students who choose not to have a cell phone, may have an analog phone with an on-campus telephone number with a personal voice mailbox registered with the School.

Telephone access to student rooms will be restricted during study hours from 7:30 to 9:30 p.m. All students with cell phones are required to provide the School with cell phone numbers for emergency contact on and off campus.

FINANCIAL ARRANGEMENTS

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 Lion Cash (incidental) account at the start of School.

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.

Optional Expenses

Laundry Service

A full-service personal laundry and dry cleaning plan is available through an outside vendor. Coin/Lion Card operated washers and dryers are available for student use in each of the house buildings. Coins may be purchased at the School’s bookstore.

Medications

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

Music

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

Student Cash Needs

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

Have the student open a savings or checking account at one of the local banks within walking distance of the School.

Lion Card/Lion Cash (Student Incidental Account)

The Lion Card is the official identification card for all students. The Lion Card comes with a prepaid spending account feature called Lion Cash that is the student incidental account. Students can use their card to buy textbooks and other items from the bookstore as well as eat at the Lions' Den. There are no fees to use the card and you can add as much value to the card as you would like. Now you will have online access to the account activity 24/7.

Lion Cards will be given to students at Orientation. Please note that you may register your card at any time. Registration instructions and frequently asked questions can be found on the school website: Go to the "Parent" Portal, then select "Lion Card." For help with your card, please call the Lion Card Service Center at (866) 762-5981.

When you register the Lion Card online, you will be set up to receive a low balance warning email when the account drops below \$30. Prompt payment is required to insure continued charge privileges. Parents will be required to manage the account online as monthly statements are no longer mailed from the school.

Please note that the School's current policy has the enrollment deposit being credited to the Lion Cash account at the start of school in September.

Also 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 Lion Cash 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.

TUITION CHARGES

Tuition is due and payable by July 1 (Plan A); however, parents may elect to pay in two installments that will include the mandatory tuition refund insurance. The first installment is due by July 1 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 (Plan C) 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 refund insurance, any remaining amount is due by July 1.

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 1.0 percent of tuition, less financial aid, tuition refund insurance (TRI) gives parents an opportunity to protect themselves against loss in the event of dismissal, extended illness, or withdrawal from School, while also providing financial protection for the School. TRI is optional **ONLY** if tuition is paid in full by July 1 (Plan A). An electronic version of the 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.

STUDENT LEADERSHIP

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. Student leader training for monitors, house prefects, and peer discussion leaders takes place 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. All student leaders must sign a Statement of Commitment, which memorializes the unwritten values of St. Mark's School for the purpose of maintaining the productivity and the integrity of the leaders.

LEADERSHIP PROGRAM

At St. Mark's we believe that every student has the opportunity and responsibility to act as a leader in the community. While there are several formal leadership roles for selected students, we recognize that leadership is not innate but rather developmental in nature. As a result, a critical part of the educational process at St. Mark's includes developing an understanding of the following core elements of Respect, Understanding, Safety, and Honesty (RUSH) and the 7 Cs of Leadership.

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.

Form Representatives

Two elected representatives from each Form meet with monitors to discuss school-wide and form-level issues.

Student Discipline Committee

The Student Discipline Committee is headed up by a member of the VI Form, and includes two V Form representatives, two IV Form representatives, a VI Form representative, 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.

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.

House Prefects

VI and V Form students are chosen by the house heads each spring 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 house faculty around issues of residential life.

Peer Discussion Leaders

V Form students are selected each spring and 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.

Class Agents

If it chooses to provide the School with a Class Gift, the VI Form will elect Class Agents to organize and oversee the process of fundraising and Gift selection.

Sustainability Prefects

These student leaders focus on highlighting and improving campus-wide sustainability efforts.

Global Ambassadors

St. Mark's global ambassadors are student leaders from each of the four forms and will be selected by the director of global citizenship and the global citizenship on-site coordinator through an application and interview process. St. Mark's global ambassadors work with the director of global citizenship and the global citizenship on-site coordinator to support the Partner School Exchange Program and to support the work of the Global Citizenship Office.

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 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 Wiffle or Nerf balls.

LEADERSHIP THROUGH CLUBS AND SERVICE

Organizations & Activities

Students interested in learning more about any of the following activities should check in the Dean's 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.

Asian Student Association

The ASA hopes to create a stronger sense of community and promote cultural understanding through various activities and events. The ASA seeks to address different issues regarding Asian culture, including challenges that many Asians face studying abroad.

Black Lives Union (BLU)

Students who identify as part of the African Diaspora have diverse identities yet many shared experiences in the context of the United States of America. BLU is an affinity group for all who identify as part of the Diaspora and are interested in care of this community, self-care and community education regarding social issues and current events that have a particular impact on this population.

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.

The Royal Blues

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

Orchestra

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

Gender and Sexuality Alliance (GSA)

The Gender and Sexuality Alliance serves to promote awareness, tolerance, and acceptance throughout the School community by engaging in activities and events that recognize and celebrate the lesbian, gay, bisexual, and transgender (LGBT) community.

Christian Fellowship

Students seeking a deeper understanding of the Christian faith and its application to their personal lives gather weekly in a comfortable home setting to enjoy fellowship, food, singing, good conversation and bible exploration with use of multimedia and directed study.

The Haiti Partnership Committee

Dedicated to developing the partnership between St. Mark's School and Ste. Marguerite's School in La Tournelle, Haiti. Our goal is to foster communication, education and cultural exploration between the two schools. We, at St. Mark's Southborough, are also committed to supporting capital projects at Ste. Marguerite's through fundraising, in both the local and broader school communities.

The International Club

Promotes social activities by and for international students and raises issues relevant to this community.

J-Team

The J-Team celebrates Jewish religion and culture and provides educational and social activities for the School community.

Jazz Band

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

Lion's Pride

Open to all members of the School community, 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 event. As tickets are reserved months in advance, they are not refundable.

The Marksmen

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.

S4S—Students for Sustainability

This environmental club strives to educate the community about sustainability issues through awareness programs and to motivate students and faculty to participate in the campus-wide recycling and other environmentally focused conscious programs.

White Space

White Space students will meet to explore the Caucasian identity and to discuss the various challenges and opportunities facing faculty and students who recognize problems of equity in our own community and seek to do something about it.

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.

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 Dean's Office or Athletics 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 Advancement 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.

MASSACHUSETTS ANTI-HAZING STATUE

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 institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or

permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an Institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

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

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 cyberbullying. The School recognizes and respects individual differences, and does not discriminate or tolerate discrimination on the basis of race, color, gender, ethnicity, religion, disability, sexual orientation, gender identity, 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 cyberbullying, nor will it tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

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



THE MISSION OF ST. MARK'S SCHOOL

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

THE SCHOOL'S DIVERSITY STATEMENT

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

THE SCHOOL'S SUSTAINABILITY STATEMENT

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

HELPFUL LINKS

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

Calendar: www.stmarksschool.org/calendar

Upcoming Weekend Activities: www.stmarksschool.org/weekend

Parent Portal: www.stmarksschool.org/parentsden

Overnight Requests: <http://app.boardingware.com>

Deans' Weekly: www.stmarksschool.org/deansweekly

Lion Card: www.stmarksschool.org/lioncard

School Store: www.stmarksschool.org/schoolstore

Athletic Schedules: www.stmarksschool.org/athletics

Social Media: www.stmarksschool.org/socialmedia

Directories: www.stmarksschool.org/directory

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



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INTENTIONALLY SMALL, **THINKING BIG.**