



Day Student Family Meeting

September 6, 2016

Attendance policy:

School hours are from 8:00am-4:00pm Monday-Friday and are expected to be on active on campus and in dress code. We have established **voicemail boxes** and an email address to report absences to the appropriate office. Please use the following contact information to report an absence by 8am each day your son/daughter will miss school due to illness.



- Upper School office: **507-333-1777** or attendance@s-sm.org
- Middle School office: **507-333-1776** or attendance@s-sm.org

Appointment during school hours? Our handbook states that day students may leave campus for medical appointments and all other times the campus is considered closed. Therefore, we require our day students to remain on campus during the entirety of the academic day. If the need for an appointment



arises, students need to pick up an absence form in advance from Pat Ceplecha (507/333-1679) in the US office or Kaylee Reese at the MS (507/333-1649) and turn this form back to those offices. If a last moment need arises, please call those contacts directly to work out the details. The Kramer House staff has asked to be continually updated on any medical needs or changes for all SSM students. Please keep them informed of appointments so our records can be adjusted.

Campus departure times: Please note the following day student departure times:

- 8:00pm on school nights when students do not qualify for a free nights.
- 9:30pm on school nights for day students taking a free night.
- 10:30pm on Friday and Saturday evenings.

Car Policy: Our campus is a closed campus so day students should not be leaving and returning to campus during the day except for authorized appointments as noted above. Students must register their cars and receive a parking pass before driving to school. Students are also required to park behind the soccer office, turn in keys to the front office daily, maintain a safe speed, and must never allow boarding students in their car unless the boarder is on a free weekend. Failure to comply with this policy will result in loss of parking privileges on campus.



Free Nights: In order to be on campus after 8:00pm in a social capacity, day students must earn free nights the same way our boarding students do. A combined GPA/effort score of 6.5 will allow day students the opportunity to hang out with friends around the upper school campus, work collaborate in groups, and socialize on the parade field. Day students are welcome to attend special events on campus, athletic events, and teacher lead study sessions without free nights. Day students may also study quietly in the library in the evenings, but are asked to leave the dorms by 8:00pm on school nights.

Boarding students visiting your home: Please make phone contact with the dorm parent on duty when hosting a boarding student during the evening and weekends. If a dorm parent cannot make contact with a supervising adult when a boarding student is wishing to visit your home, then that visit is not permitted. Please note the following times:



- On campus times for boarders is 8pm on school nights.
- On campus times for boarders on Friday and Saturday nights:
 - 10:00pm for middle school students
 - 10:30pm for 10th graders
 - 10:45pm for 11th graders
 - 11:00pm for 12th graders, PG, and proctors

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

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

Mon-Thur 6:30pm-7:30pm Fri 6:30pm-9:30pm Sat 12:00pm-9:30pm Sun 12pm-7:30pm

Dorm parents may ask day students to leave the dorms at any time. Due to liability and space concerns; the school is generally not able to accommodate day students overnight in the dormitories for non-emergency situations or late school events.

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



Other Important Phone Numbers

School offices: Upper school 507/333-1679 Middle school 507/333-1649
Duty Administrator (for emergencies outside of school hours) 507-330-2922

Health Services (Kramer House): 507-333-1644

Dorm Duty Phones: Whipple 507-330-4516 St. Mary's 507-339-1478 Breck 507-330-4518
Clapp 507-330-4519 Andreas 507-330-5523 Rectory 507-339-2995 Lodge 507-330-3504