

Shattuck-St. Mary's

Student/Parent Handbook

2011-2012



FARIBAULT • MINNESOTA

QUICK REFERENCE TELEPHONE LIST:

Main Switchboard: (507) 333-1500
Monday - Friday 7:30 a.m. - 4:30 p.m.

Duty Administrator Emergency

Cell Phone: (507) 330-2922

(all numbers use the 507 area code)

Evenings and Weekends

Andreas House: 330-5523
Breck: 330-4518
Clapp: 330-4519
Lodge: 330-3504
St. Mary's Hall: 339-1478
Whipple: 330-4516

Mon.-Fri. 7:30am-4:30pm

Head of School..... 333-1629
Fax: 333-1694

Upper School Offices

Main switchboard:..... 333-1500
Associate Head of School:..... 333-1622
Upper School Director: 333-1524
Director of Studies: 333-1718
Registrar:..... 333-1621
Fax: 333-1595

Middle School Office 333-1649
Middle School Director:..... 333-1648
Fax: 333-1654

Business Services Office

Chief Financial Officer: 333-1690
Accountant:..... 333-1617
Bookkeeping:..... 333-1614
Fax: 333-1591
Human Resources:..... 333-1613
Fax: 333-1660

School Store..... 333-1632
Fax: 333-1711

Admissions

Director of Admissions: 333-1655
Admissions Office:..... 333-1618
Fax: 333-1661

Institutional Advancement

Director of Advancement:..... 333-1637
Office:..... 333-1638
Fax: 333-1666

College Counseling..... 333-1630
Fax: 333-1680

School Counselor 333-1570
Emergency Cell:.....507-330-5693

Health Services

Kramer House:..... 333-1644
Fax: 333-1600
Emergency Cell:.....507-339-3000

Student Life

Dean of Student Life: 333-1532
Director of Residential Life: 333-1532
Student Life Assistant: 333-1611
(Attendance & Travel)

Sports Complex 333-1577
or 333-1645
Fax: 333-1603

Athletic Director 333-1642
Fax: 333-1709

Technology..... 333-1593

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COMMUNITY

MISSION STATEMENT

As a school community, Shattuck-St. Mary's guides young people to be strong in character, mind, body, and spirit for a life of learning and service.

VISION STATEMENT

A dynamic and diverse school community committed to excellence, integrity and innovation, here and beyond the Arch.

CORE BELIEFS

At Shattuck-St. Mary's, we believe

- In each person's responsibility for the common good and the importance of serving those in need.
- That innovation and exploration should be at the core of our programs.
- That each student's academic potential is achieved through a challenging academic program that supports the many ways that people learn and work.
- That students learn best in a safe and welcoming environment based on respect and trust.
- In embracing dedicated students as they pursue their passions.
- In developing each student's ability to determine what is worth accomplishing and the dedication and discipline to do so.
- That honoring our heritage and traditions strengthens our community.
- In supporting the spiritual journey of all members of our community while upholding the Episcopal tradition of the school.

STATEMENT OF NON-DISCRIMINATION

Shattuck-St. Mary's School community, with its strong commitment to protecting human rights and dignity, does not discriminate on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin in its admissions and scholarship programs, the administration of its educational, athletic, or other school programs, or its employment practices.

SPIRITUAL LIFE

Shattuck-St. Mary's is an Episcopal School. Its religious affiliation reaches back to the founding of the School by missionary priest the Rev. James Lloyd Breck in 1858. For more than 150 years, the school's history has been deeply rooted in a relationship with the Episcopal Church's practices of regular worship, the study of Scripture, and strengthening young men and women for a life of learning and service.

Consistent with the Episcopal ethos, the School has a fundamental commitment to be an inclusive community grounded in respect for each of its members. The religious pluralism of this community gives the School the

opportunity and responsibility to foster the religious and spiritual formation of people from a variety of religious backgrounds.

Students participate in the spiritual life of the School by:

- Learning about God’s love as expressed through the Christian church’s scripture, history, theology and practice
- Developing an appreciation for the religious diversity and backgrounds of our students along with the history and practices associated with them
- Deepening students’ understanding of their own religious traditions
- Cultivating spiritual practices such as silent reflection and listening
- Exploring issues of faith by examining larger issues of student experience and belief systems
- Taking opportunities to transform faith into action by addressing social problems through community service and other outreach efforts
- Taking religion classes

DIVERSITY STATEMENT

Shattuck-St. Mary’s School is committed to creating and fostering an environment that is welcoming and respectful of people from all backgrounds. We are dedicated to representing and growing with the increasingly diverse world in which we live. Further, we promote our community’s active interest in and celebration of diversity. This goal is directly related to creating quality and well-rounded programs for our students and our entire community. Sharing knowledge and interpretations of our limitlessly expanding world with people of different experiences broadens and strengthens each individual’s capacity for growth. Diversity increases the breadth and depth of education and is crucial to a full understanding of ourselves and the world around us. A commitment to diversity includes opportunities for honest and open reflection; it is a commitment to the process of becoming more fully human, and to encouraging the unlimited potential of each individual.

ORGANIZATION OF THE SCHOOL

HEAD OF SCHOOL: Nick Stoneman

Bears overall responsibility for the internal and external affairs of the School.

ASSOCIATE HEAD OF SCHOOL: Matt Ruby

Responsible for overseeing School operations including the academic program and faculty, health services, and spiritual life. Reports to the Head of School.

CHIEF FINANCIAL OFFICER: Greg Engel

Responsible for the finances, facilities, and daily operations of the School. Reports to the Head of School.

DIRECTOR OF ADMISSIONS: Jesse Fortney

Responsible for the recruitment, selection, and enrollment of all students in the School; manages financial assistance and class visits. Reports to the Head of School.

DIRECTOR OF INSTITUTIONAL ADVANCEMENT: Lonnie Schroeder

Responsible for raising funds to support the plans, programs and activities of the School. Coordinates special events and manages all gifts made to the school. Reports to the Head of School.

DIRECTOR OF COMMUNICATIONS: Amy Wolf

Responsible for school communications including The Arch magazine, web site, all print publications and web-based media. Reports to the Head of School.

CHIEF OPERATING OFFICER: Patty Billings

Responsible for human resources and new business development, STEM@SSM and all supplemental sources of income such as summer camps and the ropes course. Reports to the Head of School

DIRECTOR OF STUDIES: Courtney Cavellier

Responsible for all aspects of the academic program including course registration and placement, faculty evaluation and long range development, academic standards, and Director of the CAA. Reports to the Associate Head of School.

DIRECTOR OF THE MIDDLE SCHOOL: Beth Trout

Responsible for all aspects of the daily operations of the Middle School with special attention given to the health, welfare, morale, scheduling, and activities of both its students and faculty. Reports to the Associate Head of School.

DIRECTOR OF COMMUNITY LIFE: Matt Cavellier

Responsible for the quality of life at the School for all the students, to including but not limited to residential life, class deans and advisors, the Senior Leadership Program, Senior Speeches, and supervision of faculty residential life. Reports to the Associate Head of School.

ATHLETIC DIRECTOR: Scott Curwin

Responsible for interscholastic and Center of Excellence sports (hockey, soccer, figure skating, golf), athletic trainers, and new program development, and club activities. Reports to the Head of School.

DEAN OF STUDENTS: Scott Curwin

Oversees decorum, behavior and attendance of students. Administers the School's Judiciary Committee and disciplinary processes, attendance system, and all permissions. Reports to Head of School

DIRECTOR OF HEALTH SERVICE AND SCHOOL COUNSELOR: Jody Koch

Oversees all aspects of the Health Services department, counsels students, and manages the School's Health and Wellness Program. Reports to the Associate Head of School.

CLASS DEANS

Each grade level receives specific guidance and support from their Class Dean. Responsibilities cover the many aspects of school life—academic, social, athletic, and residential—related to the specific grade level assigned. Upper School Class Deans report to the Director of the Upper School.

MIDDLE SCHOOL (GRADES 6-9)–Brett Carey

GRADE 10–Patrick Schaefer

GRADE 11–Greg Simons

GRADE 12–Andrew Garlinski & Whitney Odden

Advisors

Each student has a faculty advisor. Advisors are responsible for the academic and social welfare of their advisees, and for most communication with parents. New students are assigned to advisors initially but have subsequent opportunities, as do all students, to request changes.

Specific duties of Advisors include:

- Develop relationships with both advisees and their parents based on respect, trust, and timely communication
- Routinely review grades and other reports followed by conversations with advisees and parents as appropriate
- Make direct contact with advisee parents' at least once each term
- Work directly with advisees to support their academic and social development
- Meet twice weekly with their advisory group
- Report concerns that they cannot resolve to their Class Deans
- Serve as a resource and advocate for advisees in difficult circumstances, such as going before the Judiciary Committee

School Proctors

Appointed by the Director of Community Life and the Head Dorm Parents, boarding and day student proctors assume responsibility for certain aspects of the School's day-to-day life. An important link between students and faculty, Director of Community Life, and Head of School, the proctors are expected to work actively with students and the Residential Life Program to model respect, compliance with school rules, and support and consideration among individuals.

ACADEMICS

ACADEMIC PROGRAM

The Shattuck-St. Mary's program provides students with solid preparation for college work in the major disciplines: English, Mathematics, Science, History, World Languages, Religion, and Performing and Visual Arts. Teachers take their academic responsibilities seriously and expect their students to do likewise. All students, regardless of their previous preparation or innate ability, are expected to put forth their best efforts.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

FERPA Disclosure Policy: 20 U.S.C. & 1232g. At Shattuck-St. Mary's School, the Administration, Teachers, Coaches, and Advisors have a legitimate educational interest in each student; therefore, through the Advisory System, Centers of Excellence, and other co-curricular activities, student's educational records are reviewed or inspected to keep track of each student's academic achievement. This is a partnership between parents, students, and the school.

DIPLOMA REQUIREMENTS

Grades 6 - 8

All Middle School students must be enrolled in a minimum of six courses per term. Students take one class from each discipline each year, including one class per term in one of the four Performing and Visual Arts areas. Community service is also a graduation requirement: students must complete a minimum of 20 hours for each year that a student is enrolled. At least 10 of these hours must be off-campus community service.

Grades 9 - 12

In order to receive a Shattuck-St. Mary's diploma, a student must earn a minimum of 61 credits during the regular academic program, complete the community service and senior speech requirements, and meet minimum senior year performance requirements. The 61 credits must satisfy the specific departmental requirements described below:

- English: twelve (12) credits; students must be enrolled in English each term
- Performing and Visual Arts: four (4) credits – over the course of four years. Students must take 1 credit during each academic year at SSM.
- History: nine (9) credits in History [three (3) credits each in Ancient World, Modern World (or Adv. World), and US History (or AP U.S. History)]
- Science: nine (9) credits including three (3) credits in Biology and either three (3) credits in Chemistry or three (3) in regular Physics
- Religious Studies: one (1) credit to be fulfilled by taking World Religions or Introduction to the Bible. Most students will fulfill this requirement during their junior year
- World Language: nine (9) credits in the same language for three consecutive years during grades 9-12

- **Mathematics:** all students are required to be enrolled in a mathematics class every year. To graduate, students must earn a minimum of nine (9) credits in mathematics, including a minimum of three (3) credits each in Algebra I, Algebra II, and Geometry or courses advanced beyond these levels.

Community Service Graduation Requirement

Students must complete a minimum of 20 hours for each year enrolled. At least 10 of these hours must be from off-campus community service.

Senior Year Requirements

In order to receive a diploma, each senior must:

- Have passing final grades and passing spring term grades in all year-long courses taken during the senior year and must have a passing grade in each of their one-term courses taken during the senior year. Seniors with an “F” on their final 12th grade transcript will not be able to receive a SSM diploma until the credit has been fulfilled
- Complete senior year on-campus, enrolled each term
- Write and deliver a senior speech to the faculty and student body. The senior speech is 4-6 minutes in length on a topic that is meaningful to all and delivered in a manner conscious of the legacy which each student leaves
- Successfully complete an ongoing senior leadership responsibility that is regular, accountable, and visible. Seniors are expected to lead through their personal conduct and accountability in all aspects of their lives including active contribution and leadership in achieving the common good, a public commitment to the values of our community, and taking care of those in need. Each senior leadership responsibility will work towards meeting these goals. The Director of Community Life administers this program and determines fulfillment of this requirement.
- Have all accounts in good standing

Participation in Graduation

A senior forfeits the privilege of being on campus during graduation weekend if he/she commits a rule violation that results in a Judiciary Committee meeting in the last 16 days before graduation.

College Notification

The School maintains and benefits from a relationship with colleges and universities based on openness and trust. It is expected that students will complete all applications truthfully.

At any point in the application process, the School reserves the right to report to colleges issues that could compromise the trust relationship between a college and the School.

ENROLLMENT AT SSM

Students progressing towards a SSM diploma are expected to be enrolled at SSM every term except in cases of exceptional academic opportunity.

Each student in the Upper School must be enrolled in a minimum of five (5) core courses each term (History, English, World Language/ELL, Math, and Science), as

well as one afternoon or other regular co-curricular activity every term. Students may double enroll in a department with approval of the chair of the doubled department. Any exception to this policy must be approved by the Director of Studies.

Transfer Students

All transfer students will submit their transcript of previous work to the Office of the Registrar to determine the number of credits the student can apply toward SSM graduation requirements. In no case will SSM credit equivalency be awarded for grades below a D- earned at any other school.

Course Credit

Students at SSM earn credits toward graduation at SSM only for grades of D- or higher. One-term courses receive one (1) credit. Year-long courses receive three (3) credits. Final course grades below a D- will earn no credit in either one-term or year-long courses.

Study Abroad

Students who wish to participate in a program of study during the academic school year that would take them off campus for an extended period of time must abide by the following guidelines:

- The student must be in good academic standing.
- The program must provide an academic curriculum that is compatible with SSM course requirements.
- The program and absence must be approved by the Associate Head of School.

Post Graduate Student Academic Schedules

Postgraduate students should meet with the Director of Studies to determine their schedules. Schedules must include at least five courses to include four courses from the History, English, Language, Mathematics, and Science departments and one other course.

International Students

The diploma requirements listed previously apply to international students, with the following provisions. An international student whose first language is not English may qualify for a Shattuck-St. Mary's diploma by:

- Passing or testing out of English as a Second Language.
- Passing one year of regular high school English or one year of ESL per year of residence. ESL placement will be determined by testing and an interview during orientation. All ESL students will begin the regular English curriculum with Literature and Composition.

An international student's native language will be accepted for the Shattuck-St. Mary's second language requirement.

EVALUATION OF ACADEMIC PERFORMANCE

Letter Grades

During the first week of a course, teachers will hand out a summary of how letter grades are calculated including weighting (percentage) and how the term grade

is calculated. Students are officially assigned letter grades at the end of the term. Teacher comments are published at the midterm. Parents have access to grades via the Internet at all times during the academic year except in the weeks prior to midterm and at the end of the term. Based on a 100% scale, letter grades are determined as follows:

A+	98-100%
A	94-97%
A-	90-93%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	59% and below

In the calculation of letter grades, percentages are rounded to the nearest point.

Grades may be withheld for students whose school accounts are not in good standing.

Students who withdraw from school prior to the end of the school year will not receive full credit or final grades for the courses in progress at the time of withdrawal from the school.

Effort

All report cards include effort grades for each class. The effort grade is an “in-house” rating and is not used to determine class rank nor is it recorded on the student’s permanent transcript. Effort grades are reported each marking period and used in determining free nights and daytime supervised study hall.

Effort is rated using the following guidelines:

- 5 Always prepared for class, assignments are always completed on time, consistently seeks help or enrichment outside of the classroom
- 4 Always prepared, assignments are completed on time, often seeks help or enrichment outside of the classroom and sets a high standard of behavior or contribution during class
- 3 Typically prepared for class, assignments are usually completed on time, occasionally seeks help or enrichment outside of class, and contributes to the class when asked
- 2 Typically not prepared for class, assignments are often late, rarely seeks help or enrichment outside of class and is occasionally disruptive or resists contributing during class
- 1 Disengaged from the homework and class work required to succeed

This rating scale is a guideline for teachers who will adapt it to their specific classes. The Effort Grade is combined with their term grade point to determine eligibility for

free nights and assignment to supervised study hall. For example a student having a B- average (2.7) with a 3.4 Effort average would have a combined grade-effort average of 6.1.

Teacher Comments

Mid-term report cards include comments for each class. In addition:

- Teachers may post comments on individual assignments online especially in cases where comments on that assignment may guide parents in helping students do their best.
- Comments will accompany final term grades when they are deemed helpful by the teacher or if a student earned a C- or an effort score below 3 in the course.

Grade Point Average (GPA)

A student's GPA is an average of the grade points earned in final grades for term and year-long courses and is calculated at the end of each year. Letter grades earn grade points as follows:

A+	=	4.333
A	=	4.000
A-	=	3.677
B+	=	3.333
B	=	3.000
B-	=	2.677
C+	=	2.333
C	=	2.000
C-	=	1.677
D+	=	1.333
D	=	1.000
D-	=	0.677
F	=	0.000

Mid-term grades are not reported on student transcripts.

Due to the rigor, additional preparation, and national examination required for Advanced Placement® classes, grade points earned in these classes will be multiplied by 1.1.

Free Nights

A 'free night' is a night in which a student does not have to be in his/her room during evening study hall. Students must request free nights from the dorm parent on duty. Dorm parents may deny a student's request for a free night. The following criteria apply to free nights:

- 10th and 11th grade students who receive at least a cumulative GPA of 6.5 (combined effort and academic grades), no grades lower than a C-, and no effort grades lower than 3 are eligible to take one free night per week in the following grading period. Seniors and proctors have unlimited free nights as long as they meet the preceding criteria.
- Any student who earns a red card will not be eligible for free nights for two school weeks after the card was earned.

Students who have not qualified for free evenings must attend study hall each night and are not eligible to be off-campus for special activities or events.

Evening Supervised Study Hall

The Evening Supervised Study Hall (ESSH) list is posted outside of the Upper and Middle School offices each Monday. ESSH is held for students who have demonstrated that they are not able to work effectively in the dorm during study hall. Students will be assigned to ESSH if they repeatedly submit homework assignments late, show up unprepared for tests and quizzes, or act in a disruptive or unruly manner during in-dorm study hall. Students are assigned to ESSH for periods of one week.

Incomplete Courses

A grade of Incomplete (I) may be given at the end of a mid-term or term only in the case of extended illness or extraordinary circumstance. Extensions for incompletes beyond two weeks after the end of the marking period require approval of the Director of Studies.

Term Examinations

Students take term examinations which are worth a maximum of 20% of the term grade. These exams are one to two hours in length, and must be taken during the scheduled exam period the last week of each term. Students may not take term-end exams early. Due to the fact that the exam schedule is published in advance of the beginning of school each year, there will be no excused absences from exams except in the case of verifiable legal or medical emergencies.

Note: absences for travel purposes will not be excused.

Senior Final Examination Policy

A senior may be exempt from taking a Spring term final examination in a year-long class if his or her grades for the three terms average at least 90% and all work has been submitted. Term electives are excluded except in the case of students who successfully completed the three term sequence offered in Ecology, Government, Advanced Biology, BioScience or Economics.

Summer Course Work

Students are welcome to take summer course work in addition to their SSM course load. No core courses may be taken for credit outside of Shattuck-St. Mary's School, except with the explicit permission of the Director of Studies.

Independent Study

Independent study is available at SSM. Students should see the Director of Studies for guidelines and to begin the application process. An independent study must be the sixth academic course and may not be used to satisfy a departmental graduation requirement, with the exception of students taking an Independent Study to continue their Math or Language sequence beyond SSM offerings.

Early Graduation – Policy and Process

As a matter of course, Shattuck-St. Mary's School does not endorse or encourage early graduation (i.e., in less than four years). The school does recognize, however, that there may be circumstances which cause a student to elect to accelerate his/her program and graduate in three years. The school also recognizes that there may be

students who will benefit from completing high school in this fashion. It is important to note that such students are required to complete all established graduation requirements to qualify for a Shattuck-St. Mary's diploma. Students who are considering early graduation must contact the Associate Head of School and their College Counselor and complete an Application for Early Graduation by August 1st of the start of the sophomore year.

COURSE REGISTRATION

Course registration is conducted for current students in February. Students will work with their advisors, parents, teachers, and Department Chairs to develop course requests that are challenging, realistic, and balanced. The Registrar develops year-long schedules based on the requests made in February. Changes between terms should be the exception and made under the circumstances described below. Individual schedules will be given out in August when students arrive on campus.

Schedule Changes

Every effort is made to accommodate the courses requested by students. Because classes are carefully balanced for size, course changes occur only in special circumstances:

- The change is academically necessary as determined by the Department Head and Director of Studies /Middle School Director.
- The student made first and second choices for electives and received neither choice.
- A conflict in the schedule has prevented scheduling core academic courses.
- The schedule does not meet the minimum-load requirement or does not contain courses needed for satisfactory progress toward graduation.

The following situations do not justify schedule changes:

- The student wishes to change teachers or course periods.
- The student has changed his or her mind regarding a course choice.
- The student did not receive a first choice, but did not make alternate choices where indicated.
- The student has a low grade in a course.

Drop/Add Procedures

Student schedules are developed for the entire year; therefore changes after the year starts or between terms will be made under only exceptional circumstances. In order to drop or add a course, the student:

- must be within the first week of the term for one-term courses
- must be within the first two weeks of the year for year-long courses
- confers with his or her advisor
- confers with the department chair and obtains a drop/add form
- obtains all necessary signatures
- gives the completed drop/add form to the Director of Studies

If the academic advisor, teacher, or Department Chair does not think that the requested change is in the best interests of the student, he or she does not sign the form; a conference is then held with the Director of Studies for Upper School students or the Middle School Director for Middle School students.

Students may not attend new classes until the drop/add procedure has been completed.

Dropping Courses due to Personal Circumstances

In extreme situations, students may drop courses after the deadlines above at the discretion of and in consultation with their advisor, teacher, the Director of Studies, Middle School Director, the Department Chair, and their parents. Parents and students must understand that should such a drop be initiated and approved, credit and grades accumulated to that point in a year-long course will be lost. In addition, a WF (withdrawal failing) or WP (withdrawal passing) will be entered on the student's permanent transcript.

ACADEMIC HONORS AND ADVANCED COURSES

Academic Honors

Because Shattuck-St. Mary's highly values scholastic achievement, students are honored for being successful in their academic work by being placed on the Honor and High Honor rolls. Students who obtain a GPA of exactly 3.85 or higher for a term, with no grades below a B- for that term, will be placed on the High Honor Roll for that term. These students will be awarded a Gold SSM High Honor Roll pin for the term. Students who obtain a GPA of exactly 3.25 or higher for a term, with no grades below a B- for that term, will be placed on the Honor Roll for that term. These students will be awarded a Silver SSM Honor Roll pin for the term.

End of Year Honor Roll

Students who maintain a cumulative GPA of 3.85 for the entire year, with no end-of-year grade below a B-, will be awarded a Gold Shumway Tower pin. Students who maintain a cumulative GPA of 3.25 for the entire year, with no end-of-year grade below a B-, will be awarded a Silver Shumway Tower pin.

As an institution of higher learning, SSM places a very high value on honor, integrity, and academic honesty. Therefore, any student involved in any form of academic dishonesty will be ineligible for any honor roll distinction during that term.

Advanced and Advanced Placement (AP) Courses

Outstanding students may take advanced and AP courses as available. These courses are designed to provide a greater challenge, to strengthen a student's academic background, and to improve college admission opportunities. It is understood that all AP students will write the respective AP exams in May.

Grade points earned in an AP class will be multiplied by 1.1.

The Honors Program

The SSM Honors Program is designed to offer a unique academic experience for a highly selective group of students in grades 9-12. Students are eligible to apply during the fall term of each academic year. At graduation, students successfully completing the Honors Program requirements will receive a diploma noting "Honors with Distinction."

ACADEMIC RULES & REGULATIONS

Academic Standards Policy:

1. The first time a student earns a GPA below 2.0, two or more grades below a C-, or any failing grade at the end-of-term, she/he will receive a formal letter of academic warning from the Director of Studies. The Director of Studies or Middle School Director will work with the student, his/her advisor, parents, and Class Dean to develop an individualized improvement plan which may include mandatory extra-help sessions, tutoring, day-time supervised study, and/or evening supervised study hall. Other intervention strategies recommended by the Academic Intervention Committee will be added in order to maximize the positive impact on a student's academic performance.
2. A second end-of-term GPA below 2.0, marking period with two or more grades below a C-, or any failing grade will result in suspension of co-curricular participation and a formal review of student progress. This means no practice or game participation until the conclusion of the next reporting period (mid-term or end-of-term). Exception: If a student earns a GPA of at least 1.8 but less than 2.0, and all effort grades are 3 or higher or maintains all grades above a C-, partial participation in co-curricular activities may be permitted with some constraints, as determined by the Director of Studies/Middle School Director in consultation with the Director of the related co-curricular program.
3. A third end-of-term GPA below 2.0 or any failing grade, without all effort grades at 3 or higher, is likely to result in dismissal from Shattuck-St. Mary's School

Academic Intervention Committee

The Academic Intervention Committee meets regularly to discuss strategies to aid and support struggling students in our school community. The process is designed to identify the causes of a student's academic difficulties and lead to appropriate interventions such as academic contracts with class deans, referrals for psycho-educational evaluations, and classroom accommodation plans. Any student who is failing to meet the academic standards policy will be discussed by the committee.

Academic Integrity

Academic honesty is the basis of scholarship and is integral to learning. All SSM students must understand that truthfulness and honesty govern their work at all times. Cheating and plagiarism, as well as other forms of academic dishonesty, are considered major violations of school rules. All students are expected to present their own work and to cite references and sources whenever appropriate. Teachers will inform students at the beginning of each course about their expectations regarding collaboration and group work, use of resources – both electronic and printed – and other issues related to academic honesty. At all times students must be aware that it is their responsibility to work honestly and truthfully. When doubt exists, the

burden is on the student to clarify issues with their teacher before work is submitted for evaluation.

- **Cheating:** Doing work for another student, soliciting other students to do your work, providing answers or accepting answers from other students, or bringing answers to a test setting are all considered violations of Academic Integrity and defined as cheating.
- **Plagiarism:** Using or paraphrasing words not your own without proper citation is plagiarism.

A student involved in academic cheating or plagiarism will receive a grade of 0 on the assignment in question, be subjected to major disciplinary action and, depending on the gravity of the infraction and the student's previous record, be placed on disciplinary probation. The following are examples of academic integrity violations:

- premeditated cheating (bringing in unauthorized materials (whether used or not) to a test or quizzing situation)
- spontaneous cheating on a test or quiz
- unauthorized use of work previously submitted in another class
- sharing information regarding the content of a test, quiz, or exam in advance
- having prior unauthorized knowledge of the content of a quiz or test
- passing around notes, tests or answers during the proctoring of the assignment
- turning in a paper that was written by somebody else
- allowing another student to copy one's own work
- putting the name of a student on a group project who did not participate in the project
- buying or copying any or all of a paper from the Internet or any other source and presenting it as one's own
- photographing copies of tests, quizzes or exams
- copying lab reports

These examples are not meant to be a complete list. They merely give guidelines regarding inappropriate and academically dishonest behavior. Any level of cheating or plagiarism or helping others to cheat or plagiarize will not be tolerated.

Process and Consequences for Violations of Academic Integrity Policy:

Teachers will report all incidents of academic dishonesty to the appropriate Department Chair and the Director of Studies/Middle School Director. The Director of Studies/Middle School Director will notify the student's advisor and contact the students' parents/guardians.

Consequences:

- The first offense during a student's career at the School will most likely result in a red card, Saturday detention and a letter home. First offenses of an extreme nature may go before the Judiciary Committee and may result in suspension or dismissal.

- The second offense during a student's career at the School will most likely go before the Judiciary Committee and may result in suspension or dismissal.
- The third offense during a student's career at the School will go before the Judiciary Committee and will most likely result in dismissal.

In all cases, the student will earn a grade of 'zero' on the assignment and will not be eligible for the Honor Roll for the term in which the violation occurred.

Late Work

A major assignment handed in after the due date is marked down 10% for every day that it is late (unless missed date was due to SSM team or school-sponsored travel). This includes weekends and other non-school days, provided that teacher allows work to be submitted on those days. For example, a paper that is due by 3:30 pm on Thursday, and turned in by 3:30 PM, on Monday, would be marked down 20% if weekend submission were not possible and 40% if it were. Requests for extensions or exceptions may be discussed with the teacher. Individual teachers will set late work policies for assignments that are not major, such as daily homework.

Credit Policy for Students Separated from School

If a student is expelled or withdraws from school pending disciplinary charges, no Shattuck-St. Mary's School credit is granted for the incomplete courses or for the remainder of the school year.

Attendance & Absence

Students who attend Shattuck-St. Mary's agree to assume responsibility for and meet their obligations (e.g., class, study hall, chapel, required lunches, assemblies, advisory, music lessons, meetings etc.) every day. This is fundamental to being a member of this and any community.

Unexcused Absence

In the event that a student misses an obligation for reasons other than verifiable medical or excused absences, school-sponsored activities, or approved planned absences, the absence will be considered unexcused.

Consequences for Unexcused Absences

- A first unexcused absence in the course of a term results in a white card.
- A second unexcused absence in the course of the term will result in detention on the Saturday following that school week.
- A third unexcused absence in the course of the term will result in two Saturday detentions and loss of free nights and restriction to campus for the following two school weeks.
- A fourth unexcused absence in the course of a term will result in creation of an Improvement Plan developed by the Dean of Students in conjunction with the Director of Studies, the student's advisor and teachers, and the School psychologist.
- If a student is unable to consistently abide by the Attendance Policy, they may be dismissed from the School.

The Dean of Students has some discretion in the case where one event or decision results in multiple missed obligations.

Note: Three unexcused incidents of tardiness in one class will be considered equivalent to one unexcused absence.

Discretionary Days

In addition to the necessary absences caused by school-sponsored trips, exceptional invitation-only special programs, or official medical reasons, students are allowed to use five planned discretionary days when approved by the Director of Studies and Upper School Dean of Students/Middle School Director. These discretionary days may not be used to extend school vacations. All exceptional invitation-only special programs must be approved by the Center of Excellence Director, Director of Studies, and Dean of Students.

If a student has used his/her five discretionary days, he/she will be expected to make up missed work within three days of returning to campus.

Reporting an Absence

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

Excused Absences (not school-driven)

There are three types of excused school/class absences that are not school-driven. Students will be allowed to make up all academic work missed due to these absences. All missed work must be completed within five school days after returning to the School. Some examples of each of the three types are listed below:

- Exceptional Invitation-Only Programs/Competitions – regional, national, and international programs/competitions, and official college visits. The school determines whether an event fits this category.
- Medical – sick days and extended medical leaves. Each week of excused absence will reduce the number of discretionary days by one day. Special arrangements will be made as necessary based on specific medical circumstances.
- Discretionary – family events, unofficial college visits, athletic select tryouts, and hometown club competitions.

A planned absence that is non-school related will require a two-week advance notification whenever possible, and completion of the Planned Absence Request Form. For all planned absences that include an overnight off-campus, boarding students must complete an off-campus form in addition to the Planned Absence Request Form.

Note: If a student has been in the Health Center for more than two obligations, the student will return to the dormitory after school and will not participate in sports or extracurricular activities for the day.

Excused Absences (school-driven)

- Performing arts performances, academic field trips, and athletic competitions. For short-term absences (1 or 2 days), students are expected to complete all missed work (homework, quizzes, tests) by the end of the first school day following the absence. For longer term absences (3-5 days) students must keep up with and turn in daily work on the same schedule as the class via Moodle and e-mail. Quizzes, tests, and projects must be turned in within five school days of returning to school.
- Disciplinary suspensions. Students must keep up with and turn in daily work on the same schedule as the class via Moodle and e-mail. Quizzes, tests, and projects must be turned in within five school days of returning to school. The Upper School Director and the Director of the Middle School, reserve the right to use their discretion for unique and exceptional absence requests.

Missing Class and losing Work Credit

Absence from class results in a loss of work credit in the following circumstances: Planned absence exceeding the 5 discretionary days. If a student has used his/her five discretionary days, he/she will be expected to make up missed work within three days of returning to campus. The student will be assigned a grade of 60% of the actual grade for any made-up homework or assessments (e.g., a grade of 100% would earn 60%, 50% would earn 30%, etc.). If homework and/or assessments are not made up within three days, zero credit will be offered.

Skipping Class

If a student is on campus and misses class without excuse (e.g. oversleeping, sick but not in the health service, day student absence not called in ahead of time, choosing not to attend) students receive a 0 for any missed work. The student will also receive a white card.

Missing Class and Losing Course Credit

A combination of excused and unexcused absences in a course that exceeds 10 for the term will result in a review of student progress in the course and may involve disenrollment from the course and loss of credit.

Tardy Policy

Three unexcused incidents of tardiness in one class will be considered equivalent to an unexcused absence.

ACADEMIC SUPPORT

Shattuck-St. Mary's School is a rigorous, college preparatory school. Students are expected to manage their time well, seek out extra help when they need it, and meet their academic requirements to the best of their ability. The School provides opportunities for varying levels of support within our academic program.

Extra Help

Every teacher holds weekly extra help sessions and also posts times for additional extra help hours. This is usually the first place students should seek academic support.

Supervised Study Hall

New students will automatically have Daytime Supervised Study Hall until fall midterm grades have been posted.

- Upper School students with any grade below a C- and/or an effort grade of 2 or below in any academic course, or a combined grade-effort average below 5.0, are required to attend Daytime Supervised Study Hall. Students will remain in Daytime Supervised Study Halls until their next published report shows their lowest grade in any course is at least a C-and/or an effort mark of 3 and their combined grade-effort average is at least 5.0.
- All Middle School students are placed in a daytime supervised study hall for the entire school year, periods 1-8, if they do not have a scheduled class.
- Middle School students with any grade below a C- and/or an effort grade of 2 or below in any academic course, or a combined grade-effort average below 6.5, are required to attend Daytime Supervised Study Hall. Students will remain in Daytime Supervised Study Halls until their next published report shows their lowest grade in any course is at least a C-and/or an effort mark of 3 and their combined grade-effort average is at least 6.5.

Evening Supervised Study Hall

The Evening Supervised Study Hall (ESSH) list is posted outside of the Upper and Middle School Offices each Monday. ESSH is held for students who have demonstrated that they are not able to work effectively in the dorm during study hall. Students will be assigned to ESSH if they repeatedly submit homework assignments late, show up unprepared for tests and quizzes, or act in a disruptive or unruly manner during in-dorm study hall. Students are assigned to ESSH for periods of one week.

Classroom Accommodation Plans for Students with Learning Differences

Students who have a diagnosed learning disability and/or ADHD and require accommodations in the classroom or extended time on testing are encouraged to seek out the Center for Academic Achievement. In order to have an individualized accommodations plan in place, students must provide written documentation of the learning difference. The documentation should be current (within the last three years) and conducted by a qualified professional (M.D. or psychologist). Documentation must include a diagnosis and explain the nature of the disability, the results of the testing, and the necessary accommodations.

Academic Skills Program

The Academic Skills Program provides intensive and on-going support for students who have diagnosed language-based learning disabilities and/or ADHD. Families pay an additional tuition fee for these services. Students meet each class day (an option for 1-3 sessions per week is also available) in one-on-one or small group tutorials with the learning specialists and receive instruction tailored to their particular learning needs. The learning specialist maintains close communication with families, teachers, and advisors and facilitates classroom and testing accommodations for students who qualify.

Students who are struggling in school but have not been diagnosed with a learning disability or AD/HD are sometimes eligible to enroll in the Academic Skills Program.

Instruction is tailored to their current academic needs, and their progress is monitored by the Director of the Center for Academic Achievement. Students are referred to this program if teachers, advisors, and parents are concerned about their overall progress and success.

The Academic Skills Program supports student achievement in academic classes, but it is not a course-specific tutorial program (e.g., a Chemistry tutorial). Instruction instead focuses on improving specific skills that hinder a student's progress, such as study skills, expository writing skills, and reading comprehension.

Academic Seminar

Academic Seminar is a one-term, pass/fail course offered in the upper school and middle school. It is designed to teach students study skills and good academic habits in the context of their current academic courses. Class time consists of direct instruction of strategies appropriate to different courses or tasks, one-on-one planning, and independent work with teacher check-in. Academic Seminar specifically addresses skills such as note taking, organization and course management, project and paper planning, test preparation, test taking, and self-advocacy.

The goal of this course is that students will see an improvement in their academic performance and understand how that improvement is connected to specific changes they have made to their approach to their class work. Academic Seminar is open to all students; however, students are generally referred to this course by their teachers, advisors, or parents.

Chronic Academic Concerns

If these opportunities are not sufficient to support a struggling student, the School has an Academic Intervention Committee and process designed to identify the causes of a student's academic difficulties and lead to appropriate, additional interventions, such as academic progress contracts with class deans, referrals for psycho-educational evaluations, and classroom accommodation plans.

Sometimes students continue to experience significant academic difficulty despite their individual effort and the School's intervention efforts. In conjunction with the Academic Standards Policy, the School may determine that the core nature of our program must be significantly altered to accommodate the needs of a particular student; at this point, alternative school placement will be discussed, recommended, or possibly required.

LEARNING DIFFERENCES POLICY

For students with learning disabilities, Attention-Deficit/Hyperactivity Disorder, or other relevant conditions, Shattuck-St. Mary's School fosters academic success by providing them with the academic skills and learning strategies that will help them become independent and life-long learners.

Identification Process

We aim to teach, support, and reasonably accommodate students with learning disabilities, Attention-Deficit/Hyperactivity Disorder, or other relevant conditions. We are, however, primarily dependent upon students and families to identify a student's special needs. Disclosure by students and families is critical for the School to accurately assess its ability to meet the needs of students. The School cannot provide full

and appropriate support or reasonable accommodations of a student's special needs if the need is not disclosed.

For families new to the evaluation process, the learning specialists in the Center for Academic Achievement will help facilitate that process. This process includes deciding if an evaluation is appropriate, scheduling and completing the evaluation, reviewing the results, and planning the appropriate level and type of support.

Communication and Cooperation

Open and honest communication and participation by all parties is essential to this process. Psychological and educational evaluations should be obtained in a timely manner and shared with appropriate school professionals. Remediation and reasonable accommodations may be delayed if families are dilatory in completing this process. Remediation and academic support are only available through the fee-based Academic Skills Program; however, enrollment in this program is not required for reasonable accommodations.

Once a student receives a diagnosis of a learning disability, Attention-Deficit/Hyperactivity Disorder, or other relevant condition, an accommodation plan will be developed based on the evaluation. All parties are expected to follow through with their part in the recommended course of action as outlined in the accommodation plan. Students will be expected to comply with the course of action, including consistent homework completion, class participation, and seeking extra help from teachers. The progress of all students diagnosed with learning disabilities, Attention-Deficit/Hyperactivity Disorder, or other relevant conditions will be monitored by the learning specialist and/or the school counselor.

If a student does not receive a diagnosis of a learning disability, Attention-Deficit/Hyperactivity Disorder, or other relevant condition or the family chooses not to seek a recommended psycho-educational evaluation, he/she will be held to the Academic Standards Policy and have access to the same academic support opportunities as the general student population. Students will work with advisors and class deans to develop intervention plans; when possible, those plans will reflect the results of the evaluation.

Academic Support

It must be understood that, without documentation of a learning disability, Attention-Deficit/Hyperactivity Disorder, or other relevant condition, Shattuck-St. Mary's School only offers the following levels of support:

1. Traditional extra help from teachers and advisors
2. Supervised study halls
3. Moderate academic intervention plans, monitored by advisors and class deans

With documentation of a learning disability, Attention-Deficit/Hyperactivity Disorder, or other relevant condition, Shattuck-St. Mary's School offers:

1. Classroom accommodation plans
2. Fee-based, intensive Academic Skills Program
3. Monitoring of progress by a learning specialist

As a general rule, Shattuck-St. Mary's School does not modify curriculum or graduation requirements; any exceptions to this general rule must be approved by the Director of Studies. All Shattuck-St. Mary's School students are expected to meet our core academic requirements and will be held to the same academic policies as outlined in this Handbook.

Alternative Placement

If the learning specialist or the administration at Shattuck-St. Mary's School determines that the core nature of our program must be significantly altered beyond the scope of the School's Academic Support Policy to accommodate the needs of a particular student, alternative school placement will be discussed, recommended, or possibly required. All students must meet the minimum academic performance standards outlined in the Academic Standards Policy.

COLLEGE COUNSELING AND TESTING

The focus of the college counseling program is to guide students and their families in the college admissions process. This is a four year process which accelerates rapidly during the junior and senior years. The college counselors work with students both individually and in groups concerning academic planning and the college admissions process. This approach moves from the general to the specific and is directed toward planning an appropriate sequence of secondary school course work as well as planning for an appropriate range of possible college choices. Advice and counsel are provided to students and their families throughout the application process. The college counselors are available for conferences during family weekends as well as at other individually arranged times.

In addition to the direct assistance provided by the college counselors, students have access to the College Library which includes materials from many institutions as well as numerous college reference books, SAT/ACT study materials, and financial aid information.

Middle School

In preparation for high school academic work, we offer annual ERB testing for our 6th – 8th grade students.

Freshman Year

Students begin the college admission testing sequence with the PSAT in October. Students are introduced to the college counselors and are provided an overview of the process. Great emphasis is placed on the importance of the entire secondary school record, both academic and extracurricular. The importance of formulating an appropriate four-year academic plan is also emphasized. In the spring term, students are introduced to the sequence and nature of college admissions testing, which commences in the fall of the 10th grade year.

Sophomore Year

Students are introduced to the available college counseling resources. Students take the college admission testing sequence PSAT in October. Attention is again given to the importance of the entire secondary school record and to careful academic planning. In the spring, some students will be encouraged to take SAT Subject Tests (SAT II's).

Junior Year

The college admissions process will be discussed in both individual and group meetings. Students are assigned to a college counselor and during spring term each student will meet with his/her college counselor to prepare a preliminary list of colleges. Early in the fall, students and families are encouraged to attend the Minnesota Independent School Partnership College Fair and/or the National Association for College Admissions Counseling College Fair. Students and families are also encouraged to visit college campuses during vacation periods. Students are encouraged to meet with college admission representatives who visit the school throughout the year.

Students will retake the PSAT in October. They will also take the SAT Reasoning Test (SAT I) and the ACT during winter term. During the latter part of spring term most students will be strongly encouraged to retake the SAT Reasoning Test and/or the ACT. Some students will also be encouraged to take the SAT Subject Tests. For the convenience of our students, Shattuck-St. Mary's School is a test center for virtually all administrations of the SAT and the ACT which occur while school is in session. Students for whom English is a second language are expected to take the Test of English as a Foreign Language (TOEFL) at least once before the end of the junior year.

Senior Year

In the senior year the initial emphasis is placed on narrowing a student's list of college choices in preparation for the application process itself. Each student's college counselor assists with the application process in an effort to ensure that all necessary materials are prepared and forwarded to colleges at the appropriate times. This is often a time-consuming endeavor for both the student and the college counselor and one which may require numerous appointments.

During fall term, students are again encouraged to meet with college admissions representatives who visit the school and to retake (as necessary) the SAT Reasoning or Subject Tests, the ACT, and the TOEFL.

The college application and admissions process is clearly a focal point for students and families in a college preparatory school. The college counselors, therefore, are committed to helping students successfully complete this process. It is most important that students and families be objective and realistic when deciding on college choices and that they understand the importance of completing and submitting the necessary materials on time.

TOEFL

The Test of English as a Foreign Language is taken by those students whose native language is not English, who did not learn English as a first language, or in whose home English is not spoken.

ACADEMIC DAILY SCHEDULE

2011-2012 Weekly Schedule

Class Schedule	Period	Community Period/Lunch Schedule
8:00-8:45 am	1	
Community Period 8:50-9:20		Monday: US and MS Assemblies Tuesday: MS Advisory Wednesday: US Chapel, MS Extra Help, Health and Wellness Thursday: Senior Speeches in Newhall, MS Chapel Friday: US and MS Assemblies
9:25-10:10 am	2	
10:15-11:00 am	3	
11:05-11:50 am	4	US Lunch 11:15-11:50 am
11:55 am-12:40 pm	5	US Lunch 11:55 am-12:30 pm, Middle School Lunch
12:45-1:30 pm	6	
1:35-2:20 pm	7	
2:25-3:10 pm	8	
3:15-4:00 pm	9	

US=Upper School, MS=Middle School

Fridays Are Different (FAD)

While regular classes will meet Monday through Friday most weeks, approximately seven Friday mornings will be structured much like a conference, each department offering a host of opportunities that students will attend as best meet their needs. Students will develop their Friday morning schedule in conjunction with their advisor, creating a plan that will focus specifically on the goals and needs of the individual student. In the afternoon, no classes are scheduled. Students will be able to pursue internship, community service, and independent and collaborative scholarly and creative endeavors. Each FAD Friday is a required school day.

COMMUNITY SERVICE

One of the most important fundamental values Shattuck-St. Mary's School teaches is that students belong to a community, that their contribution is vital, and that they are responsible to each other and to the world at large. Getting involved gives students the chance to give back, to experience positions of leadership, and understand the value of citizenship, giving, and the responsibility of living in a global community.

For this reason, a student enrolled at Shattuck-St. Mary's School is required to complete a minimum of 20 hours for each year that he or she is enrolled. We know, however, that many students will do much more, and that their involvement will be a positive learning experience. In keeping with the commitment the SSM community has to serving those "outside the Arch," at least 10 of these hours must be "off-campus" hours. The designation "off-campus" is not mainly about where the work is done, rather it is about who benefits from it. When in doubt, it is wise to check first with the Community Service Coordinator. All 20 hours may be serving those "outside the Arch"; in fact, this is readily encouraged.

Procedures and Criteria

- The requirement applies to each year a student is enrolled. Work done beyond the requirement one year does not count towards the next year; however, unfinished work from a previous year must be made up before any credit can be accumulated for the current year.
- A diploma will not be given until the service requirement is completed for each year the student has been enrolled.
- The requirement applies equally to postgraduate students.
- For seniors and postgraduates, the deadline for completing the requirement is May 15.
- In the case of work not organized by the Community Service office, written documentation must be received before credit can be given. This includes the date(s), the exact nature of the work, the total number of hours, a statement that the work was satisfactory and the student not paid, and the signature and contact information of the person for whom the work was done. If there is any question, a follow-up call will be made.
- Personal favors (e.g., washing a faculty member's car) do not count; nor do jobs done for one's family, friends, or neighbors. Students may, however, receive community service for babysitting if the faculty member is attending a school function.
- If one receives payment—even a small amount—the work does not qualify.
- "Tipped" hours, inflated hours, and "Double-dipping" will not be allowed.
- Anything that relates directly to a graded/credited class or activity does not earn a student community service.
- Any requirement that a student has does not earn them community service, such as:
 - Performances that a student is required/expected to attend
 - Scoring/refereeing/recording a game for the student's own team

Note: Students who have not completed their previous year's community service requirement prior to the beginning of each new academic year will be ineligible to participate in ANY co-curricular activities until the previous year's requirement has been fulfilled. This includes serving as a proctor, trying out for a sport, or being a member of a performance group.

CITIZENSHIP

EXPECTATIONS & COMMUNITY STANDARDS

Core Values

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

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

Closed Campus

Shattuck-St. Mary's School maintains a closed campus during regular school hours. Students are not allowed off-campus until the end of the regular school day. Day students may not go back and forth between home and school during the school day. Exceptions are made for medical and dental appointments or with specific permission from the Upper School Director, Dean of Student Life or the Director of the Middle School.

School Uniform

Boys

Shirts: Maroon, black, or white polo shirts with the School crest purchased from the School store. Shirts must be tucked in.

Pants: Khaki pants or shorts purchased from the School's uniform provider. Pants with Cargo pockets will not be permitted. Belts must be worn.

Additional Clothing Options

A variety of warmer options are available from the Shattuck-St. Mary's School Store or the School's uniform provider (i.e., cable knit and cardigan sweaters, vests, or polar fleece).

Girls

Shirts: Maroon, black, or white polo shirts with the School crest purchased from the School store.

Pants: Khaki pants, shorts, or capri pants purchased from the School's uniform provider.

Skirts: Uniform skirt (3 options) purchased from the School's uniform provider.

Additional Clothing Options

A variety of warmer options are available from the Shattuck-St. Mary's School Store or the School's uniform provider (i.e., cable knit and cardigan sweaters, vests, or polar fleece).

All students at Shattuck-St. Mary's School are always expected to be neat, tidy, and appropriately dressed. The uniform is in effect Monday-Friday during the regular school day and in all academic buildings. Students who need to change clothes for a specific class (e.g., dance) must change back into the school uniform immediately following the class. The uniform may also be required on off-campus excursions. Faculty members are always the final judges of what constitutes "appropriate dress

Students found out of uniform will be asked to leave class to change and will receive an unexcused tardy for that period.

Class Day Dress:

- Leather shoes (not to include athletic shoes of any color or material)
- Clothing layers must be worn over the school uniform
- Jeans Days: Denim is allowed

Facial hair (mustaches, beards, long sideburns, etc.), mohawks, bizarre hairstyles, hair dye (colors other than normal hair shades), hats, facial piercings, excessive make-up, heavy chains, dog collars, and spikes are prohibited during the class day.

It is acceptable for Middle School students to wear athletic shoes as part of their school day uniform.

Clothing displaying inappropriate language, graphics depicting tobacco, alcohol, illegal substances, nudity, or crude content is prohibited at all times.

Hallway Etiquette and Expectations

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

In particular, the red carpet area – an area reserved for seniors – is home to many offices and is the welcome area for visiting families. Drinks and food are not allowed on the red carpet. Music may not be played in this area. Conversations should be kept quiet and appropriate, and bags and books should not be left lying around.

At all times students are expected to display appropriate behavior and be respectful of the buildings and their occupants.

Dining Hall Dress Code

Students may come to the dining hall in school dress, jeans day approved casual apparel, exercise apparel with the exception of muscle shirts and sports bras.

Meetings and Gatherings

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

Cell phones and headphones are prohibited at these events.

STATEMENT ON HARASSMENT

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

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

Any member of the Shattuck-St. Mary's community who believes that he or she has been harassed is encouraged to raise the issue with one of the School Counselors. The School is committed to making reporting measures easily accessible and responding strongly to any reports. The offended party will be consulted about the necessary response. The guidelines and policies on harassment are intended to educate students, faculty, and staff about the community consequences of threatening or unwelcoming behavior. There is a strong belief at Shattuck-St. Mary's School that celebration of diversity and differences make the community strong and educationally sound.

Response to Sexual Harassment

Shattuck-St. Mary's School has created a policy specifically prohibiting sexual harassment, and it will respond promptly and fairly to allegations resulting in confirmation of such behavior. Furthermore, retaliation against a person who reports sexual harassment or who participates in an investigation of a harassment complaint is also prohibited. Any student, school adult, or visitor associated with Shattuck-St. Mary's School found to be in violation of the Sexual Harassment Policy will be subject to the appropriate sanctions.

Sexual Harassment Definitions

Sexual Harassment includes sexual violence and can be a form of sexual misconduct. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse.
2. Subtle pressure for sexual activity.

3. Any sexually motivated unwelcome or unwanted touching.
4. Inappropriate patting or pinching.
5. Intentional brushing against a person's body.
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's education or job status.
7. Posting or circulating of posters, pictures, jokes, etc. of an inappropriate, offensive, or defamatory nature where it is reasonable to anticipate the possible inappropriateness and/or offensive nature.

Safe Haven Policy

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

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

- 1) A student who needs help can call any dorm parent or duty administrator, or a friend can make the call. If the call comes from a friend or observer, that person can choose to be anonymous. Students can also approach a dorm parent or duty administrator in person to ask for help. As long as the help is asked for before any adult discovers the policy infraction the school will not respond as if it were a disciplinary situation.
- 2) The student in need of help knows that the following will occur:
 - a) He/she has used his/her ONE safe haven chance.
 - b) His/her advisor will be notified.
 - c) His/her parents will be notified.
 - d) A note detailing the use of the safe haven will be kept on record.
 - e) In the case of substance abuse, the student will meet with the School Counselor and may be referred to an outside source for chemical screening or counseling. The cost incurred for this outsourcing will be the responsibility of the student and his/her family.
- 3) The student reporting the incident knows that the following will occur:
 - a) His/her advisor will be notified.
 - b) The School Counselor will be notified.

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

RULES AND REGULATIONS

It is each student's responsibility to know the rules of Shattuck-St. Mary's and to follow them. If a student breaks these rules, it is expected that he/she will honestly and readily admit to the infraction. Above all, students are expected to take ownership of their actions and to behave with respect and human dignity.

The following principles underlie expected standards of behavior:

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

Off-Campus Expectations

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

Major School Rules

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

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

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

5. Each SSM student agrees not to harass, intimidate, bully, or demean another person. This inappropriate behavior includes physical, verbal, written, or electronic interactions. Retaliation against a person who reports harassment or who participates in an investigation of a harassment complaint is also prohibited
6. Each SSM student agrees to respect the property of others and of the School. Students will not engage in theft, vandalism, or intentional destruction of property in any setting. Any student found to be in possession of a key to another student's room will face disciplinary action.
7. Each SSM student agrees not to possess, use, sell, purchase, distribute, or be in the presence of tobacco, alcohol, marijuana, or any other illegal substance or narcotic.
8. Each SSM student agrees not to improperly or illegally possess, use, sell, purchase, or distribute legal prescription or over-the-counter drugs.
9. Each SSM student agrees not to endanger themselves or others by using flames, matches, lighters, etc. in an inappropriate or harmful manner. Students also agree to respect and abide by all fire code regulations and not to tamper with, disable, or set off any fire safety devices such as alarms and fire extinguishers.
10. Each SSM student agrees to be accountable for their actions and location. Students are expected to follow dormitory check-in times and procedures and sign-in and sign-out policies. Boarding students are not allowed in local homes without adult supervision.
11. Each SSM boarding student agrees to stay in the dorm after having checked in for the evening.
12. Each SSM student agrees to abide by the Technology Use Agreement. Misuse of technology can include hacking, illegal downloading, and accessing other people's information.
13. Each SSM student agrees not to possess or use weapons, firearms, fireworks, ammunition, swords, or sabers of any sort without appropriate adult supervision. If a student brings a personal paintball gun for use on school paintball trips, he/she must keep it in the Upper or Middle School Office.
14. Each SSM student agrees not to violate the School's sexual intimacy policy. The School's rules are in full accord with the law and in some cases go beyond the law's requirements. The School reserves the right in cases of serious offenses to require dismissal after a first offense.

DISCIPLINARY CONSEQUENCES

White & Red Cards

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

White cards can be handed out at any time, by any adult community member, in response to infractions of disrespect or minor violations of school rules. These cards are kept on file with the Dean of Students and the student's advisor. White cards expire after eight weeks. The advisor will notify the student's parents of any card received. Red cards are given after three white cards have been accumulated within an 8-week period and are given immediately for more serious offenses and violations

of school rules. Red cards remain in the student's file throughout his or her tenure at Shattuck-St. Mary's School and never expire.

Work Squad and Weekend Detention

Work Squad and Weekend Detention hours are assigned for many different infractions, most of which are non-academic in nature. Weekend Work Squad is held at 7:00 a.m. on Sunday mornings. Students are assigned to a specific time and are required to make that appointment. Changes in work squad times must be authorized by the Upper School Dean of Students or the Director of the Middle School. Weekend Detention is usually assigned after a student receives three white cards, and may be assigned for other infractions. **These detentions take place immediately following the date of the offense and take priority over all other commitments, including athletic practices and games, arts events and performances.**

Campus Restriction

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

In-Room Restriction

Students who have any punishment that involves an in-room restriction are not allowed to leave their room except for meals, bathroom breaks, or with the express permission of the adult on duty.

Probation

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

In-School/Out-of-School Suspension

For more serious breaches of conduct a student may receive a suspension. The main condition of suspension is that the student must leave campus and may not take part in any school activities for a stated period of time. Parents are notified in writing of a suspension. If a student is suspended, it is his/her responsibility to obtain academic assignments from the online grade book system. Teachers will make all assignments and work available on-line. Once notified of their suspension, students must leave campus immediately at the expense of the family. Suspended students who are not able to travel home may stay with a non-school employee off campus.

Dismissal

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

A dismissed student may apply for readmission, but the School reserves the right to accept or reject such an application. It is the School's policy not to accept a student

who has been dismissed or asked to withdraw for the term immediately following the dismissal nor to allow that student to resume school during the same academic year. A student who was dismissed or withdrew for violations of school rules and is accepted for readmission can expect to be placed on probation for a minimum of two terms.

Dismissed/Withdrawn Student - Status on Campus

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

Dismissed/Withdrawn Student - Financial Obligations

Tuition and incidental accounts will be settled after a normal billing cycle has accrued a minimum of thirty days. The School will then issue a close-out statement advising the parent of the final account status.

For official school transcripts to be sent to another school, approval from the Business Office acknowledging that all financial accounts have been satisfied is required.

Dismissed/Withdrawn Student - Personal Property

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

Dismissed/Withdrawn Student – Academic Status

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

Tobacco

1st offense: The response to the first offense for possession or use of tobacco is a Red Card, three hours of work squad or weekend detention, participation in a school-sponsored awareness program, and a letter home.

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

3rd offense: The response to the third offense for possession or use of tobacco is to face the Judicial Committee. Subsequent occurrences may lead to a longer or permanent separation from the school.

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

Drug and Alcohol Policy

Shattuck-St. Mary's believes that the use of alcohol and others drugs by students is incompatible with school life. Drugs are harmful to one's health and mind and cause

damage to the moral fabric of our community and to the trust upon which all healthy relationships depend.

“Drugs” means any mind or mood altering substance or a facsimile of any such substance or any substance that a student believes to be a drug or represents to others as a drug. This does not include over-the-counter drugs taken for medicinal purposes by a student or medicinal substances prescribed by a licensed medical practitioner and brought on campus in accordance with the prescription drug policy for the use of the student concerned.

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

Drug or alcohol use on or off campus is against the law. Possession or use of drugs, inhalants, chemical substances, or drug paraphernalia, except as specifically prescribed to that student by a physician is forbidden, on or off campus.

Furthermore, the Minnesota State High School League (MSHSL) requires that league sanctions be applied for drug or alcohol use that occurs even when the student is not in the care or under the jurisdiction of the School. The School is required to report any violations it is aware of to MSHSL.

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

Drug Testing Policy

Drug or alcohol use on or off campus is against the law and constitutes a serious threat to the health and safety of our students. The School believes that drug and alcohol testing can play a useful role in providing additional incentives for students to retain a healthy lifestyle by remaining drug free. There are two situations where the School claims the authority to perform drug testing on students. The first is when a student is suspected, due to his or her behavior or circumstance, of being intoxicated or otherwise under the influence of alcohol or drugs. The policy outlined below called Drug Testing for Suspected Use applies to this first situation.

Drug Testing For Suspected Use

1. When a faculty member suspects that a student, due to his or her behavior or

circumstance, has been drinking alcohol or using drugs, the Upper School Dean of Students or his designee may administer a breathalyzer test or bring the student to a medical facility where a blood or urine specimen may be collected. Any student present during suspected use of a drug or alcohol may also be tested.

2. Testing does not require the consent of parents.
3. Blood and urine samples will be sent to an outside laboratory for processing and the result will be reported to the school physician. The Dean of Students will provide appropriate information and concerns to the medical professionals regarding suspected substances used. The medical providers will then make the final decision regarding substances for which the student will be tested.
4. If the testing laboratory reports that a specimen has been diluted or otherwise adulterated, the test will be considered positive.
5. A positive test for alcohol or drugs will be interpreted as evidence of a violation of a major school rule and the student will be subject to disciplinary proceedings. The School does not distinguish between on or off campus use. Both are illegal and detrimental to a student's mental and physical health.
6. Refusal to take a test will be interpreted as a positive test.
7. The cost of testing will be billed to parents.

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

Prospective Drug Testing Policy

1. Prospective drug testing may be done as a result of a drug disciplinary event or in the absence of a drug disciplinary event whenever significant concern exists within the community about a student's use of alcohol or other drugs. The decision to require prospective testing will be made by a committee consisting of the Associate Head of School, Upper School Dean of Students/Middle School Director, Director Of Community Life, and Director of Health Services.
2. Parents and students will be notified before prospective testing begins. It is hoped that parents will be supportive. Testing, however, does not require consent of the parents or students.
3. The Upper School Director/Middle School Director will provide appropriate information and concerns to the medical professionals regarding suspected substances used. The medical providers will then make the final decision regarding substances for which the student will be tested.
4. Collection of blood or urine samples will be conducted at a local medical facility and the results will be reported to the school physician. Upper School Dean of Students or his designee will administer breathalyzer tests.
5. If the testing laboratory reports that a specimen has been diluted or otherwise adulterated, the test will be considered positive.

6. A positive test for a student whose testing is the result of a drug disciplinary event will be treated as a violation of the student's probationary status and result in dismissal.
7. A positive test for a student not involved in a disciplinary event will be treated as a medical issue. A medical response will be designed by the medical and/or counseling staff and may include a medical leave of absence to allow for involvement in an alcohol or drug treatment program. Additionally, the student will enter into an agreement with the Upper School Dean of Students/Middle School Director to remain drug free. This essentially means that a student who has tested positively for alcohol or other drugs will be placed on Disciplinary Probation for drugs and alcohol for the remainder of his or her career at Shattuck-St. Mary's School. A subsequent positive test would most likely result in an expulsion.
8. Failure to report for testing upon request will be treated as a positive test.
9. The duration of the prospective testing period will be determined by the school physician, school counselor, Head of School and under most circumstances, will not exceed a calendar year.
10. The cost of testing will be billed to parents.

Consequences for Violating the Drug and Alcohol Policy

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

1. Serve a suspension for a minimum of two weeks.
2. Participate with the student's family in a substance use evaluation provided by a licensed Substance Abuse Counselor. The recommendations of this evaluation must be provided to the School Counselor and will be kept confidential. A release must also be provided allowing the evaluation provider to discuss the evaluation with the School Counselor.
3. Participate in any programming or services recommended by the licensed Substance Abuse Counselor in the completed evaluation report. Counseling services provided outside the school are paid for by the family .
4. Participate in random alcohol and drug screening as described in the Prospective Drug Testing Policy.
5. The Judiciary Committee may make additional requirements or recommendations following an initial drug/alcohol violation.

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

Car Policy

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

1. Only day students are allowed to have a car on campus.

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

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

- An automobile registration form must be submitted to the Upper School office by the student's parent or guardian.
- Students must turn in their keys to the Dean of Students upon arrival on campus each day.

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

1st Offense: Students who drive a boarding student or boarding students who ride in a car without specific permission will be sent before the Judiciary Committee.

2nd Offense: Students who drive a boarding student or boarding students who ride in a car without specific permission will be sent before the Judiciary Committee and receive a minimum 1 week out-of-school suspension and all of the driver's on-campus car privileges will be revoked for the remainder of the school year.

3rd Offense: Students who drive a boarding student or boarding students who ride in a car without specific permission will be sent before a Judicial Committee hearing and may be dismissed.

Out of Dorm/Off-Campus Permissions

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

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

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

Out of Dorm after Check-In

1st Offense: Students found out of the dorm after having checked-in for the evening will most likely face dismissal from the school.

In Dorm Rooms/Restricted Dorm Areas of Opposite Sex

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

1st Offense: Students of the opposite sex found outside of the dorm common rooms or in the common room outside of visiting hours will face automatic one week out of school suspension and probation.

2nd Offense: Students of the opposite sex found outside of the dorm common rooms or in the common room outside of visiting hours a second time will face a judicial committee hearing.

JUDICIAL PROCESS

Major offenses against school rules will be handled by the Dean of Students and will usually result in a Judicial Committee hearing chaired by the Upper School Dean of Students/Middle School Director. It is the purpose of the committee to offer the offender a hearing and then to make a recommendation to the Head of School. This Judicial Committee is made up of a group of trained student proctors, trained faculty members, and has four procedural advisors: the Associate Head of School, the Upper School Dean of Students, the Director of the Middle School, and the Director of Community Life. Each judicial hearing will typically have six members (three students and three faculty members), plus the student's advisor, in order to convene.

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

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

TECHNOLOGY ACCEPTABLE USE POLICY

All students are required to have a Technology Acceptable Use Policy/Contract signed by both a parent and the student for use of the School's technology equipment and access to the School's networking system, including Internet access.

On-campus access to the School's networking system, including that of the Internet and e-mail, will be through either the school's wireless system or through hard wired connections. The users will also be able to access the Internet and e-mail from off-campus locations via the internet. All internet compatible devices must be turned off at 11:30 pm, Sunday through Thursday.

The student in whose name a system account is issued will be responsible at all times for its appropriate use. Users must adhere to the following policies:

- A. Users will use equipment responsibly and properly.
- B. Students will contact the Shattuck-St. Mary's technology help desk immediately if they have any problems. Students are responsible for the full cost of replacing or repairing school equipment if the damage is the result of negligent abuse.
- C. Users will have their own network storage and e-mail account. Students are required to check their SSM e-mail account daily. The following rules apply to both e-mail and Instant Messaging use: Users are expected to use good judgment in the use of both e-mail and any e-mail attachments. Users are not permitted to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language, or access or maintain a presence on an Internet site demonstrating the same content. Any violation of these expectations will be considered a major violation of school policy that could result in suspension and/or expulsion from school. Student network storage accounts are to be used to store information directly related to school assignments and activities. Students will not be allowed to use the network storage for non-school information including but not limited to electronic entertainment such as music and games, or electronic pictures. School technical administrators reserve the right to treat the student network storage as an electronic locker and will periodically inspect student network storage to ensure compliance with network storage parameters.
- D. Users will have access to the World Wide Web. Use of the school network for inappropriate surfing or downloads will be considered as a major violation of school policy subject to suspension and/or expulsion from school. Users are not to post personal contact information about themselves or others on the Internet. Examples of personal contact information are home or school dormitory addresses, telephone numbers, or user surveys, etc. The Shattuck-St. Mary's School network resources and computers are not to be used to engage in any commercial enterprise.
- E. Access or attempt to access any of the School's restricted LAN sites, servers, other users' computers and/or programs will be considered among the most major of offenses. Violations will be considered as a major violation of school policy subject to suspension and/or expulsion from school.
- F. Plagiarism and copyright infringement are considered among the most major of academic integrity violations. Plagiarism is taking the ideas or writings of others, including electronic information and/or information from the internet, and presenting them as your own without proper acknowledgement. Paraphrasing without acknowledgement of the source is plagiarism. Language used need not be identical (word for word) to the original to be plagiarism.

- G. Vandalism, defined as any malicious attempt to harm or destroy equipment and/or data of any person, will not be tolerated. This includes, but is not limited to uploading, creating, or transmitting computer viruses. If it is confirmed that a user has taken, damaged, or simply used another person's computer without that person's permission, this will be considered among the most major of offenses with violators subject to the same consequence as for theft - suspension and/or expulsion from school.
- H. Users are required to set a unique log-on password for their school account that they will be required to change periodically. It is a user's responsibility to keep their password a secret. All users will be responsible for all activity utilizing their user name and login. Likewise, the user will be responsible for any items stored on their computer's hard drive. It is critical that users do not share or give out their password.
- I. Users are responsible for appropriate behavior on the School's computer network and with all use of their computer just as they are in a classroom setting or on a school trip. The School reserves the right to have network administrators review network storage and communications to maintain system integrity to insure that users are using the system responsibly.
- J. Users may not reconfigure school computers in any way. Users are not permitted to make changes to the Operating System, Network Settings, or approved configuration. Users may not create or join networks other than the school network. This will be considered a serious offense and will be subject to disciplinary actions.
- K. Users are not permitted to use Internet based file sharing applications, also known as P2P (Peer to Peer) applications, or other web-based applications to download files. Users are not permitted to download copyrighted materials to include but not limited to: music, videos, and images. This will be considered a serious offense and will be subject to disciplinary actions. The School reserves the right to monitor and/or block student's use of file sharing applications.
- L. All users are responsible for backing up and maintaining backed up copies of all data stored on their computer via either a rewritable CD-ROM or the student network storage location. The school is not responsible for recovery of lost data from a student's computer; however, the school will make best efforts to back-up or recover data from the student network storage area.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive or disrespectful language in your messages to others; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Do not reveal personal addresses, phone numbers, or passwords of users, teachers, administrators, or other staff of Shattuck-St. Mary's School, including your own information.
- Note that electronic mail (e-mail) is not private. School network administrators have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

- Do not use the network in such a way that you would disrupt the use of the network by others.
- All communications and information accessible via the network (except e-mail) should be assumed to be school property (i.e., copyrighted).
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, messages should not contain profanity, obscene comments, sexually explicit material, and/or expressions of bigotry or hate.
- No food or drink should be placed in or around computers.
- Do not wastefully use finite resources such as paper or ink.

Under no circumstances shall a user ever enter the system under another name or through any code.

Accuracy of Information

Use of any information obtained via the Internet is at the user's own risk. Shattuck-St. Mary's School takes the position that part of the educational process is learning to determine fact from fiction, including recognizing and avoiding inappropriate information (including obscene text, graphics, video, etc.) from Internet sources. Users not demonstrating such ability and using or accessing such information are subject to the consequences outlined elsewhere in this Acceptable Use Policy. The School reserves the right to access a user's network and hard-drive memory system at any time that such inappropriate use is suspected. The School also reserves the right to monitor network and Internet usage to verify that inappropriate material is not being accessed.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher or the Technology Office. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. The School has invested in several security systems to maintain the reliability and security of school computers, the e-mail system, and the overall network system. Attempts to gain unauthorized access to system programs or computer equipment will be considered as a major violation of school policy. Any user identified as a security risk or having a history of problems with other computer systems will be subject to suspension and/or expulsion from school.

Inappropriate Use

The School reserves the right to determine what is inappropriate in terms of both the material accessed by the user through the Internet and/or e-mail, and the use of the computer. Appeals to decisions made by members of the faculty and staff should be directed to the Upper School Dean of Students or the Director of the Middle School. In all cases, the Head of School shall be the final authority in such matters.

STUDENT LIFE

GENERAL INFORMATION

Personal Property

Shattuck-St. Mary's School is not responsible for personal items brought to campus by students if lost or stolen. Students are advised to register serial numbers of items such as stereos, computers, and bicycles with their dorm parents, and to keep a list of these numbers on record at home. When not in their dorm rooms, students are expected to lock their doors and should not share or give out their room keys. Should valuables need to be stored, safes are available on both campuses. The School will not tolerate theft or vandalism. These are serious infractions of the School's rules and will result in major disciplinary action.

Passports, Visas, and I-20 Forms

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

Allowances, Banking, Additional Money

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

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

To facilitate the transfer of funds, the School recommends that the student maintain a checking or savings account that may be opened locally or in the student's hometown. There are ATM machines available at the Upper School and the sports complex.

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

"A" account: Unlimited charge privileges—may charge anything sold by the School Store.

"B" account: Limited charge privileges—may charge anything in the School Store as long as an item does not cost more than \$30.

"C" account: Essentials-only privileges—may charge only essential (classroom-related and personal hygiene) articles. Cash must be used to purchase all other items.

Cell Phones, Headphones, and Personal Digital Assistants (PDA)

These devices are allowed on campus, but may not be used during classes, school meetings, assemblies, chapel, the hallways, dining hall, study hall, or after lights-out in the dormitories. Parents should note that no incoming calls should be made during these times. All students must register their cell phone number with the Upper or Middle School office upon arrival to school in the fall. The school reserves the right to determine whether cell phone use is appropriate; students who violate this policy will have their cell phones confiscated.

Middle School students are not allowed to use their phones during the school day. The phones must be turned off and stored in the student's backpack or locker. Middle School Students who violate the cell phone policy will have their phone confiscated and must pay a \$2.00 fine to get it back. Second time violators will receive 4 hours of Saturday detention. If a third violation occurs, the Judicial Committee will convene to determine the appropriate consequence, with the possibility of an in-school suspension for the student. Parents will be notified of each cell phone violation by the student's advisor.

Checking Account/School Store Account

Each student must maintain an incidental account in the school store for purchases of books, school supplies, athletic goods, and other articles that may be required. The amount and types of charges that they are able to make to this account are determined by parents at the beginning of the year. Allowances are also given out weekly, in cash, taken from the incidental account. The account is designed as a deposit account and parents are asked to maintain a \$200 credit balance at the beginning of each monthly billing period unless the parent has signed up for direct payment by credit card. Costs of most off-campus trips are paid by the student and can be charged to the incidental account. If the \$200 balance is not maintained, or the credit card payment fails, the account is changed to a cash-only basis or "cash list". A student on "cash list" is not allowed to make charges at the School Store, receive allowances, or participate in off-campus trips unless payment is made in advance. Families are encouraged to obtain either a checking or savings account for students who may have needs above and beyond what the incidental account provides. The school will not advance cash other than the weekly allowance.

Closed Campus Before Finals

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

Dining Room Regulations

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

Golf

Students may not golf on campus as this presents a danger and the possibility of damage to school and personal property. Those heading to the Legacy Golf Course across the street are reminded to use the sidewalk and not to walk in the street on Shumway Avenue.

Insurance

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

Laundry, Linen and Dry Cleaning

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

Mail, e-mail, Voice mail

All students are given a mailbox in the School Store or Middle School Office, an e-mail address, and a voice mail number (even if they do not connect their phone service). Students should check these frequently for important messages and information. Dormitory room phones are switched off during study hours and after lights out, but voice mail accounts work 24 hours a day.

Off-Limits Areas

Certain areas on and around campus are dangerous and are always off-limits to all students. These include the ravine, river road, and brewery trail, the Ropes Course without appropriate supervision, the wooded areas surrounding the Sports Complex, the bluffs behind St. Mary's Hall, the cliff paths, the area behind the Old Infirmary, and any other area with an "off limits" sign posted. Students found in these areas will receive an automatic white card.

Prom

Held each year during spring term, Prom is open to all 11th and 12th grade students as well as any 10th grade student accompanied by an 11th or 12th grader. Younger students are not allowed to attend. Students may invite a guest who is not a Shattuck-St. Mary's student, but that person must be at least in the 10th grade and cannot be older than 19 years of age. All guests must be approved by the Dean of Students after the student submits a request 2 weeks prior to prom. Boarding students who attend Prom must stay on campus for the remainder of the night.

DAY STUDENTS

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

After-School On-Campus and Dorm Visiting Hours

Day students are welcome to remain on-campus after the end of the class day, but must follow all school rules and visiting policies. All day students must be off-campus by 8:00 p.m. Sunday-Thursday and by 10:30 p.m. Friday and Saturday .

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. Dorm parents may ask day students to leave the dorms at any time.

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

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

Middle School Students

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

Car Policy

Please see the complete car policy in the “Citizenship” section of this handbook. Day students must park in designated areas, should never drive on the circle, and are not permitted to drive boarding students at any time except in conjunction with an approved overnight request. Neither day students nor day student families may keep a car for a boarding student.

Day Lockers

All students may request a locker in the school store. These should be kept locked, whether used daily or not. Each student is expected to keep their locker area secure, neat, and clean.

Day Student Overnights in Dorms

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

Exceptions to this policy may be made on a case-by-case basis in certain circumstances. For students who have an early departure or a late return for athletic or arts events, overnight housing in a dorm room may be provided.

Because the dormitories are generally full, this would most likely mean that the student would stay on the floor in another student’s room. In order to qualify for this exception, the following must occur:

- The student must have a particularly early departure/game or late return time that makes it difficult to get home and back to campus.
- The Director of Community Life must be notified at least three days in advance of the overnight date in order to collect emergency health information and add the student to the dorm roster for the night.

- The student **MUST** stay in the dorm on that night – they cannot decide to drive home if they have already asked for an overnight.
- Students who have their own car must turn in their car keys to their dorm parent prior to staying in the dorm.

This service is provided as an exception to the rule. Students should not count on staying in the dorm at any time.

Early School Closure

If the School closes early for any reason, day student parents will be contacted immediately to make arrangements for getting their students 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.

Employee Children

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

Hosting Boarding Students Off-Campus

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

Off-Campus Host Families

The School requires liability release contracts for students who wish to live off-campus in the home of someone other than an immediate family member.

This contract must be signed by the host family, the family of the hosted student, and the student him/herself. Students who decide to live off-campus in this situation will most likely not be allowed to move back into the dorm mid-year. Families considering this option are strongly encouraged to think carefully about the process before making a commitment.

Reporting an Absence

When a student is unable to attend school for any reason, parents should contact the Upper or Middle School office before the start of the class day. Unreported absences will be considered unexcused. Students who miss class for excused absences are expected to be responsible for making up any missed work and for being properly prepared on their return to school. Please see the Absence Policy listed in the “Academics” section for more information on excused versus unexcused absences and the School’s make-up work policy.

Rules & Regulations

Day students are expected to comply with all school rules and regulations when they are on campus, when they are off-campus in the presence of a boarding student during the school year, or whenever they are under the aegis of the School.

Sign-In/Sign-Out

Day students who leave campus during the academic day for an approved appointment must sign out in the Middle or Upper School Office prior to departure. Day students driving their own vehicles must pick up their keys from the Upper School Dean of Students before leaving campus. Students must sign-in again and return their keys to the Upper School Dean of Students immediately upon return to campus.

Snow Days

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.

Study Facilities

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

Travel

The School will arrange transportation from the Minneapolis/St. Paul International Airport for the beginning of the school year, the end of the school year, and the three major breaks (Fall, Winter, and Spring). In addition, the School will arrange transportation for any emergencies, medical and dental appointments, college visits, and most school related trips. Appropriate charges will be made to the student's incidental account for transportation.

Travel Arrangements

Travel arrangements must coincide with the School's Academic Calendar. Travel arrangement information must be provided to the School 3 weeks prior to each scheduled break; otherwise we cannot guarantee school transportation. Flights must be scheduled between 7:00 am, and 9:00 pm, in order to ensure transportation.

Note: When booking flights, please realize that a student will need to leave the School campus 3 hours prior to their flight's scheduled departure.

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

All dormitories are closed during the School's three major breaks (Fall, Winter, and Spring). Students must be checked out of their dorm by 4:00 pm, for each break, and may not return to the dorms until they re-open.

Unaccompanied Minors

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

CAMPUS PROGRAMS & RESOURCES

Bastian Leadership Program

Effective leaders are products of a progression of experiences that forge their abilities and beliefs. The Bastian Leadership Program is experiential learning at its best: engaging a student's mind, body, and soul in a process of learning by doing. It is a guiding principle of the program that as an emerging leader every SSM student is given the opportunity to develop his or her leadership skills at every level of their development. The program is divided into four elements: adventure learning, community service, environmental sustainability, and self within the community.

At each grade level, students are provided with experience in all four elements of the program.

- Middle School (grades 6-9): students participate in the Emerging Leaders program.
- Tenth grade students: continue their experiential learning with adventure programs and a focus on citizenship.
- Eleventh grade students: continue the adventure learning program and concentrate on the theme of stewardship.
- Twelfth grade students: take their outdoor adventures to the urban environment with an emphasis on one's legacy.

Campus Vans

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

The Chapel

Chapel services are Episcopal in nature and are times for reflection, peace and introspection for all of our community members. Required chapel services are held weekly for all students, and the Holy Eucharist is offered on Sunday evenings at 5:00 p.m. for any interested community members. Special services and major feast days are celebrated throughout the year. Members of the community are encouraged to participate in the liturgy which offers a quiet, reflective time in community life, as well as a shared spiritual focus. Students are expected to conduct themselves appropriately during the services, understanding that the chapel is a house of worship and meditation.

Health & Wellness Program

The School's mission is to develop students in mind, body, and spirit for a life of learning and service. Health & Wellness programming seeks to address this development by coordinating speakers, workshops, interactive programs, events, and student meetings that delve into issues of living in community, leadership, health and wellness, social responsibility, and more.

The Hirst Library

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

The School Store

The School Store is open Monday-Friday from:

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

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

2:30 p.m. to 4:25 p.m.

There are extended hours during special events. Available in the store are school supplies, school dress code items, sportswear, and laundry items. These items may be purchased with cash or charged to the students' incidental account, as determined above. Candy and snacks are available, as a cash-only purchase. Stamps can be purchased and packages weighed. UPS and FedEx service is also provided. Student mailboxes, for 10th-12th grade students, are located outside of the School Store. Middle School students pick up their mail in the Middle School Office at St. Mary's Hall. Dry cleaning and special orders (such as letter jackets and class rings) are also handled through the School Store.

The Student Vestry

The Student Vestry is made up of community members who serve as acolytes, readers, ushers, special project helpers, altar guild, and Bible study leaders who participate directly in services. Its membership is open to all interested students regardless of religious affiliation. Projects undertaken by the Student Vestry include social service work, chapel care, providing financial support for two needy international children, the local food shelf, the American Red Cross and other charitable organizations. Leadership and advice regarding various aspects of the community's spiritual life often come from this group.

UPS and FedEx Service

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

For students living on
the Shattuck campus:

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

For students living at
St. Mary's Hall:

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

EXTRACURRICULAR ACTIVITIES

SSM offers a wide range of activities outside of the classroom which allow students to explore interests and develop knowledge in non-class settings.

The list of extracurricular activities varies from year to year, depending on the changing patterns of interest in the student body.

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

Extracurricular opportunities include:

Boys' Interscholastic Athletics: soccer, basketball, baseball, golf, lacrosse, tennis, fencing, track and field, and cross country.

Girls' Interscholastic Athletics: soccer, basketball, golf, lacrosse, tennis, fencing, track and field and cross country.

Activities: Ecology Club, Mathletes, weight training, photography club, art club, club basketball, and martial arts.

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

Physical Exam

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

Equipment

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

HEALTH CENTER

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

The services of two full-time Certified Athletic Trainers (ATC/R) are also available for the prevention and care of injuries to students and athletes. The Athletic Training Office is located at the ice arena and is open during home hockey and soccer games. Students may schedule time with the Athletic Trainers throughout the day during the student's free periods. Students may not receive therapy during a period in which they have a scheduled class. Weekly office hours are posted on the athletic trainers' office door, and are generally 9:00 a.m. to 4:00 p.m. and during after school practices and sporting events. The Director of Athletic Training can be reached directly at (507) 333-1706 or at Wendie.Battist-Schoeb@s-sm.org. The Athletic Training Office can be reached at (507) 333-1584.

A physical examination is required within eight months prior to admission and every three years thereafter. Parents are expected to provide the nurse with the requested medical forms prior to the start of the school year. This includes a complete immunization record and a health history/physical exam form for all new students signed by both a doctor and parent. A new emergency information form is required each year for all students. A copy is kept on file at the local hospital and a copy is sent with coaches/faculty for out-of-town travel in case emergency care is required.

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

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

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

Use of the Health Center

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

Note: If a student has been in the Health Center for more than two obligations, the student will return to the dormitory after school and will not participate in sports or extracurricular activities for the day.

Students admitted to the Health Center have NO visitors. They are not allowed to leave the area for mail, books, etc., until the end of the class day at 4:00 p.m., at which time they may be excused to return to the dormitory.

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

Students will not be charged for staying in the Health Center during office hours, 7:30 a.m. - 4:00 p.m. However, if overnight nursing supervision is needed, the School reserves the right to charge for nursing services.

Following a serious illness, a student-athlete must have a signed or verbal release from the nurse to return to sports. This may also require a physician's clearance. Students recovering from an injury will be released back to play when it is determined safe to do so by the certified athletic trainer. Physician clearance may also be necessary.

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

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

Prescription Medications

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

All prescription medication will be kept in Health Services and dispensed by the nurse on a daily basis, Monday-Friday. No prescription medications are allowed in the dorms. Weekend doses will be dispensed in a packet to the student on Friday and the student is responsible for taking them at the proper times. Dorm parents will dispense narcotics and/or controlled substances as delegated by the nurse during evening and weekend hours.

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

Prescriptions are filled at Pharmacy One, (507) 332-4797, which is located at 631 First Street SE, Faribault, MN 55021. Pharmacy One will allow students to charge most prescription medications which will in turn be billed to the student's incidental account. If parents wish to use a local pharmacy other than the ones listed, they must have a credit card on file at that location to ensure payment. The medication will be delivered to Health Services for a nominal fee.

If a student is taking an ongoing prescription medication that is filled on a monthly basis, parents must contact the pharmacy to make payment arrangements. The School will not allow routine monthly prescription charges to be billed to a student's incidental account.

All leftover prescription medications will be given to the student at the end of the year except narcotics or controlled substances. These will be given directly to the parent or destroyed at the end of the year.

Over the Counter (OTC) Medications

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

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

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

Performance Enhancing Nutritional Supplements

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

- In order to minimize health risks to student-athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches should not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. A physician’s order must be on file with the Health Center. A prescription form can be found on-line.
- Students should not use creatine, and rostenedione, ephedrine or other performance-enhancing nutritional supplements as defined by the World Anti-doping Agency (WADA), www.wada-ama.org except under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer’s recommendation.

Health Screening

Vision, hearing, and scoliosis screening will during the school year. . Referrals will be sent to parents if indicated and returned to the Health Center after the student is seen by the appropriate provider with recommendations noted.

Immunizations

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

- Measles, Mumps and Rubella – two (2) doses with the first being after 12 months of age.

- Diphtheria, Tetanus, Pertussis – at least three (3) doses with a booster Tetanus Diphtheria (Td) given after the 11th birthday unless it was given after the 7th birthday; then it must be repeated 10 years after the last dose.
- Polio – at least three (3) doses, unless all were before age 4; then a 4th dose is required.
- Hepatitis B (HBV) – a series of three (3) shots or the alternate two (2) dose hepatitis B vaccine – for all 7th graders and most college entrants.

NOTE: Recommended for all students.

- Varicella – two (2) doses (required of all 7th graders). With the first being after 12 months of age. The varicella shot is not required if documentation is provided demonstrating that the child already had the chickenpox disease.

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

- Hepatitis A series of two (2) shots – for all students.
- Hepatitis B (HBV) series of three (3) shots – for all students.
- Chickenpox vaccine (Varicella) – for all students that have NOT had the disease.
- Annual Flu Vaccine – for all students and faculty, our Flu Shot clinic is offered in the Fall in the Health Center for a fee.
- Meningococcal – For all students, the Menactra vaccine is highly recommended.

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

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

Tuberculosis Testing

All international students and foreign traveling students must be tested for tuberculosis prior to arrival on campus and annually thereafter. A positive reaction of 10 mm or greater to the skin test will necessitate a chest x-ray. All students will be expected to adhere to the guidelines of the Minnesota Department of Health regarding preventive care and treatment for tuberculosis as directed by the nurse and the consulting physician. If a student has had a positive PPD in the past and has been treated with prophylactic antibiotics, please inform the Health Center. A repeat Mantoux (PPD) test should not be done once you have had a positive 10mm skin test.

Insurance

It is necessary that each student be covered by appropriate medical insurance, either through a parent’s policy or on their own which will cover appropriate health care while they are enrolled at Shattuck-St. Mary’s.

Secondary Insurance

Students participating in athletics are covered by supplemental athletic insurance policies provided by the School. Coverage may vary depending on athletic activity.

SSM Student-Athletes injured at USA Hockey, US Club Soccer or US Youth Soccer sponsored events during the academic school year should contact a Wendie Battist-Schoeb Ph:507-333-1706 about filing any claims with those organizations.

International Student Insurance

International students are required to carry comprehensive medical insurance that will cover the cost of proper health care if they become ill or injured. If the parent's policy does not offer coverage in North America, the School offers a policy for purchase from the Insurance Company of North America at an approximate cost of \$1000 for ten months, September through June. Parents will provide information within their student's health forms that will enable the school to register their child for this insurance. An insurance policy must be in place before the student may participate in any physical activity or sport. Insurance coverage may be extended to twelve months for an additional charge.

Sexuality Intimacy Policy

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

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

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

Confidentiality

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

STUDENT SUPPORT & COUNSELING SERVICES

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

During their time at SSM, students may encounter challenging life experiences that can interfere with educational goals, extracurricular involvement, social relationships, and/or personal growth. In such instances, students are encouraged to take advantage of counseling services regardless of how serious or "normal" the concerns

are perceived to be. Meetings with a counselor are often initiated by the student, although students may also be referred by peers, parents, and faculty. The full-time school counselor has an office in the Health Center and can be contacted at any time for appointments or drop-ins.

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

Individual Counseling

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

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

Group Counseling

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

Referrals

The school counselor can assist in making arrangements for Counseling Services outside of the School as well as for educational and/or psychological assessments (the student and his/her family are financially responsible for such services).

All Counseling Services are provided under a policy of strict confidentiality except where personal safety is concerned.

RESIDENTIAL LIFE

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

OFF-CAMPUS PERMISSION, TRAVEL & TRANSPORTATION

Off-Campus Overnights

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

To take an off-campus overnight, the following must occur:

Students who wish to take an off-campus overnight must contact their parent/guardian and have them e-mail offcampus@s-sm.org to inform the Director of Community Life that their child will be requesting an off-campus overnight.

Off-Campus with Own Parent

Email from parent must be sent to offcampus@s-sm.org by 4:00 pm on the Thursday before their requested free weekend or by 4:00 pm on the day before the intended off-campus overnight.

Off-Campus with Someone Other than Own Parent

1. An email from the student's parent as well as from the parent whose home the student is staying at must be sent to offcampus@s-sm.org by 4 pm on the Thursday before the requested free weekend.
2. After the proper authorization is received from both sets of parents, students report to the Residential Life Office to pick up and complete an off-campus permission form.
3. The completed slip must be signed by the student and the Director of Community Life.
4. In order for a student's off-campus permission to be granted, it is important that completed slips be returned to the Residential Life Office before 4:00 pm on the Thursday before their requested free weekend or by 4:00 pm on the day before their intended off-campus overnight. Students who do not complete the slip by this time risk having their off-campus overnight request denied.

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

H O U S I N G

New Student Room & Roommate Assignments

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

Part of the boarding school experience includes meeting new people, learning about new places, cultures, interests, and activities, and learning the life skills to handle new situations. As an educational institution, the School strives to teach boarding students how to live well with people of all backgrounds. For this reason, all first-year students are assigned a roommate.

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

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

At the beginning of the school year, roommates fill out roommate contracts which cover topics important to community living. Dorm parents help each roommate group talk through some of the common concerns and issues that arise from living together. This roommate contract is kept on file with the Head Dorm Parent and is used to help students remember the compromises and room rules that they established at the beginning of the year. Students are given the tools and resources to handle these conflicts, and have dorm parents on hand to help when arbitration

or intervention is needed. Room changes are not granted unless the dorm parents and Director of Residential Life determine that the room or roommate situation is one that is unhealthy or dangerous for the students involved.

Returning Student Room & Roommate Selection

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

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

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

Roommates & Room Changes

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

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

Changes in Resident Status

Any changes in resident status (boarding or day) must be facilitated through the School. Requests for change in status must go through the Director of Residential Life and an amended contract must be signed.

Off-Campus Host Families

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

DORMITORY REGULATIONS

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

Quiet Hours

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

Independent Evening Study Hall

Independent Evening Study Hall is a time for each student to be in their own room completing their studies. Students must be in their rooms checked in for study hall at the beginning of the study hall period. Showers, phone calls, computer games, etc. are not permitted during study hall hours. Students who have not checked in for study hall, or who leave without a pass, will be marked absent unexcused and receive a white card. 6th-11th grade students must be in their own rooms and have their doors open during the study hall period. If 12th grade students have a GPA above a 2.5 after each marking period, they are excused from study hall, but must check in with the dorm parent on duty at the beginning of each study hall period.

Independent Evening Study Hall hours: 8:00 p.m. – 9:30 p.m. Sunday – Thursday

Evening Supervised Study Hall (ESSH)

The Evening Supervised Study Hall (ESSH) list is posted outside of the Upper and Middle School Offices each Monday. ESSH is held for students who have demonstrated that they are not able to work effectively in the dorm during study hall. Students will be assigned to ESSH if they repeatedly submit homework assignments late, show up unprepared for tests and quizzes, or act in a disruptive or unruly manner during in-dorm study hall. Students are assigned to ESSH for periods of one week.

Evening Snack

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

Free Evenings

Students who receive a cumulative GPA of 6.5 (combined effort and academic grades) or higher are eligible to take free evenings. This allows them to take one night off from study hall per week. All seniors and proctors are eligible for unlimited free evenings as long as they have no grades below C-. All students taking a free evening must check in with the dorm parent on duty at the beginning of study hall. Students who have not qualified for free evenings must attend study hall each night and are not eligible to be off-campus for special activities or events.

On-Campus Time Sunday – Thursday

All boarding students must be on campus by the beginning of study hall Sunday – Thursday. Students, including those who are eligible for free evenings, are not allowed off-campus during study hall.

On-Campus Times Friday & Saturday

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

In-Dorm Check-In

Check-in is conducted every night in the dorms. Students must check in face to face with the dorm parent on duty. It is expected that students will remain in the dormitory after check-in for the remainder of the night. Being out of the dormitory after having checked-in for the night, is considered a major violation of school rules and will most likely result in expulsion.

In-Room/Lights-Out

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

Late Lights

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

Evening Schedule Sunday – Thursday:

6th – 9th grades:	Study Hall	8:00 p.m. – 9:30 p.m.
	Snack	9:30 p.m. – 9:45 p.m.
	Check-In	10:00 p.m.
	Lights-Out (6th-8th)	10:15 p.m.
	Lights Out (9th)	10:30 p.m.
10th – 12th grades:	Study Hall	8:00 p.m. – 9:30 p.m.
	Snack	9:30 p.m. – 10:00 p.m.
	Check-In	10:15 p.m.
	Lights-Out (10th-11th)	10:45 p.m.
	In-Room (12th/Proctors)	11:00 p.m.

Evening Schedule Friday & Saturday:

6th – 8th grades:	Check-In	10:00 p.m.
9th grade:	Check-In	10:30 p.m.
6th – 9th:	In a Room/Quiet	11:00 p.m.
10th grade:	Check-In	10:45 p.m.
11th grade:	Check-In	11:00 p.m.
12th grade/Proctors:	Check-In	11:15 p.m.
10th – 12th:	In a Room/Quiet	11:30 p.m.

Sign-Out Procedures

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

General Dormitory Rules

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

Consideration and Privacy

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

Personal Property

Shattuck-St. Mary's School is not responsible for personal items brought to campus by students if lost or stolen. They are advised to register serial numbers of all items -- such as stereos, computers, and bicycles -- with their dorm parents and to keep a list of these numbers on record at home. When not in their dorm rooms, students are expected to lock their doors, and should not share or give out their room keys. Should valuables need to be stored, safes are available on both campuses. Passports, visas, and I-20 forms must be turned in to the Upper or Middle School Office for safekeeping. The School will not tolerate theft or vandalism. These are serious infractions of the School's rules and will result in major disciplinary action.

Non-Permitted Items

Please see the "Fire Code" section for a complete list of non-permitted items.

In addition, the following items are not allowed in dorm rooms:

- Medications and dietary supplements (except with permission from the Health Center)
- TVs and/or VCRs
- Students may not have more than one screen per student per room
- Refrigerators (one, no larger than 2.5 cu ft is allowed per proctor room)

Confiscated Items

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

School Property

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

Recycling & Trash

Garbage cans are located throughout the dormitory. Students are encouraged to replace trash bags in overflowing cans. Any misuse of trash cans will result in students being responsible for taking out their own trash for a period of time.

Each dormitory also has recycling bins on each floor. A schedule of recycling is posted at the beginning of the year – each student will help take out the bins a few times during the school year.

Visiting Hours and Rules

Middle School (6th-9th grade) day students are not allowed in the dorms at any time except during Open Dorm events. 6th – 9th grade boys are not allowed in the 10th – 12th grade dorms at any time, except during specific Open Dorm events.

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

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

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

Overnights/Dormitory Sleepovers

Sunday - Thursday, students must be in their own rooms overnight. On weekends, students are permitted to stay in another student’s room overnight. Within the dorm, students need to check in with their dorm parent to let them know that they will stay with a friend. If students are interested in staying in another dorm overnight, they must get permission at the beginning of the evening from the dorm parents on duty in both dorms. Boys in the 6th – 9th grades are not allowed to spend overnights in the 10th – 12th grade dormitories and vice versa.

Dormitory Visits – Family Members

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

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

Day Student Overnights

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

D O R M R O O M S

Room Condition Reports & Damage

Each student will fill out, in the presence of a dorm parent, a room condition report prior to moving into their dorm room. This signed contract holds students accountable for any damage (beyond reasonable wear and tear) incurred during the course of their stay in the room. At end of the year check-out, the student and dorm parent will again walk through the room to assess any damage or missing items. A flat fee of \$250.00 will be charged for damages. Damages will be billed on an itemized report sent home at the beginning of the summer. The remaining deposit money will be refunded to the student’s incidental account each summer.

Room Checks

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

Room Decorations

Students are welcome to make their rooms feel like home with decorations and some small furniture items. However, posters, signs and other room decorations are expected to reflect good taste and judgment and should not be offensive to members of the school community. Alcoholic beverage containers are unacceptable as room decorations. Any wall decorations must be hung using molding hooks or adhesive putty. Tacks, nails, and tape are not allowed.

Door Locks

Due to the School’s fire code policy, students are not permitted to lock their room doors while the room is occupied. However, to prevent the possibility of theft, students are strongly encouraged to lock their doors any time the room is unoccupied. Students found in a dorm room behind a locked door will face serious disciplinary consequences.

Dorm Furniture

All dormitory furniture must remain in each dorm room – no items can be removed from the room during the school year. Students may not rearrange dorm furniture within their room. Beds may not be dismantled nor may they be elevated on desks or bureaus. Personal furniture items may not be brought into the dorm room.

FIRE CODE

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

Guidelines

Each student may have:

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

Policies

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

Procedures for Fire Code Inspections

Fire code inspections are coordinated at least once a month by the Head Dorm Parents. However, residents are still primarily responsible for ensuring adherence to the fire code. The procedure for reporting and following up on a violation is as follows:

Reporting a violation:

1. When a faculty member observes a violation of the fire code, the student will receive a written warning notification of the violation.
2. Upon notification, the student must correct the problem immediately. This is not negotiable. The dorm parent will see that this has been done and both dorm parent and student will initial the warning form indicating that the violation has been corrected.

Sanctions:

1. If the student does not correct the violation immediately, then all wall furnishings come down for a period of 10 weeks.
2. A student will receive one white card for repeat violations cited.

SCHOOL BREAKS & DORMITORY CLOSING

School Break Dormitory Policy

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

Fall Break:	Dorms close at 4:00 p.m. on Friday, November 18th Dorms open at 8:00 a.m. on Monday, November 28th
Winter Break:	Dorms close at 4:00 p.m. on Friday, December 16th Dorms open at 8:00 a.m. Monday, January 2nd
Spring Break:	Dorms close at 4:00 p.m. on Friday, February 24th Dorms open at 8:00 a.m. on Monday, March 12th
End of year closing:	Dorms close at 4:00 p.m. on Friday, June 1st

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

Students Who Depart Late or Return Early

Any students who are scheduled to leave late or return early for breaks must make alternate housing arrangements. If a student stays in the dormitory, a fee of \$100 per night, per student is assessed. This fee goes directly to the dorm parent who stays on duty over break. Students who are delayed in departure due to unforeseen events (weather or emergency) will either stay in the dorm free of charge or stay in a faculty member's home.

Check-Out for Breaks

In order to leave for break, students must check out with the dorm parent on duty.

This is to ensure that the dorm parents know who is in the building and who has already left. For check-out, student rooms must be clean, windows closed and locked, trash emptied, all electrical appliances unplugged, lights out, and the door locked.

Consequences for Improper Check-Out prior to a School Break

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

End-of-Year Check-Out

All boarding students must check out with their dorm parent prior to leaving campus at the end of the school year. Dorm parents will walk through the room to check for damage and broken or missing items. The final room condition will be recorded on the student's Room Condition Report and any charges will be billed over the summer. Students are expected to have all personal items removed from the room and disposed of or properly stored. Any personal items left in the room or hallways will be discarded. The School is not liable for loss of or damage to any stored personal items. Student rooms must have all original school furniture and must be clean and ready for summer use. Room keys are to be turned in at this time. **Any student who fails to check out properly before leaving campus will automatically be charged a \$200 fee plus any costs incurred by the school to remove and clean the contents of the room.**

CAMPUS & AREA INFORMATION

Communication Procedures

The following guidelines are provided to help parents and guardians understand which people to contact in most situations. Before Fall Family Weekend the School prints a directory that includes contact information for all faculty members. Please refer to that directory for all phone numbers.

For any emergencies that need immediate attention, please call the Duty Administrator at 507-330-2922.

Advisor – the advisor is usually the first contact for general information about a student. Contact the advisor with:

- Questions about a student’s overall progress in any area of School life, the classroom, dormitories, or activities.
- Background information that the advisor and school would benefit from knowing.
- Questions about a student’s course of study, grade report, or academic progress.
- Concerns about a student’s physical health or emotional well-being.

Class Deans – the Class Deans oversee the advising system and academic planning for each grade level. Contact the Class Dean with:

- Questions about the overall academic plan for a specific grade level.
- Questions about the advising process in general.
- Questions about academic disciplinary issues.

The Upper School Dean of Students is responsible for attendance, discipline and decorum of SSM students.

Contact the Upper School Dean of Students with:

- Questions about the discipline system in general or as it pertains to a specific student.
- Questions about major school rules.
- Questions about cars or specific permissions for special events.
- Questions about issues of attendance or white cards.

Director of Community Life – The Director of Community Life handles most aspects of the student living environment on campus. Contact the Director of Community Life with:

- Questions about the dormitories in general.
- Questions about rooming procedures, move-in and move-out days, and residential life systems.
- Questions about roommate issues, adjustment concerns, or major issues with housing or residential life.
- Questions about the off-campus permission system or about obtaining permissions.
- Questions about transportation to and from campus.
- Questions about community and leadership opportunities
- Questions about class deans and advisors

Duty Administrators (507-330-2922) – The Duty Administrator is generally the primary contact after hours. Contact the Duty Administrator with:

- Emergency situations that need immediate attention.
- A need to get in touch with a member of the dormitory staff or other faculty members.
- A need to get in touch with a student after-hours.

Head Dorm Parents – The Head Dorm Parents are faculty members in charge of specific dormitories. Contact a Head Dorm Parent with:

- A need to reach a student after-hours.
- Questions about minor sleeping concerns, roommate issues, adjustment concerns, or other residential issues that cannot be handled by the advisor.

Health Services – Contact Health Services with:

- Questions about health forms or school policies related to medical issues.
- Information or medical forms the school needs in order to provide health services to a student.
- Specific questions if a student is ill or needs medical attention.

Director of Health Services and Counseling – Contact Director of Health Services and Counseling for:

- Information that the school needs to know regarding a student's emotional health.
- Concerns about the emotional well-being of a student beyond those ordinarily discussed with the advisor.
- Questions or suggestions about the Health and Wellness Program.

Director of Studies or Middle School Director – Contact Director of Studies or Middle School Director with:

- Broad questions about the overall academic philosophy and curriculum of the school or of an academic department.
- Questions about academic placement, scheduling, or testing.
- Background information (related to academic issues) that the School or a teacher might benefit from knowing.

Registrar – Contact the Registrar with:

- A need for an official SSM transcript.

Director of the Middle School – Contact the Director of the Middle School with:

- Questions about the Middle School program.
- Questions about specific issues of discipline involving Middle School students.

College Counselors – Contact the college counselors with:

- Questions regarding the college admissions process.
- The need to discuss a student's future plans and college admission.

Director of the Center for Academic Achievement – Contact the Director of the Center for Academic Achievement with:

- General questions about academic support programs at SSM.
- General questions about learning differences and accommodations, or specific questions regarding a student's learning differences and accommodations.

Teachers – Contact a teacher with:

- Questions about a student's progress in that specific class.
- General questions about the curriculum or goals for that class.
- Information related to that class that the teacher might benefit from knowing.

Director of Institutional Advancement – Contact the Director of Institutional Advancement with:

- Questions about fundraising.
- Questions about volunteering.
- Questions about special events.
- Interest in making a gift to Shattuck-St. Mary's School.

Parents' Association – Contact the Parents' Association with:

- Questions concerning volunteer opportunities with the School.
- Questions about parent events at SSM.
- An interest in or questions about parent fundraising.
- Questions about the role of the Parents' Association.
- Comments regarding school communication with parents.

Director of Admissions – Contact the Director of Admissions with:

- Questions about the School’s admission policies and procedures.
- Questions about financial assistance.
- Questions about changes in a student’s enrollment contract.
- Questions about re-enrollment.

Chief Financial Officer – Contact the Chief Financial Officer with:

- Questions about the School’s long-range financial and facilities strategic plans.

Director of Business Services – Contact the Business Services Office with:

- Questions concerning the School’s finances, billing, tuition payment plans, insurance, etc.

Athletic Director – Contact the Athletic Director with:

- Broad questions about the overall athletic philosophy or program.
- Additional discussion questions after having spoken with a coach.

Directors of Specific Athletic Programs – Contact the director of a specific athletic program with:

- General questions about the program.
- Questions about overall program goals, schedules, and coaching.

Coaches – Contact a coach with:

- Questions about a student’s progress in a specific sport.
- Background information (related to that sport) that the coach would benefit from knowing.

Athletic Trainers – Contact the athletic trainers with:

- Questions about an athletic injury, treatment, or follow-up.

Associate Head of School – Contact the Associate Head of School with:

- Questions and suggestions about school operations and staff.
- Suggestions on how the School could improve its service to students and families.
- A need to take a specific issue or concern beyond the steps listed above.

Head of School – Contact the Head of School with:

- Questions and suggestions concerning the overall philosophy and direction of the School.
- A need to take a specific issue or concern beyond the steps listed above.

DIRECTIONS TO CAMPUS

From Minneapolis-St. Paul/the North:

Take I-35 south to Faribault, approximately forty-five minutes. Use the second Faribault exit (Exit 56), which is also Highway 60. Take Highway 60 East. Continue on Highway 60 through the city of Faribault, across the viaduct and over the river. Turn left on Shumway Avenue.

From Des Moines/the South:

Take I-35 north to Faribault, approximately three hours. Use the second Faribault exit (Exit 56), which is also Highway 60. Take Highway 60 East. Continue on Highway 60 through the city of Faribault, across the viaduct and over the river. Turn left on Shumway Avenue.

To the St. Mary's Campus:

On Shumway Avenue, proceed for approximately three blocks, turn left on 5th Street and continue to St. Mary's Hall.

To the Shattuck Campus:

On Shumway Avenue, proceed for approximately four blocks. Entrance sign to the School is on the left at the top of a small rise in the road.

LOCAL INFORMATION

Travel & Transportation

The following companies are reliable transportation providers in the Faribault area:

J & J Faribo Taxi
507-333-4452

Luxury Airport Service
888-662-7736

Accommodations

The following are the major motels in the Faribault, Northfield and Owatonna areas. During special weekends (e.g. Fall Family Weekend, Winter Family Weekend, or Commencement) it is best to make reservations early, as motels fill up quickly.

FARIBAULT, MINNESOTA

AmericInn

1801 Lavender Drive
507-334-9694
800-634-3444

Day's Inn

1920 Cardinal Lane
507-334-6835

Grandstay Residential Suites

1500 20th Street NW
507-334-2888

Historic Hutchinson House

305 2nd Street NW
507-384-3291

Vintage Ballroom & Suites

129 Central Avenue,
3rd floor
507-334-7476
507-334-5603

NORTHFIELD, MINNESOTA

AmericInn

1320 Bollenbacher Drive
507-645-7761

Archer House

212 Divison
507-645-5661
800-247-2235

College City Motel

875 Highway 3 N
507-645-4426
800-775-0455

Country Inn by Carlson

300 Highway 3 North
507-645-2286
800-456-4000

The Magic Door Bed & Breakfast

818 Divison Street S
507-664-9096

Super 8 Motel

1420 Riverview Dr.
Highway 3 South
507-663-0371
800-800-8000

OWATONNA, MINNESOTA

AmericInn

245 Florence Avenue
507-455-1142
800-634-3444

Budget Host Inn

745 State Ave
507-451-8712

Comfort Inn

2345 43rd Street NW
507-444-0818

Country Inn Suites

130 Allen Ave. SW
507-455-9295

Days Inn of Owatonna

205 North Oak
507-451-4620
800-325-2525

Holiday Inn

2365 43rd St. W
507-446-8900
800-465-4326

Microtel Inn Suites

150 St. John Drive
507-446-8255

Super 8 Motel

1150 Frontage Rd. W
507-451-0380
800-800-8000

Local Restaurants

When parents arrive on campus, it is often a treat for students to out to eat in a setting away from School. Listed below are some of the better restaurants found in the area.

F A R I B A U L T

Boston's Gourmet Pizza & Sports Bar

125 1st Ave NE
507-331-3255

The Depot

311 Heritage Place
507-332-2825

Gran Plaza Mexican Grill

520 Central Avenue
507-333-1344

Javalive Coffeehouse

313 N Central Avenue
507-333-2722

El Tequila

951 Faribault Road
507-332-7490

Perkins

333 Western Avenue
507-333-7997

Great China Buffet

Faribo West Mall
507-333-4668 or 507-333-4669

Basilleo's (Pizza & Italian)

108 NW 4th Street
507-334-3167

Bashers Sports Bar & Grill

Sports Bar and Grill
1802 NW 4th Street
507-334-3262

Southern China Café

1416 Division Street
507-333-4668

Sweet Spot Candies

209 Central Ave N
507-334-0600

Joe's Bar & Grill

701 Lyndale Ave
507-333-5378

Jimmy John's

300 Western Ave.
507-333-4430

The Cheese Cave

318 Central Ave.
507-334-3988

Bernie's Grill

(Breakfast/Lunch, Tues-Sun)
129 Central Avenue
507-334-7476

Long Cheng

430 2nd Ave NW
507-334-3002

N O R T H F I E L D

Chapati (Indian Cuisine)

214 Division Street S
507-645-2462

Mandarin Garden

107 East 4th Street
507-645-7101

Applebee's

2433 Hwy 3 South
507-645-8944

Hogan Brothers

415 Division Street S
507-645-6653

Rueb'N Stein

503 Division Street
507-645-4405

Froggy Bottoms Irish River Pub

305 Water Street S
507-664-0260

Erbert & Gerbert's Subs & Clubs

209 Water Street S
507-663-1300

The Contented Cow

1001 Division Street S
507-645-1665

The Tavern of Northfield

212 Division Street S
507-663-0342

Blue Monday Coffeehouse

319 Division Street South
507-663-6188

Fermentations Wine Bar & Bistro

236 Railway Street, Dundas
507-645-8345

Ole Café

1011 Saint Olaf Ave.
507-645-2500

Kurry Kabab

2018 Jefferson Rd
507-645-9399

O W A T O N N A

Applebee's

690 West Bridge Street
507-451-0006

Perkins

1200 I-35
507-451-6831

TimberLodge Steak House

4455 West Frontage Road
507-444-0303

Torey's Restaurant & Bar

685 West Bridge Street
Ste #5
507-455-9260

Famous Dave's

4355 West Frontage Road
507-455-2900

Dragon & Phoenix Chinese

119 West Bridge Street
507-455-0906

Husky's Sports Bar & Grill

369 18th St SE
507-451-5838

43rd Street Pub & Grill

2365 NW 43rd St.
507-446-9200

Sportsman's Grille

4255 W. Frontage Rd.
507-214-1888



OUR MISSION

As a school community,
Shattuck-St. Mary's guides
young people to be strong in
character, mind, body, and spirit
for a life of learning
and service.



SHATTUCK-ST. MARY'S

1000 Shumway Avenue ♦ P.O. Box 218
Faribault, MN 55021 ♦ 507-333-1500 ♦ www.s-sm.org