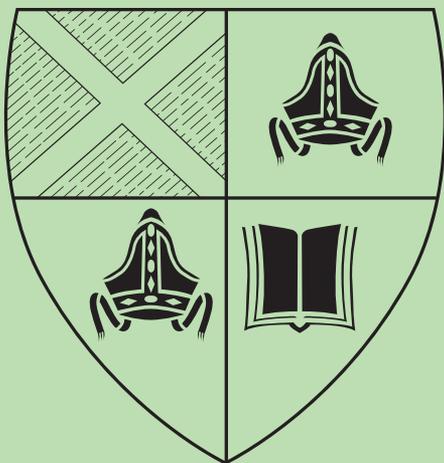


# Student Handbook

2017-2018



ST. ANDREW'S SCHOOL  
*Middletown, Delaware*

St. Andrew's does not discriminate on the basis of race, color, religion, sexual orientation or national origin in administration of its educational policies, financial aid program, and other School-administered programs or in its employment policies.

The information contained in this publication is accurate as of August 2017. However, St. Andrew's reserves the right to make changes at its discretion affecting policies, fees, curricula or other matters announced in this publication.

This publication has been printed on paper with recycled content. Please conserve resources by recycling your copy at the conclusion of the 2017-18 school year.

# ST. ANDREW'S SCHOOL

350 Noxontown Road • Middletown, DE 19709-1605  
(302) 378-9511 • *fax* (302) 378-7120

Dear Students,

Over the years, St. Andrew's students and teachers have developed community expectations and regulations to enhance and protect the virtues of the School. Together, these expectations seek to enable St. Andrew's students to create a culture at the School that affirms and celebrates St. Andrew's identity as a Christian community, as a school of humanity and scholarship. Each rule and regulation seeks to affirm one of the following community concerns and goals:

- We seek to be a school community that honors the individuality and integrity of every student.
- We seek to be a community that embodies the virtues of compassion, empathy and generosity of spirit in our work in community service and in our hospitality to newcomers and visitors.
- Through our Chapel program, we strive to study the ultimate, spiritual questions of humanity and we strive to commit ourselves to lives of service and stewardship.
- We celebrate the inspiring power of diversity to stimulate great education in the classrooms and dorms of the School. We celebrate the diversity of gender, race, ethnicity, sexual orientation, religion and social class of our community.
- We seek to develop and practice habits of stewardship of our campus and natural environment.
- We seek to be a school in which teachers and students treat one another with respect, generosity and affection.
- We seek to be an academic community that cultivates a deep respect for the transforming power of education.
- We seek to be a school community that values honor and one's personal integrity and honesty.
- We seek to be a school that rejects alcohol and drugs. We seek to encourage students to live healthy lives and make appropriate and intelligent choices regarding their health.

- We seek to provide opportunities for students to engage in and learn from programs in the arts, athletics and community service.
- We seek to provide opportunities for students to engage in and learn from programs in the arts, athletics and community service.

As you read this handbook, remember that you as a student bear a deep responsibility for honoring, affirming and strengthening the spirit of St. Andrew's.

Best,

A handwritten signature in black ink that reads "Daniel T. Roach, Jr." in a cursive style.

Daniel T. Roach, Jr.  
Merrill M. Stenbeck Head of School

# 2017-2018 Calendar

**Full Faculty Meeting**  
August 23 (Wed. at 9 a.m.)

**VI Form Arrives**  
August 28 (Mon. 6 p.m.)

**Athletic Camps by Invitation**  
August 30 (Wed. 12 – 2 p.m.)

**International Family Orientation**  
September 1 (Fri. 3 – 5 p.m.)

**Opening Day**  
September 3 (Sun. 10 a.m. – 1:00 p.m.)  
Parents meet with Tad Roach at 1:30 p.m.

**School Convocation**  
September 8 (Fri. – 1 p.m.)

**ACT Testing @ SAS**  
September 9 (Sat.)

**Trustee Weekend**  
October 6-7 (Fri. – Sat.)

**SAT Testing @ SAS**  
October 7 (Sat.)

**Long Weekend**  
October 7–10 (Sat. noon – Tues. 6 p.m.)

**PSAT (IV, V) Testing @ SAS**  
October 11 (Wed.)

**Parents Weekend**  
October 20-22 (Fri. – Sun.)

**SAT Testing @ SAS**  
November 4 (Sat.)

**Women’s Network Weekend**  
November 10-11 (Fri. – Sat.)

**V Form and Parents College Meeting**  
November 18 (Sat. 8 a.m. – 12 noon)

**Thanksgiving Vacation Begins**  
November 18 (Sat. at noon)

**Students Return**  
November 27 (Mon. 6 p.m.)

**SAT Testing @ SAS**  
December 2 (Sat.)

**ACT Testing @ SAS**  
December 9 (Sat.)

**Service of Lessons & Carols**  
December 10 (Sun. 2:30 & 5 p.m.)

**Christmas Vacation Begins**  
December 16 (Sat. 12 noon)

—2018—

**Athletic Practices Begin**  
January 2 (Tues. 1 p.m.)

**Students Return**  
January 3 (Wed. 6 p.m.)

**First Semester Exams**  
January 24-27 (Wed. – Sat.)

**Long Weekend**  
January 27-30 (Sat. noon – Tues. 6 p.m.)

**Second Semester Begins**  
January 31 (Wed.)

**Trustee Weekend**  
February 2-3 (Fri. – Sat.)

**ACT Testing @ SAS**  
February 10 (Sat.)

**Winter Play Production**  
February 16-17 (Fri. – Sat.)

**Winter Musical Production**  
February 23-24 (Fri. – Sat.)

**Spring Break Begins**  
March 3 (Sat. 12 noon)

**Spring Camps Return**  
March 15 (Thurs. 2 p.m.)

**Students Return**  
March 19 (Mon. 6 p.m.)

**Grandparents Day**  
March 24 (Sat.)

**ACT Testing @ SAS**  
April 14 (Sat.)

**Long Weekend**  
April 21-24 (Sat. noon – Tues. 6 p.m.)

**Dance Weekend**  
April 27-28 (Sat. – Sun.)

**Trustee Weekend**  
May 4-5 (Fri. – Sat.)

**SAT Testing @ SAS**  
May 5 (Sat.)

**Advanced Placement Exams**  
May 7-18 (Mon. – Fri.)

**Arts Weekend**  
May 11-13 (Fri. – Sun.)

**Awards Night**  
May 26 (Sat.)

**Commencement**  
May 27 (Sun.)

**Final Examinations**  
May 29-June 1 (Tues. – Fri.)

**SAT Testing @ SAS**  
June 2 (Sat.)

**Second Semester Ends**  
June 2 (Sat. 10 a.m.)

**Final Faculty Meeting**  
June 6 (Wed.)

**Reunion Weekend**  
June 8-10 (Fri. – Sun.)



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# I. Mission

## ST. ANDREW'S AS AN EPISCOPAL CHURCH SCHOOL

As an Episcopal Church School, St. Andrew's seeks to be a School dedicated to justice, peace and respect for every human being and the natural world. We follow Presiding Bishop Schori's call for Episcopal churches and schools to serve their communities, feed the hungry and relieve suffering of those who live with us on this planet. We honor all, welcome all, celebrate all who join us, visit us in this community. And we work to embody the radical forms of acceptance, generosity, compassion and courage Jesus Christ challenged us to model.

All members of the faculty and student body attend Chapel each Wednesday evening. And all members of the student body and the weekend faculty group attend services on Sunday. We offer one voluntary service on Friday each week. The Chaplains offer baptism and confirmation classes during the year and arrange services for special days of the church year.

*St. Andrew's welcomes students, faculty, staff members  
and visitors of all faiths to services in the Chapel.*

Our Chaplains conduct worship services and offer pastoral counseling and support to members of the community. They are available at all times for consultation, communication and counseling and offer confidentiality in their work with members of the community.

### Vestry

The Vestry works with our Chaplains to determine and carry out fundraising activities to benefit St. Andrew's sister school in South Africa, St. Mark's College, along with charitable organizations and causes in and beyond Delaware. It is composed of two representatives each from the VI through the III Forms, elected by their respective Forms. The Vestry may also consult with the clergy on such matters as planning and participating in services, receiving and allocating weekly Chapel offerings for charitable purposes.

## II. Human Rights at St. Andrew's

*St. Andrew's seeks to be a community that honors the individuality and integrity of every student, teacher and staff member.*

St. Andrew's celebrates a culture of kindness, acceptance, friendship and good will, recognizing the rich diversity of our community in terms of race, ethnicity, sexual orientation, gender, religion and class.

We consider meanness of spirit and all its forms of disrespect, gossip, exclusion and intolerance a serious transgression of community standards. The Discipline Committee will meet to consider sanctions including dismissal for the following kinds of violations of community spirit:

- We deplore and prohibit expressions of racism, sexism, religious intolerance and homophobia.
- We reject and prohibit the verbal or physical hazing or abuse of students.
- We prohibit the submission of threatening or harassing messages via email, text-messaging, or social media.
- We prohibit use of digital photography or video equipment that compromises the privacy of members of the community.
- We expect students to demonstrate respect for their teachers and staff members within the community.
- We prohibit the submission and dissemination of anonymous messages or articles meant to attack, disparage, or demean others.

### STUDENT SAFETY AND WELLNESS

As a community, St. Andrew's has established a culture that honors the sacred and personal trust that exists between adults and students in a residential school setting. Our faculty commit to the highest levels of professionalism in all interactions and conversations with students, and they understand, observe, and protect the boundaries between the students and themselves.

Students should see Mrs. Hutchinson, Mr. Speers, Mrs. Roach, Mr. Roach if for any reason they feel uncomfortable, confused, or disturbed by an interaction with a teacher or staff member.

### POLICY REGARDING SEXUAL HARRASSMENT

It is the policy of St. Andrew's School that sexual harassment of its students or employed personnel will not be tolerated. Any student, faculty member or other employee guilty of behavior or actions constituting sexual harassment of another member of the School community will be dealt with seriously; offenders will be subject to disciplinary action, including dismissal. The School will enforce this policy with respect to employees of outside contractors doing business at the School as well.

Sexual harassment includes repeated acts, either verbal, written or physical, directed toward another person by offending or intimidating them through sexually-related references or actions. Such acts can be intentional

or inadvertent. Touching, flirting, suggestive remarks, jokes with sexual connotations, gesturing and leering are just some examples of actions that may constitute sexual harassment. Email, text-messages or social media messages that are offensive, rude, or sexually suggestive are included under this harassment policy.

Students should see the Head of School immediately if they feel that they have been the victim of sexual harassment.

The Head of School may take unilateral action against students involved in sexual harassment; he may decide to act without using the committee process.

## **POLICY REGARDING SEXUAL ABUSE**

Sexual abuse includes any prohibited sexual act with a student, or soliciting, or otherwise attempting to cause a student to engage in a prohibited sexual act. St. Andrew's recognizes its responsibility to make every reasonable effort to maintain an educational environment free of sexual abuse. To this end, St. Andrew's:

1. Educates employees and students about issues of sexual abuse;
2. Emphasizes the sacred and personal responsibility all adults in the School community carry as they work with and among students;
3. Reviews all aspects of the professional ethics and responsibility of employees;
4. Studies and discusses professional boundaries and reviews procedures for the prompt reporting of any concerns about adult conduct;
5. Conducts annual professional training on the subject of sexual abuse and boundary violations;
6. Requires adults and students to report knowledge of sexual abuse, and reasonable suspicion of sexual abuse, to the Head of School, the Associate Head of School, the Chief Operating Officer, or the Dean of Wellness;
7. Discusses sexual abuse prevention as a crucial element within the students' lives in high school and in college;
8. Reviews the elements of consent (a student is not capable of consenting to sexual contact with a staff member), as well as behavior that constitutes sexual abuse; and
9. Reviews cases of sexual abuse and the opportunities and responsibilities of bystanders.

For any report of sexual abuse, the Head of School will:

- Inform involved student parents of report.
- Inform Child and Family Services of the report.
- Inform the police of the report.
- Ask an outside investigator to explore the report.
- Take steps necessary to assure the safety and well-being of students involved, including all reasonable steps to preserve confidentiality, and assure there is no retaliation for good faith reports of sexual abuse.

## **POLICY REGARDING HAZING OR HARASSMENT**

St. Andrew's deplors and prohibits any form of harassment or hazing—physical, verbal or written. Students who are found to be involved in the mistreatment, hazing or harassment of another member of the community will appear before the Discipline Committee. They will be subject to the risk of expulsion on a first offense depending on the nature of the violation of this essential community expectation.

Again, the Head of School may take unilateral action against students who haze, harass or abuse others; he may in some cases not use the formal committee process.

### III. Academics

*St. Andrew's seeks to be an academic community that cultivates a deep respect for the transforming power of education.*

Above all, students must commit to the full engagement and participation in the life of the mind. They must be prepared to work hard, to work consistently and to work collaboratively with their teachers and fellow students to create a dynamic learning environment within the School. Ultimately, the true engagement in students' education is measured by the commitment and consistency they bring to the process. We urge our students to challenge and stretch themselves to take full advantage of this form of education.

#### ACADEMIC MATTERS

The goal of St. Andrew's academic program is to provide an exceptional secondary school education. We want all our students to emerge from our classrooms with the skills, knowledge and habits of mind that will enable and inspire them to use their minds well for the rest of their lives. We strive to prepare students for work at the best undergraduate colleges in the nation. We work to instill in all students intellectual curiosity and excitement. What follows are a series of suggestions and observations designed to help students succeed academically at the School. While we cannot identify one particular approach that will lead to success here, we can identify a number of strategies that will allow students to work effectively in the classrooms of St. Andrew's.

St. Andrew's teachers work to write syllabi that give students ample time and opportunity to produce work of which they can be proud. Teachers post and distribute assignments for at least two weeks' worth of work, and when possible, for a month at a time. Homework assignments are written for 40-50 minutes a class period. Students must discipline themselves to complete these assignments regularly and completely.

Because students can count on having 40-50 minutes of homework for every academic class that meets on a given day, it is essential that students organize their study time carefully. They must use free periods during the academic day as well as study hall during the evening to complete their assignments. The evening study hall provides only two hours of homework preparation time. Students must be careful to arrange for more time to study.

The faculty expect students to complete assignments on time. Students should arrive in class prepared to work effectively. They may have to write either a quiz or a journal during the class period; they may have to participate actively in a seminar discussion. In any case, the quality of a student's daily preparation for class stands as a strong indicator of the quality of work a student will produce.

The faculty expect major papers, labs and other projects to be turned in on time. They expect students to take major tests on the days and periods indicated in the course syllabus.

If a student finds that he/she needs a limited extension, he/she must make a request to his/her teacher 48 hours before the deadline set by the teacher. If the student does not submit a request or if the teacher refuses to grant permission for an extension, the student will receive a penalty of five points a day until he/she hands in the work. A computer problem is not normally grounds for an extension.

To pass a course for a term or the year, a student must submit all major assignments, no matter how late his/her work is.

We expect quality work and a strong work ethic from all of our students. We will hold students accountable for poor academic work. Students will be required to revise their work until it meets the standards of the teacher.

## **ACADEMIC ENGAGEMENT AND SUPPORT**

The St. Andrew's academic program is exciting, dynamic and challenging for our students. Students find success, engagement and fulfillment as scholars as they embrace the full potential of studying in a liberal arts residential school. We have learned that students learn most, engage most and mature most when they master the skills of time management, embrace the hard work, dedication and commitment academic work requires and connect meaningfully with our gifted faculty.

For many students arrival to boarding school brings with it the challenges of increased expectations, new types of learning, reading and writing. From the beginning of the year, students discuss these issues with their advisor and their Form Academic Advisor.

**Study Hall:** A two-hour period each evening is allotted for study purposes. By mid-October after the first set of teacher reports, a supervised study hall is available for students who, on recommendation of their teachers, advisor or academic advisor, would benefit from a more structured study environment.

**Faculty Tutoring:** Each member of the faculty is available for tutorials for students in their classes.

**Academic Support:** St. Andrew's teachers are generous and available for extra help during the course of the academic year. In some instances, students benefit from additional support and structure. Dean of Studies Gretchen Hurtt and the Director of Academic Support Lisa Alleyne work with advisors and academic advisors to help address academic or organizational concerns. School consulting psychologist Dr. Dahra Jackson Williams also provides expertise with both evaluation and effective learning strategies.

Prior to a new student's arrival in the fall, parents should contact Dean of Studies Gretchen Hurtt if any previous learning differences have been identified for their child and should submit any relevant evaluations.

Testing for learning differences may be recommended by the School to help students learn more about their learning styles, strengths and weaknesses. Testing reports also will provide recommendations to the School.

These recommendations will be reviewed by the Dean of Studies and by members of the Academic Support group, including the Director of Academic Support, Director of Counseling and Director of Testing to help guide teachers.

The School's consulting psychologist may review the evaluation and offer guidance in creation of the student's learning plan and as to how and whether the requests for accommodations may be implemented by the School.

A learning plan and any instructions regarding the evaluation and approved accommodations will be provided by the Dean of Studies to all faculty who teach or advise the student.

The process for applying for extended time on College Board and other external examinations is managed by the Director of Testing and should begin several months in advance of a desired testing date. Please contact Cynthia Poarch at [cpoarch@standrews-de.org](mailto:cpoarch@standrews-de.org).

**Outside Tutoring:** Parents may choose to hire outside tutors to provide academic support during the summer or School vacations. Such tutors may not work with students on campus at St. Andrew's.

## **CLASSES**

A student has a right to classes without distraction and to study time without interruption. The School's obligation is to provide conditions and regulations to ensure students the best possible opportunity to pursue their education. Each student is expected to attend all his or her scheduled classes and to be there on time. A student who disrupts a class and is dismissed must report immediately to the Dean of Student Life, or, if unavailable, to the Head of School.

Students may add or drop courses, subject to graduation requirements, course availability, and enrollment and with the approval of a parent, advisor, Academic Advisor and the Dean, until Long Weekend in the fall. Moving to courses within the same topic or language (e.g., Honors Algebra 2 to Algebra 2; French 2 to French 3) may happen at other times most suitable for student's learning, with the approval of the department chair and the Dean.

## **GUIDELINES FOR STUDYING**

During the academic periods of the day and during the evening study periods, a student not in class should be in an approved place of study. These regulations also apply to exam week.

## **SUPERVISED EVENING STUDY HALL**

- A student's own room
- Supervised Study Hall
- Library
- Dining Room
- Classrooms
- Amos Hall
- Student Center
- All common rooms and the Head of School's Common Room during evening study time.

With the advent of warm weather in the spring, the main lawn south of Founders Hall becomes an approved place of study during the day. Students studying outdoors in the Founders Hall area are expected to be in Haycock dress.

**Evening Study Hall Guidelines:** Evening Study Hall runs from 8:00-10:00 p.m., Sundays through Thursdays, and from 8:30-10:00 p.m. on Fridays. Athletic practices must be completely finished by 5:30 p.m. in the fall and spring and 5:45 p.m. in the winter. On Wednesdays in the fall and spring, practices end at 5:00 p.m.

During study hall students are responsible for controlling their own time and study habits, subject to the rules particular to each Form and dormitory, and are accountable for their behavior. In particular, during the evening students should minimize travel from one place of study to another and should not encourage or initiate telephone calls.

Playing computer games and using a cell phone for any purpose are not allowed during study time.

**Supervised Evening Study Hall (ESH)** provides a quiet, supervised place for students to work away from the dormitory during evening study hours. Students may choose to study in this more focused and structured environment as needed, notifying dormitory faculty of their desire to do so before study hall begins; they may also be assigned for an interval of the year by Academic Advisors in consultation with teachers, faculty advisors, and dormitory faculty to help provide greater structure and supervision for their academic work. Further rules for ESH are discussed with students upon their arrival.

## **GRADES AND ASSESSMENTS**

**Grades:** Teachers write evaluations of student academic performance shortly before Parents Weekend and at the end of the second, third and fourth quarters; grades are computed at the end of the quarters. Advisors discuss students' performance and grades with their advisees. The Registrar's Office emails advisor letters, grades and teachers' comments to parents. Students are encouraged to discuss their academic performance with their advisor, Academic Advisor and teachers.

The provisions of the Honor Code apply specifically to assignments and to class work. Each academic department posts clear statements concerning the Honor Code, and each student is expected to be familiar with those statements. Unless there is a common acceptance of what constitutes academic honesty, grades and achievement are meaningless.

**Major Assessments:** The faculty has a policy of limiting the number of major assessments students have to prepare for at one time, so that they will have a good chance to do their best work. Accordingly, the faculty has agreed that students should be notified of tests and short papers a week in advance and long papers two weeks in advance.

Students who find they have more than two major assessments scheduled on the same day may ask the teacher of one of their courses for an alternate due date. This request will be honored, provided it is made in time for satisfactory rescheduling.

**Examinations:** Examinations are held in most courses at the end of the first and second semesters. The Registrar's Office publishes examination times. All

absences from School during exam week must be approved by the Dean of Student Life; requests should be made as early as possible during the semester.

Under no circumstances will examination grades be made available to a student until his or her last examination is finished.

The Registrar's Office publishes additional study hall times during exam week to assist students in allotting larger periods of time for studying. Students who are not taking examinations during a scheduled examination time are expected to be in a place of study. All students are to be quiet and orderly and to avoid all examination areas for the duration of the exam period.

## **COURSE LOAD REQUIREMENTS BY FORM**

**Graduation Requirements:** The School requires the following yearlong course credits for graduation: four credits in English; four credits in mathematics; two credits in history, including one in United States history; three credits in a laboratory science; two credits or through the third level, whichever is more advanced, of the same classical or modern language (at least three consecutive year credits is strongly recommended). Students must also take a half-credit course in Health and Wellness in the IV Form year, religious studies courses in the IV and VI Forms, and must participate in a curricular or co-curricular aspect of the arts program before graduation.

The minimum course load for the various Forms within the School is as follows:

- III Form: five one-credit courses + Introduction to the Arts
- IV Form: five one-credit courses, including History of Religious Thought: The Abrahamic Tradition + Health and Wellness
- V Form: five one-credit courses
- VI Form: four one-credit courses + Philosophy / Religious Studies elective

Petitions for exceptions to the above requirements may be made to the Academic Committee.

### **Requirements for Arts Program participation:**

- Introduction to the Arts (III Form, required)
- successful completion of any of the full- or half-credit courses in the arts
- participation in the Noxontones or an instrumental group for a full academic year
- participation in the theatre program for at least two terms (not necessarily consecutively)

Students entering in the V Form may fulfill this requirement by documenting comparable experience in a previous school.

A student in the VI Form may not fail more than one full-credit course in the VI Form year, regardless of the number of credits amassed, in order to qualify for and receive a St. Andrew's School diploma.

**The Status of Each Form after Commencement:** Actual promotion to the next Form does not take place until the end of the academic year. However, the

V Form assumes the responsibilities of the VI Form after Commencement. Corridor regulations remain the same for all Forms.

**Promotion to the Next Form:** More than grades are considered by the faculty in promoting a student at the end of the year. Contribution to the School, attitude and manner, tolerance and charity toward others, willingness to work with the School and to encourage others in the same: in short, how well a student has worked to make the School a livable and productive place is considered along with the academic record.

**Academic Guidelines for Medical Leaves:** Within 48 hours of a student's medical leave, a meeting or conference call, consisting of the student's parent(s), the Head of School or Associate Head of School, Dean of Wellness, Director of Counseling, Academic Dean and/or Academic Advisor, the student's advisor, and the Director of College Counseling, when appropriate, will be convened to coordinate the terms of the student's leave. After this meeting, a letter will be sent to parents outlining the nature and terms of the student's leave.

During medical leaves, students may receive school work upon the approval of the Dean of Wellness or Director of Counseling and the student's attending clinician or physician. This work will consist of the critical work required to keep up-to-date with the course curriculum and may be graduated over the duration of the leave. This work will be coordinated by the student's Academic Advisor with the student's teachers.

After a medical leave of four weeks, i.e. half of one quarter, the same group will convene again to assess the progress of the leave.

If a medical leave lasts for over a quarter of the year's academic calendar, the School may ask a student to complete his/her year at another school. Each medical leave case is unique, but the inability to attend classes and school for such a length of time does jeopardize a student's ability to return to St. Andrew's in that given year.

If the School, a therapist, or parents determine a student requires a second medical leave from St. Andrew's, the Head of School, the Dean of Wellness, and the Director of Counseling will review the student's status carefully. If a second leave is an indication of a student's ongoing inability to meet the demands of boarding school life, the School may require the student to withdraw.

## **LIBRARY SERVICES**

The Irene duPont Library is the School's most important academic resource. The mission of the Library is to encourage academic excellence by providing service and instruction to the School community, to collaborate with faculty in designing learning opportunities with resources, information and technology, and to teach students to become effective and discriminating users of ideas and information.

All library materials (books, magazines, videos, and technological equipment) must be checked out through the automated system in order to be used outside the Library. Please be prompt in returning library materials. A notice will be

given when an item becomes overdue. Students will receive three marks per overdue item, per day. All material returned to the Library must be returned to the book-return slot or to the librarian at the desk.

Some obvious but important rules to observe are as follows:

- Maintain library quiet at all times, i.e., no loud or continuous talking.
- Keep the reading rooms and their contents in good order by putting magazines, newspapers and reference books back where they belong.
- Do not eat or drink at any time.
- Proper dress code must be observed during the academic day.

Further rules and information about the Library are posted at the entrance.

## IV. Honor

*St. Andrew's seeks to be a School community that values honor and one's personal integrity and honesty.*

### THE HONOR CODE

St. Andrew's is a community built on relationships—relationships that rest on mutual trust. We pledge, as individuals and as a community, to live by the following Honor Code:

**We tell the truth at all times. We submit our own academic work. We do not steal. We seek to live lives of integrity in moments small and large, in all we say and do. When we fall short in these commitments, we take responsibility for our words and actions.**

Because one of St. Andrew's chief objectives is the creation and maintenance of a caring, just community based on the highest principles of trust and personal integrity, we ask our students to abide by the Honor Code and a computer Acceptable Use Policy when they arrive at St. Andrew's in September. The code and policy addresses the major categories of cheating, stealing, lying and deceiving. We ask each student to sign the honor pledge at the beginning of the academic year, and to remember that these principles guide both how we live together in community, and how we conduct ourselves off campus as representatives of the School. Students who believe a violation of the Honor Code has taken place should speak to one of the VI Form co-heads of the Honor Committee or the faculty advisor to the Committee.

Students who violate the honor code appear before the Honor Committee, which recommends penalties to the Head of School. The Honor Committee is composed of five faculty members chosen by the Head of School and eight students elected by their Forms. The two School co-presidents and the faculty advisor of the student appearing before the Committee serve as non-voting members of the Committee. A teacher appointed by the Head of School advises the committee and runs each meeting in conjunction with the VI Form co-heads. It is important for parents and students to realize that expulsion may result from a serious violation of the Honor Code—even on a first offense.

The Head of School may, at his discretion, act on an honor case without the use of the Honor Committee if he feels such action is appropriate. In such cases, the Head of School will conduct an investigation and decide an appropriate penalty.

**In an open community such as ours, we cannot tolerate stealing.** For the most part we operate without locks. However, each student has a locked drawer available in his/her room. We encourage each student to use this locked drawer to store valuables. Libraries, classrooms and computer labs are often available without specific faculty supervision, and our student rooms are always open. To maintain such an open community, we prohibit stealing and react firmly to any incidents of theft. Students who steal from other students or from the School risk expulsion on a first offense, whether the theft involves money, clothing, food, library books, bicycles or scooters/skateboards, or any

other item. **Borrowing something from another member of the community or the School without permission—even with the intention to return it—likewise constitutes a violation of the Honor Code, as it violates the relationships of trust at the heart of our community.** We will search a student’s room and locker when sufficient evidence justifies suspecting that student of theft. When we discover a violation of our stealing policy, the penalty is almost always a major suspension or more likely expulsion from St. Andrew’s. In rare cases, we may conduct a School-wide room search as part of an investigation of stealing. Students who are caught for stealing or for shoplifting off campus, whether or not they are under the jurisdiction of the School at the time of the act, are subject to disciplinary procedures, including major suspension or expulsion.

Academic honesty must be the foundation of any school or college. The goal of our academic program is to help students discover the joy of learning. Teachers develop assessments (quizzes, tests, papers, labs) to evaluate the depth of student comprehension and understanding. **Cheating disrupts the essential trust that must exist among students and between students and teachers.** Cheating distorts the portrait of student learning that is essential to the teacher’s appraisal of the student.

Cheating in any form at St. Andrew’s is an honor offense which will lead to a student’s appearance before the Honor Committee. Penalties for students who cheat are usually either a major suspension or expulsion.

We expect students to do their own work on homework assignments, quizzes, lab reports, tests, exams and papers—indeed on every form of assessment a teacher uses. We also expect and require students to acknowledge the ideas, words and insights of others when they write papers, give reports or develop hypotheses. Students may not hand in essays, papers or other academic work that has already been submitted for credit in another class. Students will be given specific instructions by each teacher on policies regarding collaboration and plagiarism. Students should consult their teachers about whether working with or receiving feedback from others—be they on campus or off—is acceptable for a given assignment. It is essential that students follow these expectations carefully. The School specifically prohibits the use of SparkNotes or any similar study aids (Shmoop, LitCharts, etc.), whether on paper or online. We prohibit copying of material from the Internet without proper documentation.

**The main objective of our Honor Code is to instill in our students the belief that their personal integrity is their most valuable possession.** Even when it may be painful to tell the truth, we expect our students to do so. Often, these moments may seem small—a student’s conversation with a senior on duty upon arriving late for corridor check in, or explanation to a faculty member of why a paper is not completed on time. The sum of these small moments is as important as single larger moments in maintaining a community of trust. A deliberate and repeated refusal to tell the truth will result in a student’s possible dismissal from School. Students who deliberately lie by inventing and holding on to stories and explanations that are not true will risk expulsion from School.

The Honor Committee will also meet to consider sanctions, including dismissal, for the following specific violations of community trust:

- Tampering with School records
- Unauthorized possession of School keys

Each fall, the Head of School and/or faculty advisor to the Honor Committee visit each corridor in the School to review the honor code and ask each student to sign an honor pledge.

### **HONOR COMMITTEE SANCTIONS**

Students who appear before the Honor or Discipline Committee, or students whose violations are handled by the Head of School, are subject to penalties that include:

- Head of School Reprimand – The student meets with the Head of School to review the violation;
- School Separation – The student leaves the School for 1-6 days;
- School Suspension – The student leaves the School for 7-13 days;
- Major Suspension – The student leaves the School for 14 days or more;
- Dismissal.

### **DISCIPLINARY REPORTS TO COLLEGES**

Colleges and universities ask students and St. Andrew's to report suspensions that occur at any time during a student's career at the School. Such reports demonstrate honesty, integrity, and responsibility on the part of the student and the School.

Therefore, we require students to report suspensions or major suspensions to the colleges as they apply. Mr. Roach will add a letter to the college explaining the suspension and student growth and maturity since the incident.

If a student receives a suspension or major suspension in the senior year after he/she has either applied to or been accepted to college, the student and Mr. Roach will inform the college of the infraction.

If a student withdraws from St. Andrew's during the senior year and has applied to and been accepted to college, he/she must report the withdrawal within two weeks of his or her departure from the School. At the two-week mark, St. Andrew's will inform the college of the withdrawal.

## V. Discipline

*St. Andrew's students take ownership and responsibility for a countercultural community, one that rejects alcohol-drug use and embraces an approach to community life that is engaged, creative, disciplined, and generous.*

### ALCOHOL/DRUG POLICY

Our alcohol/drug policy is designed to deter use of chemical substances. We believe that alcohol/drug abuse threatens the fundamental processes of adolescent maturation and changes adolescents. It changes the way they think, the way they concentrate, the way they act, the way they treat others, the way they confront, endure and overcome adversity. Teachers who have taught for any length of time at the secondary level know the usual warning signals of alcohol/drug abuse: lethargy, depression, incomplete assignments, sudden decline in academic, artistic or athletic performance, loss of motivation, loss of rapport with adults and deceitful, distrustful and even paranoid behavior. We believe that students who abuse alcohol and drugs hurt themselves and those around them.

Our rule forbids the possession or use of alcohol, intoxicants and drugs of any kind and in any form while the student is under the School's jurisdiction. We prohibit possession of empty alcohol bottles and cans as well as any and all drug paraphernalia.

If a student is caught using alcohol or drugs, or should an investigation of an incident of suspected alcohol or drug use reveal a student's involvement, the student will be confronted by a teacher. We expect students to tell the truth when confronted regarding alcohol or drug use. Lying or stonewalling will result in the further risk of expulsion. If the student is either caught drinking alcohol or using drugs or if he/she admits to use following an investigation, the student will appear before the Discipline Committee.

**Students who break the alcohol/drug rule risk expulsion for a first offense.**

**Students who bring alcohol to campus and share or distribute to other students are particularly likely to be expelled on a first offense.**

**Students who bring illegal drugs to campus will be expelled on a first offense. Students who violate the alcohol/drug rule twice will face certain expulsion from the School.**

**Students who contribute money for the purchase of drugs to be delivered on campus face immediate dismissal.**

All prescribed and over-the-counter medications must be turned into the Health Services staff upon arrival. It is a violation of a major School rule for students to possess or use prescribed medication on campus without the knowledge and permission of the Director of Health Services. It is a major violation of our alcohol drug policies for a student to use or distribute prescription medication or over-the-counter medications as a recreational drug. Students must take prescription and over-the-counter medication under the supervision of a member of the Health Services staff.

Students who are in the company of other students breaking the alcohol/drug rule are also subject to major disciplinary action. In other words, a student who is in a room with students breaking the alcohol/drug rule is also in violation of School rules.

### **Testing for Drugs and Alcohol**

When we believe that a student may have ingested a prescribed substance in contravention of the School's rules and the student denies use, we may require that the student be tested for alcohol or drug use.

If such testing reveals that the student has used alcohol or drugs, the Discipline Committee will meet; in such cases, expulsion is likely. The cost of such testing is billed to the parents of the student.

The School requires random drug testing for students who have returned from suspension for drug use. If test results are positive for drugs, the student will be expelled, whether the drug use occurred on or off campus, during a term or a School leave.

### **Tobacco Policy**

The use or possession of tobacco in any form—including but not limited to cigarettes, electronic cigarettes, vaporizers, juuls, chewing tobacco, and dip—is a violation of a major School rule and will result in a meeting with the Discipline Committee. Indoor smoking at the School is grounds for dismissal.

### **Parental Jurisdiction**

Students return to their parents' jurisdiction whenever they leave campus with their parents or when they take a weekend leave of absence. Under such circumstances, the School's alcohol rule does not apply. However, the School reserves the right to dismiss any student whose conduct during any leave (including summer vacation) contradicts the moral and ethical principles reflected in the School's stated policies and objectives.

### **Summary**

- There is no place for alcohol, drug or tobacco use at St. Andrew's.
- Students who use alcohol or drugs while under the School's jurisdiction face the real possibility of expulsion for a first offense.
- Students who bring illegal drugs to campus will be expelled on a first offense.
- Students who contribute money for the delivery of drugs to the School face immediate dismissal.
- Students who violate School policies regarding prescription medication risk expulsion.
- Students who violate the alcohol/drug rule twice will face almost certain expulsion.
- The School will test students for alcohol or drug use if we believe a student has used such substances and is lying.
- The School will conduct random drug tests on any student who has been suspended for drug use. If test results are positive, the student will be

expelled, whether the drug use occurred on or off campus, during a term or during a leave.

- The School will dismiss students whose behavior during a leave contradicts the moral and ethical principles of the School.

### **DISCIPLINE COMMITTEE SANCTIONS**

Students who appear before the Honor or Discipline Committee, or students whose violations are handled by the Head of School, are subject to penalties that include:

- Head of School Reprimand: The student meets with the Head of School to review the violation;
- School Separation: The student leaves the School for 1-6 days;
- School Suspension: The student leaves the School for 7-13 days;
- Major Suspension: The student leaves the School for 14 days or more;
- Dismissal.

### **DISCIPLINARY REPORTS TO COLLEGES**

Colleges and universities ask students and St. Andrew's to report suspensions that occur at any time during a student's career at the School. Such reports demonstrate honesty, integrity, and responsibility on the part of the student and the School.

Therefore, we require students to report suspensions to the colleges as they apply. Mr. Roach will add a letter to the college explaining the suspension and student growth and maturity since the incident.

If a student receives a suspension in the senior year after he/she has either applied to or been accepted to college, the student and Mr. Roach will inform the college of the infraction.

If a student withdraws from St. Andrew's during the senior year and has applied to and been accepted to college, he/she must report the withdrawal within two weeks of his or her departure from the school. At the two-week mark, St. Andrew's will inform the college of the withdrawal.

### **STUDENT BEHAVIOR**

Faculty considers more than grades in promoting a student at the end of the school year. Contribution to the School, attitude and manner, acceptance and good will, tolerance and concern for the feelings of others, willingness to work with the School and to encourage others are the touchstones against which we try to measure conduct. In short, how well a student has worked to make the School a livable and productive place is considered along with the academic record.

We consider meanness of spirit, apathy, indifference and laziness a serious transgression of community standards and a violation of the spirit of the School. We expect students to fully engage in the work of the School.

In a community like ours, perhaps the best that happens depends not upon what is stated, but rather upon what shows good will, what shows respect for other people and an empathetic regard for their feelings. This section, therefore, does not attempt to document all conduct and behavior that is

unacceptable, but the following transgressions will certainly jeopardize a student's standing at St. Andrew's:

- Use or possession or distribution of alcohol or drugs, or misuse of prescription medication (See Alcohol/Drug Policy, page 20)
- Possession or use of tobacco
- Absence from campus without permission
- Destruction of property, vandalism, graffiti
- Entering a room of a member of the opposite sex
- Expressions (verbal or written) of racism, sexism, religious intolerance, homophobia
- Fighting or any form of physical intimidation
- Hazing or abuse of a student or students
- The submission of anonymous, threatening, or harassing messages via e-mail or forms of social media
- Conduct that could cause a fire in a School building: lighting a match, smoking indoors, etc.
- Lighting a fire on campus or in the woods
- Violations of the School's Computer Acceptable Use Policy (See Policy on Acceptable Usage of Technology, page 30)
- Leaving dorm buildings after on-corridor time
- Possession or use of fireworks, firearms, air guns, paint guns, slingshots, explosives, knives larger than a pocket knife
- Tampering with School records
- Trespassing in areas listed as out of bounds
- Unauthorized possession of School keys
- Unauthorized use of fire alarms or fire extinguishers
- Unauthorized 911 calls
- Sexual harassment (See Policy Regarding Sexual Harrassment, page 7)
- Rudeness or defiance directed towards a member of the faculty or staff
- Possession of pornography
- Misuse of video or photographic equipment

Students who are involved in any of the activities listed above or any other violation of the community's moral and ethical standards will face a meeting of the Discipline Committee.

The Discipline Committee consists of five faculty members chosen by the Head of School and eight students elected by their Forms. The advisor of the student appearing before the Committee and the two School co-presidents serve as non-voting members of the Committee. Mr. Robinson, as Dean of Student Life, is the Chair of the Committee.

After carefully examining the facts of each case and taking into consideration the student's record at the School, the Committee recommends a penalty to the Head of School. He makes the final decision.

The Head of School may, at his discretion, act on a discipline case without the use of the Discipline Committee if he feels such action is appropriate. In such cases, the Head of School will conduct an investigation and decide on the appropriate penalty.

## **EXPECTATIONS REGARDING STUDENT RELATIONSHIPS**

As we live and work with students in an Episcopal School, we encourage students to develop friendships and relationships based on mutual respect, empathy, compassion and equality.

When we see students develop strong affection for one another, we talk to and advise them about their relationship as any parent would do. We caution students about the physical, emotional and psychological issues involved in fully developed sexual relationships.

St. Andrew's specifically prohibits students from engaging in sexual intercourse or oral sex. Boarding school is not an appropriate place for sexual intimacy. If a faculty member does learn of students engaged in sexual intercourse or oral sex on campus, he/she will inform the Head of School, and he will meet with each student and their respective parents on campus.

While they do not condone student sexual activity, counselors and members of Health Services may keep conversations about sexual behavior confidential at the request of the student.

Also, we expect St. Andrew's students to show respect for one another as well as for others in the community by refraining from public displays of affection.

Finally, we expect our students to comply with the School's rules and regulations concerning "in-dorm" times and its prohibition against entering the room of a member of the opposite sex, except for designated visitation times. It is never appropriate for students to engage in sexual activity in the dorms.

## **THE MARKS SYSTEM**

In part, we have established our daily expectations to help students develop regular habits that will contribute to their academic, co-curricular, and social well-being and success. We believe that maintaining a neat and clean living environment will make them more productive students; we believe that showing up on time for their commitments will allow them to gain the most from their experience; we believe that waking up in time for breakfast will provide them with both nourishment and time to prepare for the day's events, etc. Our marks system provides us with a measure of a student's ability to meet these daily expectations while developing long-term habits and long-term management of their busy lives.

The conduct year is broken into three terms: September through Thanksgiving (11 weeks), Thanksgiving through spring break (11 weeks), spring break through the end of the year (10 weeks). During each of these

conduct terms, students may not exceed a total of 20 marks. If a student exceeds this allowance, he/she should expect the following consequences:

- **1 over:** Once a student reaches 20 marks, the student will be placed on **Disciplinary Warning** which will require him/her to complete two hours of work detail. Advisors will notify parents.
- **10 over:** Once a student exceeds 30 marks, he/she will be placed on **Disciplinary Report** which will require him/her to complete another two hours of work detail and will result in a Residential Review with the Dean of Student Life, Corridor Parent, and Advisor. The Dean will write a letter home to parents.
- If a student continues to accrue marks after this Residential Review, the student will be separated from School for failing to meet the daily expectations of living in our community.

### Marks Designation:

- **1 mark:** messy room, minor lateness (class, school meeting, sit-down meal, practice, check-in, etc.), kitchen items in rooms
- **2 marks:** missing breakfast check-in, failed room inspection, major lateness > 10, (class, school meeting, check-in, sit-down, practice, etc.), disruptive behavior, overdue library item
- **3 marks:** job cut, leaving corridor after check-in, playing video games when not allowed, late or incorrect weekend procedure
- **4 marks:** missing sit-down meal, missing practice/afternoon or evening obligation, missing detention, cell phone out of room
- **5 marks:** missing class or chapel, leaving corridor after lights out

### POLICY REGARDING MISSING CLASS AND/OR CHAPEL

The intellectual and spiritual development of each student demands attendance and participation in all scheduled classes and mandatory chapel services. Students should not regard these commitments casually; unexcused absences signal a disengagement from the core academic program as well as a disregard for the concerns and goals of the School.

Students who miss a class or chapel should expect the following consequences:

- **First cut:** Five marks and notification sent to advisor and parent
- **Second cut:** Five marks, notification sent to advisor and parent, Saturday detention
- **Third cut:** Five marks, notification sent to advisor, Saturday detention, a letter sent home from the dean's office
- **Fourth cut:** Five marks, notification sent to advisor and parent, Saturday detention, Residential and Academic Review with the Dean of Student Life and the Academic Advisor—**Academic Warning**
- **Fifth cut:** All of the above and a separation from the community.

A student must request and receive permission from the Dean of Student Life or the weekend duty head before the weekend to miss Sunday chapel. Without explicit permission, a student's absence will be considered unexcused.

## **POLICY REGARDING SENIOR SPRING TERM**

St. Andrew's expects seniors to follow all School rules and regulations through the time of graduation in late May. Seniors who appear before the Honor or Discipline Committees in the weeks preceding graduation risk losing the privilege of participating in the graduation ceremony. Seniors who fail to meet their academic, residential, extracurricular obligations at the end of the year may be asked to leave campus before graduation and have their diploma sent to them following the completion of academic work.

## VI. Health

*St. Andrew's seeks to be a community that encourages students to make appropriate and intelligent choices regarding their health and to develop an approach to wellness that will enable them to flourish throughout their lives.*

### ADVISING

Each student has a faculty advisor who serves as a mentor in all aspects of his/her advisees' life at the School. Advisors stay in close touch with their advisees, helping them find a good balance within the exciting opportunities at St. Andrew's.

### COUNSELING

Beyond the mentoring offered by the faculty advisor, Mrs. Brownlee, Director of Counseling, and Mrs. Roznowski serve as counselors with professional training and expertise. In addition to the counseling staff, there are psychologists accessible to meet with students with more serious issues.

### HEALTH SERVICES

The Health Center provides 24-hour care for the student body of the School. The Health Center, School counselors and Athletic Trainer maintain personal health information for all current students. Consistent with the operation of a residential community, this information is shared on a need-to-know basis among certain faculty and staff at St. Andrew's and with outside service providers. The School makes every effort to maintain the privacy of the personal health information of its students.

**Procedures for Students Who Are Ill:** The Health Services office asks students to do their best to see nurses before the academic day begins and then between 3:45 p.m. and 8 p.m. If a student needs to visit the Health Center during study hall (8 p.m. to 10 p.m.), a call is placed to the nurse on duty by the faculty member on duty for the III Form or by the student (Forms IV, V & VI) to notify the nurse that they are on their way for treatment (safety precaution). Student must be excused by Health Services before being excused from classes.

**Medical Leaves:** The Head of School may at times have to make a determination about whether a student's continued attendance at and engagement in St. Andrew's is advisable, either for that particular student or the residential community. As he studies such a decision, the Head of School relies on the advice, counsel, and expertise of the Dean of Wellness, the Director of Counseling, the Director of Health Services, and the Associate Head of School. For example, the Director of Health Services may recommend that students with severe concussions or severe cases of the flu go home, if parents and home are accessible. The Director of Counseling may recommend that students experiencing depression, anxiety, or an eating disorder take a medical leave of absence.

If the Head of School decides a medical leave is necessary, he will share with the student and his or her parents the conditions for a return to School. The medical leave form sets forth School expectations regarding necessary appointments, evaluation, therapy if needed, and recommendations for return. **It is important to emphasize that the final decision about when or whether a student returns rests with the School.**

If a medical leave lasts for over a quarter of the year's academic calendar, the School may ask a student to complete his/her year at another school. Each medical leave case is unique, but the inability to attend classes and school for such a length of time does jeopardize a student's ability to return to St. Andrew's in that given year.

Whenever a student returns from a medical leave, he/she must check in with the Health Center upon arrival to campus. He/she may not return to dorm, class, or student life activities until he/she checks in with the Director of Health Services or an attending member of the Health Services staff. At that time, the student must turn in any prescription medication or over-the-counter medications.

If the School, a therapist, or parents determine a student requires a second medical leave from St. Andrew's, the Head of School, the Dean of Wellness, and the Director of Counseling will review the student's status carefully. If a second leave is an indication of a student's ongoing inability to meet the demands of boarding school life, the School may require the student to withdraw.

When the student is able to return to School, he/she must check in at the Health Center immediately upon arrival to campus. The Director of Health Services, in collaboration with the Dean of Wellness or the Director of Counseling, must give final permission and approval before the student returns to dorm, classes, or school activities.

## **SURGERY**

If a student is in need of any type of surgery (orthopedic, dental extractions, etc.), the surgery is to be scheduled during a School break. All students are required to recover from any and all hospitalizations, surgeries or serious illnesses at home. A medical summary report from the student's physician will need to be sent to the Health Center before the student returns to School.

## **POLICY ON MEDICATION**

All prescribed and over-the-counter medications must be turned into the Director of Health Services upon arrival. It is a violation of a major School rule for students to possess or use prescribed medication on campus without the knowledge and permission of the Director of Health Services. It is a major violation of our alcohol drug policies for a student to use or distribute prescription medication or over-the-counter medications as a recreational drug. Students must take prescription and over-the-counter medication under the supervision of a member of the Health Services staff. It is a major violation of School rules for students to use over-the-counter medicines in an abusive manner.

## **POLICY REGARDING PREGNANCY**

If a student thinks that she is pregnant while at St. Andrew's, she should immediately talk to an adult in whom she has confidence. The School recommends that the adult chosen be one of the student's parents or guardians, for we believe parents are in the best position to give their child support and advice under such circumstances.

However, a student may turn to a counselor or faculty member for counsel if she is not initially comfortable talking to a parent about the situation. The counselor or teacher will follow these steps:

1. Support and advise the student.
2. Inform the Head of School of the situation.
3. Encourage and ultimately facilitate a call to one of the child's parents or guardian.

The Head of School, counselor and/or teacher will preserve the confidentiality of the student throughout the process.

Members of Health Services may keep conversations about pregnancy confidential at the request of the student.

## **POLICY REGARDING MISSED CLASSES AND ATHLETICS**

Students may not either practice or play in a game if they miss three or more class periods in a day due to illness. If a student is out of sports due to an injury, he/she may not participate in activities (such as dance) that may cause further injury. This policy does not apply to students missing three or more classes because of a medical or dental appointment. If the student is healthy, he/she may participate in athletics.

## VII. Technology

*St. Andrew's seeks to teach students the power of technology for research, collaboration, communication, and leadership. The School's approach to technology also includes an exploration of the dangers and abuses and distractions of this form of communication.*

### POLICY ON ACCEPTABLE USAGE OF TECHNOLOGY

#### Internet Usage

St. Andrew's policies regarding academic integrity and the honor code, human rights and living in a community govern the use of technology and social media. All members of the community have the responsibility to use the School network as well as their own devices in an ethical and responsible manner.

The St. Andrew's network is developed, expanded, and maintained and as an educational tool for students; the network should be used primarily for educational purposes. While website and database research and activity is required in many classes, there are risks and responsibilities all students should understand and adhere to while using technology and the Internet at St. Andrew's.

Students must follow these procedures:

- Obtain and distribute written, audio, and visual information, in a proper manner.
- Cite and document all information obtained online.
- Follow all laws regarding copyright and legally obtain (or purchase) software they plan to use on their private computers.

We require students to access their Google accounts in order to receive important information from their teachers, coaches, and School administrators, and encourage students to use social media and networking as a way to establish a positive online identity and connect with others. We expect students to uphold School standards of integrity and kindness while using email and social media sites such as Facebook, Twitter, Instagram, Snapchat, etc.

Students must understand and follow these expectations:

- Treat all people with honor and respect.
- Behave at all times in a manner consistent with our human rights policies, as well as all other aspects of our code of conduct.
- Adhere to the hours allowed for use of the Internet or phones.
- Alert School administration of any concerns for safety or security of any student, faculty or staff member.

In the social media world, the lines are blurred between what is public or private, personal or professional, on-campus or off-campus. There are best practices that all students should consider in their use of social media and their construction of an online identity:

- Students should assume that, regardless of privacy settings, all information shared online or on a social network is public information. Online "conversations" are never truly private.
- Students should avoid sharing personally identifying information online.

- Students should obtain permission to post pictures of others.
- Students should look closely at the content of something (pictures, articles, etc.) before sharing a link or posting it on a wall or page. Anything posted can represent or misrepresent beliefs or positions on an important issue or matter.

Under all circumstances, students must not engage in the following:

- Circumvent the School's network management and security system.
- Attempt to access the personal accounts or private files of other users.
- Impersonate or pose as another person in any form.
- Download or distribute any pornographic, offensive, or degrading images or video including photographs of themselves or their peers.

The use of the St. Andrew's network is a privilege, not a right, which may be revoked at any time for abusive conduct. Any violation of the above policies or any use of technology in the violation of any School rule could result in not only partial or complete loss of this privilege, but also separation, suspension or dismissal.

### **Email Usage**

Students have access to the Internet via the computers in the library and dorm common rooms. The School provides wireless service throughout the campus. Each student and teacher has an email address.

### **Cell Phone Usage**

St. Andrew's seeks to cultivate and protect an intimate and authentic community by encouraging consistent and genuine face-to-face conversation and relationship building. Our cell phone policy seeks to provide students and their parents with adequate and reliable communication while maintaining the unique culture of the St. Andrew's community. We ask both parents and students to believe in and adhere to the spirit and specific regulations of the policy.

Students must:

- Leave cell phones in their own rooms at all times unless the student is off-campus.
- Respect the academic day and study hours as the time to focus on and complete academic work. Unless given specific permission by a faculty member, students may not make phone calls during academic hours.
- Refrain from using phones to text or make calls after lights-out.
- Ask permission to use the phone in a place other than his or her dormitory room when service limitations interfere with upon communication with parents.

If a student uses a cell phone outside of his or her room without permission, the student will receive the following sanctions:

- First offense: loss of phone for 3 days
- Second offense: loss of phone for 1 week
- Third offense: loss of phone for 2 weeks and thereafter

### **Privacy and Usage**

The School computers and network are the property of St. Andrew's School; its resources are subject to the same rules that govern room searches. St. Andrew's entrusts students to make wise choices about what kind of content they access and about the ways in which they use that content. Under normal circumstances, the School will respect the privacy of a user's files and email. However, the network administrators, with the permission of the Head of School, may access a user's files or email if they have reason to believe that the user is in violation of any of the above policies or other School rules. The Dean of Student Life, with the permission of the Head of School, may request a student's phone if he has reason to believe that the student is in violation of the above policies or other School rules.

### **Video Games**

No student at St. Andrew's is permitted to have a gaming system or separate monitor for games in his or her room. Although we recognize the students' desire to play computer and online games, we believe online access and the ability to download a variety of games, provides students with more than enough access. Students may not play video games during the academic day, during evening study hours, or from lights out until 6:00 a.m. If a student plays video games at inappropriate times or in excess, a corridor parent or the Dean of Student Life may restrict or revoke this privilege.

## VIII. Residential Life

*To make this complex, dynamic and diverse school come to life and embrace its ideals of engagement, inquiry, kindness and compassion, we all must take responsibility for the kind of school we create and sustain. We are a school community that rejects privilege and entitlement. We therefore clean our rooms, common rooms, classrooms and public spaces. We embrace an ethic of environmental engagement that calls us to care for the earth by living sustainably in our school.*

### DORM REGULATIONS

The health and vitality of a boarding school depends not only on the energy and quality of the academic portion of the day. The residential experience is central to the St. Andrew's mission, for we believe students learn so much about collaboration, diversity, patience, empathy and communication through the residential experience.

The School has rules and regulations designed to make sure students find time to study and sleep during the course of a busy boarding school week.

### CORRIDOR REGULATIONS

#### Study Hall, On Dorm and Lights Out Schedule

FORM	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>III FORM</b>							
STUDY HALL	8-9:30 P.M.	8-9:30 P.M.	8-10 P.M.	8-10 P.M.	8-10 P.M.	8:30-10 P.M.	NO/SH
ON DORM	9:30 P.M.	9:30 P.M.	10 P.M.	10 P.M.	10 P.M.	10 P.M.	10:45 P.M.
IN ROOM	10 P.M.	10 P.M.	10 P.M.	10 P.M.	10 P.M.	10 P.M.	11 P.M.
LIGHTS OUT	10 P.M.	10 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	11:15 P.M.
<b>IV FORM</b>							
STUDY HALL	8-9:30 P.M.	8-10 P.M.	8-10 P.M.	8-10 P.M.	8-10 P.M.	8:30-10 P.M.	NO/SH
ON DORM	9:30 P.M.	10 P.M.	10 P.M.	10 P.M.	10 P.M.	10 P.M.	10:45 P.M.
IN ROOM	10 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	11 P.M.
LIGHTS OUT	10 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	11:15 P.M.
<b>V FORM</b>							
STUDY HALL	8-10 P.M.	8-10 P.M.	8-10 P.M.	8-10 P.M.	8-10 P.M.	8:30-10 P.M.	NO/SH
ON DORM	10 P.M.	10 P.M.	10 P.M.	10 P.M.	10 P.M.	10 P.M.	10:45 P.M.
IN ROOM	10:30 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	11 P.M.
LIGHTS OUT	10:45 P.M.	10:45 P.M.	10:45 P.M.	10:45 P.M.	10:45 P.M.	10:45 P.M.	11:15 P.M.
<b>VI FORM</b>							
STUDY HALL	8-10 P.M.	8-10 P.M.	8-10 P.M.	8-10 P.M.	8-10 P.M.	8:30-10 P.M.	NO/SH
ON DORM	10 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	10:30 P.M.	11 P.M.
IN ROOM	11 P.M.	11 P.M.	11 P.M.	11 P.M.	11 P.M.	11 P.M.	12 A.M.
LIGHTS OUT	11:30 P.M.	11:30 P.M.	11:30 P.M.	11:30 P.M.	11:30 P.M.	11:30 P.M.	12 A.M.

- By 10:30 p.m. (10:00 Sundays), every VI Former must report “present on corridor.”
- Between 10:00 and 11:00 p.m., VI Formers may visit in one another’s rooms or in a common room within the building in which they live.
- After on-corridor time, no student should be in the downstairs areas of Founders Hall. Repeated violations of this rule may result in a Discipline Committee meeting.

### SOME REMARKS ABOUT BED HOURS

- It is essential that total quiet be maintained after the in-room time; students are not to visit other rooms after that time.
- If anyone needs to study later than the lights-out time, he/she must ask specific permission from the corridor parent before 10:30 p.m. The corridor parent is not bound to grant the request and may withhold permission.
- No student may be off corridor before 6:00 a.m. without faculty approval. A violation to this rule results in a Discipline Committee meeting.
- Any student who has permission from a faculty member to be back late on corridor in order to attend an athletic event, concert, movie or similar event, or who is at a faculty member’s house is responsible for contacting the duty corridor faculty before the “on corridor” time. In the case of a planned trip, this should be done early in the day, but it is recognized that occasions arise when this is not possible. In such cases, contact the duty person by phone. When a student is taking part in a School-sponsored trip, it is the duty of the faculty organizer to inform corridor parents of any possible late returns, but this does not replace the responsibility of the individual student noted above.

Unless circumstances prevent teachers from doing so, they should not keep students out beyond 10:30 p.m. If the unavoidable occurs, the teacher should follow the following procedures:

- Telephone the corridor person who is on duty that evening, explain why the student will be late and state the approximate time of his/her return to the corridor.
- Escort the student(s) to the dormitory if the student(s) must travel outside a building in order to return to his/her dorm.
- Students must receive permission from both sets of corridor parents to sleep in another dorm overnight.

**Permission to Work Off Corridor after In-Room Time:** Such permission will be granted by corridor parents only if it is clear that it is necessary, e.g., a shared project to work on. Girls may work in the common rooms in Pell, Moss, Gaul and Mein Halls.

## GENERAL RULES

- Rooms, closets and refrigerators may not be locked.
- Rooms must be kept neat and clean.
- School athletic equipment and clothing must be kept in the gymnasium.
- Students may not appear on the corridor unclad.
- Food needing refrigeration may not be kept in rooms (except for VI Formers). VI Formers may have refrigerators.
- If for medical reasons a student who is not a senior needs a refrigerator in a room, he/she must obtain permission from the Dean of Student Life.
- Weight scales are not allowed in rooms.
- Only approved picture hangers or masking tape may be used on walls. Thumbtacks may be used on tack boards. No tape or stickers of any kind may be placed on doors or other woodwork.
- Students may not display posters that are pornographic or offensive. Dorm parents have the final say about the appropriateness of such posters.
- Extension cords must be the heavy-duty, three-prong type similar to those sold in the School Store. It is strictly forbidden to interfere with any electrical fittings or wiring.
- Students may not bring private TV sets or video game consoles to School. VI Formers in good academic standing may have video game consoles.
- Things are not to be draped or hung out of windows; it is forbidden to throw things out of windows or to encourage others to do so. Screens are to be kept closed at all times.
- No fabrics of any kind may be suspended in the room. The fire hazard they represent is extremely dangerous.
- Furniture may not be arranged in a manner that would prevent quick exit via the door or that blocks the line of sight to the door.
- Candles and all other combustibles may not be used in rooms unless authorized in cases of emergency. Incense is not to be burned in any School building.
- School furniture must not be removed from a room at any time.
- Students may not replace School furniture with their own.
- Luggage which cannot be conveniently stored in students' rooms is to be taken to the Trunk Rooms after unpacking at the beginning of the term.
- No student may enter another person's room if the resident is absent unless explicit permission is first obtained from the resident, the Residential Leader or corridor parent.
- It is forbidden to tamper with thermostats anywhere in the School.
- Halogen lamps and incandescent lamps are not allowed for safety and environmental reasons. Students can bring CFLs or LEDs.
- No pets of any kind are allowed.

## ROOM CHANGE PROCEDURE

All requests for changes in rooming must first be brought to the corridor parent for his/her approval. If he/she approves, the request is brought to the Co-Director of Residential Life who will consult with the faculty advisors of those involved, the corridor parent and the Dean of Student Life.

## **THE JOB SYSTEM**

St. Andrew's provides its students with facilities, equipment and financial help to a degree equaled by few schools in the world. Successive generations of students have taken pride in maintaining all that has been so freely given by working themselves to care for buildings and rooms and equipment. Each student is assigned a daily job in the Job System. It is the student's responsibility to do his/her assigned job, unless approved arrangements are made beforehand for another student to substitute. Such arrangements are made in cases of legitimate leaves of absence, such as weekday or weekend leaves or athletic leaves.

## **MAINTENANCE OF SCHOOL PROPERTY**

Students have at their disposal a great deal of equipment and property: furniture in their rooms, desks, classroom chairs and tables, library books, a language laboratory, science labs, computers, athletic gear, dining room furniture and such items as thermostats, light fixtures and window screens. They have a responsibility for maintaining this equipment for their own use and for the use of those who will come after them. If a student wishes to have equipment adjusted or repaired (as in the case of a thermostat or lab equipment), he/she should never tinker with it, but should report the needs to a faculty member in charge of the particular area. The School's Maintenance Department will make the necessary adjustments.

Breakage of any nature must be reported to a faculty member at once. Also, a student finding something broken should report the breakage so that the item may be repaired. The School will absorb the cost of breakage that results from normal wear and tear, but breakage resulting from negligence or willful acts will, of course, be charged to the breaker (if known), or to a group of students on a shared basis.

At the end of the year, students should leave their room clean and tidy. Students who leave their room damaged or messy at the end of year will be charged a fee of \$200.

Each student must check out with their corridor parent before leaving on a major vacation.

## IX. Co-Curriculum

### THE ATHLETIC PROGRAM

St. Andrew's School recognizes the positive role, importance, and value of interscholastic athletics as part of the educational program. The goals for students participating in the interscholastic program include:

- Developing leadership and confidence
- Learning appropriate behavior when working with others
- Learning the ethics of competition
- Learning how to control emotions
- Developing lifelong health habits
- Improving physical fitness
- Learning and improving on specific sport skills

Interscholastic athletics also provide an opportunity for the entire student body to demonstrate school spirit and positive citizenship.

### ATHLETIC REQUIREMENT

All students must participate in a sport or activity each afternoon. Freshmen and Sophomores must participate in at least two athletic activities per year. Juniors and Seniors must participate in at least one athletic activity per year.

### ATHLETIC POLICIES AND EXPECTATIONS

- Students must attend practices, games or afternoon activity for its ENTIRE duration unless excused by the health center, athletic trainer, coach, or activity director.
- The training room and taping areas are for the use of all students. Please dress appropriately.
- Students who jog off campus on their own must do so with at least one other student and must sign out in front of Founders Hall, or let a coach or faculty member know their intended course as well as time of running. Students are not to run at night.
- Any person playing squash at any time must use protective eyeglasses.
- Training rules prohibit the use of tobacco, alcohol, or drugs of any kind.
- Students are expected to show good sportsmanship toward opposing players, officials, and spectators at all time. **Violations of any of the above will be dealt with by the coaches and the Director of Athletics.**
- Members of a team are not to dye their hair or take any similar action for the sake of team unity.

### SPORTSMANSHIP

St. Andrew's School is a member of the Delaware Interscholastic Athletic Association (DIAA), and totally supports its policies and emphasis on sportsmanship. All those associated with St. Andrew's—students, coaches, faculty, administration, parents, and friends—are expected to display good sportsmanship at all athletic contests.

## **WE EXPECT STUDENTS TO PARTICIPATE IN EITHER THE ATHLETIC OR THEATER PROGRAM EACH AFTERNOON.**

Under special circumstances, VI Formers, however, may petition a special committee who will consider IP proposals from seniors who make application with the following elements:

- He/she has demonstrated on and off campus unusual dedication and preparation in a sport, academic field, artistic venue or community service activity.
- He/she has written extensively and completely about the extent and elements of the IP.
- He/she has an adult sponsor who can observe and evaluate the work of the IP periodically in the season.
- The IP runs from the start of the pre-season until the last game of the season.
- The IP participants write a summary report to the Committee.
- IPs may be granted for athletics, arts and community service.
- Senior IPs can number no more than 6 per season.

The Director of Athletics is charged with the responsibility of making sure that all those excused from the interscholastic athletic program participate in an appropriate amount of physical exercise each week. For more specific questions, contact the Director of Athletics.

## X. Safety

*St. Andrew's seeks to provide a safe and appropriate environment for students to live in, study and play.*

As a residential community, we must be vigilant about the dangers of fire, automobiles, the pond, lightning and any other life threatening situation or possibility. The following rules and regulations pertain to the health and safety of the campus community:

### FIRE SAFETY

The School will conduct monthly fire drills to prepare the School for an emergency. Everyone must respond quickly and appropriately to any fire alarm at any time.

### FIRE ALARMS

When the fire alarm in the building you are in sounds, you should immediately evacuate the building.\*

- ***Students:*** Proceed immediately to the designated assembly area:
  - *Boys:* across road on green in front of Founders
  - *Girls:* in front of Boathouse by Washburn Cove
- ***Faculty:*** Assess the situation: If there is evidence of a fire, call 9-1-1 immediately; do everything safely possible to assure all students and other occupants are evacuated from the building. Contact Security at 285-4911.

The Residential Life Co-Director or other appropriate faculty member present becomes the designated Person-In-Charge (PIC).

**Corridor Parents:** Security will hold detailed meetings with your corridor at the beginning of the year and again mid-year, but it is still your responsibility to be aware of all emergency procedures and to make sure that all students on your corridor are familiar with them.

*\*More detailed instructions are included in the School's Emergency Procedures Guide.*

### KNOW WHAT TO DO IN ADVANCE

Having planned ahead is always helpful when a crisis arises; it permits quick reaction and limits the need for desperate thinking. Here are some things everyone ought to think about in advance and for which corridor parents in particular ought to prepare:

- Know how to operate the fire extinguishers.
- Know the nearest exits from living quarters and classrooms.
- Know the alternate exits available from living quarters and classrooms.
- Know how to open windows and screens.

- Know where fire ladders are located and how to use them (where applicable).
- Know how to deal with smoke, i.e., get down low and crawl; breathe through a damp cloth.
- Corridor parents should thoroughly review exit and escape procedures with their students.
- Be alert for fire hazards and report them immediately.

Because of fire safety concerns, the School must prohibit the use of an open flame in any School building at any time. Violations will result in a Discipline Committee meeting and probably dismissal from School.

It is illegal to light a fire on campus or in the woods. Violations will result in a meeting of the Discipline Committee and possible dismissal.

The possession or use of fireworks, firearms, air guns, paint guns, slingshots, explosives or knives larger than a pocketknife is prohibited. Violations will result in a Discipline Committee meeting and probable expulsion.

## **POLICIES REGARDING AUTOMOBILES**

When under the jurisdiction of the School, no student may drive or ride in or on motor vehicles, including ride-sharing services, without the explicit permission from parents or guardians and the Dean of Student Life or the Associate Head of School, except to ride on public carriers or in vehicles used for School-sponsored trips, in vehicles operated by faculty members or those operated by his or her parents or grandparents.

For the safety of our community, students may never have cars on campus.

If you need the school to arrange transportation for any weekend or school leave, please call Mrs. Wright (904-728-8057)—unless, of course, the student or his/her family make such arrangements directly and communicated directly with the Dean's office the details of their trip.

## **BICYCLES**

Students who have bicycles must follow these regulations:

- Bicycles must be registered.
- Bicycle riders must wear helmets when riding off campus or on the cross-country trail.
- Students who roller-blade or skateboard down the gully hill must also wear helmets.
- Bicycles must be parked only in the areas provided.
- For safety reasons, bicycles may not be used off campus after sunset.
- When bicycles are used on campus after sunset, a light must be used.
- Repeated infractions of the bicycle rules will result in the loss of the bicycle privilege for the balance of the year.
- Bicycles illegally parked will be impounded. Under Delaware law, bicycle riders must keep to the right.

## SEVERE WEATHER

In the event of severe weather, always be aware of your surroundings and be prepared for the worst. Whether it's a field trip or sports event, off campus or on campus, the same principle applies - safety first! More information is available in the Emergency Procedures Guide.

- **Lightning:** If you are outside and see lightning, immediately return to a safe place (car, building). Do not go back outside until at least 30 minutes have passed with no thunder or lightning.
- **Tornado:** Use common sense. If the School is under a tornado watch or warning, be cautious about going outside. Watch your surroundings and if there is ever a question, err on the safe side and remain indoors.

## AQUATIC CENTER (POOL) RULES AND REGULATIONS

- The Genereaux Aquatic Center may not be used without a certified lifeguard. During the school year, a member of the faculty must be on duty as well.
- The lifeguard on duty has complete authority to operate the pool within the framework provided by current Red Cross regulations, etc., and the guidelines provided by the School.
- Swimmers must enter the pool area through the locker rooms. No one is to enter the pool area through the office with the exception of the lifeguards, coaches, aquatics director or faculty member on duty.
- Upon entering the pool deck area, please make certain the guard has acknowledged you before entering the water.
- Children under the age of 12 must be accompanied by an adult.
- The following is not permitted on the pool deck or in the pool: Running – Rough play – **Street shoes** – Hairpins – Barrettes – **Glass and other containers** – **Chewing gum** – **Food** – Smoking – Any other activity which may create a hazard or adversely affect the facility.
- **Participants wearing sweaty, soiled athletic attire are not permitted to swim. You must shower before entering the pool.**
- Only appropriate bathing suits are acceptable.
- Starting blocks are for the use of competitive or other instructional activities and are not to be used except for that purpose and under supervision.
- Talking excessively with guards is prohibited unless an emergency situation arises. Guards must have complete visibility of the pool at all times, along with complete concentration on what is happening in the pool area.

## WATERFRONT REGULATIONS

Violation of any of the following rules will result in suspension of all waterfront privileges for the entire semester and could result in an appearance before the Discipline Committee.

**Water safety starts for us when students arrive and concludes when students leave at the end of the year.**

- The waterfront is closed until the new students have had their swim tests.
- Pre-season athletes in the fall must use the Aquatic Center for any swimming activity. No pre-season swimming is allowed in the pond for any students or teams.
- New students who pass the swim test are encouraged to take the watercraft test. (Sunday afternoon following the first week of classes.)
- Students who fail the swim test are encouraged to sign up for and take swim lessons. They may not use the waterfront until they pass this swim test.
- Passing the watercraft test allows students to use a kayak, canoe, or sailboat.
- The swim test and watercraft test just have to be passed once.

### **Swimming Regulations in the Pond**

No student may swim in any body of water while under the School's jurisdiction unless supervised by a member of the faculty. No student may swim in the pond if he/she has not yet passed the School's swim test.

### **Specific Rules**

- When swimming in the area of the T-dock, students may not swim beyond the rope lines.
- Air mattresses and other flotation devices are not allowed.
- There is a limit of 24 swimmers in the water at a time.
- Never touch or otherwise interfere with watercraft or persons in watercraft.
- There is a limit of six swimmers on the floating dock.
- **No diving is permitted from the T-dock or from the floating dock.**
- Never swim under any dock or float.
- Do not rock or tip the floating dock.
- No running on the T-dock or floating dock.
- Never push others into the water or engage in rough play.
- Listen to and obey instructions of the faculty member or lifeguard in charge.
- Never be in the water during severe weather or when a lightning storm is in the vicinity.

### **Watercraft Regulations**

The term "watercraft" refers to launches, canoes, kayaks, sailboats, and any other kind of floating platform.

- **A student must pass the School's swimming test and watercraft skills test to go out on any watercraft on any body of water while under the School's jurisdiction.**
- Every person who uses a watercraft of any kind **must wear** an approved flotation device (PFD).
- **Kayaks are paddled by ONE person. Canoes are paddled by TWO people. Sailboat is sailed by TWO people.**
- Watercraft may never be rammed, deliberately capsized, or otherwise mistreated.
- Watercraft will be available for use on Sundays (generally 2-5 p.m.) and at announced times during the week when faculty and lifeguards are on duty.
- An air horn will be sounded when a half hour remains in the waterfront period (generally 4:30 p.m.) for all watercraft to return to the T-dock. It is your responsibility to return by 5 p.m.
- All watercraft and equipment must be returned to their proper places after use:
  - Canoes must be stored upside down on the rack;
  - Kayaks upside down near the canoe rack;
  - Paddles and PFDs returned to the storage box;
  - Sailboat returned to the mooring, sails lowered and reefed, centerboard up, and rudder up.

Safety Tip: Should watercraft you are in capsized, stay with it and wait for help to arrive.

## **SKATING REGULATIONS**

No student should ever go onto the ice on any body of water while under the School's jurisdiction unless skating has been officially sanctioned by the School, and then only when skating is supervised by a faculty member and in the specific area designated by the faculty member in charge of supervising skating on that specific occasion.

## **SWIMMING AND SKATING SANCTIONS**

Students are expected to know and abide by the swimming, skating and boating regulations. Violations of the following rules will certainly result in the suspension of individual student's waterfront privileges and could result in an appearance before the Discipline Committee.

**EVACUATION, SHELTER IN PLACE, LOCKDOWN, RUN, HIDE, FIGHT**  
St. Andrew's has developed and practiced a number of emergency procedures to protect the safety of the community in case of an emergency either on campus or in the adjacent community. During the course of the year, the Head of School will direct drills featuring evacuation, shelter in place, lockdown, and run, hide, fight. All members of the community should understand both the signal for emergency procedure and their respective responsibilities.

## IX. Miscellaneous Matters

### DRESS CODE

The Dress Code sets a minimum standard for acceptable attire at various School functions. Although some current fads may not fit the stated code, it does provide a reasonable opportunity for all to dress in fashion. Everyone is expected to exercise good habits of personal grooming.

#### 1. Classroom Dress

Required at the following times:

- 1) During the entire academic day in all areas of the School, except on residential corridors.
- 2) At all family-style meals throughout the year.
- 3) For Sunday Chapel and Wednesday dinner and Chapel.
- 4) Other important occasions as announced.
- 5) Wednesday cafeteria lunch (sport coats, blazers or cardigans must be worn into the meal, but may be removed if the individual is uncomfortable).

#### Boys

- Suit jacket or blazer (must be worn, not simply carried).
- Appropriate collared shirt (must button down entire front) with necktie.
- Turtleneck or turtleneck and appropriate collared shirt may substitute for shirt and tie. Mock turtlenecks are not permitted.
- Slacks (must be neat, clean and properly fitting—no jeans, work pants, cargo pants or colored denim).
- Belt (if slacks have belt loops).
- Socks must be worn with close toe shoes or boots.
- Any shoes, leather sandals or boots in good repair.
- No athletic shoes, flip-flops, slippers or shower shoes.

#### Girls

- Dress (not strapless or backless); bra straps and navels must not show. Dress must be just above the knee.
- Skirts with dressy top (i.e. non-hooded, non-zippered, non-athletic shirt) or jacket. Skirts must be just above the knee.
- Shirt and dress slacks with matching jacket, blazer or buttoned cardigan (no pullover).
- Slacks (must be neat, clean and properly fitting—no jeans, work pants, cargo pants, leggings or colored denim).
- No jean or denim material for skirts, dresses or blazers.
- Jackets, blazers and buttoned cardigans must be worn and not simply tied around the waist or carried.
- Slips should be worn as appropriate.
- Athletic style shirts, undershirts or tank tops may never be worn in Classroom Dress.
- Dresses, shirts and blouses may never be low cut as to show cleavage.
- Sweaters may never be tied around the waist, regardless of circumstances.

- Shirts, unless fitted, must be tucked in (no fleece).
- Belt (if slacks or skirt has loops).
- Any shoes, leather sandals or boots in good repair.
- No athletic shoes, flip-flops, slippers or shower shoes.

## 2. Haycock Wear *(named for Arthur Haycock '59 who established the style)*

Normally Haycock wear is permitted for classes and weekday lunches from May 1 through November 1. It is usually required at special programs, plays, etc. Haycock wear is also in effect during exam periods and the family-style lunches, which follow them.

### Boys

- Haycock wear is identical to Classroom Dress except that jackets, ties and socks are not required, and boys may wear Bermuda-style shorts.
- Any collared dress, sport or polo-type shirt without any kind of lettering (must be neat, clean, in good condition and tucked in).
- Any shoes, leather sandals, flip-flops or boots in good repair.
- No athletic shoes, slippers or shower shoes.

### Girls

- Haycock wear is identical to Classroom Dress except that blazers or cardigans are not required with slacks.
- Shirts, unless fitted, must be tucked in and be without any kind of lettering.
- No hooded, zippered or athletic shirts.
- Athletic-style shirts, t-shirts, undershirts or tank tops may never be worn in Haycock Dress.
- Any shoes, leather sandals, flip-flops or boots in good repair.
- No athletic shoes, slippers or shower shoes.

## 3. Casual Dress

May be worn at evening cafeteria meals and at cafeteria meals on weekends, including Sunday brunch. May be worn at breakfasts.

### Boys and Girls

- Any clothes which are neat, clean and in good repair—any shoes in good condition.
- No men's boxers worn as shorts.

*NOTE: Students returning from athletic practices or other athletic activities during the afternoons must shower and change before coming to cafeteria dinner.*

*EXCEPTION: Only after 6:30 p.m. may a team returning from a game enter the dining room without showering and changing.*

## MISCELLANEOUS ITEMS

- Hair should be neat, clean and combed.
- Torn or patched clothing is not permitted at any meal during the academic day or at official School functions.
- Bare feet and bathing suits are not permitted on the main floor of Founders Hall.
- Tape on shoes is not permitted.
- 100% cotton clothing must be properly ironed.
- Outdoor jackets, down-type vests, warm-up jackets, jean jackets or other types of outer clothing are not permitted for classes or School meals.
- Hats may not be worn during the academic day, at any meal, in Chapel, in the library, in any professional situation with a faculty member (office, tutor session, advisee meal, etc.) or at any official School function.

## DINING ROOM PROCEDURES

- Breakfasts are cafeteria meals. All students, with the exception of VI Formers (all year) and of V Formers (in the second half of the Spring Term), must sign in as they enter the dining hall.
- Lunches (except on Wednesdays, Saturdays and selected Sundays) are family-style meals. Attendance is required.
- Monday, Tuesday, Thursday, Friday, Saturday and most Sunday suppers are cafeteria meals. Attendance is not taken.

### Family-Style Meals:

We need to remember that table manners are not stuffy rules. They are the means by which we show guests that they are welcome and show respect for those who are our seniors. They also help us curtail greedy instincts, encourage sharing and fairness and create an orderly, pleasant atmosphere for all involved.

### *General Expectations prior to the start of a family-style meal:*

- When students enter the dining room, they should be in appropriate classroom dress. In particular, their jackets should be on and remain on until grace is said. If the adult in charge agrees, jackets may be removed following grace.
- No one should sit at or on tables or touch tableware or food before grace.
- Faculty should take attendance, reporting those who are missing to the Dean and should not give permission to students to sit at other tables.
- All students should help guests be seated comfortably at a table before seating themselves.

### *Expectations during and after the meal:*

- Students should offer food to guests first, then to faculty. In general, no one should begin eating until everybody has had a chance to help themselves from each dish being passed.
- Make an effort to engage guests and each other in conversation.
- The person who takes the last portion of anything should go to the kitchen for a refill.
- Waiters and assistants should remove plates from the right side of the seated person.
- Students should not be permitted to deliver messages or roam around the dining room during the meal. (Exceptions to this rule should be few and only with the permission of the faculty members at the tables involved.)
- Students seated in chairs at the ends of the tables should not tilt back on them.
- When the faculty member is absent, a VI Former assigned to his/her table should sit at the place where that faculty member normally sits, serve the meal and should expect the same standard of manners as the teacher. Teachers at neighboring tables should make sure that seniors fulfill this responsibility.
- Tables should be cleared in an orderly manner, and waiters should thoroughly wipe tables, serving tables, benches and chairs after the meal.

### **LEAVES OF ABSENCE**

As a boarding school, St. Andrew's is responsible for the whereabouts of its students, and, because of the number involved, it must ask students and their families to follow certain prescribed procedures for taking leave of the campus and for coming and going at the beginning and end of each term. Certain general considerations must be kept in mind.

**Delayed Return:** If return to the School from any type of leave is to be delayed beyond the time set for return, the School should be notified at once by telephone.

**Department:** Students on leave from the campus are expected to behave with propriety and consideration for the feelings and rights of others, particularly in all public places and on public carriers. The School reserves the right to dismiss any student whose conduct during any type of leave contradicts the moral and ethical principles reflected in the School's stated philosophy and objectives.

### **Campus Leaves: Monday-Friday**

- Outside the academic day, any student who has no School engagement to meet may leave the campus on foot or bike as long as he/she is accompanied by at least one other student. A student must return by supper, and he/she may not venture beyond Odessa and Route 13 to

the east, Pine Tree Corner to the south, Route 71 and Middletown to the west and Route 299 to the north unless specific permission is granted by the Dean of Student Life or Weekend Duty Head.

- When accompanied by their parents, adult relatives or family friends, or when invited by the parents, adult friends or relatives of a schoolmate, students may be excused from supper if they sign out in the sign-out book, and have the proper driving permission. Students may be excused from Chapel if given advanced permission by the Dean's Office. They must return in time for study hall.
- All those leaving the campus must sign the daily leave list in person. When signing out, state when leaving, where going, and how traveling. Signing out by writing "See..." followed by another student's name is not acceptable. Students must initial in upon their return.
- If any leave from the campus involves missing a School appointment, express permission must be secured from the Dean of Student Life or, in his absence, the Associate Head of School.

#### **Campus Leaves: Saturday and Sunday**

Conditions of leave are basically the same with these essential differences:

- On Saturdays, leaves end at 8:00 p.m. The Dean may extend this time to 10:15 p.m.
- Students on campus leaves are under all School rules including those prohibiting the use of alcohol and drugs unless they are under the jurisdiction of their parents.
- On Sunday: Leaves begin after Chapel and end at 7:30 p.m.

#### **VACATION LEAVE PROCEDURES**

It is assumed that all students will go home at vacation time. Any student not going directly home must have permission from his/her parents or guardian to go elsewhere, along with an invitation from his/her host. This information must be submitted to Mr. Terrell Myers at [tmyers@standrews-de.org](mailto:tmyers@standrews-de.org) or 302-285-4438. Because of the academic schedule of the School, it is essential that students remain at the School until the appointed hour of the closing day, and that they return to the School by the stated time on the opening day of each term. Transportation is arranged through Mrs. Karin Wright.

#### **WEEKEND LEAVES**

The weekend begins following a student's final academic, athletic, or extra-curricular commitment on Saturday. At that time, a student may sign out for the weekend and remain away from campus until 6:00 p.m. on Sunday. With three long weekends and three long vacations each year, we believe students are provided ample time to rest and relax, spend time with friends and family away from campus, and we do not sanction missing additional days of school. We do, however, understand that weddings, family reunions, baptisms, etc., often occur on Saturdays and at times incompatible with the St. Andrew's schedule; if a student must miss school for these kinds of extraordinary family commitments, please email or call Mr. Robinson well in advance of the event.

Teachers need time to prepare the student so that he/she does not fall behind the class.

Members of the III, IV, and V Forms are entitled to four weekends per semester. Members of the VI Form are entitled to weekends as necessary. **No student may sign out for a weekend if he/she is assigned to detention.**

**Long Weekends.** Each year, the School has three long weekends that begin after a student's last commitment on either Friday or Saturday and ends at 6:00 p.m. on either Sunday, Monday, or Tuesday evening. We encourage students to take advantage of the opportunity to leave campus and rest with friends and family. Please consult the academic calendar for the exact date and times of long weekends; there are no early departures or late returns.

**Campus Weekends.** Occasionally, students who live a distance from home and cannot take many weekends may take a weekend at the home of a faculty member. Those students who take such weekends must understand that any time they rejoin the School through formal invitation of the School (practice, rehearsal) or without the knowledge and permission of the School, they fall under the jurisdiction of major School rules.

**Closed Weekends.** The first weekend of the school year and Commencement Weekend are closed weekends. Students must have specific permission in advance to be absent on those weekends.

### **College Visit Policy**

Seniors are allowed two college visits of no more than two academic days between September and January. We strongly encourage seniors to use the fall long weekend for college visits. Director of College Counseling and Dean of Student Life must approve any exceptions to the above. Juniors are allowed one college visit of no more than two academic days between February and June. We strongly encourage students to use Spring Break and spring long weekend for college visits. Students must follow the required procedures below:

### **College Visit Procedure:**

1. Obtain a Yellow College Visit Permission sheet from Mr. Honsel and his initial approval of trip.
2. Obtain permission with signatures from teachers, advisor and coaches and return sheet to Mr. Honsel for final approval.
3. Take the Weekend/Weekday Survey on REACH.
4. Turn in complete and signed sheet to Mr. Terrell Myers.

This procedure needs to be completed **ONE WEEK** before the college trip, no exceptions.

NOTE: Students on weekends must understand that if they either return to School or meet with other St. Andrew's students not on weekend leaves, they must obey the rules and regulations of the School. For example, a student on a weekend violates the alcohol rule if he/she meets with students not on a weekend and drinks alcohol with them, on or off campus. The School will not knowingly give permission for large numbers of our students bound for

the same destination to take a weekend unless we have assurances from the parents of such students that responsible adult chaperones will be present.

**ST. ANDREW'S RULES GO INTO EFFECT IMMEDIATELY UPON A STUDENT'S RETURN TO CAMPUS FOLLOWING A WEEKEND OR VACATION, AND STUDENTS ARE EXPECTED TO BE FREE FROM THE INFLUENCE OF ANY INTOXICANT OR DRUG THE MOMENT THEY ARRIVE ON CAMPUS.**

### **WEEKEND/WEEKDAY SURVEY AND MISSING CLASS FORMS**

Whenever a student will be absent from campus overnight, he/she must fill out the Weekend/Weekday Survey on REACH.

If the student is missing any classes or commitments, sports, etc., a Missing Class Form is needed. This form can be obtained from the Dean's Office. If the absence is due to a college visit, the form must be obtained from the Director of College Counseling.

Completed Surveys and Missed Class Forms must be submitted by 4:00 p.m. on Wednesday afternoon in the case of a regular weekend.

Students who submit information after the deadline may receive 3 marks per day.

The penalty for leaving campus without submitting the required information is a core infraction. Students who leave campus without permission face the Discipline Committee

Anytime a weekend leave or overnight absence will cause a student to miss a class, rehearsal or practice, the teacher/director/coach must initial the form to indicate approval.

**Please Note:** Sometimes the need to take a weekend arises suddenly, urgently and unexpectedly. In such cases the penalty for lateness usually is waived. **HOWEVER, ANY WEEKEND REQUESTS ARISING AFTER FRIDAY EVENING AT 7:00 P.M. MUST BE DIRECTED TO THE HEAD OF THE WEEKEND DUTY GROUP FOR THAT WEEKEND. BY SO DOING, YOU ARE ASSURED THAT THE INFORMATION WILL BE FORWARDED TO THE FACULTY ON DUTY FOR THAT WEEKEND.**

If you have any questions at any time, please ask Mr. Robinson.

### **WEEKEND GUESTS**

Occasionally students wish to invite a guest to visit on a weekend. Accordingly, there is a guest sheet to be filled out by the student which puts together all the pertinent information. A guest sheet for inviting a guest is available from the Dean's Office. It must be obtained before the appointed weekend and returned to the Dean's Office by Wednesday supper preceding the weekend. Permission will be granted at the discretion of the Dean when convenient for the School.

Guests may be invited to arrive Saturday at 11:10 a.m.; departure time is not later than Sunday at 5:00 p.m. The student must arrange transportation, which cannot be provided by the School.

Weekend guests (including parents and other relatives) are welcome at meals served in the School Dining Room. Weekend guests are expected to follow the rules and regulations of the School.

### **COLLEGE-AGE VISITORS TO THE SCHOOL**

- No college-age visitor may stay overnight on the corridors of the School. Such visitors may stay overnight on campus only upon the invitation of a faculty member. That teacher is responsible for the behavior and whereabouts of his/her visitor at all times after 6:00 p.m.
- No college-age visitor may visit during the regular School week—Monday 8:05 a.m. through Saturday at noon—without explicit faculty invitation.
- College-age visitors may be on campus from noon to 6:00 p.m. on Saturdays and Sundays. They must follow the major rules of the School--alcohol/drugs/smoking/corridor regulations.
- To ride with college-age siblings or visitors, students must have permission from the Dean of Student Life, but only under unusual circumstances, and only with parental permission.

### **SCHOOL TRANSPORTATION**

All transportation provided through the school is arranged by Mrs. Karin Wright (904-728-8057 cell). Any student needing transportation of any kind to and from School must make arrangements for it through Mrs. Wright—unless, of course, the student or his/her family make such arrangements directly.

#### **Policy on Unaccompanied Children Traveling by Air**

Students under the age of 15 should remind their parents or guardians to advise the reservation agent that the booking is for an unaccompanied child and inquire about the airline's policies about children traveling alone. Find out what kind of special paperwork and identification you will need. Most airlines charge an unaccompanied minor fee for nonstop flights and a fee for connecting flights each way. Please have your parents or guardians inquire about these costs.

Airline policy now requires a child to be accompanied by a chaperone who must sign a waiver and stay with the child at the gate until the flight takes off. If a student has nearby relatives or family friends, they can be helpful in escorting the student to his/her gate. When School personnel serve as escorts, students will be charged \$25 per hour in addition to the transportation cost. Contact Mrs. Wright at least two weeks in advance to arrange for a School escort.

## **STUDENT SERVICES**

### **Student Checking and Banking**

The School will cash students' checks for modest amounts in order to provide spending or travel money. We strongly recommend that you not keep large amounts of cash in your possession. Keep all your money in your locked drawer.

Checks will be cashed at the School Bank Monday through Friday during School Store hours. You should learn and practice good banking habits; it will save you considerable aggravation and financial penalties.

Some good practices to follow are:

- Always enter details of checks written on the check stub, and keep a running total of your bank balance.
- When you receive the monthly bank statement, reconcile it with your checkbook. This helps catch errors and assures that you are working with proper balances.
- Do not write checks for amounts beyond your balance. "Bouncing" checks will cost you a stiff penalty (often \$18.00 or more) charged by your bank, and perhaps additional financial penalties charged by other parties. Also, it may lead to loss of credit privileges and future check-cashing rights.
- Anyone needing advice or assistance with a checking account should speak with his or her advisor or someone in the Business Office.

### **SAS Debit Card**

The SAS Debit Card (the Debit Card) is used as a picture ID card and to record most purchases and charges throughout the School year including, but not limited to, school supplies, postage, UPS, FedEx, some elective field trips and special activities, unreturned team uniforms or sports equipment, unreturned library materials and lost Debit Card fees (\$25.00).

A \$250 deposit is required at the beginning of the year and will be included in the first tuition bill. This will activate the account and assist you in paying for miscellaneous charges early in the school year. These deposits and any others on the Debit Card are drawn as items or services are used; therefore deposits need to be made to the Debit Card throughout the year. Your parents are asked to maintain a positive balance throughout the year. You may not be able to participate in a given activity if your card does not have enough funds to cover the cost. Statements reflecting activity on your account will be issued each month during the school year.

The School cannot advance funds to you except in extreme emergencies or upon special authorization.

### **Copy Machines**

The copy machine located in the Library is available for student use. It is the only copy machine students may use for normal copying needs. Since the machine is designed to do a small number of copies, it should not be used for high volume work. If you have a legitimate high volume job, obtain the

permission of a faculty member to use one of the copiers in the Faculty Mail Room. When making copies, please enter your name and the number of copies made on the sheet posted by the machine. Copies are charged on your SAS card at five cents per copy.

### **Fundraising for Student Projects**

All student or parent efforts to raise funds from St. Andrew's parents or alumni must be approved by the Dean of Student Life. Requests to initiate a fundraising project (for a special project within the School or to support a charity beyond the School) should be submitted, in writing, to the Dean of Student Life well before any solicitations might be mailed. All mailing lists for any fundraising, via email or U.S. mail, must be obtained only from St. Andrew's Advancement Office. The School reserves the right to limit such requests in order to avoid superfluous mailings and emails to its constituents.

### **Form, Club and Athletic Fundraising**

All students who wish to fundraise for a Form, a club or an athletic team, must get an approval sheet from the Dean's Office. Once completed, it must be signed by the faculty advisor to the Form or club or coach, and turned in to Ms. McGaha in the Business Office. The last day for a fundraiser is May 1st.

### **The Student Center**

#### *Purpose and Care of the Student Center and Senior Room:*

The Student Center exists for the pleasure and recreational use of the whole School community and serves a variety of functions: It is a place where snack foods are available; it is a place where students can listen to music or watch TV; it is a place where students can relax together and play pool or ping-pong. Such a center operates most efficiently when each person using it acts responsibly and helps maintain the cleanliness of the building. Candy wrappers, sandwich wrappers and other trash should always be put in the trash receptacles after use. Roughhousing, standing on furniture and other barbaric behavior are not appropriate at any time. Students who violate the regulations governing the Student Center or Senior Room will receive marks penalties and/or suspension of privileges.

#### *Hours of the Student Center:*

Normally the building is open from 8:00 a.m. until 10:55 p.m. Monday-Saturday; on Sunday it opens at breakfast. No students are permitted in the Student Center before 8:00 a.m. except those whose job it is to clean the facility.

The television may not be used until the end of the last class of the day. This regulation is strictly enforced.

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