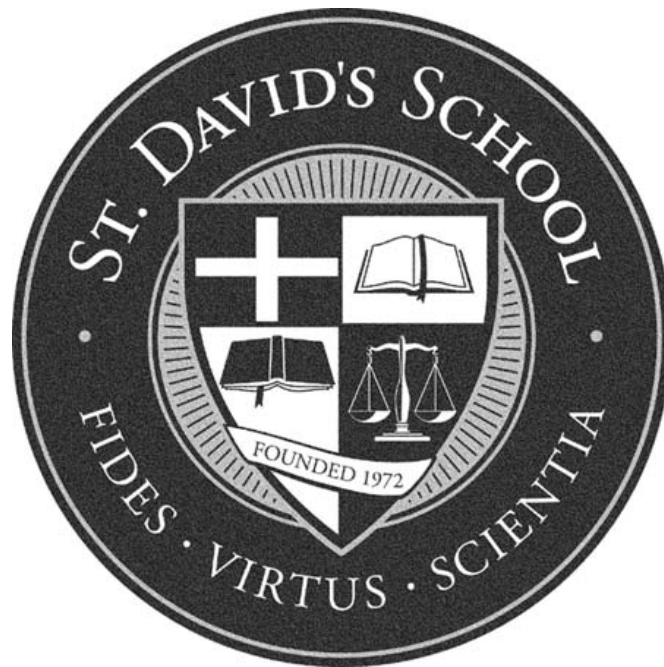


ST. DAVID'S SCHOOL

FOUNDED 1972



Middle and Upper School Family Handbook 2010-2011

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11th Grade Chair
10th Grade Chair
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MISSION, VISION, AND PHILOSOPHY

Mission

St. David's School is a K-12 independent Episcopal school that prepares young men and women for college and life by providing challenging opportunities to excel in the vital areas of faith, virtue, and knowledge.

Vision

St. David's School seeks to serve as a model Christ-centered college preparatory school by equipping its graduates to successfully engage and impact their generation for Jesus Christ.

Philosophy

Reading Article IX, Section 1, of the North Carolina State Constitution, it is clear that our forefathers saw education as a major component in keeping our nation strong: "Religion, morality, and knowledge being necessary to good government and the happiness of mankind, schools, libraries, and the means of education shall forever be encouraged." As echoed in the State Constitution and the charge found in 2 Peter 1:5, the mission of St. David's School is to endow its students with "religion" (Christian faith), "morality" (virtue), and knowledge to fully prepare them for college and life. With a sound Christian world view at the foundation, students are given an absolute standard to know right from wrong so that their knowledge may be rooted in truth and used for noble pursuits. To accomplish this goal, St. David's offers a vibrant college preparatory program designed to challenge students to question and think critically, cogently and creatively. Combining traditional, classical, and innovative curriculum and teaching methods, our educational program provides a strong biblical and academic foundation for each student. However, no factor contributes more significantly to our educational program than a superior faculty. We seek talented teachers who are inspired by our mission and who can energize students and themselves in the learning enterprise. The growth and retention of inspirational teachers who are strong Christian role models for students is an important long-term factor in realizing the school's mission and vision. By equipping our graduates to successfully engage and impact their generation for Jesus Christ, we hope to serve as a model Christ-centered college preparatory school for North Carolina and beyond.

ACADEMIC POLICIES

Academic Probation

Students who are failing one or more classes at each grading period will be required to have a conference with his or her parents, the student's grade chair, and/or the Division Principal. In addition to academic probation, the student's poor academic performance may result in co-curricular ineligibility, or, in extreme situations even dismissal. Students placed on academic probation will be assigned a specific Extra Help schedule that they are required to follow.

Academic Support Program

Participation in the Academic Support Program requires a diagnosis of a learning disability or ADHD by a physician or licensed psychologist and the approval of the Director of Academic Support. Documentation must be current within three years. There is an additional fee associated with this program.

Accommodations for Special Needs

In keeping with the mission statement of the school to '*prepare young men and women for college and life*,' St. David's offers a limited selection of accommodations based on the documented need of the student. These are decided upon each year after a careful review of the student's psychological or educational testing that is on file at the school, as well as the student's use of the accommodation in the classroom during the year. Contact the Director of Academic Support for more information.

After-School Care

After-School Care is provided for Middle School students on school days from 3:15– 6:00 p.m. Please check with the Director of After-School Care for pricing and availability.

Fifth through eighth graders who are not enrolled in After-School Care or attending an after-school activity may not be on campus after 3:50 p.m. A charge of \$18 per day will be added to the tuition account of fifth through eighth grade students who are on campus after 3:50 p.m. without express permission from the Middle School Principal. Middle School students left on campus after 3:50 p.m. should be picked up from After-School Care.

Community Service (Upper School Only)

All Upper School students are required to perform 80 hours of community service (or 20 hours for each Upper School year at St. David's School) before graduation. Please keep in mind that colleges look favorably on students who have done more than the school's minimum requirement. School-organized service projects will be available each year, but students are strongly encouraged to schedule their own community service activities as well. Community service may be done for the school community and outside the school community and should be for the benefit of an individual in need or a charitable, non-profit organization. If there are questions regarding community service activities, please see the Dean of Students or Upper School Principal.

Daily Schedule

The school day will begin promptly at 8 a.m. and end at 3:10 p.m. on Monday, Tuesday, Thursday and Friday. **On Wednesday, school will begin at 9 a.m.** On occasion, the daily schedule will be modified for special assemblies. Students and faculty will be notified in advance of such changes.

MIDDLE SCHOOL SCHEDULE (5TH -6TH GRADES)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Advisory/Pledge 8:00-8:05	Advisory/Pledge 8:00-8:05	Advisory/Pledge 9:00-9:05	Advisory/Pledge 8:00-8:05	Advisory/Pledge 8:00-8:05
1 8:10-9:05	7 8:10-9:05	6 9:10-10:05	4 8:10-9:00	2 8:10-9:00
2 9:10-10:00	1 9:10-10:05	7 10:10-11:05	5 9:05-9:55	3 9:05-9:55
Break/Advisory/ Study Skills 10:00-10:55	2 10:10-11:00	2 11:10-12:00	6 10:00-10:50	Break/4 9:55-10:50
3 10:55-11:45	Break/Advisory/SS 11:00-11:40	Advisory/Break 12:00-12:10	Lunch/Advisory 10:50-11:55	5 10:55-11:45
	Morning Prayer 11:40-12:10			
4 11:50-12:40	3 12:10-1:00	1 12:15-1:10	Chapel 12:00-12:40	Assembly/Advisory/ Study Skills 11:45-12:40
Lunch 12:45-1:15	Lunch 1:00-1:30	Lunch 1:10-1:40	7 12:45-1:40	Lunch 12:45-1:15
5 1:20-2:15	4 1:30-2:20	3 1:45-2:35	1 1:45-2:40	6 1:20-2:10
6 2:20-3:10	5 2:25-3:10	Advisory/Study Skills 2:40-3:10	Club/Assembly 2:40-3:10	7 2:15-3:10
Extra Help 3:15-3:45	Extra Help 3:15-3:45	Extra Help 3:15-3:45	Extra Help 3:15-3:45	No Extra Help

MIDDLE SCHOOL SCHEDULE (7TH-8TH GRADES)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Advisory/Pledge 8:00-8:05	Advisory/Pledge 8:00-8:05	Late Start	Advisory/Pledge 8:00-8:05	Advisory/Pledge 8:00-8:05
1 8:10-9:05	7 8:10-9:05	Advisory/Pledge 9:00-9:05	4 8:10-9:05	2 8:10-9:05
2 9:10-10:05	1 9:10-10:05	6 9:10-10:05	5 9:10-10:05	3 9:10-10:05
3 10:10-11:05	2 10:10-11:05	7 10:10-11:05	6 10:10-11:05	4 10:10-11:05
Lunch 11:05-11:35	Lunch 11:05-11:35	Lunch 11:05-11:35	Advisory/Lunch 11:05-11:55	Lunch 11:05-11:35
Advisory 11:40-12:10	Morning Prayer 11:40-12:10	Advisory 11:40-12:10	Chapel 12:00-12:40	Assembly 11:45-12:10
4 12:15-1:10	3 12:15-1:10	1 12:15-1:10	7 12:45-1:40	5 12:15-1:10
5 1:15-2:10	4 1:15-2:10	2 1:15-2:10	1 1:45-2:40	6 1:15-2:10
6 2:15-3:10	5 2:15-3:10	3 2:15-3:10	Club/Assembly 2:40-3:10	7 2:15-3:10
Extra Help 3:15-3:45	Extra Help 3:15-3:45	Extra Help 3:15-3:45	Extra Help 3:15-3:45	No Extra Help

UPPER SCHOOL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Advisory/Pledge 8:00-8:05	Advisory/Pledge 8:00-8:05	Late Start	Advisory/Pledge 8:00-8:05	Advisory/Pledge 8:00-8:05
1 8:10-9:05	7 8:10-9:05	Advisory/Pledge 9:00-9:05	4 8:10-9:05	2 8:10-9:05
2 9:10-10:05	1 9:10-10:05	6 9:10-10:05	5 9:10-10:05	3 9:10-10:05
3 10:10-11:05	2 10:10-11:05	7 10:10-11:05	6 10:10-11:05	4 10:10-11:05
Morning Prayer 11:10-11:35	Clubs/Advisory 11:10-11:35	Morning Prayer 11:10-11:35	Chapel 11:10-11:55	Morning Prayer 11:10-11:35
Lunch 11:40-12:10	Lunch 11:40-12:10	Lunch 11:40-12:10	Lunch 11:55-12:40	Lunch 11:40-12:10
4 12:15-1:10	3 12:15-1:10	1 12:15-1:10	7 12:45-1:40	5 12:15-1:10
5 1:15-2:10	4 1:15-2:10	2 1:15-2:10	1 1:45-2:40	6 1:15-2:10
6 2:15-3:10	5 2:15-3:10	3 2:15-3:10	Club/Assembly 2:40-3:10	7 2:15-3:10
Extra Help 3:15-3:45	Extra Help 3:15-3:45	Extra Help 3:15-3:45	Extra Help 3:15-3:45	No Extra Help

Dropping/Adding a Class

In order to drop or add a class, a student must complete a Drop/Add form within the first week of the start of the course and obtain the permission of the Division Principal. After the first week, dropping a course can only take place under special circumstances and may result in a withdrawal failing or withdrawal passing noted on the official transcript. *Drop/Add forms are available on the St. David's website at www.sdsd.org and in the division offices.*

Eligibility for Co-Curricular Activities

Students who do not have a 2.0 GPA or who are failing one or more classes at each grading period will be required to have a conference with their parents their grade chair and/or the Division Principal. In addition to academic probation, a student's poor academic performance may result in dismissal from co-curricular activities. *See also Academic Probation.*

Exams

Exams for students in grades 7-12 will be given during two-hour blocks of time at the end of each semester. Upper School exams will be designed to last 2 hours and will count 20 percent of the semester grade in the course. Middle School exams will be designed to last 90 minutes and will count 10 percent of the semester grade in the course.

Exam Exemption Policy

The St. David's policy for exemption of exams for seniors and non-senior AP students is as follows:

1. Senior exemptions occur only during second semester.
2. Seniors may exempt ONLY with an average of 90 or above over the course of two semesters. The second semester average must be a minimum of 90.
3. Senior Advanced Placement (AP) students may exempt second semester final exams if they are at an 85 average or above for the year at the end of the week before senior exams and are scheduled to take the AP exam.
4. Non-senior Advanced Placement (AP) students may exempt second semester final exams if they earn a 90 average or above for the year at the end of the week before underclassmen exams and are scheduled to take the AP exam.

Extra Help Period

Students may obtain additional help from teachers from 3:15-3:45 p.m. Monday, Wednesday and Thursday in Extra Help. If a student requires more than one Extra Help session per week in a given subject, we encourage outside tutorial help or,

if approved, inclusion in our Academic Support Program. Private tutors are not allowed to tutor on campus. If a student is unable to schedule a meeting with a teacher during Extra Help, he or she should talk with the teacher to schedule appointments either before school, during study halls, or during lunch. Middle School parents must inform Middle School teachers if they are requiring their student to attend Extra Help.

All Middle School athletes who remain on campus until their 4:00 p.m. practices must attend Extra Help for the entire period (3:15-3:45 p.m.). The gym and locker rooms are off-limits for practices until 4:00 p.m. Monday through Thursday and 3:15 p.m. on Fridays.

A student may be required to attend Extra Help at the teacher's discretion. Any student earning a grade below 75 is strongly encouraged to seek Extra Help. Any student earning a failing grade on an assessment may be required by the subject teacher to report to Extra Help. Once Extra Help has been required, students and parents should make the necessary transportation arrangements. Failure to attend required Extra Help will be treated as if the student has skipped the class and will result in demerit.

Failures

A student who fails more than two subjects for the year will be considered for the repetition of the grade or dismissal.

Failure Policy

Any grade below a 70 is a failure. To receive a passing grade and earn credit in a year-long course, students must earn a two-semester average of 70 or above.

Upper School students who fail a course necessary for graduation will be required to retake the class. Courses retaken at St. David's will replace the original grade. Courses retaken at other schools must first be approved by the Upper School Principal. Upon successful completion of the course, the student's original grade from St. David's will be averaged with the new grade from another school. In either case, the class failure will appear on the student's Upper School transcript.

Grade Chairs

Grade Chairs facilitate communication between parents, students and the school. They also work with the Friends group and the SCA in helping to coordinate grade level and school events. When necessary, Grade Chairs also organize meetings with a student and his or her parents and teachers when a student is struggling academically.

Grades Online

Student grades will be posted and updated weekly on Edline (www.edline.net).

Grading Periods

The academic year is divided into two semesters. Each semester is divided into three intermediate periods: 6 weeks, 12 weeks and the final semester grade. At the end of each grading period, progress reports will be sent home containing the students' cumulative grades for the semester. At the end of the semester, students' final grades will be sent home. Only the final semester and year grades are indicated on a student's transcript.

Grading Scale

St. David's uses a numerical grading system. The numerical grading system can be translated into letter grades as follows:

A	100-90	Excellent
B	89-80	Good
C	79-75	Satisfactory
	74-70	Deficient
F	Below 70	Failing

Graduation/Promotion Requirements

Refer to the Middle and Upper School Curriculum Guide to see graduation/promotion requirements for your child's grade level. Curriculum Guides can be viewed on the school website at www.sds.w.org or are available upon request.

Homework Policy

Work done independently is a crucial part of the learning process. Review of class notes, reading, and written assignments are all important in the mastering of concepts. Homework is a graded part of the curriculum and students should be prepared for a challenging amount of homework each night. Homework ultimately represents the students' efforts, and sharing homework, unless specifically permitted in certain cases of group work by teachers, violates the Honor Code. Assignments are not given over Fall Break, Thanksgiving, Christmas, Winter Break, Easter, or on other occasions specified by the Division Principals.

Homework will be posted on Edline site at www.edline.net for all classes.

Homework Load

Homework is assigned in various classes according to the following guidelines. Designations are indicated in the St. David's Curriculum Guides.

Solid Homework Course: 45 minutes per night (this applies only to AP courses)

Full Homework Course: 30 minutes per night

Light Homework Course: 15 minutes per night

No Homework Course: No homework on a regular basis; homework may be assigned occasionally

Honor Roll

Honor Roll is divided into three categories: Headmaster's List, High Honor Roll and Honor Roll. The criteria of each roll is:

Headmaster's List: a 4.0 GPA in core classes, with no F's in any class

High Honors: 3.5 GPA in core classes and no F's in any class

Honors: 3.0 GPA in core classes and no F's in any class

Core classes consist of the following: English, math, science, history, and language

Library

The St. David's **Middle/Upper School Library**, located in St. Stephens Hall, serves the students, faculty and staff of the Middle and Upper Schools. The **Lower School Library**, also located in St. Stephens Hall, serves the kindergarten through fourth grade community. Please refer to the "Lower School Handbook" for information on the Lower School Library.

In addition to reference and circulating book collections, the Middle/Upper School Library subscribes to many periodical titles and houses the school's non-print media collection. The Library also subscribes to a number of online research databases, which are accessible on campus and from home via the library page of our school's website (<http://www.sdsd.org/academics/facilities-tours-libraries.htm>). Passwords for remote access may be obtained from library staff. The Library's electronic catalog of the on-site collection is available on computers in the Library and throughout campus. The bank of computers in the Library also provides Internet access, Microsoft Office and other applications.

Middle/Upper School Library Hours

The Library is open Monday through Friday during the academic year. Upper and Middle School students may visit the Library before and after school, and during the school day with permission from their classroom or study hall teachers. Students who use the Library and its computers must be engaged in academic activities.

Monday, Tuesday, and Thursday 7:45 a.m. – 4:30 p.m.

Wednesday 8:45 a.m. – 4:30 p.m.

Friday 7:45 a.m. – 3:30 p.m.

(Friday hours are observed on the days before school holidays and on days when there is no Extra Help.)

The Middle/Upper School Library offers extended hours of service to students in fifth through twelfth grade who need to use the Library's computers, books and other resource material not available at home. Middle School students are expected to use the Library after school for research and with special permission from the student's teacher. The Library is not to be used for childcare. When students sign in to the Library after school, they are expected to remain in the Library until a parent arrives to pick them up. For the safety of the student, any student who has not been picked up by closing time will be escorted to After-School Care. Parents arriving after the 4:30 p.m. closing time will need to go the After-School Care location to sign their student out. This is a safety issue and will be strictly enforced. Middle

School students abusing the library time will be denied, for an indefinite period of time, the privilege of working in the Library after school.

Circulation of Materials for Students

Upper and Middle School students' check-out period for library books is two weeks. Material may be renewed as long as it is not reserved for others. Reference material and current issues of magazines and newspapers may not be removed from the Library, except by permission of the librarian. Following a one-day grace period, overdue fines for students in grades five through twelve is assessed at \$.10 per school day, up to a maximum of \$2.00 per item. Students with accounts that have been delinquent for over a month may receive a detention. Should an item be lost or damaged, the replacement cost of that item will be charged to the person who checked out the item. Because we try to purchase library-bound, pre-processed books, we prefer to collect the replacement fee in lieu of a trade copy purchased locally. All students' fines and charges must be paid prior to receipt of yearbooks and report cards.

Circulation of Materials for Parents

A collection of resources for parents is available in the Middle/Upper School Library. Please see one of the librarians to have a parent account set up.

Library Instruction

Students in fifth and ninth grades and all new students receive an orientation to the Library and its resources at the beginning of the school year. Throughout the year, library staff works in collaboration with classroom and enrichment teachers to integrate information literacy skills into the curriculum.

This ensures a resource-based approach, making learning more meaningful and relevant.

Library Programs

A number of special programs are sponsored by St. David's School Libraries, including Book Lovers' Week in February, the book fair in the spring, and coordination of the Summer Reading List. The Accelerated Reader Program is used by students in kindergarten through fifth grade. Author visits and other special programs are arranged to foster the love of reading in our school community. Through the Birthday Book Club and Dedicated Gift Book Program, the school community may donate books in honor or memory of a special teacher, student or loved one. Library staff sponsors an Upper School Book Club, a Middle School Book Club, and a Student Library Assistant Program for Middle and Upper School students. The Friends' Library Committee is an active and vital part of our Library Program.

Copyright Policy

St. David's School obeys federal copyright laws and respects the intellectual property of authors, composers and other copyright owners. This obligation applies equally to St. David's faculty, staff and students.

National Junior Honor Society

To be eligible for membership consideration, Middle School students must have a cumulative numeric average of 94 or above. Grade point average will be calculated based on core curriculum classes only. Core curriculum classes consist of history, math, science, English, Language Arts, Phenomenon of Language and modern languages. Candidates must have attended St. David's School for at least one semester and be currently enrolled in the seventh or eighth grade (sixth grade students may be considered during their second semester of attendance at St. David's School). Potential members must also meet high standards of character, citizenship, and leadership in the areas of faith, virtue, and knowledge.

Leadership is also measured by the student's participation in two or more community and/or school activities. To meet service requirements, the student must have been active in at least one school or community service project. Citizenship and character are measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Faith, virtue, and knowledge are considered to be a vital part of leadership, character, and citizenship.

Students who are eligible for membership based on their GPA are invited to complete a Student Information Survey that provides the Faculty Council with information regarding the candidate's leadership and service. In addition to this survey, the Faculty Council will review school disciplinary records and solicit members of the faculty regarding their professional observations of each candidate. The Faculty Council, consisting of five members of the faculty chosen by the Middle School Principal, will carefully review all information to determine membership. A majority vote of the council is

needed for selection. Candidates will be notified regarding selection or non-selection prior to the Induction Service held in the spring.

National Honor Society

The following discussion of St. David's Local Chapter of the National Honor Society (NHS) has been adapted from the Constitution of the National Honor Society (revised 1997).

Purpose

The purpose of NHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Students who are inducted into the St. David's School local chapter of NHS are sophomores, juniors and seniors who have already demonstrated high academic achievement, strong leadership, admirable character, and service to others.

Membership

Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council that meets once per year to review procedures of the chapter, select members, and consider the non-selection, dismissal, disciplinary actions and warning cases.

Selection of Members

An induction service is held each January. Candidates will be notified regarding selection or non-selection prior to the Induction Service. To be eligible for membership students must be members of the sophomore, junior or senior classes. Candidates must have been in attendance at the school a minimum of one semester. Additionally, students need to have demonstrated outstanding achievement in the four key areas of scholarship, service, leadership and character.

Scholarship

Candidates must have a non-rounded, cumulative numeric average of at least 90% (AP classes and Honors classes are weighted by 5 numerical points for this purpose). Candidates that are eligible based on scholarship shall then be evaluated on the basis of service, leadership, and character.

Service

St. David's School requires a total of 80 hours of community service for all graduating classes. Students being considered for induction into NHS must have documented community service which shows that they are keeping pace with our requirements (i.e. we expect a sophomore being considered for induction to have *at least* 40 hours completed).

Leadership

The Faculty Council recognizes students who exercise leadership in student government, in the classroom, on the athletic field, and in other school or community activities.

Character

The Faculty Council considers the positive as well as the negative aspects of character when evaluating each candidate for membership. A person of character demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship.

Dismissal

Members who fall below the standards which are the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or the law.

Activities

NHS membership is not only an honor, but also a responsibility. Each member shall have the responsibility for choosing and participating in a service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute. Refusal to participate in the NHS projects also leads to a written warning and, if not corrected, dismissal from the organization.

Prefect Offices, Student Council and Honor Council Offices

Student Council and Honor Council offices both require students to have passing grades and to maintain good standards of personal behavior. The decision regarding a student's eligibility to serve as a class officer, student council member, or honor council member, or other student leader ultimately rests with the division principal.

Records/Transcripts

Requests for records or transcripts must be made in writing directly to the Registrar with a minimum of 72 hours notice of a deadline.

Summer School for Upper School Students

An Upper School student wishing to take a summer course, either to make up for a failing grade in a course or to get ahead, must have the course approved in advance by the Upper School Principal. Summer courses taken off campus are generally not accepted for forward credit in order to fulfill the Upper School graduation requirements.

Summer School for Middle School Students

Students may not take courses outside of St. David's School for forward credit unless he or she has permission from the Middle School Principal. Credit will be given if verification of a passing grade is presented at the beginning of August and the student passes the end of year St. David's School exam for the course.

Test Policy

St. David's will attempt to avoid overburdening students with too many tests on the same day. No student should ever have more than two tests on the same day (note that this does not apply to quizzes, papers, or projects due). If a student has more than two tests scheduled on the same day, the student should speak with his or her teachers to reschedule. It is the student's responsibility to speak with his or her teachers as soon as he or she is aware of the test conflict. The student must not wait until the day before or the day of the tests. This will serve the student's interest by allowing the teacher the most flexibility in rescheduling. **If a student does not inform the teacher of the conflict until the day of the test, he or she will most likely be required to take the test.**

Valedictorian and Salutatorian Selection Policy

1. The student must have attended St. David's for six complete semesters.
2. Only grades earned at St. David's School are considered.
3. At the close of the second semester, when all the senior grades are in, high school grades are averaged for all seniors who are eligible for the two honors.
4. The weighted GPA will be used for selection.
5. In the case of a tie, the numerical average will be used. Beyond this, honors will be shared.
6. In the event that a transfer student is in the running, that student's six or seven semesters at St. David's will be compared with all senior GPA's for the same six or seven semesters of their school career.

ATTENDANCE POLICIES

A student is expected to attend school and meet all scheduled classes, chapels, and activities unless properly excused. Students must remain on campus until officially excused or officially dismissed.

Arrival and Departure

The academic day normally begins at 8:00 a.m. and ends at 3:10 p.m., followed by Extra Help and athletics. Students are not to be on campus prior to 7:30 a.m. except when school programs are scheduled for this time. Middle School parents must pick their children up by 3:15 p.m. (4 p.m. if their children are attending Extra Help), unless they are enrolled in After-School Care. Upper School parents must pick up their students by 5 p.m. unless these students are involved in extra-curricular activities.

Class Trip Attendance Policy

The purpose of class trips is to enhance student life, encourage the development of peer relationships, and to complement the curriculum. Attendance is required. However, if a student is unable to attend the class trip, he or she will be required to be at school for regular school hours. Administration may disallow a student's participation on a class trip if a student is on probation for academic or behavioral issues, or if a student's number of absences (excused or unexcused) exceeds the allotted number of days (*See Excessive Absences*).

Co-Curricular Eligibility

A precondition of participating in the co-curricular life of the school (athletics, plays, concerts, practices, etc.) is the attending of academic classes. A student must be present for the academic day no later than 10:00 a.m. in order to participate in the day's co-curricular events. Students who attend school all morning and check out for a previously scheduled, non-emergency dental or medical appointment after 12:30 p.m. may participate in the day's co-curricular activities.

College Visits

Seniors, juniors, and sophomores are encouraged to visit colleges for which they are interested in seeking admission. Students who need to miss a day of classes must make arrangements through the Director of College Placement and Guidance Counseling and follow these steps:

1. Prior to the day missed, a note from one of the student's parents must go to the Upper School Principal stating the reason for missing school.
2. The Upper School Principal will give the student a Student Absence form.
3. The student must have both the College Counselor and each of his or her teachers sign the form and then return the form to the Upper School Principal's office by the end of the day before the absence.

Seniors will be allowed to miss a total of three days for college visits, juniors will be allowed two days, and sophomores will be allowed one. Students who miss classes for college visits must make up their schoolwork according to the academic planned absence policy. These absences are considered as part of the total allowable absences for a given semester.

Excessive Absences

Irregular attendance is disruptive to a student's academic progress and creates an unnecessary burden for faculty and students. Parents are asked to see that absences are held to a minimum and that they are due to legitimate, unavoidable circumstances. St. David's feels that class attendance is essential for academic growth and therefore reserves the right to refuse credit to students who miss more than ten (10) classes in any one subject in the first semester or ten (10) classes in any one subject in the second semester.

If a student misses ten (10) classes in any one subject in the first semester or ten (10) classes in any one subject in the second semester—for excused or unexcused reasons or a combination thereof—the school will take action. *Note: absences related directly to a school approved co-curricular activity are not included.* In addition to written notification, the school may take action that includes, but is not limited to, assignment to a supervised study hall before or after school, loss of privileges such as field trip participation, athletic participation, or even loss of academic credit. The administration reserves the right to address each case individually and act appropriately. In the case of a prolonged, recurring illness, the school will require a medical explanation from the physician. In cases where the school decides that excessive absences are detrimental, a conference between school administration, the school counselor, and the parents will take place to determine if the student is to earn credit in the subjects missed.

Excessive absences may be reported according to state truancy laws.

Excused Absences

Absence from school will be excused for:

1. Illness
2. Emergency family matter
3. Death in the family
4. Dental or medical appointment
5. Court appearance
6. Religious observance
7. Funeral
8. Graduation or wedding of family member
9. Family Discretionary Day

If the student is ill, the parent must contact the Middle or Upper School Administrative Assistant by 8 a.m. on the morning of the absence.

Middle School Administrative Assistant – 782-3331, extension 309

Upper School Administrative Assistant – 782-3331, extension 262

The day the student returns to school, one of the parents must send a note with the student that will be turned in to the Middle or Upper School Administrative Assistant to confirm the period of absence.

Family Discretionary Days/Planned Absences

The Family Discretionary Days and/or Planned Absences must be pre-approved 24 hours prior to the absences, using the Student Absence Form. Approval is at the discretion of the Division Principal. **These days may not be taken during exams, standardized testing, or school-wide class trips.** (See *Unexcused Absences* section.)

Unless students are asked to do certain assignments before they leave, all missed assignments will be due the day the student returns to campus. When having Student Absence Forms signed, students must make arrangements with their teachers to make up any missed tests, quizzes, or other in-class assignments. Students will receive a maximum grade of 80% on any assignment not made up according to this procedure.

Late Arrivals, Early Dismissals, and Tardies

Students must arrive on time for their first class. Students arriving late must:

1. Sign in legibly in the welcome center.
2. Bring a parental note stating the reason for the tardiness. Tardiness will be excused for vehicle breakdowns and other reasons mentioned under “excused absences.”

Students arriving late due to illness must visit the school nurse before going to their first class.

Upper School students with a free period during the first period of the day are not required to be on campus for this first period. Likewise, a student who has a free period that falls at the end of the day has permission to leave school early, but must sign out in the Upper School office. Parents of all other students entering school late or leaving school early must notify the appropriate Division Office via a phone call, voicemail message, or written note prior to the student being allowed to leave early. Middle School students leaving campus for any reason must check out in the Middle School office and have permission from the nurse in case of illness. Middle School parents must come to the Middle School office in order to sign a student out of school. Upper School students leaving campus early for any reason must sign out at the Upper School Office and have permission from the Nurse in case of illness.

Unexcused tardies to class will result in a student receiving a demerit.

Make-up Work Policies

All work missed because of an absence must be made up to the satisfaction of the teacher. Depending on the nature of the assignment and the nature of the absence, students may be granted an extension of time in order to make up work which they missed during their absence or tardy. In the case of prolonged absences, the Grade Chair will work with the student and teachers to create a plan for making up work in a reasonable amount of time.

- ***Due to Absences***
If a student is absent for one day and has a scheduled test, project, or paper due on that day, he or she should be prepared to take the test, turn in the paper, or present the project on the day he or she returns to school. If a student returns from an unplanned, excused absence the day a major assignment is due, the student needs to discuss the nature of the absence with the teacher and an extension may be granted at the discretion of the teacher. The student who is absent for an unexcused reason must assume all responsibility for making up missed work, and most likely, will be required to turn in all work that is due immediately. There will be an academic penalty for unexcused absences. Students will be allowed to make up work missed during the absence in a reasonable amount of time, but any unexcused absence will result in a zero for daily class participation and a maximum grade of 80% on any assignment missed, including tests and papers.
- ***Due to Athletics or Other School Events***
A student who is aware of an athletic competition or other school-sponsored event that will cause him or her to miss part of the school day is responsible for keeping up with his or her schoolwork. Any work that is due during a period that the student will miss should be turned in BEFORE the class period or the teacher may count it late. Any tests that the student will miss should be taken ahead of time **if at all possible**. Otherwise, the student must work out an arrangement with the teacher ahead of time for making up the test. It is imperative that each student-athlete communicates with each teacher whose class he or she will miss at least a day ahead of time.

- *Due to Suspension*
Students who miss classes due to an on-campus suspension are allowed to make up missed assignments for full credit as long as it is turned in on time. The student is responsible for collecting and keeping up with missed assignments while suspended. The student should work out a plan with his or her teachers for making up any missed tests. The student must not wait until the end of the suspension period to contact teachers about missed work. The student should be prepared to turn in any work that was due during the suspension when he or she returns to the classroom.
- *Due to Tardiness*
If a student misses a test due to arriving late, he or she must make up the test during a study hall or free period later in the day or after school. Students who miss tests because of appointments must have permission from the teachers before leaving and must arrange the test make-up times in advance. If a student arrives late to school, he or she must turn in all assignments due in the missed classes that day. A student who is absent for an extended period of time will be required to develop a plan with his or her teachers for making up work.

Physical Education Absence

A student must have a note signed by a parent or a doctor stating the reason the student may not participate in a P.E. class. If the student cannot participate for more than one day, the note should indicate approximately when the student may return to full participation. The note should also list the possible moderate activities in which the student might be able to participate. Students will be required to complete written assignments to take the place of physical activities missed.

Unexcused Absences

Absences for any reason other than those listed in the “Excused Absences” section of this handbook are considered unexcused. There will be an academic penalty for unexcused absences. Students will be allowed to make up work missed during the absence in a reasonable amount of time, but any unexcused absence will result in a zero for daily class participation and a maximum grade of 80% on all assignments, including tests and papers.

Code of Conduct

St. David’s School seeks to be a community where grace and love abound, not a school of rules and regulations. The student expectations and policies are anchored to the premise that God has created every human being in His image. Therefore, we expect students to treat everyone, faculty members and students alike, with love and respect.

In order to create a cohesive community among students and faculty, all members are expected to uphold the following general guidelines:

- Be Reverent
- Be Respectful
- Be Responsible
- Be Honorable

Expectations and Policies

In an attempt to more precisely define our expectations, we must define behaviors that violate these general guidelines.

Classroom Expectations for Behavior

Though each teacher may provide the students with additional classroom responsibilities, there are certain expectations in each classroom:

1. Students should be on time and fully prepared for class. This means that students should not need to go back to their lockers for a book, notebook, pen/pencil, homework assignment, etc.
2. Proper respect should be shown to other students and adults. Students should listen without speaking when another person is speaking and never belittle another student for an opinion, question, or answer.
3. Students should refer to all adults with the proper title: Mr./Mrs./Ms./Miss/Dr. Students should respond respectfully to questions from adults with “Yes, sir,” “Yes, ma’am,” “No, sir,” or “No, ma’am.”
4. Students should show proper respect for all property. Whether it is a student’s personal property or the school’s property, proper respect should be paid to everything that does not belong to them. Students should also show proper respect for the facilities and never write on desks, tables, walls, lockers, etc. They should not adjust

thermostats, windows, blinds, etc., without being directed by a teacher. Students should pick up papers and trash both in the classroom and anywhere on the school grounds, taking pride in their school and all of its facilities.

5. No food or drink, with the exception of water, is allowed in the classroom during classes.

Bicycles

Students are allowed to ride bicycles to and from school. Bicycles are to be stored in the designated area during school hours. Under no circumstances may students ride bicycles on campus between the beginning and end of the school day. The use of skateboards or scooters is not allowed on the school property.

Campus Boundaries

Other than leaving for approved reasons, all students must remain on campus during the school day. During the school day, Middle and Upper School students may not go into the wooded areas, the parking lots, the Lower School playground, or athletic fields without faculty supervision or pre-approval.

Chewing Gum

Chewing gum is not permitted on campus as gum can have a tendency to damage school property if not disposed of properly as well as cause unsightly and difficult litter to remove.

Computer Use

All campus computers are the property of St. David's School and students are expected to follow the St. David's School computer use and technology acceptable use policies. (*see Computer Use Policy*)

Dress Code

All students are expected to follow the St. David's School dress code during school hours. Students are to dress in the "spirit of the dress code" during all St. David's sponsored events and activities including, athletic events, dances, concerts, symposiums, etc. (*see Dress Code*)

Timeliness

All students are expected to come to school and be on time for all classes. Students who come to school late or arrive late for class without a note will be marked with an unexcused tardy. (*see Late Arrivals*)

Skipping Class

Skipping a class is strictly prohibited. Arriving to a class later than 15 minutes after the class begins without a valid written excuse is considered skipping class. A student skipping class will receive demerit(s). If the student skips a class in order to avoid a project deadline or test, he or she will receive a zero on the assignment. A student will be brought before the Discipline Committee in the event of a second class cut and this may result in a behavior contract or other disciplinary action.

Anti-Bullying and Harassment Statement

St. David's School is committed to giving each member of the school community the full measure of dignity and respect to which he or she is entitled. St. David's School has a diverse array of God given gifts and talents among our student body and faculty.

In addition, the school strives to maintain a learning environment in which everyone can develop to his or her fullest potential without feeling fear or intimidation. To this end, St. David's School will not tolerate bullying or harassment. We consider unacceptable all forms of bullying, which we define as conscious, willful, malicious and/or deliberate activity intended to exclude, harm, induce fear through the threat of further aggression or create terror. Unacceptable behavior includes, but is not limited to, verbal abuse, physical bullying or the threat of physical bullying and the use of technology/cyber-bullying (including but not limited to the Internet, cell phones, e-mail, instant messaging, blogging, web sites and photography) to affect any member of the community's comfort level, behavior or performance in school.

Furthermore, we will not allow harassment of any sort based on race, color, gender, sexual orientation, national origin, religion, age, physical ability, economic status, personal qualities or learning differences. Harassment of students by other students or by employees of St. David's School is contrary to Biblical teaching and violates federal law. Harassment is defined as speech or conduct that is severe or pervasive enough to create a hostile or abusive environment. Examples of harassment include: Obscene or suggestive remarks or jokes, verbal abuse, insults; display of explicit, offensive or demeaning materials; physical or verbal hazing; threats; comments which are demeaning with respect to race,

religion, ethnic origin, gender, sexual orientation, class, age, or disability. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, or making improper sexual comments, thereby creating an intimidating, hostile, or offensive educational environment.

Any student who feels he or she is a victim of harassment should immediately report the incident to their Advisor, Dean of Students, School Counselor, or Division Principal and his or her parents. Students should refrain from discussing such situations or complaints with other students in order to maintain the privacy of all parties involved. All such reports will be handled discretely to maintain confidentiality in order to protect the student making the report. However, it should be understood that the school is required by law to report any incidents of child abuse to the appropriate state agencies.

School authorities will investigate all such reports immediately. Should a student or employee be determined to have engaged in bullying or harassing behavior, the Discipline Committee will be convened and consequences given. Consequences include, but are not limited to, Saturday work detail, in-school suspension, off-campus suspension, behavior contract, or dismissal from school. School employees may be terminated.

Civil authorities will handle criminal charges.

Social Networking and Publishing Sites

St. David's School understands the use of Social Networking sites such as Facebook, MySpace, and Twitter are popular forms of communication among people, especially students. Publishing sites, such as YouTube, Flickr, and Picasa, allow people to post and share video and images. Therefore, St. David's students should realize the responsibility, risk, and accountability they assume due to the public nature of such web sites.

Any videos, images, and sites posted by St. David's students unavoidably are connected to St. David's School. Due to this connection, the school may monitor the content of these sites because of the impact the sites can have on the school community. The school understands every student has the right to free speech, and the student must understand that anything posted on the Internet will be held to the expectations of St. David's School code of conduct stated in the family handbook. Student's violating the school's code of conduct by posting comments, images, or video which includes, but is not limited to, defamation, slander, or offensive comments toward St. David's School, its members, or its policies shall be subject to consequences for such violations. Students and school members should have no expectation of privacy as such sites own the posted materials and can redistribute such posting at any time without the author's permission. It is advised that students who belong to such sites check each site's privacy and security policies carefully before adding content they may not wish to be viewed by others, either now or in the future.

Enforcement of the Expectations and Policies

It is the primary responsibility of the St. David's School faculty to deal with most infractions of the rules as they occur. By the faculty enforcing the discipline system in their classrooms and on campus, a successful and supportive learning environment is maintained. The Dean of Students and/or the Division Principal will become involved in the disciplinary process when attempts by teachers do not elicit proper behavioral changes or in the case of major rules violations. If necessary, the discipline committee will be convened to handle matters of enforcement. Senior Systems and infraction referral forms will be used to document all violations of school rules and policies.

Discipline Committee

The Discipline Committees consists of the grade level Grade Chair, Dean of Students and the Division Principal. These committees meet with students who commit more serious disciplinary infractions as well as students who exhibit a repeated pattern of less serious offenses. The committees investigate the facts of each case by meeting with the faculty and students involved. After deliberation, the Discipline Committee may exonerate the student, give the student a warning, assign additional demerits, institute a behavior contract, suspend the student (in-class or on-campus), or, with the concurrence of the Headmaster, expel the student. Each decision of the Discipline Committee may be appealed in writing to the Division Principal within 24 hours.

Demerit System

Violations of school expectations and policies will result in a student receiving demerits. Demerits serve as a warning to students concerning their failure to adhere to the school's code of conduct, expectations, and policies. An accumulation of demerits will result in the following:

- Working detention

- Saturday work detail
- Behavior contract

Accumulation of Demerits

A student is given one demerit for each of the following infractions:

- Unexcused tardy to class. This includes advisory period at the beginning of each school day
- Dress code violation
- Chewing gum
- Cell phone use/texting during school hours

At the discretion of the Dean of Students and/or Division Principal, a student is given 2-5 demerits for a major classroom disruptions, after attempts by faculty members does not elicit the proper behavior change.

Demerits will be reset to zero at the start of the second semester unless a student is placed on a behavior contract (*see Behavior Contract*)

Notification of Demerits

Teachers will notify a student when they are receiving a demerit for violating a school expectations or the code of conduct. After five demerits, students will be given a notice advising them of the demerits they have accumulated. This notification will be made by the student's advisor and will serve as a warning that they are five demerits away from a consequence.

Parents will also be notified via email of their child's demerits every time five demerits have been accumulated. Through this notification, it is the school's hope to partner with the parents to help deter further violations.

Notification and consequences breakdown:

5 Demerits – Notification form given to student and email to parents

10 Demerits – Meeting with Dean of Students, Working Detention (*see below*), and email to parents

15 Demerits – Notification form given to student and email to parents

20 Demerits – Meeting with Dean of Students and/or Division Principal, Working Detention, and parent conference

25 Demerits – Notification form given to student and email to parents

30 Demerits – Meeting with Dean of Students and Division Principal, Behavior Contract, and parent conference

Consequences of Demerit Accumulation

Working Detention

Working detentions are times before, during, or after school when a student is removed from the school community to serve the community. Students give up their free time to give back to the school in the form of work.

For example, a student receiving a working detention may be given the task of cleaning the dining hall for an entire week after lunch; they may come to school early to clean the teacher's classroom in preparation for class; or held after school to pick up litter and trash left on campus throughout the day.

Working detentions will be given for, but not limited to, the following:

- Accumulation of 10 demerits
- Violation of the school's expectations and policies that warrant a strong and immediate consequence by the Discipline Committee (i.e. disrespect to a student/faculty member, destruction of property, honor code violation)

Students receiving a working detention may also result in the loss of participating in Co-Curricular activities.

Saturday Working Detention

Saturday work detention occurs one Saturday a month from 8am-12pm. Students will be expected to work on campus under the direction of the Dean of Students. The nature of the work will either be beautification or cleanup of the St. David's School campus. Students assigned to a Saturday working detention must appear on the assigned day or be assigned an additional Saturday working detention, plus receive 5 demerits for not appearing.

Saturday working detentions will be given for, but not limited to, the following:

- Accumulation of 20 demerits
- Violation of the school's expectations and policies that warrant a severe and immediate consequence (i.e. harassment, bullying, honor code violations)

Dates of Saturday working detentions:

1st Semester:

September 18, 2010

October 30, 2010

November 20, 2010

December 4, 2010

2nd Semester:

February 5, 2011

March 26, 2011

April 30, 2011

May 7, 2011

Behavior Contract

A behavior contract is a contract between a student and the school that spells out specific standards that the student must uphold in order to continue enrollment at St. David's School. The Discipline Committee typically creates a contract for a student having difficulty complying with the general rules of the school. Depending on the nature of the violation or the contents of the behavior contract, a student who violates his or her behavior contract may face suspension or expulsion from St. David's School.

Students who are on a behavior contract will not be re-enrolled until the school year has been completed satisfactorily and the discipline issue has been resolved in the judgment of the Division Principal.

Suspensions

Occasionally a student's behavior will need immediate discipline. In these situations, the Discipline Committee, the Dean of Students and/or Division Principal may give a student a suspension, either in school or out of school. Students receiving a suspension will not be allowed to participate in or watch any athletic or co-curricular events, or represent the school in any manner during the term of his or her suspension.

Students who have been suspended will not be re-enrolled for the following school year until the current school year has been completed satisfactorily in the judgment of the Division Principal.

If a senior is required to serve a suspension after application materials have been sent to colleges, the St. David's will send a letter to the college(s) informing them of the change in the student's status. St. David's may request that the student write a letter of explanation and apology to the college(s). Additionally, colleges may request information regarding discipline, including suspensions, during a student's upper school years.

In-School Suspension

Students receiving an in-school suspension will report to school at 8:00 a.m. and will be isolated from the school community. They will work on academic assignments given to them by their teachers and they may also be asked to perform manual labor for the school at the discretion of administration. In order to receive full credit for missed assignments, students must submit the completed assignments and take all missed tests and quizzes on the day of readmission to classes.

Expulsion/Withdrawal

A student who commits a major disciplinary infraction or repeatedly refuses to live up to the standards of a St. David's student may be asked to withdraw or may be expelled. A student who is expelled may be banned from campus for a period of time established by the administration. After a substantial period of separation, the student may apply for consideration for re-enrollment.

Alcohol and Illegal Drugs

Students are not permitted to use, purchase, contribute to the purchase of, transport, conceal, sell, distribute, display for sale, provide to another, provide a place for the use or concealment of, or possess alcohol and illegal drugs. This regulation applies to the entire school year, beginning when the enrollment contract for the upcoming school year is signed, whether on or off campus, whether during school hours or not, whether at a St. David's sponsored event or not.

- Off-campus use or possession is defined as use or possession of alcohol or illegal drugs or drug paraphernalia off school property and at activities unrelated to St. David's.

- On-campus use or possession is defined as use or possession of alcohol or illegal drugs or drug paraphernalia within the physical confines of the school campus or at any school-sponsored event held on or off campus.

Anyone found to have violated this policy will be subject to disciplinary actions which may result in immediate dismissal from St. David's. The school reserves the right to require a student to be tested for drugs or alcohol at its discretion.

Penalties for off-campus offenses

- First offense (no minimum; possession or a sip is treated the same as consumption of a larger quantity)
 1. Assessment by a qualified professional at the parents' expense; begin treatment, if necessary; written confirmation within 30 days of offense from the assessor to the Division Principal, stating that assessment has occurred.
 2. Students may take part in any suitable projects/programs determined by the school administration (i.e., research paper, work, video, and visits to emergency room or AA meetings).
 3. Students involved may not represent the school in any co-curricular activity for one month following the date of the offense.
 4. Students holding student-elected offices must vacate them for the rest of the school year.
 5. Students are subject to suspension or expulsion in egregious cases.
- Second offense (with no previous on-campus incident)
 1. Assessment by qualified personnel (as in first offense).
 2. Students are subject to suspension from all co-curricular activities for the remainder of the school year and are ineligible for awards, letters, or certificates for those activities.
 3. Punishments other than expulsion will not carry over into the next academic year. Summer work projects may be required.
 4. Students are subject to suspension or expulsion in egregious cases.
- Third offense
Expulsion

Penalties for on-campus offenses

- First offense (with no previous off-campus incident)
Automatic suspension plus the same consequences as a first off-campus offense.
- Second offense
Expulsion

Computer Use Policy

Before using any school computer or personal computer on campus, students must read, sign, and return the Technology Acceptable Use Policy. Only new students, 5th and 9th grade students must read, sign and return the Technology Acceptable Use Policy at the beginning of the school year before access is granted to any school computer or a personal computer is used on campus. By agreeing to the policy, students are called to uphold all intellectual property and copyright laws and follow the guidelines listed in the policy.

Violations of Technology Acceptable Use Policy may incur network account restrictions, loss of computer and network privileges, and disciplinary action. Students are expected to inform the Director of Libraries or Technology Coordinator of any privacy or security problems they observe. State and federal laws also apply to certain activities involving information and telecommunication technologies and are reported to proper authorities when deemed necessary.

Technology Acceptable Use Policy

The following Technology Acceptable Use Policy provides guidelines for students on the ethical use of the technology at St. David's School. These guidelines apply to all **St. David's School and personal** technology equipment including telephones, audio/video devices, computer network resources, Internet services, student cell phones and portable computers, and any other mobile technology. If any of the below guidelines are unclear or if you have questions concerning them, please consult with a member of the technology support staff.

(1) St. David's School students are personally responsible for anything posted on their accounts and must not allow anyone else to use their account. All users will have a user id and password to access their account and should not reveal the id or password to anyone else or allow anyone else to use their account after personally signing on. Students are not allowed to join in online discussions or other social interactive environments unless they have a teacher's permission to do so as part of legitimate class activities. Users should never reveal personal information over the Internet and are encouraged to bring any questions or concerns about Internet materials to a teacher or administrator.

(2) Accessing the accounts and files of others is prohibited. This rule applies to all St. David's data and networks. Users are expected to make no effort to bypass systems and procedures that protect individual user's material.

(3) Attempting to subvert network security, impair network function, or bypass a restriction is prohibited. Users are to respect the need for security and confidentiality of electronic material. The school has information stored electronically that is not open to the public and is limited to certain users. Users are to make no efforts to bypass security systems or to gain access to information to which they have no rights. This includes unauthorized use of the school's internet connection for malicious and/or disruptive activity to another network.

(4) Improper use or distribution of information is prohibited. All intellectual property (books, software, music, etc.) obtained through research on school information systems and then used in academic work are to be properly documented. There shall be no copyright violations. If there are any questions about what constitutes a violation, consult with a teacher, a librarian, or a member of the technology support staff.

(5) Using the St. David's network and its content for personal political or personal commercial purposes or in the support of illegal activities is prohibited. All of St. David's School information system facilities are for academic purposes and for school-related communication. Students may not offer, provide, or purchase products or services through St. David's Internet access. If you are in doubt about whether a particular activity is acceptable, check with the technology support staff.

(6) School rules and disciplinary procedures regarding behavior such as harassment, obscene language, plagiarism, racism, etc., are applicable for all St. David's information system use. Users may be held accountable for material on their accounts. If there is any uncertainty about what constitutes appropriate behavior, you should consult the school handbook.

(7) Use of the St. David's School information systems is a privilege and not a right. Use of network resources will be tracked by the system administrator for activities that degrade system performance (for example, computer games, chain letters, mailing lists, large downloads, etc.). In cases where use of the system appears to be excessive, individuals may be required to decrease usage or on-line time.

(8) Students using the St. David's information systems are representatives of St. David's and are expected to behave according to our Honor Code. The ethical questions surrounding the access and use of technology are the same as the values the St. David's community is expected to uphold. You should consult the school student handbook to understand acceptable behavior, and ask yourself the question, "Will my actions reflect the principles of the St. David's Honor Code?"

(9) Use of the St. David's information systems for the purposes of personal entertainment is prohibited. This includes playing computer games of any kind. Computer privileges will be either temporarily or permanently revoked for students found in violation of this policy.

(10) All users of St. David's information systems should be aware that some of the material on the Internet is pornographic or otherwise objectionable. You will not access information of this sort. This includes pornography, vulgarity, gambling, racist or militant extremist material, etc. Parents should also review their own personal expectations for Internet use with their children just as they do concerning printed material, television, or films.

(11) All of the school telecommunication technology, including voice, video, and data lines is the property of St. David's. St. David's will respect the privacy of all users as much as possible, however, the school is responsible for investigating possible violations and for enforcing prescribed rules for technology use. All users should remember that St. David's reserves the right to monitor any information stored in or transmitted through school systems. Consequences for the misuse of information systems may include restriction of a personal account, loss of privileges to use the system at all, and/or disciplinary action. State and federal laws also apply to certain activities involving telecommunication technologies and would be reported to proper authorities when deemed necessary.

(12) St. David's School makes no guarantee as to the security of data stored on its network. While reasonable attempts to maintain backup repairs will be made, students should keep separate copies of important files (USB memory keys are highly recommended).

(13) Student computer files will be erased at the end of every school year. St. David's School also maintains the right to limit the storage space available to users.

Dress Code

Appropriateness of overall appearance will be left to the discretion of the administration. The Headmaster, Division Principals and Dean of Students reserve the right to address inappropriate appearance that does not meet the dress code requirements. If students have questions about a specific article of clothing, they are encouraged to bring it to their grade chair or advisor for approval. With dress code issues it is much better to ask permission than to suffer the consequences.

While on St. David's campus, students are expected to meet the dress code at all times. The students' dress should reflect pride in their school and respect for themselves. The ultimate goal of the dress code is to teach the students to dress in a respectful, modest, and professional manner. Enforcement of the dress code, like all other discipline matters, is based on cooperation between students, parents, and the school. The school, however, is the final authority on dress code and other discipline issues. If, in the opinion of the school, a student's dress is inappropriate, the student will receive a demerit. Additionally, the student will be asked to call a parent requesting an acceptable outfit be brought to school. If a parent's schedule prevents them from bringing a change of clothes, then the student will be allowed to attend all classes; however, all free time, lunch time, and after school time will be spent in the Middle School office until the student is picked up by the parent.

Clothes must be in good condition, neat, clean, pressed, and must fit properly. Items that are torn or cut in any way are prohibited. Only St. David's School insignia may be worn on collared shirts with the exception of brand names and logos smaller than two inches square.

All clothing must be clearly marked with the student's name. The school cannot be responsible for articles left at school. Unclaimed clothes not picked up after specified dates will be donated to charity.

Middle School Dress Code

Boys' Dress

Pants and Shorts:

Boys may wear dress shorts or pants. They may be solid-color, madras, stripes, or plaids. Boys must wear a belt at all times.

The following pants/shorts are not permitted:

- Cargo pants/ shorts
- Athletic shorts/pants (sweat pants)
- Cut-offs of any kind
- Camouflage, denim, or workmen-type clothing (e.g., bib overalls)

Shirts, Sweaters, Sweatshirts, and Jackets:

Boys are to wear a collared shirt at all times while on campus. Shirts may be solid or striped and must be tucked in at all times while on campus. Sweaters must have a shirt collar visible underneath. Properly fitting fleece jackets, St. David's team jackets, and St. David's sweatshirts (not hooded) are permitted ***with the exception of Chapel Day.***

The following are not permitted:

- Hooded sweatshirts, hooded sweaters, and/or hooded fleece jackets
- Sweatshirts, other than St. David's (not hooded) sweatshirts
- Oversized jackets
- Camouflage, denim, or workmen-type coats or jackets

Footwear and Accessories:

Boys may wear tennis shoes, sandals with a strap around the heel, boots, and boat/deck shoes. Socks are not required (except for Chapel Day).

The following shoes are not permitted:

- Rainbows®
- Crocs®
- Combat/military style boots

The following accessories are not permitted:

- Earrings or any other body piercing
- Chains or necklaces longer than 18 inches
- Chains protruding from pants pockets
- Spiked or studded belts, and/or necklaces
- Hats are not to be worn during school hours.
- Sunglasses are not to be worn inside the building.

Girls' Dress

Pants, Shorts, Skirts, Skorts, Dresses:

Girls may wear pants, Capri pants, skirts, skorts, shorts, jumpers with dress code T-shirts, and dresses. They may be solid-color, madras, stripes, plaids, prints or flowers. Skirts, skorts, shorts, and dresses must be no more than 3 inches above the top of the knee and must not be tight fitting.

The following are not permitted:

- Pants, shorts, skorts with a drawstring
- Athletic shorts and/or pants
- Camouflage, denim, or workmen-type clothing (e.g., bib overalls)
- Pants, Capri-pants, skirts, skorts, shorts, and dresses with glitter and/or sequins
- Cutoffs of any kind

Tops, Shirts, Sweaters, Sweatshirts, and Jackets:

Dress tops, shirts with a collar, and dress T-shirts, solid or print will be permitted. These may be tucked or untucked and must be long enough to cover the midriff while standing, sitting, or bending down. All tops are to have a minimum of a 3-inch wide shoulder strap. Camisoles are permitted when used as an under layer for coverage purposes. Fleece jackets, St. David's team jackets, and St. David's sweatshirts (not hooded) are permitted *with the exception of Chapel Day*. All jackets must fit properly.

The following are not permitted:

- T-shirts with writing, including St. David's T-shirts
- Sweatshirts, other than St. David's (not hooded) sweatshirts
- Hooded sweatshirts and/or sweaters
- Camisole tops with lace trim
- Tops, shirts, and/or sweaters with glitter or sequins
- Low cut necklines that expose cleavage, even if a camisole top is worn underneath
- Tops, shirts, and/or sweaters that expose the back or the midriff
- Halter-tops
- Layering of tops: using multiple spaghetti-strapped shirts and/or tank tops
- Camouflage, denim, or workmen-type coats or jackets
- Outdoor clothing worn in the classroom

Footwear and Accessories:

Shoes must be worn at all times. Girls may wear tennis shoes, boots, and dress sandals with a strap between the toes and a flat heel, and boat/deck shoes. Girls may, but are not required to wear, socks, tights, and hose.

The following shoes are not permitted:

- Rainbows®
- Crocs®

- Flip-flops with rubber or flat soles
- Heels of any kind (with the exception of Chapel Day)
- Combat/military style boots

Girls may wear earrings but are limited to two earrings per ear lobe. Earrings should not be larger than 1inch in size. Discrete necklaces and bracelets are permitted.

The following are not permitted:

- Body piercing, with the exception of the ear lobes
- Chains protruding from pants pockets
- Accessories with spikes or studs or inappropriate symbols
- No hats of any style during school hours
- Sunglasses are not to be worn inside the building.

Chapel Dress for Grades 5th- 8th

Throughout the school year, students are required to wear formal Chapel dress. Chapel dress for grades five through eight will be every **Thursday**. Students are expected to remain in their Chapel dress throughout the entire day.

The following is the required Chapel dress:

Chapel Dress for Boys

- Long khaki colored dress pants with a brown, black, or cordovan belt
- A white long-sleeve button-down dress shirt with a collar
- St. David's school tie (purchased from the main division office)
- Brown, black, or cordovan boat/deck shoes or dress shoes. Dress socks, socks that fall above the ankle, must be worn on chapel days.
- If an undershirt is worn it must be solid white with no logos.
- In cold weather the following may be added to the above required clothing:
 - A navy blue sport jacket or
 - A solid navy or white V-neck, crew-neck, cardigan, dress sweater or vest

The following are not permitted on Chapel Day:

- Cargo and Carhartt® workman type pants
- Patterned dress sweaters and vests
- Fleece jackets, St. David's Team jackets, sweatshirts, or hooded dress sweaters
- Belts with patterns
- Boots of any kind, this includes hiking boots, dress boots, cowboy or military style boots

Chapel Dress for Girls

- **A knee-length navy blue skirt.** Please see the Uniform Women's Regular Solid A-line Skirt from Land' End® (Item # 25021-2BP9) as an example of what is acceptable.
- A long sleeve or three-quarter sleeve length plain white (no pattern), blouse with a button-down collar. This shirt needs to also be long enough to tuck into the skirt and must remain tucked in throughout the day. **OR** a white sweater set (white cardigan sweater with a white dress T-shirt).
- Black, brown, navy or white dress shoes or sandals or boat/deck shoes. Dress shoes may be open-toed and have a heel no higher than 2 ½ inches.
- If an undershirt is worn it must be solid white with no logos.
- Solid white or navy socks may be worn with the Chapel dress.
- In cold weather girls may wear the following in addition to the above required clothing:
 - Hose or solid white or navy tights
 - A solid white or navy blue cardigan, V-neck, crewneck sweater, or a solid white or navy blue dress vest with the collared white blouse. The navy sweater needs to match the navy skirt.

The following are not permitted on Chapel Day:

- Fleece jackets or team sport jackets, St. David's sweatshirts inside the Chapel or classroom
- Sweatshirts, hooded dress sweaters, hooded sweatshirts, and/or hooded jackets
- Boots of any kind, this includes including hiking boots, rain boots, Uggs®, cowboy or military-style boots
- Patterned socks and/or tights

- Leggings
- Flip-flops or flip-flop style sandals

Festive Chapel

From time to time the school will allow students to dress in their “Sunday best” for chapel days. These chapel days are called Festive Chapel Day and will occur on chapel days which are every Thursday. When this occurs students are given the following parameters:

Boys:

Dress pants, long sleeve, dress shirt with a collar, and a tie. The color of the pants and shirt are up to the student. The tie does not need to be the St. David’s School tie. Dress shoes with socks are still expected.

Girls:

Dress or skirt may be worn. Dress code length is expected. Tops are to follow the same dress code expectations. Shoes may be any color; however, heels higher than 2 ½ inches are strongly discouraged.

Upper School Dress Code

Boys’ Dress

Pants and Shorts:

Boys may wear dress shorts or pants. They may be solid-color, madras, stripes, or plaids.

The following pants/shorts are not permitted:

- Cargo pants/ shorts
- Athletic shorts/pants (sweat pants)
- Cut-offs of any kind
- Camouflage, denim, or workmen-type clothing (e.g. bib overalls)

Shirts, Sweaters, Sweatshirts, and Jackets:

Boys are to wear a collared shirt at all times while on campus. Shirts may be solid or striped and must be tucked in at all times while on campus. Sweaters must have a shirt collar visible underneath. Properly fitting fleece jackets and St. David’s team jackets are permitted with the exception of Chapel Day.

The following are not permitted:

- T-shirts with writing, including St. David’s T-shirts
- Sweatshirts, other than St. David’s (not hooded) sweatshirts
- Hooded sweatshirts and/or fleece jackets
- Oversized jackets
- Camouflage, denim, or workmen-type coats or jackets

Footwear and Accessories:

Boys may wear dress shoes, sandals with a strap around the heel, boots, and top-siders. Socks are not required (except for Chapel Day).

The following shoes are not permitted:

- Athletic/tennis shoes
- Rainbows®
- Crocs®
- Combat/military style boots

Boys must wear a belt at all times.

The following are not permitted:

- Tattoos
- Earrings or any other body piercing
- Chains or necklaces longer than 18 inches
- Chains protruding from pants pockets

- Spiked or studded belts, and/or necklaces
- Hats, bandanas, and other headgear are not to be worn during school hours
- Sunglasses are not to be worn inside the building

Girls' Dress

Pants, Shorts, Skirts, Dresses:

Girls may wear pants, capri-pants, skirts, shorts, and dresses. They may be solid-color, madras, stripes, plaids, prints or flowers. Skirts, shorts, and dresses must be no more than 3 inches above the top of the knee and not tight fitting.

The following are not permitted:

- Pants or shorts, with a drawstring
- Athletic shorts and/or pants
- Camouflage, denim, or workmen-type clothing (e.g.. bib overalls)
- Pants, capri-pants, skirts, shorts and dresses with glitter and/or sequins
- Cut-offs of any kind

Tops, Shirts, Sweaters, Sweatshirts, and Jackets:

Dress tops and shirts with a collar, solid or print, will be permitted. These may be tucked or untucked and must be long enough to cover the midriff while standing, sitting, or bending down. All tops are to have a minimum of a 3-inch wide shoulder strap. Camisoles are permitted when used as an under layer for coverage purposes. Sweater sets and dress sweaters are permitted. Fleece jackets and St. David's team jackets are permitted with the exception of Chapel Day. All jackets must fit properly.

The following are not permitted:

- T-shirts with writing, including St. David's T-shirts
- Sweatshirts, other than St. David's (not hooded) sweatshirts
- Hooded sweatshirts and/or sweaters
- Camisole tops with lace trim
- Tops, shirts, and/or sweaters with glitter or sequins
- Low-cut necklines that expose cleavage, even if a camisole top is worn underneath
- Tops, shirts, and/or sweaters that expose the back or the midriff
- Halter-tops
- Layering of tops: using multiple spaghetti-strapped shirts and/or tank tops
- Camouflage, denim, or workmen-type coats or jackets
- Outdoor clothing worn in the classroom

Footwear and Accessories:

Shoes must be worn at all times. Girls may wear boots, dress sandals with a strap between the toes and a flat heel, and top-siders. Girls may, but are not required to wear, socks, tights, and hose.

The following shoes are not permitted:

- Rainbows[®]
- Crocs[®]
- Flip-flops with rubber or flat soles
- Heels higher than 3 inches
- Combat/military style boots

Girls may wear earrings of appropriate size but limited to two earrings per ear lobe. Discrete necklaces and bracelets are permitted.

The following are not permitted:

- Tattoos
- Body piercing, with the exception of the ear lobes
- Chains protruding from pants pockets
- Accessories with spikes or studs or inappropriate symbols

- No hats or distracting headgear of any style during school hours
- Sunglasses are not to be worn inside the building.

Chapel Dress for Grades 9th - 12th

Throughout the school year, students are required to wear formal Chapel dress on Thursdays. Students are expected to remain in their Chapel dress throughout the entire time while on campus. The following is the required Chapel dress:

Chapel Dress for Boys

- Long khaki colored dress pants with a brown, black, or cordovan belt
- A white long-sleeve button-down dress shirt with a collar
- St. David's school tie (purchased from the main division office)
- Brown, black, or cordovan top-siders, or dress shoes. Dress socks, socks that fall above the ankle, must be worn on Chapel days
- If an undershirt is worn it must be solid white with no logos.
- In cold weather the following may be added to the above required clothing:
 - A navy blue sport jacket or
 - A solid navy or white V-neck, crew-neck, cardigan, dress sweater or vest

The following are not permitted on Chapel Day:

- Cargo and Carhart®, workman type pants
- Patterned dress sweaters and vests
- Fleece jackets, St. David's team jackets, sweatshirts, or hooded dress sweaters
- Boots of any kind, this includes hiking boots, cowboy or military style boots

Chapel Dress for Girls

- **A knee-length navy blue skirt.** Please see the Uniform Women's Regular Solid A-line Skirt from Land' End® as an example of what is acceptable
- A long sleeve plain white (no pattern), button-down blouse with a collar. Three-quarter sleeve length is permitted. This shirt needs to also be long enough to tuck into the skirt and must remain tucked in throughout the day
- **OR** a white sweater set
- Black, brown, navy or white dress shoes or sandals or top-siders. Dress shoes may be open-toed
- If an undershirt is worn it must be solid white with no logos
- Solid white or navy socks may be worn with the chapel dress
- In cold weather girls may wear the following in addition to the above required clothing:
 - Hose or solid white or navy tights
 - A solid white or navy blue cardigan, V-neck, crewneck sweater, or a solid white or navy blue dress vest. The navy sweater needs to match the navy skirt.

The following are not permitted on Chapel Day:

- Fleece jackets or team sport jackets worn inside the chapel or classroom
- Sweatshirts, or hooded dress sweaters
- Boots of any kind, this includes hiking boots, rain boots, Uggs®, cowboy or military style boots
- Patterned socks and/or tights
- Leggings
- Flip-flops or flip-flop style sandals

Dance Dress for Upper School students

St. David's students and their dates will be expected to dress modestly for dances. Students arriving at a dance with inappropriate clothing will be asked to leave. Extremely bare backs, low-cut fronts, and bare midriffs will not be tolerated. Thin straps and dresses with no straps are permissible if the overall outfit is modest. If there are any questions about the acceptability of an outfit, students may bring the outfit to school for consultation with their advisor.

Dance Dress for Middle School students

Regular school dress code applies to all Middle School dances.

Grooming

All St. David's students are expected to keep their hair neat and in good taste. Distracting hairstyles and/or drastic changes in hair color or style will not be tolerated. A boy's hair should not touch the top of his collar, fall below the bridge of his nose, or be worn in a ponytail. Boys should also not wear facial hair of any kind, including sideburns that extend below the bottom of the earlobe.

Dress Down Days

Throughout the school year, the Student Council Association will sponsor Dress Down days to foster school spirit. The typical Dress Down Day allows students to wear blue jeans, appropriate T-shirts (may be untucked), sweatshirts, flip flops, crocs, and tennis shoes. On specific theme days, athletic shorts and/or sweatpants may be permitted. Clothing worn on a Dress Down Day must still be clean, without holes, and adhere to dress code length and modesty. Clothing with symbols or messages inconsistent with the mission of the school will not be allowed.

P.E. Uniforms

P.E. uniforms consist of a gray, St. David's T-shirt and navy blue athletic shorts. The gray St. David's T-shirts must be purchased from the school. Students must provide their own dress-code length navy blue athletic shorts. Appropriate athletic shoes and white athletic socks are also required.

Electronic Devices

Devices Allowed

Students may bring academic electronic devices such as calculators, dictionaries, translators, laptop computers, etc., which are necessary for their classes. Misuse of these items will lead to the device being taken away and additional disciplinary action.

Cell Phones

The use of cell phones during the school day (8 a.m.-3:10 p.m.) and Extra Help is not permitted. Any student talking or texting with a cell phone during the school day will have his or her cell phone taken away for the day and will face additional disciplinary action. If a student needs to use a phone during school hours, a phone is available in the division office.

Devices Not Allowed

Students are not allowed to use electronic items such as games, radios, personal CD players, MP3 players, pagers, etc., while on campus during school hours (8 a.m. - 3:10 p.m.) and Extra Help. These items are an unnecessary distraction to the academic and social atmosphere at school. Any student using any of these items during the school day will have them confiscated indefinitely and will face further disciplinary action. This also applies to study halls, free periods and lunch.

Elevator Use Policy

Students are not to ride the elevators in the Upper School. Exceptions are made for students on crutches or in wheelchairs. These students may have one person help them with their books and belongings.

Free Period Policy (Upper School Only)

Second semester freshmen, sophomores, juniors and seniors will be permitted to drop a study hall and have a free period if they meet the following criteria in their core classes (English, history, math science and languages) after each interim semester grading period:

- Second semester freshmen must maintain a numerical average of 90 with no grade under 90
- Sophomores must maintain an 85 average with no grades under 85.
- Juniors and seniors must maintain an 80 average with no grades under 80.

No first semester freshmen will be allowed to have a free period.

Upper school students who are free for a period during the day may not leave campus. If a student has a free period during the first period of the day, he or she must arrive on campus by 8:55 a.m. If a student has a free period at the end of the day, he or she may sign out at the Upper School main office and leave campus early. Students are expected to use their time wisely; whether they need time to relax, study, or be with friends is up to the individual. The Administration

feels that by the time students have free periods, they are on a college preparatory course and should be making wise decisions that will prepare them for college and for life. The library may be used for individual studying. The computer room may also be used for research and work on assignments when a class is not present. Since classes will be in session during free periods, it is imperative that students not disturb those in class. Students in a free period should not loiter in the hallways. They are welcome to use the outside benches and tables, an empty classroom, or the cafeteria to visit and/or study as well.

Games

No games (including computer and electronic games) or cards are allowed on campus except in a sponsored club activity. All throwing games (football, tennis ball, Frisbee®, etc.) are restricted to the playing fields and then, only under faculty supervision. Administration reserves the right to prohibit all such activity if it becomes a distraction.

Honor Code and Council

Honor Pledge

During our annual Honor Ceremony students pledge and sign the following:

I do solemnly pledge my honor that as long as I am a member of St. David's School, I will faithfully uphold the principles of the Honor Code, will cherish and guard its traditions, and will respect and observe its requirements. I make this pledge in view of God and the pledges of the students and faculty, which signifies our mutual Trust and Resolve to keep our honor secure.

By pledging this Honor Code, students promise not to cheat, lie or steal.

Cheating

Cheating is giving or receiving unauthorized or improper assistance on any assignment. Any action that defeats the purpose of the assignment, whether there is intent to deceive or not, is considered cheating. Plagiarism is a form of cheating.

Plagiarism Policy

Upper School students and parents will receive and are required to sign the following plagiarism policy.

Theft is a violation of the Honor Code and plagiarism (from the Latin, meaning "to kidnap") is a form of theft as well as a form of cheating. Basically, there are two instances in which the idea of plagiarism comes into question: when you quote and when you paraphrase.

Anytime you copy the exact words of any source you are required to put the words you have copied into quotation marks and attribute them to the source you have used. The ways in which you give credit to your source vary, depending upon the type of paper you are writing, from a simple reference in the text to a fully documented citation. Your teacher will give you specific instructions in this regard. MLA style will be followed in papers, unless otherwise indicated by your instructor.

When you take ideas that someone else has written and put them into your own words, you are not quoting but paraphrasing. Paraphrased material is not put into quotation marks because the words are different from those in the original source, but even so it must be attributed to the source. Be careful to take good notes so that you can distinguish your ideas from your sources. However innocent the mistake, you will still be held responsible for improper or omitted documentation.

Your teacher will instruct you in the various methods of documentation, depending on your grade level. However, it is important for you to know from the very beginning of the year the difference between quoting and paraphrasing and that both methods require you to attribute material to the source.

Additionally, use of Cliffs Notes, Sparks Notes or any summary material not authorized by your teacher is strictly forbidden at St. David's School. An Honor Code violation will result from possession or use of such materials.

Please note: If you are struggling with putting together source information for your writing assignment, don't hesitate to consult your teacher for guidance on documenting sources.

Lying

At St. David's School we believe that a person's word is his or her bond. Lying is providing false information with the intent to deceive. Examples of lying: providing specific but incorrect information in order to avoid punishment, telling falsehoods to implicate or exonerate a fellow student, or embellishing the truth with the intent to deceive.

Stealing

We expect everyone within the St. David's community to respect the school-owned equipment, materials, and supplies as well as each other's personal property. Stealing includes not only taking someone else's personal property, but also borrowing either school property or someone else's personal property without permission.

Expectations of the Honor Code

Recognizing that students most likely emulate behavior more than words, the St. David's Board of Trustees, administration, faculty, and staff agree to model the principles of the Honor Code in their lives and to support the Honor Code. The administration, faculty, and staff are responsible for consulting with the faculty advisor to the Honor Code concerning any violation of the Honor Code.

The Honor Code will fail if only the administration, faculty, and staff seek its enforcement; the students must care enough about their peers and about their school to take responsibility for enforcing the Honor Code. Reporting an honor violation does not destroy a fellow student's life; rather, it presents the person with the opportunity to learn from his or her mistake and to build stronger moral character. If students choose to ignore Honor violations, the Honor Code will ultimately fail. If students support the Honor Code, then they will be able to take tremendous pride in the high standards of St. David's School.

Middle School Honor Council

The Dean of Students, Division Principal, and Honor Council Faculty Advisor will handle all violations of the Honor Code in the Middle School.

Upper School Honor Council

Honor Council Selections

All students interested in being considered for the Honor Council must go through an application process. Faculty and administration are involved in the selection process. Selection of students to the Honor Council will take place each spring for the following school year or at the beginning of the year if no selections were made in the spring. Qualities necessary for Honor Council members are personal integrity and maturity, as well as the ability to make judgments without prejudice, to maintain strict confidentiality, to resist peer pressure, to influence peers to live honorably, and to devote the time necessary for cases and other meetings.

Case Procedure in the Upper School

After an alleged violation of the Honor Code is reported to either a member of the Honor Council or one of the faculty advisors to the Honor Council, the Council president, along with one other member of the Honor Council, will be responsible for making the preliminary investigation into the case. They will talk with the involved parties and attempt to determine the facts of the case and each person's version of the events in question.

The faculty advisor and president, in conjunction with the Dean of Students, will determine how to proceed with the case. They can decide to send the case to the Honor Council, the Executive Committee (the Honor Council officers), or to dismiss the case altogether. Typically, cases will go before the Executive Committee when a student may not have violated the Honor Code but needs to be warned about his or her behavior.

If the case goes to Council, the faculty advisor schedules a meeting and notifies the defendant, the defendant's parents, the defendant's faculty advisor, members of the Council, and all parties involved in the case. Meetings will be scheduled as quickly as is practical after the preliminary investigation has been completed and will be held in as private a location as possible. All parties involved with the case are expected to maintain complete confidentiality. This confidentiality protects all parties involved.

Following the completion of the Honor Council hearing, the Honor Council will render a verdict and submit recommended consequences to the Dean of Students. The verdict will be communicated to the defendant at the close of the hearing, and to the defendant's parents via telephone as soon as possible. If the defendant is found guilty, he or she will meet with the Dean of Students the following day in order to discuss the consequences. Following this meeting, the student will have 48 hours in which to prepare an appeal. Any appeal must be in writing and must explain why the verdict and/or the consequences should be reconsidered. Granting the appeal is at the sole discretion of the Upper School Principal.

Consequences for Honor Code Violations

The following will be used as a guideline by the Honor Council to determine the consequences of Honor violations.

The Council reserves the right to modify these consequences if a majority feels that the circumstances of the case merit modification. All offenses committed while a student is enrolled in the Upper School will be considered by the Council and counted as a first, second, or third offense. Offenses committed as a Middle School student do not carryover to a student's Upper School record. **The Council does not actually assign the consequences to the defendant;** rather, the Council makes a recommendation to the Division Principal who actually assigns the consequences.

First Honor Offense

Cheating (including plagiarism)

1. Maximum of three-day suspension
2. Additional detention and/or community service depending on the circumstances
3. Either a 0 on the assignment or the opportunity to retake the assignment for 70 percent credit

Lying

1. Maximum of three-day suspension
2. Written apology
3. Additional detention and/or community service depending on the circumstances

Stealing

1. Maximum of three-day suspension
2. Written apology
3. Additional detention and/or community service depending on the circumstances
4. Restitution for the stolen property

Second Honor Offense

1. Maximum of five-day suspension
2. A meeting with parents and administration to discuss conditions for the student's continued enrollment.

Third Honor Offense

Expulsion

In addition to these consequences, the faculty advisor will notify the student's parents with a phone call and a follow-up letter explaining the Honor violation and any accompanying consequences. Any Honor violation places a student on probation for the remainder of his or her St. David's Upper School career, meaning the consequences of any major disciplinary violation will carry expanded penalties.

Litter

Litter, or lack thereof, directly reflects the pride students take in their school. Students should go beyond simply not littering and should take responsibility for picking up any trash they notice lying around campus.

Lockers

Lockers are the property of St. David's School and are subject to search at any time. Students are responsible for keeping the inside and the outside of their lockers clean. Students are not allowed to write on their lockers, apply stickers to their lockers, or attach or post anything on the outside of their lockers unless special permission is given by the Division Principal or Grade Chair.

Students are not allowed to exchange lockers without prior approval of the Grade Chair or Division Principal. The hallway floor, courtyards, benches, sidewalks, and the space above lockers must not be used to store student materials.

Students need to maximize the use of their lockers by emptying all books and other materials from their book bags into their locker each morning in an organized manner. Paper lunch bags or flexible insulated bags are recommended. Gym bags should be plastic grocery bags or small cloth drawstring bags. Empty book bags need to be placed INSIDE of each student's locker if there is adequate space. If there is not adequate space for your empty book bag, the empty book bag may be stored in the storage room under St. Timothy's referred to as "the cave." Items needed during the day should not be left in "the cave."

No property is allowed above lockers. Band equipment is to be stored in the Fine Arts building. All Middle and Upper School sports bags need to be stored for the entirety of the day in the storage room under St. Timothy's referred to as "the cave." Students may NOT place sports bags or other sports equipment in the gym lobby during the school day.

Upper School students may alternatively carry book bags from class to class. If a student decides to carry his or her book bag in this manner, at no time can the book bag be left unattended in the hallway. During lunch, Morning Prayer services, or Chapel, Upper School students may place their book bags in their next classroom or on a stool in the cafeteria.

Student names should be written clearly on all items stored within lockers. Students should never enter the locker of a classmate in order to "borrow" another student's possession even with the intention of returning it later. This "borrowing" is considered a violation of the Honor Code. Any student who has something taken from his or her locker should notify the Division Principal, the Dean of Students, the Honor Council Advisor, or a teacher as soon as possible.

Student property found on hallway floors or above lockers will be confiscated.

Lunch Policies

All students must eat lunch in the dining hall each day. Seniors, however, may choose to eat off campus any day of the week while Juniors may choose to eat off campus on Thursdays only. Students may elect to bring their own lunches or order lunches through the school's Campus Cuisine menu. The dining hall contains drink machines and microwaves and the campus store has a limited number of lunch items available. No glass containers should be brought to school. Students are expected to clean up after themselves and share the responsibility of cleaning their table and the floor around their table. Students are not allowed to eat in classrooms or in the hallways.

Senior Lunch Privileges

Seniors who are not on academic probation may leave campus during the lunch period to go out to lunch. If they have a free period either immediately before or after the lunch period, they may be off campus for lunch during 30 minutes of that free period as well. When leaving campus for lunch, seniors must sign out and in at the Upper School main office. Seniors are only allowed to use this privilege to eat lunch at nearby restaurants. They may not use this time to go home, run errands, visit friends, etc. Seniors should be aware that this privilege might be taken away from individuals or the entire class if it is abused.

Junior Lunch Privileges

Juniors who are not on academic probation may leave campus during Thursday lunch periods to go to lunch. They are only allowed to use this privilege to eat lunch at nearby restaurants. They may not use this time to go home, run errands, visit friends, etc. Juniors should be aware that this privilege might be taken away from individuals or the entire class if it is abused.

Campus Store

The campus store is open at break, lunch and after school. For fifth and sixth grade students, the Snack Shack is only open during lunch. Students are expected to purchase all items with cash. No IOUs will be permitted.

Tobacco

The school vigorously opposes the use, possession, or distribution of tobacco in any form on campus or at off-campus school functions. Violation subjects a student to disciplinary action.

Vandalism/Destruction of Property

Vandalism of school property is considered a severe offense and will be handled by the Discipline Committee. Students destroying or injuring school property will be required to pay for repairs.

Weapons

Weapons are not allowed on campus. Any student bringing a weapon to school will be immediately suspended and the suspension will most likely become an expulsion.

EMERGENCY PROCEDURES

In the event of an emergency during the office hours of 8 a.m. to 4 p.m., contact the school office by calling 782-3331.

AlertNOW®

St. David's School subscribes to the telephone alert system AlertNOW, which allows administration to contact our entire community via telephone within a time period of approximately thirty minutes. The system is operated by SAF-T-NET, an outside company. The system will be activated in the event of early dismissals, school closures, or other emergencies where information needs to be disseminated quickly.

A few things to note about AlertNOW:

- When you are called by our alert system, the caller id will read "411."
- The telephone system must detect a few seconds of silence before it begins its message. This feature is necessary for the service to identify whether a live person or an answering machine has picked up the phone and when it should begin playing. If you continue to say "hello," for example, it may mistake you for an answering machine. Likewise, please don't hang up before the message begins.
- If your phone number has changed, or you believe your number is missing from our list, please notify our Registrar at 782-3331 with your updated information.

Fire/Tornado Drills

Fire and/or tornado drills will be conducted periodically throughout the year. Students should remain calm and orderly and follow directions from faculty members.

Severe Weather and School Closings

In the event of inclement weather, parents and students should tune to the appropriate television and radio stations. School officials will make every effort to have an announcement on both WRAL channel 5 and AM 680 by 6:30 a.m. Please listen carefully for instructions about whether the school will open at the regular time, open late, or be closed. We will also have a recording regarding our decision on the school's weather hotline by 6:30 a.m. You can access the school's weather hotline by dialing 782-3331 mailbox 500.

FACILITIES POLICIES

Lost and Found

The lost and found is located in the Upper School and Middle School offices. Students should check for missing items regularly. St. David's strives to model good stewardship by donating the remaining lost and found items to charity on a quarterly basis.

Parking

Parking on campus is available to all seniors and to juniors on a first-come-first-basis. Students must register their cars with the Upper School Principal and park in their assigned space in the designated parking lot. A student that registers his or her vehicle will be given a parking sticker that will identify the car. A car registration fee of \$50 is required by all underclassmen that plan on driving to school. Students driving on campus must be aware of their responsibility for the safety of the St. David's community. Therefore, they may forfeit their parking privileges by driving recklessly or dangerously. It is the responsibility of the student to inform the school if his or her driver's license has been revoked or suspended. The school reserves the right to limit the amount of student parking on campus in the event that parking needs exceed parking spaces.

HEALTH AND MEDICAL PROCEDURES

Asbestos

Pursuant to AHERA requirements for all public and private schools, we inform you that the ceilings in the older buildings at St. David's School, including the gym locker rooms, contain asbestos. Unless or until this material is removed or

disturbed, it poses no health hazard. The school maintains a comprehensive management plan, which may be viewed in the maintenance office from 8 a.m. to 4 p.m. weekdays. Contact the facilities manager if you have any questions or if there is a problem with asbestos containing material.

Blood-Borne Pathogens

Students should be aware of the danger of pathogens carried in blood and should make every effort to avoid contact with another person's blood. Students must immediately report any incident of blood or other potentially infectious materials to a faculty member.

Emergency Care

St. David's School Nurse is an American Heart Association CPR instructor. She annually certifies faculty members in the procedures of CPR. There are three Automated External Defibrillators (AEDs) located strategically on campus, and AED training is included in the CPR certification. In addition, all Upper School students enrolled in Health Class take the CPR/AED certification course.

First Aid and Student Medical Emergencies

All injuries should immediately be reported to the nurse's office, a faculty member, or an administrator. Students should be aware of the blood-borne pathogens policy at all times in the administration of first aid. If someone is bleeding, allow the person to wash his or her own wound unless the wound threatens life or limb. If someone is severely injured, he or she should be kept as calm as possible and a teacher or administrator should be notified of the emergency as soon as possible. If no teachers or administrators are present, call 911 immediately.

If a student becomes seriously ill, or is seriously injured while under St. David's School's supervision, the school will first attempt to contact the student's parents. If the parents cannot be reached, the school will next attempt to contact the student's physician and follow his or her instructions. If the student's physician cannot be reached, the school personnel will use their discretion in contacting a properly licensed and practicing physician and follow his or her instructions. If, in the opinion of the physician, the student needs medical or surgical services which require consent before being supplied, and the parents cannot be reached, a St. David's School administrator is authorized, appointed, and empowered to furnish on the parent's behalf such written or oral authorization as may be required for treatment.

HIV Policy

St. David's School is aware of the importance and immediacy of the public health crisis regarding the Human Immunodeficiency Virus (HIV), which can lead to Acquired Immune Deficiency Syndrome (AIDS). The school considers HIV a serious infectious disease and will act in accordance with federal, state, and local laws regarding this subject matter. The Americans with Disabilities Act prohibits discrimination based upon a disability, which the Supreme Court recently interpreted to include HIV.

St. David's School will not exclude students from school based on their being HIV infected, and the school will not require screening of students for the presence of HIV antibodies. If the health of an HIV-infected person deteriorates, any decision regarding his or her attendance or educational program will be based on competent medical advice and will balance the rights of the infected student with the legitimate interest of the school in protecting the health and safety of the remaining students and employees, and other appropriate factors. The school will make every effort to ensure the privacy of each HIV-infected person, keep records confidential, and keep the number of persons aware of the condition to a minimum.

St. David's School recognizes that students suffering from HIV should be dealt with in a fair and equitable manner. The school also expects that any student who is HIV-infected shall act responsibly in dealings with students, school employees, and the general public.

Infirmery

St. David's School employs a full-time Registered Nurse. She is available for consultation and care during school hours. The School Nurse provides hearing and vision screens for selected students and on an as-needed basis. She also seeks to educate our staff and student body on current health related issues, sometimes spending time in the classroom setting.

The services available to your child in the infirmery include basic first aid for injuries sustained while attending school, assistance with medication administration as directed by parent/MD, and physical assessment/comfort measures when a child feels ill while at school.

You will be called to take your child home in the event that he or she has a fever of 100 degrees or higher, or in the case of vomiting or repeated diarrhea. Students must be fever free for 24 hours without the use of medication before being allowed to return to school.

Medication

The school will not distribute any medication to a student without authorization of the student's parent or guardian. Students who need to take medication during the school day must keep this medication in the nurse's office. Records are kept of all medication issued. In certain cases (i.e., diabetes and asthma), and with parent/MD consent, the nurse may allow students to carry necessary items with them. The school will distribute or administer medication under the following guidelines:

- If given signed permission by parent or legal guardian, the school nurse or her designee may give non-prescription medicines as appropriate from standing orders approved by the consulting physician for the school. Approved medications are provided by the school and include acetaminophen, ibuprofen, antibiotic ointment, Hydrocortisone cream, and Benadryl.
- Other non-prescription medications may be given according to parent written instructions and with parent signed consent. These medications are to be brought to the nurse by the parent/guardian. Forms for this purpose are available in the infirmary.
- Prescription medications may be given in accordance with the instructions of the student's physician. The parent/guardian must provide the nurse with the medication, a copy of the prescription, or signed consent from the physician and parent authorizing administration at school. The name of the student, name of medication, dosage and frequency must be labeled clearly. Forms for this purpose are available in the infirmary.

Physical Examination Policy

All new students and students re-enrolling in the 5th and 9th grades must have a completed Physical Examination Form on record at the school by the first day of classes. The physical examination must have been made within 12 months prior to the beginning of the school year. Immunization records must be provided and completed according to North Carolina state requirements prior to the first day of school.

In addition, all students (7th -12th grades) who wish to try out and participate in sponsored interscholastic athletic programs must have a physical performed every 12 months. A physical examination form must be on file in the nurse's office prior to practice in any sport. Physical examinations for athletic activities will be good for one year from the date they are done. Physicals must be completed after April 1 if the student is to be eligible for all athletic activities throughout the year.

Although St. David's School does not require an annual medical examination by a physician for the remainder of the students, the school strongly recommends that such an examination be given every one to two years to every child to ensure adequate medical attention to the physical growth and development which changes rapidly among the age groups served by St. David's School.

An Annual Infirmary Record is required for each child and is provided to the parent for completion on the first day of school. This record, completed and signed by a parent or guardian, provides important information regarding medications and other data that will be useful in the event of illness or injury to your child. It is to be returned promptly on the second day of school.

Should You Send Them To School?

It is often difficult for parents to know whether their children are too sick to attend classes. Here are some general guidelines covering common complaints.

Fever measured orally is above 100 degrees	Home, possibly MD
Vomits within last 24 hours	Home
Infrequent diarrhea	School
Ear infection, no pain	School
Minor cold (runny nose, cough, sneezing, sore throat)	School
Cold sores	School
Strep Throat	School – After 24 hours of medication

Undiagnosed skin rash
Untreated eye infection
Flu (body aches, fever, headache)
Vague “I don’t feel good” symptoms

To MD
To MD
Home, possibly MD
School

MISCELLANEOUS

Conflict Resolution

On occasion, questions or conflicts arise that need to be addressed. Knowing whom to go to with these questions and conflicts helps facilitate resolution. Note the proper order for resolution of questions and conflicts in the following areas:

Curriculum: Teacher, Department Chair, and then Division Principal.

Student performance: Teacher, Grade Chair, Dean of Students and then Division Principal.

Discipline: Teacher or Coach, Grade Chair, Dean of Students and then Division Principal.

Sports: Coach, Athletic Director and then Division Principal.

Daily operations of the Middle and Upper School: Middle and Upper School Principals

Counseling

Personal

The school counselor is available to work with students who are facing challenges. These issues range from simple matters of decision-making or adjusting to a new school to issues involving family relationships, stress, and grief. Students dealing with problems beyond the scope of St. David’s counseling capabilities will be referred to private counselors.

College

The Director of College Counseling assists every St. David’s student in selecting and gaining admission to the college best suited for him or her in terms of interests, ability, and ambition. Students should start meeting with the college placement and guidance counselor on a regular basis by their junior year, formulating a selection of colleges that they are most interested in attending. In their senior year, students begin applying to colleges and will meet with the college counselor on a more regular basis. Junior and senior students are also able to meet with college representatives as they visit the campus or the various college fairs held in the Raleigh area during the year.

Fundraisers

In order to focus our efforts as a community on several large fundraisers, including the school’s annual fund, other fundraisers by classes, clubs, and sports teams, for example, are not permitted without prior approval.

Non-Discrimination Policy

St. David’s School does not discriminate on the basis of race, color, religion, sex, and national or ethnic origin in the administration of its admission policies.

Parent-Advisor Communication

The advisor is the primary contact between parents and the school. Please call your child’s advisor for any concerns that you have about your child. Parents should feel free to solicit the advisor’s perspective on how their child is doing. Good communication will head off a host of problems and help ensure that the school best serves your child’s needs.

Parent-Teacher Conferences

Parents are encouraged to contact their child’s teachers to set up appointments to discuss their child’s performance. Conferences are scheduled once in the fall and once in the spring (please see school calendar). Please take a proactive approach and try to avoid problems rather than waiting until a problem has developed. For example, if you know that your child is weak in math, schedule an appointment with the math teacher early on rather than waiting until the first set of grades has been sent home.

Parent Organizations

Fine Arts Boosters

The Fine Arts Boosters of St. David’s School (FAB), previously known as the Fine Arts Guild, supports and promotes the various Fine Arts at St. David’s: artistic, vocal, dramatic and musical.

Friends of St. David's School

Friends of St. David's School is an organization formed to bring about greater parent participation and a closer relationship between the home and the school. Throughout the year, Friends sponsors many enjoyable events that promote strong ties between school and family.

All parents are considered members of Friends and are encouraged to participate in as many activities as possible. It is the Friends' hope and prayer that this network will provide an avenue in which each parent can share his or her gifts and serve where he or she is needed.

Warrior Club

The Warrior Club is an organization of families who provide their time and financial support to the outstanding athletic programs at St. David's. The Warrior Club helps the school support the athletic programs within the Middle and Upper school. Funds are generated through membership dues and various fundraisers throughout the school year. The club needs volunteers to help make these fundraisers a success. Additionally, each year the Warrior Club recognizes outstanding scholar-athletes by providing scholarships to assist them as they begin their college education.

Social Activities

Dances and Parties

All school dances and parties will be sponsored and planned by the Middle or Upper School Student Councils. A calendar of social events for the school year will be made available at the beginning of the school year. Normal school dress code applies to all Middle School dances. Middle School dances are open to St. David's Middle School students only.

Class Events

One of St. David's great advantages is that the size of each grade level is conducive to everyone getting to know each other. To facilitate that, the school encourages classes to organize events, trips, and parties throughout the year to build relationships and class unity. We encourage parents to take the initiative in this area.

Private Parties

Invitations to student parties that do not include the entire grade level cannot be passed out on the school campus. If a private party has been planned (not including the entire grade) please refrain from picking up the selected group on campus. This will avoid hurt feelings and conflicts within the grade level.

Tuition Payments

For your convenience, St. David's has three tuition plans, each offering payment options beginning in the month of June prior to the start of the coming school year:

- One payment due on June 1 or upon enrollment
- Two payments due on June 1 and September 1
- Ten payments due each month – June 1 through March 1

Your prompt and timely payment of tuition is greatly appreciated and necessary as tuition is the operating capital the school uses to fund all programs and expenses. Accordingly, any tuition paid after the tenth of the month is subject to a \$25 per month late fee. Tuition insurance is mandatory on the two and ten-month payment plans. In addition, please make note of the following:

- In order for a student to be eligible to return in January after Christmas break, all accounts must be current and in good standing.
- Accounts for students in the 12th grade must be paid in full by May 1 of the current school year in order for the student to be eligible to travel on the senior trip or take part in the graduation ceremonies.