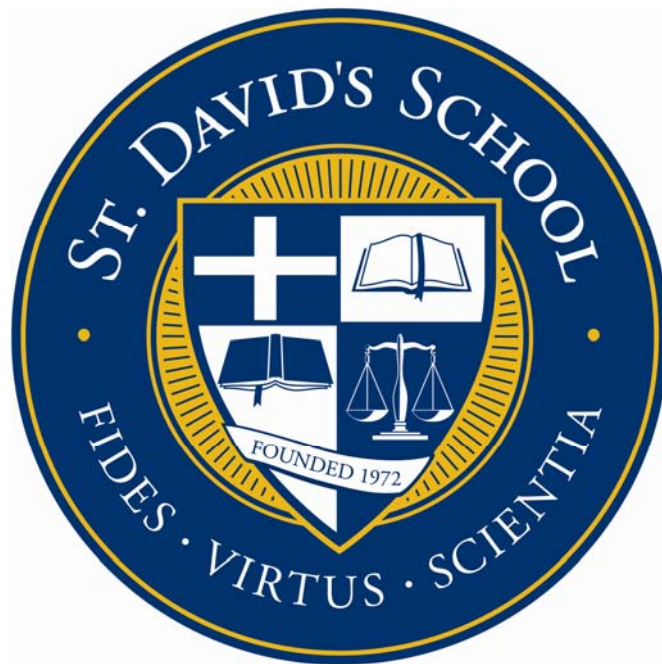


ST. DAVID'S SCHOOL

FOUNDED 1972



Upper School Family Handbook 2011-2012

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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 have a letter sent home notifying the parents of a student being placed on academic probation. At times, it may be necessary to hold a parent conference to inform parents and teachers of the student best practices to help a student improve their academic status. 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. Failure to follow the Extra Help schedule will be treated as skipping class and will result in 5 demerits.

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.

Community Service

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. It is in the best interest of the student to complete at least 20 hours of service per academic year. 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.

Daily Schedule

The school day will begin promptly at 7:50 a.m. and end at 3:05 p.m. on Monday, Tuesday, Thursday and Friday. **On Wednesday, school will begin at 8:50 a.m.** On occasion, the daily schedule will be modified for special assemblies. Students and faculty will be notified in advance of such changes.

UPPER SCHOOL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:50-7:55 Advisory/Pledge	7:50-7:55 Advisory/Pledge	Late Start	7:50-7:55 Advisory/Pledge	7:50-7:55 Advisory/Pledge
8:00-8:55 1 st Period	8:00-8:55 7 th Period	8:50-8:55 Advisory/Pledge	8:00-8:55 4 th Period	8:00-8:55 2 nd Period
9:00-9:55 2 nd Period	9:00-9:55 1 st Period	9:00-9:55 6 th Period	9:00-9:55 5 th Period	9:00-9:55 3 rd Period
10:00-10:55 3 rd Period	10:00-10:55 2 nd Period	10:00-10:55 7 th Period	10:00-10:35 Chapel	10:00-10:55 4 th Period
11:00-11:15 Advisory	11:00-11:15 Morning Prayer	10:55-11:40 Lunch	10:40-11:15 Clubs	11:00-11:15 Assembly
11:15-12:00 Lunch	11:15-12:00 Lunch	11:40-12:00 Advisory	11:15-12:00 Lunch	11:15-12:00 Lunch
12:05-1:00 4 th Period	12:05-1:00 3 rd Period	12:05-1:00 1 st Period	12:05-1:00 6 th Period	12:05-1:00 5 th Period
1:05-2:00 5 th Period	1:05-2:00 4 th Period	1:05-2:00 2 nd Period	1:05-2:00 7 th Period	1:05-2:00 6 th Period
2:00-2:10 Break	2:00-2:10 Break	2:00-2:10 Break	2:00-2:10 Break	2:00-2:10 Break
2:10-3:05 6 th Period	2:10-3:05 5 th Period	2:10-3:05 3 rd Period	2:10-3:05 1 st Period	2:10-3:05 7 th Period
3:10-3:40 Extra Help	3:10-3:40 Extra Help	3:10-3:40 Extra Help	3:10-3:40 Extra Help	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 Dean of Students. 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 Upper School students will be given during two-hour blocks of time at the end of each semester. Exams will be designed to last 2 hours and will count 20 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 3:10-3:40 p.m. Monday through 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.

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.

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 Administration. 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 student organizations 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 Edline (www.edline.net) on a periodic basis as determined by each academic department.

Grading Periods

The academic year is divided into two semesters. Each semester is divided into two intermediate periods: 9 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 Requirements

Refer to the Upper School Curriculum Guide to see graduation requirements for your child’s grade level. Curriculum Guides can be viewed on the school website at www.sds.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 Administration.

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

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 Foreign Language

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 for National Honor Society candidates is held once a year. 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 or Junior class. 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 non-weighted average of at least 90%. Candidates that are eligible based on scholarship shall then be evaluated on the basis of service, leadership, and character. Beginning with the class of 2015, candidates will need to have a non-rounded, cumulative non-weighted average of 92% to be eligible for induction.

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 or exceeding the school service hour requirements. Sophomore candidates will need to have completed 40 hours of community service prior to becoming eligible, with Junior candidates needing to have completed 60 hours.

National Honor Society members will be required to serve a minimum of 90 hours of service in order to graduate with the distinction of being a NHS member.

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

All members are expected to keep a cumulative non-weighted average of 90% after induction in the National Honor Society. Failure to do so may result in dismissal from the National Honor Society. 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

Prefect positions, 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 Dean of Students and the respective faculty sponsor

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

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 Dean of Faculty. Summer courses taken off campus are generally not accepted for forward credit in order to fulfill the Upper School graduation requirements.

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 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, Morning Prayer/Chapel services, 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 7:50 a.m. and ends at 3:05 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. 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 Director of College Counseling stating the reason for missing school.
2. The Upper School Administrative Assistant will give the student a Student Absence form.
3. The student must have both the Director of College Counseling and each of his or her teachers sign the form and then return the form to the Upper School 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 Upper School Administrative Assistant by 7:50 a.m. on the morning of the absence.

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 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 Dean of Students. **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 only 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.

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 at the Welcome Center. Parents of all other students leaving school early must notify the Division Office via a phone call, voicemail message, or written note prior to the student being allowed to leave early. Upper School students leaving campus early for any reason must sign out at the Welcome Center 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 time in advance. If a student arrives late to school, he or she must turn in all assignments due in the classes missed that day.

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.

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 (7:30-3:45). 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 5 demerits. 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. If a student skips an entire class period during the school day, the student will serve at least a one hour (two day) working detention. 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. We believe that relationships and community are an important part of school success. Standing on our faith's foundation, we uphold a standard of virtue and good character.

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 Grade Chair 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, but 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 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 Grade Chair will become involved in the disciplinary process when attempts by teachers do not elicit proper behavioral changes or in the case of major code of conduct 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 Committee consists of the Upper School Grade Chairs, Dean of Students and from time to time the Headmaster. The committee meets 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 Dean of Students 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

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 17, 2011
October 22, 2011
November 19, 2011
December 3, 2011

2nd Semester:

February 4, 2012
March 24, 2012
April 28, 2012
May 5, 2012

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 Dean of Students.

Suspensions

Occasionally a student's behavior will need immediate discipline. In these situations, the Discipline Committee, and/or the Dean of Students 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 Administration.

If a senior is required to serve a suspension after application materials have been sent to colleges, 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.

Students having served a suspension are ineligible for academic and co-curricular awards.

In-School Suspension

Students receiving an in-school suspension will report to the division office at 7:50 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 Administration, stating that assessment has occurred.
 2. Students may take part in any suitable projects/programs determined by the 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

Release of Information

St. David's School is an institutional member of the National Association for College Admission Counseling (NACAC) and supports the membership policies and ethical principles included in their Statement of Principles of Good Practice. Students who have had disciplinary infractions during grades 9-12 are expected to respond honestly on any college application, and St. David's School will address this information in its report to colleges up to the time of a student's graduation. These infractions include but are not limited to probation, suspension, and dismissal resulting from academic misconduct or behavioral misconduct. Disciplinary records will also accompany transcripts when a student withdraws from St. David's School during high school to transfer to another school. St. David's does not release students' disciplinary records after they have graduated.

The St. David's School policy, in keeping with NACAC guidelines, is to report any significant change in a senior's academic status, curriculum, or qualifications (including disciplinary infractions as listed above) between the time of college application and graduation. Seniors who undergo a change in academic status, curriculum, or qualifications during this time period will be expected to notify their colleges of the situation, working with the college counselor to initiate a letter to the Director of Admissions at each institution where they have applied. Letters of explanation must be mailed within two weeks of the change of status. A general letter from the college counselor or another administrator will follow. In the event a student fails or refuses to send a letter of explanation within this two-week period, St. David's School will disclose the change in status, curriculum, or qualifications (including disciplinary infractions).

Computer 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.

Upper School Dress Code

Appropriateness of overall appearance will be left to the discretion of the administration. The Headmaster, Dean of Students, and Grade Chair 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 Upper 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.

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. St. David's School sweatshirts 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 sweatshirts
- Hooded 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 and sweatshirts 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 sweatshirts
- Hooded 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.

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 school will have 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.

Devices Not Allowed

Students are not allowed to use electronic items such as games, radios, personal CD players, MP3 players, pagers, etc., in the academic halls and between academic buildings during school hours (7:50 a.m. - 3:05 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 in such places during the school day will have them confiscated and be given a demerit. Devices will be turned into the Upper School office where the student must call their parent before collecting their device.

Devices in the Commons Area

Students are allowed to use electronic devices, such as iPods, and MP3 players in the Student Commons during their free period. All devices must be accompanied with head phones so as not to disturb those around them. The school reserves the right to eliminate this policy if it deems the policy being abused by students. (i.e. use of cell phones, texting, no headphones, etc.)

Cell Phones

The use of cell phones during the school day (7:50 a.m.-3:05 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. Please see the one and only exception below.

Cell Phone Use During Lunch

Students may use their cell phones to call home during lunch. Any other use of cell phones during school hours is not permitted.

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

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 8:50 a.m. If a student has a free period at the end of the day, he or she may sign out at the Welcome Center 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 and should be in the Student Commons or library.

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

All St. David's students pledge and sign the following at the annual Honor Assembly:

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.

It shall be the responsibility of every student at St. David's School to refrain from cheating, lying, and stealing.

Cheating

Cheating occurs when a student intentionally gives or receives unauthorized assistance on any assignment, or when a student represents another's work as his or her own. If a student should receive such assistance unintentionally, the student must not use it for any advantage and must inform the appropriate teacher or administrator of the situation.

Plagiarism is a form of cheating.

Plagiarism Policy

Students and parents will receive and are required to sign the following plagiarism policy.

Plagiarism, which is simultaneous theft, lying, and cheating, is a violation of the Honor Code. Plagiarism may occur when a student quotes or paraphrases the words of another.

Whenever a student copies the exact words of any source, the copied words must be marked by quotation marks, and the source must be cited. The procedures for citation vary, depending on the type of assignment, from a simple reference in the text to a fully documented citation. The teacher will give specific instructions in this regard. MLA style will be followed in papers, unless specified otherwise.

In addition, it is important to remember that the ideas of an author, when they are paraphrased and not quoted verbatim, must be cited and attributed to their author. Even if the material is recast in a student's own words, the ideas must be cited. Paraphrased material is not put between quotation marks because the words are different from those in the original source, but even so the ideas must be attributed to the source. It is important for the student to take good notes so that one's ideas can be distinguished from the ideas of the source. Reckless, improper, or omitted documentation of sources, even if unintentional (this is the one exception to the first sentence of the definition of cheating in the Honor Code), will be punished. Ignorance of the Plagiarism Policy may not be used as an excuse.

Teachers will provide specific instruction in the various methods of documentation. However, it is important for each student to understand the difference between quoting and paraphrasing and that both methods require attribution of the material to the source. In case of any doubt, questions should be directed to the teacher, before the assignment is completed.

Lying

Lying is providing false information with the intent to deceive. Examples of lying include but are not limited to providing specific but incorrect information in order to avoid punishment, telling falsehoods to implicate or exonerate

a fellow student, or in any way altering the truth with the intent to deceive. Accusations of lying may be treated as disciplinary matters and handled by the discipline committee, if the alleged lie is not in any way related to another Honor Code violation. Egregious or repeated instances of lying will be brought before the Honor Council.

Stealing

Stealing includes but is not limited to the taking, borrowing, destruction, or misuse of property, which belongs to St. David's School or to any member of the St. David's community, without permission.

Expectations of the Honor Code

In order to provide a worthy example for St. David's students, 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 required to consult with the Faculty Advisor to the Honor Council about any possible violation of the Honor Code.

The principles of the Honor Code serve two primary purposes. First, they ensure that St. David's School is a community governed by honor and that no St. David's student has an unfair advantage on any assignment through dishonorable means. Second, they accustom the students at St. David's to living an honorable life. To these ends, it is important that students take responsibility for helping to maintain and enforce the Honor Code. While failure to report a violation of the Honor Code is not itself a violation, students are strongly encouraged, in the interest of the school's general welfare, to bring potential violations before the Honor Council.

Honor Council

Honorable behavior in academic and social pursuits is essential for St. David's School to thrive and for every student to have an equal opportunity for success. It is in every student's best interest to maintain this standard. Furthermore, abiding by the Honor Code is excellent training and habituation for college and life, where dishonorable actions can bring about extremely severe consequences. Therefore the function of the Honor Council is both to maintain an environment at St. David's that is characterized by honor and fairness and to educate the students at the school how to live their lives with honor.

The Honor Council at St. David's School is run entirely by students, a system which has been used successfully for centuries by universities and secondary schools throughout the world. Notable examples include Princeton, Stanford, and the Universities of North Carolina and Virginia. By virtue of a student-run Honor Council, the student body takes responsibility for itself and for the school's community as a whole. The placement of authority in the hands of students affords an accused student the opportunity to be heard by a group of peers, who act on direct behalf of the student body, rather than by a group of teachers and administrators in which students would have limited representation or none at all. Furthermore, service on the Council prepares students for future leadership. Members of the Council will learn to address difficult situations with impartiality, gather and analyze facts, and to render verdicts that will best serve the school and their peers. Effective execution of these duties will provide excellent training for future endeavors in any professional arena.

The Council renders verdicts on possible violations of the Honor Code and makes recommendations for consequences to the Dean of Students. Final decisions about consequences are made by the Dean of Students, but every effort will be made to follow the Council's recommendations. The Faculty Advisor to the Honor Council serves to advise the Council throughout the entire process, to communicate with parents, and to ensure that the Council conducts itself without prejudice or any other partiality in order that every accused student receives the same fair and honest treatment. Appeals are heard by the Director of Christian Life.

Selection of Honor Council Members

Members of the Honor Council are selected by application. All students interested in being considered for the Council must submit an application. Faculty and administration are involved in the selection process. Applications of students to the Honor Council are accepted each spring for the following school year. Students selected as members are notified by the beginning of the year of their term. Current members must re-apply each year.

Ideal members are thoughtful, fair, resolute, and motivated by a sincere desire to do good for their peers and for the school. In addition, they must meet all requirements listed below. Members of the Honor Council must be willing to commit a substantial amount of time to the carrying out of their duties. Therefore, students holding other major leadership positions in the school should not be selected as members of the Honor Council.

Requirements for Members

Members must be able to maintain their personal integrity and maturity while representing the Honor Council, must treat all students with respect, and must consider all cases with complete impartiality. Furthermore, they must keep all information about Honor Council cases in the strictest confidence; if any member is found to have betrayed this confidence, this member will be guilty of a violation of the Honor Code and will be subject to severe consequences.

Makeup of the Honor Council

The Honor Council consists of ten students, including the Executive Committee, which is made up of the President, Vice President, and Secretary.

Case Procedure in the Upper School

A. Reporting Potential Violations

A potential violation of the Honor Code may be reported by any member of the St. David's community. Reports must be in writing.

Teachers, administrators, and all other members of the community must submit their reports directly to the Faculty Advisor to the Council. Once they have submitted their report, their involvement in the case ends, unless the Council needs to ask clarifying questions. They are not required to appear as witnesses during a hearing. After the hearing, the person who reported the violation may not learn of its particulars or consequence, unless the punishment includes an alteration to the Defendant's grade. The details of the hearing nevertheless remain confidential.

Students should direct their reports to a member of the Honor Council, a teacher, or the Faculty Advisor to the Honor Council. Students who report violations are not required to appear as witnesses. However, their cooperation is most helpful to the Council.

B. Inquiry

After a potential violation is reported, the Council begins a preliminary inquiry into the case. The President appoints two members of the Council as Inquirers, who conduct the inquiry. Their purpose is to acquire and analyze information pertinent to the case by questioning all parties involved. If the case should eventually warrant a hearing, the Inquirers would not cast votes. It is important to note that Inquirers are not to act as prosecutors; their role is to discover the facts of the case.

Notification of Parents and Advisor

Before students are questioned by the Inquirers, the parents and faculty advisor of the student are notified. However, as the Inquirers do not yet possess all facts, the circumstances must remain confidential and are not communicated to the parents or advisor. In the interest of expediency, parents may not be present during the inquiry stage.

Innocence until Guilt Is Proven

The Honor Council, in every situation, operates on the standard that students are presumed innocent until proven guilty beyond a reasonable doubt. It is important that students and parents understand that when questions are asked of a student during the inquiry stage, no accusation has been or is being made. The inquiry stage is a fact-finding process, to gather information about whether the case should be heard by the full Honor Council. Furthermore, every student will be treated with respect and with complete impartiality. It is the responsibility of the Faculty Advisor to the Council to see that this standard is maintained. Any member who, in the opinion of the Faculty Advisor, assumes guilt prematurely or acts on any other prejudgment will be dismissed from the Council, without exception.

Gathering of Information

Inquirers ask questions of all parties involved to determine the facts. As much information as possible should be submitted in writing. In the interest of transparency, all questioning may be recorded; all parties present must be informed of this before recording begins. After all information has been gathered, Inquirers, in consultation with the Faculty Advisor to the Honor Council, determine if the case will be heard by the Honor Council. If the Inquirers and Faculty Advisor decide that the case does not warrant a hearing, then the case will be dismissed and all records of the inquiry will be destroyed.

Charge

If the Inquirers and Faculty Advisor determine that the case should be heard by the full Honor Council, a formal charge is issued to the Defendant. The Faculty Advisor to the Honor Council notifies the Defendant's parents and explains the charge. Then the Faculty Advisor schedules the hearing, to take place as soon as practical and in as private a location as possible.

Advocate for the Defendant

At this time the President appoints a member of the Council to act as the Advocate for the Defendant. The Advocate ensures that the Defendant understands the process thoroughly and answers any questions that may remain. Before and during the hearing, the Advocate supports the Defendant as much as possible. It is important to note that the Advocate is not to assume the persona of a defense attorney. The Advocate's role is one of support. Just as the Inquirers do not vote in the hearing, neither does the Advocate.

Guilty Plea before the Hearing

A Defendant may choose to plead guilty before the hearing, in order to avoid the process of a trial and to resolve the situation as quickly as possible. If this option is chosen, the Defendant enters a formal plea of guilty before the Executive Committee of the Council. The Executive Committee then deliberates and recommends a punishment to the Dean of Students. This plea and the resulting verdict are considered identical to a plea and verdict reached in a hearing before the full Council.

C. Hearing

The Faculty Advisor to the Honor Council schedules the hearing and notifies the Defendant, the Defendant's parents, and the members of the Council. The hearing must be scheduled as quickly as is practical and in as private a location as possible. All parties involved in the case must maintain complete confidentiality.

Parties Present

At least five voting members of the Honor Council must be present at the hearing. The Inquirers and Advocate for the Defendant may not vote, but they must be present. Any members of the Honor Council, who determine that they are unfit to be present for the hearing because of a close relationship with the Defendant, must recuse themselves from the hearing. If more than two members recuse themselves and the number of voting members drops below five, the hearing may nevertheless continue.

The Defendant may choose to have one parent present at the hearing. The parent has the option of making a statement to the Council. After the parent has either made a statement or declined to do so, the parent may remain in the hearing as a silent observer whenever the Defendant is in the room. When the Council dismisses the Defendant, in order to hold private deliberations, the parent must also leave the room. If the parent interrupts the hearing in any way, the parent forfeits the right to attend the hearing, and the Faculty Advisor to the Council dismisses the parent from the hearing. If the parent refuses to leave, the hearing will be postponed until a later date, and no parent will be allowed to attend.

Procedure for the Hearing

Before the hearing begins, the President explains the nature of the case to the members present at the hearing. This may be done well in advance of the hearing but only before members who will be present at the hearing.

1. The President convenes the hearing, welcomes all parties to the hearing, and reminds all present how the hearing will proceed and that the proceedings will be recorded. All parties are required to conduct themselves respectfully towards one another and are bound by the Honor Code to tell the truth and to keep the details of the hearing confidential. Anyone who betrays the confidentiality of the meeting is guilty of an Honor Code violation.

2. The President explains the accusation and asks the Defendant to make a formal plea of guilty or not guilty. If the Defendant pleads guilty, paragraphs 3-6 may be omitted, but only with the Defendant's consent. If a Defendant pleads not guilty and is found guilty, this will not be considered lying. However, any misrepresentations of the truth contrived to support a plea will be considered lying and will result in more severe consequences for the Defendant.

3. The Defendant, after declaring the formal plea, may then make a statement. Throughout the hearing, the Defendant shall never be deprived of the chance to speak, as long as respectful behavior is maintained. The Advocate for the Defendant may advise the Defendant throughout the hearing. The Defendant may also call witnesses. All witnesses must be reminded that they too must keep the details of the hearing confidential. Failure to do so is a violation of the Honor Code.

4. The Council may question the Defendant and the Defendant's witnesses. Questions must be fair, respectful, and relevant. At all times, the dignity of the Defendant and of the proceedings shall be respected. The Faculty Advisor to the Council may also ask clarifying questions but shall not lead the questioning

5. The Council may also ask questions of the Inquirers, in order to clarify information gathered during the Inquiry. If necessary, recordings from the Inquiry may be played.

6. After the questioning has ended and the Defendant does not wish to make any further statements, then the Honor Council deliberates in private and determine the verdict. A vote of guilty requires proof beyond a reasonable doubt that a violation was committed by the Defendant. A "reasonable doubt" means that a doubt that is based upon reason and common sense after careful and impartial consideration of all evidence and does not mean any conceivable doubt.

For the Defendant to be found guilty, three-fourths of the voting members of the Council present at the hearing must cast a vote of guilty. Anything less than a three-fourths majority results in a verdict of not guilty.

7. The Defendant is called back into the room, and the President explains the verdict to the Defendant.

If the Defendant is found not guilty, then the Council adjourns. In this case, all records of the case shall be destroyed. It is important to note that a finding of not guilty is not recorded in any way by St. David's and carries no stigma. All members of the Council, the faculty, and the rest of the St. David's community shall not discriminate against the Defendant in any way because of involvement with the Honor Council.

If the Defendant is found guilty, then the President explains that the Council will recommend a punishment to the Dean of Students after deliberation and that the Dean of Students will meet with the Defendant, in order to discuss the consequences. This meeting should be held the following day or as soon as is practical. The President also informs the Defendant of the right to appeal. The Council and its Faculty Advisor should also use this time to counsel the Defendant: to give praise for forthrightness and other courageous acts and to explain how the situation could be handled differently in the future.

The verdict is communicated to the parents of the Defendant as soon as possible after the hearing.

D. Appeal

Appeals must be made in writing within 48 hours to the Director of Christian Life, who also has the discretion to hear or decline to hear an appeal. Grounds for appeal are limited to the introduction of new evidence or the existence of misconduct on the part of the Honor Council. Appeals based on other grounds are invalid and will not be heard.

Consequences for Honor Code Violations

The following shall be used as a guideline by the Honor Council to determine the consequences of Honor violations. Each offense committed while a student is enrolled in the Upper School is 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 assign the consequences to the Defendant; the Council makes a recommendation to the Dean of Students, who assigns the consequences.

It is important to remember that St. David's reports to colleges if the student has faced disciplinary action including but not limited to probation, suspension, or dismissal, resulting from academic or behavioral misconduct. A violation of the Honor Code is considered academic misconduct. Therefore, St. David's will report to colleges if a student has received probation, suspension, or dismissal resulting from an Honor Code violation.

First Honor Offense

1. Maximum of three-day suspension.
2. Written or verbal apology.
3. Additional detention and/or community service.
4. For cheating, either a zero on the assignment or the opportunity to retake the assignment for 70 percent credit. For stealing, restitution of property.
5. It is at the discretion of the Council to recommend that a first offense should cause a student to be placed on probation, in which case the consequences of any major disciplinary violation will carry expanded penalties. If the Council recommends that an offense should not warrant probation (because of the insignificance of the offense and the cooperative and forthright behavior of the defendant), a warning will be recommended. In the case of a warning, the offense would not be reported to colleges. However, a second Honor Code violation, even after a warning was given for the first, will be considered as a second offense and punished and reported to colleges as such.

Second Honor Offense

1. Minimum of one-day suspension, maximum of five-day suspension.
2. A meeting with parents and administration to discuss conditions for the student's continued enrollment.
3. Written or verbal apology.
4. Additional detention and/or community service.
6. For cheating, either a zero on the assignment or the opportunity to retake the assignment for 70 percent credit. For stealing, restitution of property.

Third Honor Offense

Expulsion.

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 Family Handbook* for information on the Lower School Library.)

The library's book and media collections support the curriculum and serve the informational and recreational needs of the school community. Magazines, newspapers, college catalogs, and a parent collection of books are available in the leisure reading section of the library. The online catalog of St. David's Library is accessible from home as well as on campus. Computers are available in the library for individual students' use.

The library subscribes to a number of online research databases that 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>). Parents and guardians are welcome to use these web sources. Handouts and passwords for home access may be obtained from library staff.

Middle/Upper School Library Hours

The library is open Monday through Friday during the academic year. Upper School students may visit the library before school, after school, and any time during the school day with permission from their classroom or study hall teacher. Students who use the library and its computers must be engaged in academic activities and are asked to be respectful of others studying in the library.

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.)

Circulation of Materials for Students

Upper 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. Overdue fines for Upper School students are assessed at \$.10 per school day, up to a maximum of \$2.00 per item. Should an item be lost or damaged, the replacement cost of the item will be charged to the person who checked out the item. Because the library purchases library-bound books and incurs extra costs associated with replacing a book, a copy of the book cannot be accepted in lieu of the replacement fee. 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 ninth grade 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 research and information literacy skills into the curriculum. This ensures a resource-based approach, making learning more meaningful and relevant.

Copyright Policy and Ethical Use of Information

St. David's School respects the intellectual property of authors, composers, and other copyright owners, and obeys federal copyright laws. Students are instructed in the ethical use of information, whether it be in print form or available via the Internet.

Library Programs

A number of special programs are sponsored by the library. The summer reading lists, coordinated by the librarians, provide suggestions for summer reading. Book Lovers' Week in February and the book fair in the spring are favorite annual events. Author visits, book clubs, and other special programs promote the love of reading in our school community. Upper School students may apply to be a Student Library Assistant. Through the Birthday Book Club and Gift Book Program, the school community may donate books in honor or memory of a special teacher, student, or loved one. The Friends' Library Committee of St. David's School is an active and vital part of the library program. Volunteers are welcome!

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 Administration. 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.

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 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

For the 2011-2012 school year, upper school students must eat lunch in the Concessions Area or Dining Hall on designated days of the week. 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. 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 7:30 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 building on the first floor next to the art room. 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	To MD
Untreated eye infection	To MD

Flu (body aches, fever, headache)
Vague “I don’t feel good” symptoms

Home, possibly MD
School

Miscellaneous

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, students may not go into the wooded areas, the parking lots, the Lower School playground, or athletic fields without faculty supervision or pre-approval. Students leaving campus boundaries without permission is prohibited. Students who do so will go before the Discipline Committee.

Conflict Resolution

On occasion, questions or conflicts arise that need to be addressed. Knowing who 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 Dean of Faculty.

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

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

Sports: Coach, Athletic Director and then Dean of Students.

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.

Food in classrooms

During class, there is to be no food or drinks, except water, brought into the classroom, with the exception of a class assignment involving food.

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. If a conference with all teachers is required, please contact the student's Grade Chair.

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 late fee of 18% APR on the outstanding balance. 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.