



Middle School Family Handbook 2017-2018

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7th Grade Chair
6th Grade Chair
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Mission, Vision and Philosophy

Mission

St. David's is an independent school in the Episcopal school tradition that prepares young men and women for college and life by challenging them 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.

Communication Policies

Parent-Advisor Communication

The advisor is the primary contact between parents and the school. 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. By taking a proactive approach problems can be avoided. For example, if your child is weak in math, schedule an appointment with the math teacher early in the year rather than waiting until the first set of grades has been sent home.

Parent Questions and Concerns

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

Curriculum: Teacher, Department Chair, and Academic Dean
Student Performance: Teacher, Grade Chair, Academic Dean and/or Division Principal
Discipline: Teacher or Coach, Grade Chair, and Division Principal
Sports: Coach, Athletic Director, and Division Principal.
Daily operations: Division Principal

Academic Policies

Grades Online

Students' grades for all core subjects will be posted and updated on the school's website.

Grading Periods

The academic year is divided into two semesters. Each semester is divided into two quarters, and the final semester. At the end of the quarter, parents will receive a progress report containing the students' cumulative grades for that grading period. At the end of the semester, parents will receive a student's final grades. **Only the final semester, exam, and final grades are indicated on a student's report card.**

Grading Scale

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

- A – The student demonstrates an in-depth understanding and ability to apply content in new and creative ways.
- B – The student demonstrates thorough knowledge and moderate application of course content.
- C – The student demonstrates knowledge and limited application of course content.

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

Assessment Policy

St. David's will attempt to avoid overburdening students. 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 students have more than two tests scheduled on the same day, students should speak with teachers at least a day in advance 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. **If a student does not inform the teacher of the conflict until the day before the test, he or she will be**

required to take the test.

All major tests, quizzes, projects, and papers are posted on the Academic Pages as well as on the hall calendar located in the middle school buildings.

Homework Policy

Teachers are encouraged to assign productive and meaningful homework that reinforces and enhances learning. Each grade level establishes its own homework guidelines when assigning homework.

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. Collaboration on homework is allowed, except when prohibited by teachers. Copying homework is considered a violation of the Honor Code.

Homework assignments are not given over fall break, Thanksgiving, Christmas, winter break, Easter, or on other occasions specified by the division principal.

Homework will be posted on the Academic Pages for each course.

Exams

Exams begin in the 7th grade for middle school students and are administered at the end of each semester. Exams for middle school students will be given during two-hour blocks of time, with one or two exams per day. Students are expected to take the required exam on the designated day. Exams will be designed to last two hours and will count 10 percent of the semester grade in the course. For students taking upper school classes, exams will count 20 percent of the semester grade in the course.

Make-up Work Policies

All work missed because of an absence must be made up to the satisfaction of the teacher. Students should obtain their make-up work from academic pages, a classmate or their teacher before the next class, if at all possible. Students may not interrupt class to ask for missed assignments. 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 his or her teachers to create a plan for making up work in a reasonable amount of time.

- *Due to Absences*

If a student returns from a planned, excused absent of one or more days 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. 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, papers and projects.

- *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 must be turned in **BEFORE** the class period or the teacher will 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 at least a

day in advance of the absence or possible absence.

- *Due to Suspension*

Students who miss classes due to an in-school or out of school suspension are allowed to complete all assignments for full credit as long as they are 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 to complete all assignments. The student must not wait until the end of the suspension period to contact teachers about missed work.

- *Due to Tardiness*

If a student misses a test due to arriving late, he or she must make up the test during a study period, later in the day, or after school. Students who miss tests because of appointments must have permission from the teacher 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.

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

Academic Probation

Students who are failing one or more courses at the end of each quarter will be placed on Academic Probation. The student may be ineligible to participate in co-curricular activities and in extreme situations even dismissal.

Students placed on academic probation will be assigned a specific Office Hour schedule by his/her advisor which he/she is required to follow. Not attending Office Hours will be considered skipping and will result in the student receiving five demerits. (*See Code of Conduct*)

Eligibility for Co-Curricular Activities

A great majority of St. David's students participate in co-curricular activities, which are not graded and are outside of the daily class schedule (including but not limited to athletics and fine arts). Participation in co-curricular activities at St. David's is a privilege. To participate in a co-curricular activity, students must maintain passing grades in all courses and fulfill any other academic requirements necessary for the particular activity. Students' grades will be assessed every two weeks (the initial grade check will occur after the first four weeks of the school year), and students who do not maintain passing grades or who earn a grade of incomplete will be placed on probation. Students on probation will be required to meet with the teacher of the course they are failing and to establish a plan for improvement, in order to succeed in the course.

Students on probation may participate in co-curricular activities and will have two weeks to show satisfactory progress, either by earning a passing grade or by approval of both the Academic Dean and the teacher of the course.

Students who do not show satisfactory progress by the end of the two-week probationary period will be ineligible to participate in co-curricular activities until satisfactory progress is shown. Once students leave probation and become eligible, they must maintain a passing grade to remain eligible.

Promotion Requirements

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

Summer School for Middle School Students

Students who wish to take courses outside of St. David's School in order to advance in their sequence over the summer must obtain prior permission, in writing, from the Department Chair and Academic Dean. The Department Chair will draw up a contract with the parent to document the exact requirements for the requested

course of study. In order to demonstrate mastery of the material studied over the summer, the student will be required to take an assessment in early August, designed by the Department Chair, and achieve a specific grade, determined by the Department Chair, in order to be allowed to advance.

Attendance Policies

St. David's believes that class attendance is essential for academic growth, therefore, a student is expected to attend school and meet all scheduled classes, Morning Prayer, and Chapel service, and other activities unless properly excused. Students must remain on campus until excused or dismissed.

The academic day normally begins at 8:00 a.m. and ends at 3:15 p.m. 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 their children up by 3:45 p.m., unless they are enrolled in After-School Care, involved and/or attending a St. David's School event. Students are not allowed to be in the gym without adult supervision. **Requesting the early release of a middle school student must be arranged with the school before 2:45 p.m. After 2:45 p.m., call in requests made by parents will not be accepted.**

Daily Schedule

The school day will begin promptly at 8:00 a.m. and end at 3:15 p.m. on Monday, Tuesday, Thursday and Friday. Students arriving on campus between 7:30-8:00 a.m. may either go to the Dining Hall or, if they have specific questions, may attend an Office Hours session. Students are not allowed to loiter in the halls, the Student Commons, or outside between the hours of 7:30-8:00 a.m. **On Wednesday, school will begin at 9:00 a.m.** On occasion the daily schedule will be modified for special events. Students and faculty will be notified in advance of such changes. A link to the daily schedule can be found [here](#).

Office Hours

Students may obtain additional help from teachers from 7:35-8:00 a.m. Monday, Tuesday, Thursday and Friday. If a student requires more than one session per week in a given subject, we encourage outside tutorial help or, if approved, inclusion in our Academic Support Program. **Private tutors and coaches, who are not St. David's employees, are not allowed to tutor on campus.**

If a student is unable to schedule a meeting with a teacher during Office Hours, he or she should talk with the teacher to schedule appointments either during a study hall, during lunch, or after school. Students scheduling after school appointments should contact the teacher via email 24 hours in advance to ensure teacher availability.

At the teacher's discretion, a student may be required to attend Office Hours. Any student earning a grade below 75 is strongly encouraged to attend Office Hours sessions. Any student earning a failing grade on an assessment may be required by the subject teacher to report to Office Hours sessions.

Any student placed on Academic Probation is required to attend Office Hours. Failure to attend required sessions while on Academic Probation will be treated as skipping class and will result in a student automatically receiving 5 demerits (see *Code of Conduct*).

Study Hall

All middle school students have a study hall built into their daily schedule. The study hall is monitored by the student's advisor. During the study hall period, core teachers are available to assist a student with questions concerning assignments, quizzes, or tests.

Any middle school student playing on a Varsity or Junior Varsity team may request special permission to take an additional study hall during that particular sports season. Students allowed to enroll in a study hall will be expected to utilize the entire period for studying. Students not utilizing the entire study hall period will lose the privilege and will return to his/her elective class. *Study hall forms are available on the St. David's website at www.sdsn.org.*

After-School Care

After-School Care is provided for Middle School students on school days from 3:15- 6:00 p.m. Fifth through eighth grade students who are not enrolled in After-School Care or attending an after-school activity may not be on campus after 4:00 p.m. Any Middle School student left on campus after 4:00 p.m. will be required to attend After-School Care and a charge will be added to the tuition account. Please check with the Director of After-School Care for pricing and availability

Excused Absences

Absence from school will be excused for:

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

If the student is ill, the parent must contact the Middle School Administrative Assistant by 7:50 a.m. on the morning of the absence. The Middle School Administrative Assistant can be reached at 919-782-3331, extension 309.

Family Discretionary Days/ Planned Absences

The Family Discretionary Days and/or Planned Absences must be pre-approved 24 hours prior to the absences, using the Student Absence Form. Approval is at the discretion of the Division Principal. However, if a student has accrued ten (10) absences in a particular course, these days will not be approved as excused absences. **These days may not be taken during exams, standardized testing, or 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.

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*), or if a student's tuition balance is delinquent (See *Tuition Payments*).

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 which will continue the learning process of the P.E.

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 that assignment.

Excessive Absences

Irregular attendance is disruptive to a student's academic progress and creates an unnecessary burden for faculty and students. St. David's will take action with 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, for excused or unexcused reasons or a combination thereof. 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 class 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.

Parents are asked to see that absences are held to a minimum and that they are due to legitimate, unavoidable circumstances.

Excessive absences may be reported according to state truancy laws.

Note: Absences related directly to a school approved co-curricular activity are not included.

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, papers and projects.

Excused and Unexcused Tardies

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

- Sign in legibly in the Welcome Center.
- Bring a parental note stating the reason for the tardiness. Tardiness will be excused for vehicle breakdowns and other reasons mentioned under "excused absences."
- Unexcused tardies to class or school will result in a student receiving a demerit. Demerits for tardies will be treated separately from behavior demerits. Demerits for tardies will result in the following consequences:
 - 5 demerits = lunch detention with advisor and parent notification
 - 10 demerits = Meeting with principal and advisor and parent notification
 - 15 demerits = Two day lunch detention and parent notification
 - 20 demerits = Working Detention and parent notification

Parents must notify the Middle School Office via a phone call, voicemail message, email or written note prior to their student being allowed to leave early. A Middle School student leaving campus for any reason may not sign out themselves but must be checked out by his/her parents at the Welcome Center.

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.

Conduct Policies

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

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, iPad, 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.
6. Chewing gum is not permitted on campus.

Bullying and Harassment Statement

St. David's School is committed to giving each member of the school community the full measure of respect to which he or she is entitled. Standing on our faith's foundation, we uphold a standard of virtue and good character. Additionally, the school strives to maintain a safe 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 is committed to addressing all bullying and harassment issues.

Bullying and Harassment Policy

The school defines bullying as conscious, willful, malicious and/or deliberate activity intended to exclude, harm, induce fear through the threat of further aggression or create distress. This 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) which is intended to create distress and affect any member of the community's behavior or performance in school. If the administration determines a student is using cyberbullying against another student, he/she could be charged with a Class 2 misdemeanor.

It is important to note that not all aggressive behavior is bullying. Some children, without the intention or awareness that it causes distress, may exhibit behaviors that appear to be bullying. Some individuals may feel they are being bullied, even when there is no intention from others to cause distress. However, all perceptions of bullying will be taken seriously.

Furthermore, the School will not tolerate 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 is defined as speech or conduct that is severe or pervasive enough to create a hostile environment. Examples of harassment include but are not limited to: 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 educational environment. These activities or similar activities may also be a violation of federal law.

Reporting Bullying and Harassment

Any student who feels he or she is a victim of bullying or harassment should immediately report the incident to his or her Advisor, Grade Chair, School Counselor, Coach, Athletic Director, or Division Principal, and to his or her parents. School authorities will investigate all such reports. Students and parents 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 discreetly to maintain confidentiality in order to protect the student making the report. Civil authorities will handle criminal charges.

Unacceptable Middle School Behavior

There are some specific Middle School behaviors that erode the virtue of our community and must be addressed if they arise. Although this is not an exhaustive list, these behaviors are indicators of patterns of bullying and/or harassment.

- Name calling
- Making up stories to get someone in trouble
- Talking about another student's looks, weight, clothing, athletic ability
- Hitting, kicking, tripping, pushing another student
- Telling other people not to talk to or be friends with someone
- Moving someone's lunch to another seat or table
- Taking another student's possessions or demanding money
- Damaging another student's property
- Making unwelcome sexual comments or advancements
- Spreading hurtful or embarrassing information via conversation or media about someone (see *Social Networking and Publishing Sites*)
- Doing annoying, unwanted or hurtful things to someone, even when asked to stop
- Acting in a way, either with words or body language, which degrades someone else (such as turning your back on someone when they try to speak to you)
- Intentionally excluding one or a few people from a group activity (such as class assignments, lunch table, etc.)
- Intentionally blocking another student's locker
- Threatening harm to someone, even if in a joking way (we must address all statements that call safety into question)

Electronic Devices

St. David's recognizes that digital devices (including tablets, and laptops, etc.) are ubiquitous and have transformed our lives in many ways. They are the means by which many individuals and organizations learn, collaborate, communicate, organize, and conduct business, as well as, gather, sift, and disseminate information. For the same reasons, digital devices can be great educational tools, when they are used effectively. At St. David's, we encourage students to harness the full power of these devices and at the same time to build good habits for responsible use of their devices.

The irresponsible use of a digital device is dangerous, distracting, demeaning, and can negatively impact the learning process. Academic focus, intellectual growth, and intentional time for thoughtful reflection and face-to-face conversation are trademarks of the St. David's culture of learning. We encourage students to refresh their minds

during free time by minimizing screen time when possible. Therefore, games and non-educational videos are not allowed to be played on campus. Violation of this expectation will result in a student receiving 5 demerits and an automatic working detention.

The use of cell phones during the school day (7:30 a.m.-3:30 p.m.) is not necessary or permitted. If a student needs to use a phone during school hours, phones are available in all classrooms and in the division office.

Therefore, the school discourages students from bringing cell phones to school. However, if a parent deems it necessary for his/her child to bring a cell phone to school, the student will be required to leave the cell phone with his/her advisor at the beginning of the day. The student may pick up his/her phone when the day has ended. Failure to follow the cell phone policy will constitute an Honor Code violation and result in disciplinary action.

Alcohol, Tobacco, Vaping Products 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 (including tobacco and vaping products). 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 or tobacco or vaping products 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 or tobacco or vaping products within the physical confines of the school campus or at any school-sponsored event held on or off campus.

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

Penalties for off-campus offenses

- First offense (no minimum; possession or a sip is treated the same as consumption of a larger quantity)
 1. Assessment by a qualified professional at the parents' expense; begin treatment, if necessary; written confirmation within 30 days of offense from the assessor to the Division Principal, stating that assessment has occurred.
 2. Students may take part in any suitable projects/programs determined by the school administration (i.e., research paper, work, video, and visits to emergency room or AA meetings).
 3. Students involved may not represent the school in any co-curricular activity for one month following the date of the offense.
 4. Students holding student-elected offices must vacate them for the rest of the school year.
 5. Students are subject to suspension (in-school or out of school) 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 (in-school or out of school) or expulsion in egregious cases.
- Third offense
 1. Expulsion

Penalties for on-campus offenses

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

Dress Code Policy

Purpose

The purpose of the dress code at St. David's is to reflect our pursuit of faith, virtue, and knowledge as we prepare young men and women for college and life. The objective of the St. David's dress code is to emphasize the meaning and significance of academic pursuits, and to instill an awareness of how personal appearance communicates respect.

General Attire

Dress shirt (blouse, polo, or collared shirt)

Dress pants or shorts

Dresses or skirts

Sweater and/or jackets

*Non-athletic Shoes

- No athletic wear, including hats, t-shirts, athletic shoes (*with the exception of students in grades 5 and 6), leggings worn as pants, mesh shorts, sweatshirts (other than those with the St. David's logo). Strapless tops or tops with straps less than two inches wide, or apparel that reveals the midriff, buttocks, chest, or other excessive areas of the body may not be worn.
- For the ladies, hemlines of skirts must be no more than three inches above the top of the knees and straps must be no less than two inches wide. Hemlines of shorts must be no more than three inches above the top of the knees for the ladies and the gentlemen. For the gentlemen, shirts must be tucked in and a belt worn.
- Blue denim or pants with holes or distressed appearance may not be worn.
- Canvas shoes, such as Vans, Toms, and Converse, may be worn on days other than Chapel Day as long as they are clean, neat, in good condition, and not distracting.

Personal Hygiene and Grooming

Natural hair colors only

No facial hair

Gentlemen: Hair length should not touch the collar or fall below the brow

Piercings for girls only and limited to two per ear lobe

Tattoos are prohibited

Chapel Attire

Ladies

Navy skirt or navy dress pants

White button down shirt or white sweater set

Navy or white sweater

Navy blazer

Dress shoes

Moderate, neutral accessories

Gentlemen

Khaki dress pants (khaki color only)

White button down shirt

Tie (one of St. David's recommended options)

Navy or white sweater

Navy blazer

Dress shoes with socks

Casual Dress Day Attire

Jeans, t-shirts, sweatshirts, and athletic shoes may be worn. On days when casual attire is permissible, ladies may wear leggings (as long as a shirt is worn to cover the buttocks), but no athletic shorts. For ladies, athletic shorts are permissible only for athletic-based activities such as the Freshman Retreat, Student/Faculty Basketball Game, and Field Day. Gentlemen may wear athletic shorts but no leggings. Unless otherwise designated,

students will be expected to wear St. David's attire on casual dress days.

How to change the dress code

Administration has ultimate discretion and authority on the appropriateness of attire. Students may write a proposal for a specific request and submit that to an administrator to be reviewed with grade chairs. If the proposal passes review, the administrators will make an announcement to the specific division.

P.E. Uniforms

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

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.

Enforcement of the Expectations and Policies

It is the primary responsibility of the St. David's faculty to deal with most infractions of the rules as they occur. When the faculty enforces the discipline system in their classrooms and on campus, a successful and supportive learning environment is maintained. The Division Principal will become involved in the disciplinary process when attempts by teachers do not elicit proper behavioral changes or in the case of major code of conduct violations. If necessary, the Discipline Committee will be convened to handle matters of enforcement. All violations of school rules and policies will be documented in the student information database.

Discipline Committee

The Discipline Committee consists of the Middle School Grade Chairs, Middle School Principal and from time to time the Headmaster. The committee or members representing the committee as a whole, meets with students who commit more serious disciplinary infractions as well as students who exhibit a repeated pattern of less serious offenses. The committee investigates 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 lunch detention, a working detention(s), institute an in-class detention, or behavior contract, suspend the student (in-school) or with the concurrence of the Headmaster, institute an off-campus suspension, or expel the student. Each decision of the Discipline Committee may be appealed in writing to the Division Principal within 24 hours.

Demerit System

Violations of school expectations and policies will result in a student receiving demerits. Demerits serve as a warning to students concerning their failure to adhere to the school's code of conduct, expectations, and policies. The Demerit System serves as a vehicle for St. David's School, the student, and the parents to resolve behavioral problems that impair both the student's academic performance and the academic performance of the other students at St. David's School. Its ultimate aim is to help correct behavior that is detrimental to the student's own success at St. David's.

Teachers will notify a student if he or she is given a demerit for violating a school expectation or school policy.

Accumulation of Demerits and St. David's Response

The accumulation of demerits will result in the following, in addition to loss of privileges at the discretion of the Middle School principal:

5 Demerits – Working Detention

10 Demerits – Working Detention and parent conference with Grade Chair
15 Demerits – In-class Detention and parent conference with Grade Chair and the Middle School Principal
20 Demerits – Parent conference with the Grade Chair and the Middle School Principal and the development of a Behavior Contract.

Note: Demerits may be accumulated throughout the school year, i.e., a student's demerits are not reset to zero at any point during the school year. However, they are reset from school year to school year.

In general, a single demerit will be given for infractions of school expectations or policies. For example, a single demerit may be given for:

- Dress code violation
- Chewing gum
- Bringing food or drink (other than water) into class
- Disorderly behavior in class

More serious infractions may result in a student moving immediately to the next level of consequence (e.g. a student who has 2 demerits may be immediately moved to 5 demerits). These infractions include, but are not limited to:

- Overt disrespect shown toward any St. David's faculty, staff, or peer
- Destruction of private property
- Inappropriate or vulgar language
- Student off campus without permission

Classroom behavior will be managed by the teacher and will follow grade level classroom management policies set forth by each grade. These policies will address a student's classroom behavior immediately and may lead to demerits being given.

Some offences, such as violations of the school's harassment or bullying policies, fighting or endangering of any member of the St. David's community, or any other violation of the policies and norms of St. David's School that require prompt attention may be immediately referred to the Middle School Principal or the Discipline Committee. Honor code violations will be referred to the Honor Council for immediate action.

Consequences of Demerit Accumulation

Detentions

Working Detention

Working detentions are served after school from 3:30-4:30 p.m. It is a 60-minute period when a student is expected to serve the school community. Students serving a working detention may also lose his or her privilege of participating in Co-Curricular activities for that day.

In-Class Detention

Students receiving an in-class detention will report to their division office at the beginning of school.

They will attend all classes but will be isolated from the school community during all breaks, lunch and any other free period. Students serving an in-class suspension will be barred from participation in school co-curricular activities during the detention. In-class detentions may be prescribed for a single day or up to a week.

Behavior Contract

A behavior contract is a document created (typically by the Discipline Committee) that clearly defines the school's expectations for the student's future behavior and the consequences to the student for failing to meet those expectations. The contract itself is not a punishment, nor does any one type of punishment necessarily follow from the behavior contract. However, a behavior contract can stipulate the consequences for the infraction(s) that necessitated the contract and will generally define the conditions under which suspension or expulsion from St. David's School will be enforced.

Behavior contracts may be written for a student before 20 demerits have been reached if an offense warrants immediate strong actions. 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 Grade Chair and Middle School Principal.

Suspensions

Occasionally a student's behavior will need immediate discipline. In these situations, the Discipline Committee and/or the Middle School Principal, in conjunction with the Headmaster, 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 attend 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.

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 upon arriving on campus but no later than 8:00 a.m. They will not be allowed to attend classes during an in-school suspension and will be isolated from the school community. Students 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 the 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.

Out-of-School Suspension

Students serving an out-of-school suspension will not be allowed on campus during the term of their suspension without the express permission of the school administration. Students serving an out-of-school suspension will not receive any credit for homework, classwork, or assessments that fall due during the term of the suspension. The only two exceptions are: (1) individual projects or papers that were assigned prior to the suspension, but come due during the term of the suspension may be submitted to the division office on the due date of the assignment for full credit, and (2) group projects or papers that were likewise assigned may be given partial credit for work completed prior to suspension. The administration will require that missed assignments be completed, even though no credit will be offered.

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.

APPENDIX

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 919-782-3331.

Emergency Phone Messaging System

St. David's School subscribes to the telephone alert system Connect 5, which allows administration to contact our entire community via telephone within a time period of approximately thirty minutes. The system will be activated in the event of delayed starts, early dismissals, school closures, or other emergencies where information needs to be disseminated quickly.

Fire/ All-Weather/ Lockdown Drills

Fire, all-weather, and lockdown drills will be conducted periodically throughout the year. The school reserves the right to perform these drills unannounced, so parents should adequately prepare their student, as necessary. Students should take drills seriously, remain calm and orderly, and follow directions from faculty and staff 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 the evening prior or by 6:30 a.m. Please listen carefully for instructions about whether the school will open late or be closed. We will also have a message posted on the school's website and all families will be contacted by the school's Connect 5 system (See *Emergency Phone Messaging System section*).

Safety and Security

Safety and security measures at St. David's include security cameras, a school resource officer and required identification badges for all employees, parents, and guests. All visitors (parents and guests) must first report to the Welcome Center to obtain a badge using LobbyGuard.

Security Cameras

As part of the school's safety and security plan, video cameras are strategically placed throughout campus. These cameras are utilized primarily as a deterrent to discourage misbehavior as well as to capture post-event evidence. As such, cameras are not continuously monitored throughout the school day.

Health and Medical Procedures

Magnus Health

St. David's School is pleased to partner with Magnus Health to offer a secure, online database for all medical record completion, submission and maintenance. All documents are uploaded into the Magnus Health System. This can be completed by logging in to the St. David's portal on the school's website. Magnus allows the school nurse to look up vital information, chart visits to the nurse, and keep track of medical issues, immunizations, medications and trends.

Annual Physical and Immunization

All **new** St. David's students are required to submit a physical form and immunization record completed according to North Carolina state requirements prior to the first day of school using our on-line electronic student medical records service. The physical examination must have been completed within 12 months prior to the beginning of the school year. All students are required to have emergency contact information. All 7th grade students are required to submit an immunization record as proof of their required Tdap (tetanus, diphtheria, pertussis) and Meningococcal vaccines.

Concussion Management Plan

Concussion management requires a coordinated, collective effort among St. David's faculty and staff along with parents and guardians to monitor an individual student's progress based on the guidance received from a licensed physician. The purpose of this program is to provide comprehensive care for all St. David's students both prior to and during a concussion. This includes proper concussion education for all parties, defined roles within the concussion management team and an action plan that outlines the required communication and collaboration needed to best manage our students as they return to school following a concussion diagnosis.

Concussion Education

Concussion education is a key component in both the early identification and treatment of a concussion. All St. David's faculty members and coaches will receive annual concussion education training prior to the start of the school year and/or beginning of season. The initial education component for faculty members will be in the form of a presentation from the school's Neuropsychology Consultants. Refresher education materials will be submitted through email each quarter thereafter. All faculty will be educated on the St. David's Concussion Management Plan and must act within their defined roles during the treatment of a student concussion.

Coaches will receive concussion education training prior to his or her sports season and must sign the Gfeller-Waller concussion information document. Coaches are required to complete the CDC Heads Up to Youth Sports: Online Concussion Training annually. The athletic trainer will provide updated concussion information to coaches as he or she deems necessary.

Parents or guardians of student-athletes must watch the concussion information video located on the St. David's School Athletic Webpage and digitally sign the Gfeller-Waller concussion form in the Magnus Health system each year. All parents or guardians must read the St. David's Concussion Management Plan document and digitally sign a verification form located in the Magnus Health system. Parents or guardians can consult the school nurse, athletic trainer, or the Neuropsychology Consultants for further concussion information.

Student-athletes in grades 6-12 that play the following sports will complete an annual baseline ImPACT computerized neurocognitive screening measure: football, cheerleading, basketball, lacrosse and soccer. All students in grades 6-12 will receive initial concussion education training in the beginning of the school year.

Concussion Management Team

The primary focus of all members of the concussion management team should be the student's health and recovery. Complete collaboration between the private licensed medical provider trained in sports concussion treatment and all members of the team is essential to maximize the student-athlete's safe and speedy concussion recovery. Please see below for the roles of the concussion management team members:

Student

- To clearly and honestly communicate their symptoms, academic difficulties and feelings to teachers, parents or guardians, nurse and/or athletic trainer, and coach
- To adhere to the concussion recovery recommendations provided by the physician

Parents/Guardians

- To seek the advice and evaluation of a licensed medical professional trained in concussion management
- To submit all physician notes, instructions, and any symptom changes to the school via the school nurse or athletic trainer, in a timely manner (whether through hard copy or email)
- To help maintain student compliance with physical, cognitive and academic recommendations outlined by the physician

Athletic Trainer

- To serve as the first point in communication to designated concussion team members when the concussed student is also an athlete
- To direct and oversee the concussion management plan and trouble shoot issues together with the entire

concussion management team

- To inform the Neuropsychology Consultant when a St. David's student-athlete is suspected of having sustained a concussion
- To communicate with other concussion management team members as updates are provided from the physician and/or parents and guardians and when changes occur in a student's progress
- To monitor symptoms and supervise the student-athletes return-to-play progression
- To help educate members of the St. David's community about concussions, concussion care and the concussion management protocol

School Nurse

- To serve as the first point in communication to designated concussion team members when the concussed student is a non-athlete or the injury occurs in a non-school sponsored sport
- To refer possible head injuries that occur to a non-athlete during the school day to a concussion specialist (see list)
- To communicate health related concerns to designated members of the concussion management team (includes reoccurrence of symptoms, frequent nurse room visits, etc.)
- To help educate members of the St. David's community about concussions, concussion care and the concussion management protocol

Physician (Specialized in Concussion Care)

- To evaluate, diagnose and manage the student's injury
- Provide written instructions concerning cognitive, academic and physical limitations and/or accommodations

Neuropsychology Consultant

- To fund ImPACT baseline and post-injury school-based testing and to review ImPACT protocols for validity and risk factors
- To provide initial concussion education to St. David's faculty and students, and to help educate members of the St. David's community about concussions, concussion care and the concussion management protocol
- To act as a consultant for student concussions, particularly if recovery is protracted or the student-athlete has pre-existing health or educational risk factors
- To communicate any additional recommendations to concussion team members for concussed student-athletes

School Counselor

- Resource for the concussion management team when students are struggling with emotional issues related to their concussion
- To work with students that may exhibit protracted or serious emotional issues due to prolonged recovery

Grade Chairs

- To disseminate information from the school nurse or athletic trainer, to the concussed student's teachers and advisor regarding academic restrictions and/or supports needed during various phases of the concussion recovery process
- To collaborate with and lead teachers in creating a realistic calendar for the concussed student to complete outstanding assignments (includes, homework, classwork, tests and quizzes)
- To act as the main resource for the teachers and parents or guardians of a concussed student concerning academic difficulties
- To communicate to other concussion team members if a student is having difficulty progressing with academics

Teachers

- To consult with the Academic Dean to determine how physician recommendations affect academic work following a student concussion
- To communicate with specific grade chair and/or school principal and parents or guardians regarding student difficulties in class
- To work together with a concussed student's other teachers to prioritize make-up assignments

- To provide feedback to designated concussion team members with regard to student performance in the classroom

Academic Support Director

- To be a consultant for prolonged or complicated cases where long-term accommodations or more extensive assessment and educational plans may be necessary
- Maintain a file of all concussions as a reference for long term academic issues
- To help educate members of the St. David's community about concussions, concussion care and the concussion management protocol

Academic Dean & Principals

- To receive information about each concussed student in his or her division from school nurse or athletic trainer
- To work with the grade chairs, teachers, and parents or guardians, when a student is having difficulty progressing academically
- To communicate with parents and teachers about prolonged absences and how to plan for make-up work/grade advancement
- To help educate faculty and staff members of respective divisions about concussions, concussion care and the concussion management protocol

Concussion Management Action Plan

Communication amongst all parties of the concussion management team is vital to the proper treatment of concussed St. David's students. Although the following chains of communication outline a specific communication flow, the school nurse and/or athletic trainer should be notified in instances where the communication chain begins at a different level. The school nurse and/or athletic trainer need to be notified when students begin to experience reoccurring symptoms, when a parent may send an initial email regarding a concussion but does not copy the nurse or athletic trainer, and at any point that any concussion management team member has a question concerning the recovery of the concussed student.

The action plan has two paths:

Path A: A St. David's student has been formally diagnosed with a concussion by a specialized healthcare provider or physician.

Path B: A St. David's student encounters an event during the school day or at a school-sponsored athletic event, or speaks of an event that took place at another time, and is experiencing signs/symptoms of a suspected concussion.

Concussion Management Action Plan - Path A: Student has been diagnosed with a concussion by a specialized health care provider or physician

Once a student has been diagnosed with a concussion by a healthcare provider or physician trained in concussion care, the following should take place:

1. Parents of **student-athletes** notify school athletic trainer of the confirmed diagnosis and provide doctor recommendations. Parents of **non-athletes** notify the school nurse of the confirmed diagnosis and provide doctor recommendations.
2. The athletic trainer and/or school nurse then notify the following individuals with the physician recommendations:
 - a. Lower School (Nurse): specific grade level teacher, Lower School Principal, ASP Director, Academic Dean, neuropsychology consultants
 - b. Middle School (Nurse and/or Athletic Trainer): specific grade level chair, Middle School Principal, ASP Director, Academic Dean, nurse and/or athletic trainer, neuropsychology consultants
 - c. Upper School (Nurse and/or Athletic Trainer): specific grade level chair, Upper School Principal, ASP Director, Academic Dean, nurse and/or athletic trainer, neuropsychology consultants
3. Grade chairs then send the communication to the student's teachers and organize a meeting with the teachers to develop a Concussion Support Plan that covers restrictions, support materials needed, and a calendar of prioritized reduced work-load and make-up work.
4. Teachers should adhere to the physician recommendations and agreed upon work calendar. Teachers can consult grade chairs and concussion management team members if they have any questions.

5. Nurse and/or athletic trainer will communicate results from follow-up appointments and/or parent feedback as they occur. Email communication will continue in the same manner after each appointment until the student has full clearance from the physician to resume all activities.

Concussion Management Action Plan-Path B: A suspected concussive event occurs at school and/or over the weekend

There are cases where an event will happen in school, whether on the playground, in PE class or due to an accident, which results in a student exhibiting concussion-like symptoms. In some instances, an event has occurred at home or away from school but a student has not yet seen a physician. In these cases the following should take place:

1. If a student is complaining of headaches, nausea, dizziness, light/sound sensitivity, etc., send to the school nurse immediately.
2. The school nurse will consult with the athletic trainer and if deemed necessary, will refer the student to the concussion clinic (see list).
3. The school nurse will notify the parents and begin the email communication chain as if a student were already diagnosed with a concussion.
4. The student will not attend any classes for the remainder of the school day and/or until his or her initial doctor appointment and will be guided to partake in cognitive rest; no school work of any kind, television, texting, computer usage, etc. Concussion clinic appointments are not always same day, therefore classroom expectations may need to be modified until appointment date.
5. The student will remain in the nurse's office until a parent or guardian signs them out for the school day.
6. The parents and/or guardians are then responsible for providing the school nurse and/or athletic trainer with any physician notes or medical updates. At that point the **Path A** Action Plan will be activated (student diagnosed with a concussion).

Members of the concussion management team should act within his or her designated role to ensure the communication loop is followed throughout the course of a student concussion.

Referrals:

Carolina Family Sports Concussion Clinic – 919-238-2017

Cary Location: Dr. Josh Bloom, Dr. Jim Blount, Dr. Kristen Clarey,

Dr. Sandeep Gavankar, Dr. Payton Fennell

Holly Springs Location: Dr. Michael Hart

Raleigh Location: Dr. Brett Foreman

WakeMed Youth Sports Concussion Services – 919-350-4340

Dr. John Wooten

Orthopedic Specialists of North Carolina – 919-562-9410

Wake Forest Location: Dr. John Neidecker

Prolonged Care Referral:

Carolina Neuropsychological Service – 919-859-9040

Dr. Bob Conder and Dr. Alanna Conder

Student Illness

If your child is not feeling well in the morning, please do not send him/her to school. Do not return him/her to school after an illness until he/she is free of fever, diarrhea, vomiting without the use of medication for 24 hours. All communicable diseases as well as head lice should be reported to the school nurse. Do not send your child to school with a rash or anything you suspect may be contagious. Our clinic is available for students who become ill or are injured at school. The student is responsible to make the teacher aware that he/she is sick or injured. If an injury to your child occurs outside school hours and during weekends, please consult your healthcare provider for diagnosis and treatment.

Lice

The school recommends for all parents to do the following:

1. Examine your child's head for signs of lice or nits periodically (recommended once a week).
2. If lice are found, immediately notify the school by contacting the School Nurse at 919-782-3331 x248.

3. Treat your child using recommended lice shampoo followed by meticulous combing with a nit comb. An excellent comb which can be ordered on the internet is the “Nit-Free Terminator.” A reapplication of shampoo is recommended in 7-10 days.
4. Check other family members for signs of lice or nits.
5. When returning your child to school, send them to the Nurse’s office for a head check. If they are cleared of lice and nits, they may return to the classroom.

If a child is identified with head lice, the school policy is as follows:

1. Confidentiality will be kept by the school.
2. If lice are found, a parent will be called to pick up your child from school for treatment.
3. Students may return to school the next day following treatment, but must check in with the nurse before returning to the classroom.
4. If lice are found on a Lower School student at school or at home, the class will be checked and all parents of students in that class will be notified, but the student’s identity will be confidential.
5. If lice are found in a classroom, we are asking for sleepovers to be suspended for two weeks.

Medication

If it becomes necessary for your child to take prescription medicine during school hours, it must be given by the school nurse only. All medication must be in the original prescription bottle with the student’s name, name of medicine, amount to be given and duration. Signed permission from the parent/guardian and a licensed physician must be obtained before any prescribed medication can be given at school. Authorization forms are available online in the student’s Magnus portal. The school nurse with the written consent of the parent may give limited non-prescription medication at school. These medications are provided by the school and dispensed in the clinic by the school nurse.

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.

First Aid

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 the wound by him or herself unless the wound threatens life or limb. If someone is severely injured, students should try to keep the person calm and get help as soon as possible by finding a teacher or administrator. If no teachers or administrators are present, call 911 immediately.

HIV policy

St. David’s 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 the AIDS virus a serious infectious disease and will act in accord 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 will not exclude students from school based on their being HIV-infected, and the school will not require the 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 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.

Transportation of Ill Students

It is the parent's responsibility to provide transportation for a sick child. In an emergency where there is a life-threatening situation or accidental injury, 911 will be called to assess the situation and transport if needed.

Asbestos

Pursuant to AHERA requirements for all public and private schools, we inform you that the ceilings and floor tile in the older buildings of 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.

School Business

Personnel

- **Academic Dean:** The academic dean is responsible for the academic curriculum of the school, providing leadership to faculty, and managing the processes by which instruction is administered to students.
- **Academic Support Director:** The academic support director is responsible for overseeing the academic support program.
 - *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.
- **Counselor:** 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.
- **Department Chair:** The department chair is responsible for overseeing the educational programs in his/her department.
- **Division Principal:** The division principal is responsible for the division's daily operation.
- **Grade Chair:** The grade chair facilitates communication between parents, students and the school. They also work with the Friends group and Student Council in helping to coordinate grade level and school events. When necessary, Grade Chairs will organize meetings with a student and his or her parents and teachers. Such meetings will be held to discuss academic and/or discipline concerns. At times, the Middle School Principal will be involved in these meetings.
- **Registrar:** The registrar is responsible for maintaining student records and for processing student enrollment, transfers, and withdrawals.
 - *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.*

- *Records/Report Cards*

Requests for records or report cards must be made in writing directly to the Registrar with a minimum of 72-hours notice of a deadline. Tuition accounts must be current with the Business Office for report cards to be released.

Tuition Payments

For your convenience, and as outlined in the Enrollment Contract, 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-Pay Plan: One payment due on June 1 or upon enrollment.
- Two-Pay Plan: Two equal payments due on June 1 and September 1.
- Ten-Pay Plan: Ten equal payments due each month – June 1 to March 1.

Enrollment or re-enrollment at any time after June 1 requires that accounts must be current to complete the enrollment and registration process.

All notifications and billing of tuition and incidental charges from the Business Office are generated online. Paper invoices are not issued and online payments are encouraged. Please allow 5-10 business days for online payments to be processed.

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 (1.5% monthly) on the outstanding balance.** Tuition insurance is mandatory on the ten-month payment plan and for one and two-pay plans if a balance is outstanding after September 1. Tuition accounts are required to be current upon the start of the academic year.

Families 30-days delinquent will be contacted by the Business Office. The Business Office will notify families their account is past due and request payment within 10 days. Any applicable late fee will apply.

Any family 60-days delinquent will be placed on financial hold status. Financial hold status will result in the following per the enrollment contract and school policy:

- Participation in overnight field trips and sporting events that require additional payments will not be permitted until tuition accounts are current. Payments made to the school for such events will be applied to the outstanding tuition balance.
- Grades and end-of-year transcripts will be held until tuition accounts are current.
- Students may not resume classes following fall break, Christmas, winter break, and Easter until payment has been made to release the financial hold.
- All accounts must be current before re-enrollment for the following academic year can occur.
- All accounts must be paid in full two weeks in advance of the school registration date in order to participate in the open house/registration process.
- For Seniors, account balances must be paid in full to participate in the senior trip, graduation activities, and to receive final transcripts.
- The school reserves the right to restrict a student from returning to school at any time if a balance is past due.

Financial hold status will be applied to all outstanding accounts on March 11.

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.

School Campus

Dining

St. David's School is pleased to partner with SAGE Dining Services. Each day, students have an array of choices to suit their dietary needs and personal preferences.

Breakfast

Hot breakfast items are available for cash-only purchase from 7:30 a.m. to 8 a.m. daily. Breakfast will not be offered on Wednesdays or other late start days.

Lunch

All meals feature:

- Several entrees, including vegetarian options
- Variety of sides, such as fresh fruits and vegetables, salads and dishes made from whole grains
- Deli sandwiches and grilled items
- Fresh Salad Bar filled with local ingredients
- House-made soups
- Desserts served three times a week
- A variety of cold beverages

The cost of lunch is included in the family's tuition payment. Students are asked to be mindful of only taking what they can eat for that lunch period. Extra portions are not to be removed from the dining hall. Paper products, utensils, and napkins are intended for SAGE lunch purposes only and are not to be taken from the Dining Hall. Fresh plates are required for additional trips to the food bars.

Parent Lunch Policy

As always, parents are welcome to visit with their child at lunch. All parents and visitors are required to sign in at the Welcome Center. The charge for parent/visitor lunch is \$5. When payment is made at the Welcome Center, you will receive a dated visitor's badge with a lunch stamp to indicate payment. This is your ticket to go through the serving lines.

Food Deliveries

To maintain the safety and well-being of students, faculty, and staff, **food ordered from outside vendors may not be delivered to campus.**

Middle/Upper School Library

The St. David's **Middle/Upper School Library**, located in St. Stephen's Hall, serves the students, faculty, and staff of the Middle and Upper Schools. The Lower School Library, also located in St. Stephen's Hall, serves the pre-kindergarten through fourth grade community. (Please refer to the *Lower School Family Handbook* for information about the Lower School Library.)

Library Mission Statement

The St. David's School Library supports the mission of the school through a library program that encourages the development of faith, virtue, and knowledge in our students. The goals of the program are to provide access to resources in various forms, promote the love of reading, and encourage our students to become effective researchers and discerning, life-long learners.

Middle/Upper School Library Hours

The library is open Monday through Friday during the academic year. Middle school students may visit the library before school, after school, and during the school day with permission from their classroom teachers.

Monday, Tuesday, and Thursday	7:35 a.m. – 4:00 p.m.
Wednesday	8:45 a.m. – 4:00 p.m.
Friday (and on days before holidays)	7:35 a.m. – 3:30 p.m.

If they need the library's resources, middle school students may work in the library after school. In order to ensure their safety, students who have not been picked up by the library's closing time may be sent to After-School Care.

Library Collections

The library's book, e-book, and media collections support the curriculum and serve the informational and recreational needs of the school community. Magazines, newspapers, 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 for individual students' use. An iPad charging station and printers are also available for students. The library subscribes to online research databases that are accessible on campus and from home via the library page of our school's website. Handouts and passwords for remote access may be obtained from library staff. The handouts/passwords are also available on the Resource Board of our school website (secure portal).

Circulation of Materials for Students

Middle school students' check-out period for library books is two weeks. Material may be renewed if it is not reserved for others. The library does not charge overdue fines. However, 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, we prefer the replacement fee over a replacement copy of the book. All fees must be paid prior to receipt of yearbooks and report cards.

Circulation of Materials for Parents

A collection of parent resources is available for parent check out in the Middle/Upper School Library. Please see one of the librarians to have a parent account set up. We appreciate suggestions from our school community; please let us know if you come across a helpful resource.

Library Instruction

Students in fifth 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 teachers to integrate research and information literacy skills into the curriculum. This as-needed approach provides instruction that is meaningful and relevant to students.

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. A book fair in the fall and Book Lovers' Week in February are favorite annual events. Author visits, book clubs, and other special programs promote the love of reading in our school community. The summer reading lists are coordinated by the librarians. Through our Student Library Assistant Program, students in sixth through eighth grade may apply to serve as assistants in the library. The Birthday Book Club and Gift Book Program provide a way to donate books to the library in honor or memory of a special teacher, student, or loved one. We are always open to new and fun ways to promote the library's mission. If you have an idea or suggestion, please share it with us.

Volunteer Program

The Friends' Library Committee of St. David's School is an active and vital part of the library program. Interested parents and family members are always welcome!

Lockers

The Grade Chair has the responsibility of assigning lockers to students. **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 Grade Chair or Division Principal.

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. Gym bags should be flexible and fit easily into a locker.

Students are not allowed to exchange lockers without the permission of the Grade Chair. The hallway floor, courtyards, benches, sidewalks, and the space above lockers must not be used to store student materials. Band equipment is to be stored in the band room.

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.

Student names should be written clearly on all items. 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 his or her advisor, Grade Chair, or the Division Principal as soon as possible.

Student property found on hallway floors or above lockers will be taken to the Middle School Office. Students may come to the office to claim all items.

Parking

During the school day, visitors (parents and guests) to campus are asked to use the designated visitor's spaces only. All reserved parking spaces (indicated by a sign) are to be honored at all times.

Bicycles, Skateboards, and Scooters

Students are allowed to ride bicycles to and from school. During school hours bicycles are to be stored in the designated area between the PAC and the Upper School building. 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 an approved reason, all students must remain on campus during the school day. Middle School students may not go into the wooded areas, the parking lots, the Lower School playground, or athletic fields without faculty supervision. Students leaving campus without permission is prohibited. Students who do so will go before the Discipline Committee.

School Life

Honor Code and Council

Honor Pledge

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

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

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

Cheating

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

Plagiarism Policy

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

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

Stealing

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

Expectations of the Honor Code

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

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

Middle School Honor Council

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

National Junior Honor Society

To be eligible for membership consideration, Middle School students must have a cumulative numeric average of 94 or above. Grade point average will be calculated based on core curriculum classes only. Core curriculum classes consist of history, math, science, English, language arts, and modern and classical languages. Sixth grade students must have completed three consecutive middle school semesters at St. David's School before being considered. Seventh and eighth grade candidates must have attended St. David's School for at least one semester. Potential members must also meet high standards of character, citizenship, and leadership in the areas of faith, virtue, and knowledge.

Leadership is also measured by the student's participation in two or more community and/or school activities. To meet service requirements, the student must have been active in at least one school or community service project.

Citizenship and character are measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Faith, virtue, and knowledge are considered to be a vital part of leadership, character, and citizenship.

Students who are eligible for membership based on their GPA are invited to complete a student information survey that provides the Faculty Council with information regarding the candidate's leadership and service. In addition to this survey, the Faculty Council will review school disciplinary records and solicit members of the faculty regarding their professional observations of each candidate. The Faculty Council, consisting of five members of the faculty chosen by the Middle School Principal, will carefully review all information to determine membership. A majority vote of the council is needed for selection. Candidates will be notified regarding selection or non-selection prior to the induction service held in the spring.

Dismissal

All members are expected to keep a cumulative average of 94% after induction in the National Junior Honor Society. Failure to do so may result in dismissal from the National Junior 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.

Student Council Offices

Student Council offices 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 other student leader ultimately rests with the Grade Chairs and Division Principal.

Parent Organizations

Fine Arts Boosters

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

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 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. Friends' primary function is to establish 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, which provides their time and financial support to the athletic programs at St. David's School. 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 welcomes volunteers to help with Warrior Club activities.

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.

On-Campus Visitations

For the protection of St. David's students and staff **ALL** visitors must report to the Welcome Center.

Students who wish to host a student visitor on campus during lunch must complete a visitation form and submit it for approval by the Division Principal at least 24 hours before the proposed visit. Forms for these visitations are available in the Middle School office.

Ministers who wish to visit with a student on campus during lunch must receive approval from the Chaplain at least 48 hours before the proposed visit. Forms for these visitations are available from the Chaplain.

Social Activities/Dances

All school dances will be sponsored and planned by the Middle School Student Council. 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.

Technology

Academic focus, intellectual growth, and intentional time for thoughtful reflection and face-to-face conversation are trademarks of the St. David's culture of learning. And according to this purpose, we embrace the great potential of personal computing devices in an intellectual community. We encourage students and faculty to harness the full power of digital devices and at the same time to build good habits for responsible use in a range of contexts and spaces. We appreciate that use of technology varies for each student and teacher.

In the Middle School, students in grades 5-7 are required to own an iPad. Students in grades 8-12 may choose from the following devices: iPad (version 3 or later Apple iPad, iPad Air or iPad Mini with a minimum of 32 GB) or a laptop (e.g. MacBook Pro, MacBook Air, iPad Pro, Microsoft Surface) running a Mac or Windows operating system. All laptops must have anti-virus software installed, enabled and regularly updated.

The Technology Team is chartered with and staffed to support the St. David's IT infrastructure. Much of the St. David's IT infrastructure is not visible to end users, but there are key parts of the infrastructure that do interface with students - the wireless network and productivity software services [St. David's email and Box (cloud-storage) accounts].

The Technology Team supports students in ensuring their St. David's email and Box accounts are functional and can be accessed by their device and the student wireless network is functional and accepts student connections. However, the use of, repair and troubleshooting of student-owned devices is not supported by the St. David's Technology Team. Parents and students are responsible for the care and maintenance of their student's device.

All students in the Middle School must read, sign and return the Responsible Use Policy at the beginning of the school year before a student may use technology on the St. David's School campus. By agreeing to the policy,

students are called to uphold all intellectual property and copyright laws and follow the guidelines listed in the policy below.

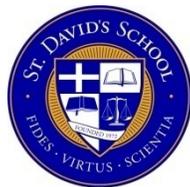
Violations of Responsible Use Policy may incur network account restrictions, loss of technology and network privileges, and disciplinary action. Students are expected to inform faculty and staff of any privacy or security problems they observe. State and federal laws also apply to certain activities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

The Responsible Use Policy can be found online on the Back-to-School Information resource board and the Student Resources board.

Social Networking and Publishing Sites

St. David's School understands the use of social networking sites such as Facebook, Instagram and Twitter are popular forms of communication among people, especially students. Publishing sites, such as YouTube, Flickr, SnapChat, Ask.fm, and Picasa, allow people to post and share videos 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 this Family Handbook. Students 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. (Please see the *St. David's School Responsible Use Policy* for further information regarding appropriate use of technology.)



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