

# BOARDING LIFE

Boarding school life offers a student the opportunity to experience living in a close community of friends and teachers. When a day student is under the jurisdiction of St. Margaret's School, she is expected to abide by these same guidelines.

## SIGNING IN AND OUT

When leaving from or returning to campus (**including visiting faculty homes**), a student must sign out and in at the School Life Office. Each student is provided a sign-out card which should be turned in to the Office when it is filled. A student is permitted to sign out for up to two hours, consistent with her plans. Signing out for consecutive two-hour periods will be limited. Failure to sign out or signing out inappropriately will result in disciplinary action.

**Sign-Out Procedures.** When leaving campus, a student must:

- Sign out on her own card (see example line below).
- Indicate the following information: the date/time of her departure, her specific destination(s), the name of the person(s) who will accompany her, and the estimated date/time of her return.

| Date | Destination | With Who | Time Out  | Est. Return |           | Time In |
|------|-------------|----------|-----------|-------------|-----------|---------|
|      |             |          |           | Date        | Time      |         |
| 9/13 | Java Jacks  | Carol    | 2:00 p.m. | 9/13        | 3:30 p.m. | **      |
| 9/19 | Home        | Mom      | 6:00 p.m. | 9/21        | 5:30 p.m. | **      |

\*\*Exact time to be completed when student signs back in.

**No student may leave the campus alone.** For her own safety, a student must be accompanied by another member of the SMS community or another individual with whom she is properly signed out. **After dark, all students must sign out in groups of three or more.** Students must be in acceptable dress. A student may be denied the privilege of signing out if she is

dressed inappropriately. Students should use good judgment and exercise caution when off campus.

**St. Margaret's School reserves the right to grant or deny permission to leave campus.** A student may be restricted to campus for academic, health, or disciplinary reasons.

**Sign-Out/Sign-In Times.** On school day afternoons, boarding students are permitted to go to town no earlier than 5:00 p.m., provided that they follow the above guidelines and return no later than 6:00 PM. On Sundays, all students must return to campus by 5:30 PM. **On Friday and Saturday nights, students walking to an establishment in town must return by 9:30 PM.**

**Sign-In Procedures.** Upon return to campus, students must sign in and record the exact date/time of return.

**Late Sign-In.** If a student anticipates that she will return later than she estimated, her parent/guardian must contact the AOD. However, calling does not necessarily excuse the student for being late. Being late due to traffic or weather can be remedied by leaving earlier and not trying to get back at the last minute.

**Late returns may result in marks and/or a loss of weekend privileges. Consistently late returns may result in further disciplinary action.**

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*A student intentionally providing incorrect or misleading information on her sign out card is considered to be lying and is in violation of the Honor Code.*

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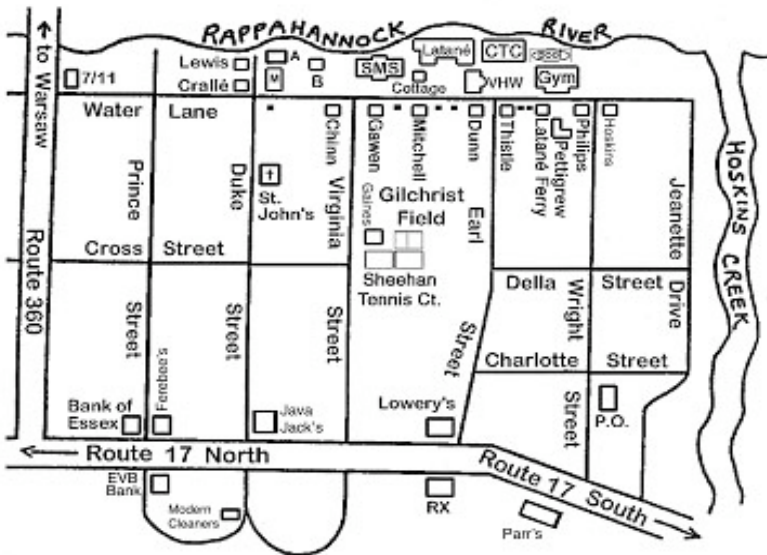
**Boundaries.** When a student signs out to town, she is expected to remain within the boundaries of Water Lane, Jeanette Drive, Route 17, and Route 360. A student may patronize the shops and restaurants within this area. Students are not permitted at the gas stations, car dealerships, motel, fire

station, or rescue squad house, and are not to be loitering in inappropriate locations. However, a student may receive permission to sign out to Modern Cleaners to attend to her dry cleaning needs.

If at any time during the year a particular area is designated as out of bounds, students are expected to respect that determination. Students who leave these boundaries without permission will be considered Absent without Leave (AWOL).

Students are not permitted to go to residences, even if within the walking or driving town boundaries, **unless specific prior permission has been given**. This includes residences of day students. Students may walk or run the designated loops during proper times after receiving permission and signing out.

**Students are not permitted to be on the back campus after dark.**



**Sunday Night.** Students are expected to be back on campus by 5:30 PM.

**Holidays and Vacations.** After a holiday or vacation, students are expected to be back on campus by 7:00 PM. Unless a student has received permission before she leaves campus to return later, she must return on time. Lateness to campus may result in disciplinary action.

## **WEEKENDS AND OVERNIGHTS**

Throughout the academic year, weekends are designated as either open or closed. On open weekends, there are no required all-school functions; however, regular activities are scheduled. On weekends that are designated closed, boarding students are to remain on campus and often all-school events are planned.

**Earning Additional Overnights.** Every student begins each trimester with a minimum of 5 overnights. An overnight is a Friday or Saturday night of a designated open weekend. (Thus 5 overnights translate to 2 and one-half week-ends.) All overnights not used in a trimester will be forfeited. They do not “roll over” to the next trimester.

During the course of a trimester, a student may earn additional overnights for the following trimester as described in the next paragraph. Returning students earning overnights during the third trimester may carry them over to the first trimester of the following school year.

Each student may earn an overnight by attaining Honor/Merit Roll, earning less than three marks in a trimester, or referring a prospective student to the Admission Office provided that student then visits campus.

**Overnights.** A student taking a Friday overnight may leave after her last commitment on Friday and return by 7:30 PM Saturday. A student taking a Saturday overnight may leave after 9:00 AM and return by 5:30 PM Sunday.

**Open Weekends.** On an open weekend, a student may leave **no earlier than** after her last commitment on Friday or Saturday and must return **no later than 5:30 PM** on Sunday. A commitment may include an athletic practice or contest, a rehearsal, mark detention, an academic commitment, Friday Night Reinforcement, Saturday Study Hall, or any type of meeting/appointment at which she is expected to appear. A student should not ask to leave early without proper reason (e.g., family wedding). We ask students and their parents to refrain from asking for an extra day either before or after a weekend. If a student fails to abide by these guidelines, she may be restricted to campus for future weekends.

**Weekend Overnight Requests.** Weekend overnight request forms, parental permission, and an invitation from the student's host/hostess must be completed and turned in to the School Life Office by **6:00 PM on the Wednesday** preceding her planned departure. Failure to do so may result in the denial of weekend or overnight plans. If a student has not met all her academic obligations for the week or if she has been assigned to Saturday study hall, she may not be eligible for a weekend or overnight.

Before leaving campus, a student must follow proper sign-out procedures and leave the yellow copy of her overnight request form folded over her sign out card in the School Life Office. A student who leaves for an overnight or day leave before or after office hours must make arrangements with the AOD before leaving.

**Unchaperoned Hotel stays.** Students are not permitted to spend overnights, weekends or vacation time staying alone or with other students at a hotel or in a similar accommodation, unless there is an adult chaperone 25 years of age or older staying with the student(s). Prior to the student(s) departing campus, the chaperone must have indicated, in writing, that he or she will be responsible for the student(s) in his or her care. In addition each student must have permission from her family for this overnight or vacation arrangement. St. Margaret's

reserves the right to deny overnight or vacation leave requests, that are not consistent with the letter or spirit of this policy.

St. Margaret's provides lodging in the Cralle House on campus during Thanksgiving Break and Spring Break. Rates for lodging and additional information and limitations can be found on the St. Margaret's website.

**Closed Weekends.** Closed weekends are designated on the school calendar. All boarding students are required to spend the weekend nights on campus. Additional weekends may be closed for either the whole school or for specific groups, and will be announced in advance. On closed weekends day leaves and overnight guests in the dormitory are not permitted.

**Adopt-a-Boarder.** Twice each month, a boarding student, may sign out on a school night to stay overnight at the home of a day student. The boarding and day student must both be in good academic and community standing. For the boarding student, good academic standing means she is not in required evening study hall. For a senior and day student, this means she is not in required *day* study hall. The boarder must fill out an overnight request form and have permission and an invitation on file in the School Life Office at least 24 hours in advance of her departure. Only after this request has been approved may she leave campus.

## **DAY LEAVES**

In the event that a boarding student wishes to spend time away from campus for a portion of a non-school day, she may request permission to take a day leave.

**Definition.** Unless the time away from campus is a school-sponsored trip or a trip with a faculty/staff member, **a day leave is considered to be when a student is off campus for more than two hours and/or beyond town limits.** A day leave may be taken beginning after the last commitment on Friday, or **after 9:00 AM** on Saturday and Sunday. Underclass

students should return from their day leaves by 10:00 PM. Seniors should return by 11:00 PM. All day leaves end at 5:30 PM on Sunday night. Once the student returns to campus, she is not permitted to sign out again in a car that day.

**Day Leave Requests.** In order to ensure the health, safety, and accountability of the student, the school requires parental approval and detailed information regarding the student's plans while off campus. Day leave request forms and parental permission must be completed and turned in by **6:00 PM on the Wednesday** preceding her planned departure. Day leave forms may be picked up in the School Life Office.

No plans will be approved unless the following information is available: written parental permission with designated destination, hosts, times, and an invitation if necessary. Parents must also assume responsibility for their daughter's behavior and conduct while off campus. Day leaves may be denied if the permission form has not been received by 6:00 PM on Wednesday.

**Day Leave Sign-Out.** If the leave is approved, the student will receive a yellow copy of the form to be left folded over her sign out card in the School Life Office. Students should indicate that they are on a day leave in the destination space on their sign-out card. Day leave plans are not to change from those approved. In the case of emergency or late return, a student must contact the school. Failure to follow this protocol may result in disciplinary action.

## **TRANSPORTATION**

**Requesting.** On open weekends and travel days prior to school holidays, the school will provide transportation to and from Richmond. **Parents should contact the school to arrange transportation at least two weeks prior to open weekends and school breaks.** The cost is billed to the student's account.

Faculty members are not available to provide special transportation unless specifically scheduled to do so by the school. The school cannot be responsible for special transportation needs. Please do not put faculty and staff members in the awkward position of having to refuse a request for transportation.

**Scheduling Related Travel.** On open weekends, students should plan departures from the Richmond airport or Amtrak station **no earlier than two and a half hours after their last commitment on Friday**, and should plan their return to Richmond **no later than 4:00 PM on Sunday**. Any exceptions must be cleared with the Dean for School Life prior to the finalization of plans.

## **VISITING OTHER SCHOOLS**

St. Margaret's relationship with other schools is very important. When invitations come to the school, students who attend events at other schools are under St. Margaret's jurisdiction. If a student visits another school at any time, she should observe the rules of the host school as well as those of St. Margaret's School and should remember that she represents the school. Students who wish to attend an activity at another school must do so with our school unless prior arrangement is made with the Dean for School Life.

## **VISITORS TO CAMPUS**

Parents and adult relatives may visit any time and are welcome at meals but are not permitted to stay overnight in the dorms. Other guests are only allowed to visit campus on weekends. No guests are permitted on weekdays unless prior permission has been granted by the Dean for School Life or the

*Administrator on Duty. No socializing with visitors, **on or off** campus, is allowed during the week unless prior permission has been given.*

**St. Margaret's School reserves the right to refuse access or continued access to any visitor at any time.**

**Guest Sign-In.** Each student may have up to three guests at a time. The student must introduce guests to an adult on duty and register them in the sign-in book in the School Life Office. All male and female visitors (except immediate family) must sign the guest register. If an adult is not in the duty office, the SMS student must locate one while her guests remain in the School Life Office. Guests must completely fill out the sign-in book information.

**Guest Behavior.** Guests on campus should be respectful of the school and the community members. All visitors must follow school rules and policies. Cigarettes, lighters, drugs, alcohol, etc., are not permitted on campus. An adult on duty is permitted to ask guests if they are in possession of any such material and request that they surrender these items upon signing onto campus.

**Student Responsibility.** The St. Margaret's student who is the hostess accepts responsibility for her guest's behavior. The SMS student must remain with her guest(s) at all times when they are on campus. Guests are not permitted to walk around campus unaccompanied. Additional guidelines for guests will be reviewed during orientation.

**Length of Guest Visits.** Non-family guests should visit for no longer than a five-hour period total on any given weekend day; this **includes** time the student is signed off campus to town. Guests traveling long distances may be permitted to stay longer periods of time if prior approval is sought from the Administrator on Duty or the Dean for School Life.

**Areas Open to Guests.** Guests are permitted in the dorm lounges, the Faculty/Student Center, and the gym proper (not fitness room, stage wings, or downstairs). **They are not permitted on back-campus after dark.**

## **MALE VISITORS**

Male visitors are permitted on campus **with the permission of the parent/guardian of the student with whom they are visiting.** Parental permission may be given in writing or by phone to the Administrator on Duty or the School Life Office and must be obtained prior to the arrival of the guest on campus.

**Male Visitor Guidelines.** Male visitors must respect the guidelines above for visitors to campus as well as the following conditions before socializing with a St. Margaret's student:

- Be introduced to the staff member on duty in the dorm.
- Sign in and out in the guest register (found in the School Life Office), providing name, address, and telephone number for each guest.
- Visit only during the allowed times and in the designated areas.
- Abide by all school rules. A student must assume the responsibility for the behavior of her guests.

**Visiting Hours.** Male guests are not allowed to visit on the Friday night of designated closed weekends. **No socializing with males, on or off campus, is allowed during the week unless prior permission has been given.** Male guests may visit during the following times:

|            | <b>Eights – Juniors</b> | <b>Seniors</b>       |
|------------|-------------------------|----------------------|
| <b>Fri</b> | After school - 10 PM    | After school – 12 AM |
| <b>Sat</b> | 10 AM – 10 PM           | 10 AM - 12 AM        |
| <b>Sun</b> | 10 AM – 5:30 PM         | 10 AM – 5:30 PM      |

**Boundaries for Male Visitors.** Male guests to campus must respect the following boundaries:

- Male visitors may be entertained in the Latane, A-House and McCuan Parlors on the main floor of each of those

buildings and in the Faculty/Student Center at the discretion of the faculty member on duty. Students with guests should remember that they are part of a community and that their behavior should be appropriate and not make others uncomfortable.

- Male guests are **NEVER** allowed on the dormitory halls or in dormitory rooms.
- On weekends during the day, students may walk to town with their guests as long as they stay within the approved boundaries and follow the usual sign-out procedures.

## **OVERNIGHT VISITORS**

Students must have the approval of the Dean for School Life or the Administrator on Duty before a guest may spend the night. The school must have received written permission from the student's parent as well as from the parent/guardian of the guest for her to stay on campus and participate in school activities. A student must also notify the dormitory counselor on duty that she is having an overnight guest. Overnight visitors are expected to abide by all dormitory policies, in addition to all school rules. On designated closed weekends, overnight visitors are not allowed.

## **MAIL AND PACKAGES**

Outgoing mail may be placed in the tray at the reception desk in SMS Hall. Packages may be sent from the Post Office in town. Students will receive mail once a day, **after school**. Each boarding and day student has an assigned mailbox in the Faculty/Student Center. **Students are responsible for checking their mailboxes daily for messages.**

Packages should not be sent to a student C.O.D. All student packages must be signed for and picked up from the package room in SMS Hall during posted times on weekdays.

**Remember, the faculty room in the Woolfolk Center and the Copy Rooms in SMS and the Library are off limits to all students.**

**Tampering with anyone else's mail or packages is considered stealing!**

## **ALLOWANCE**

Each week a boarding student may receive an allowance. Parents must specify the amount of allowance that the student may receive. Students pick up their allowance Wednesday afternoon through Friday afternoon from Mrs. Evans at the reception desk in St. Margaret's Hall. Should a student need a special amount for a given week, her parent or legal guardian must contact Mrs. Evans before 10:00 a.m. on Wednesday to give permission.

## **PERSONAL PROPERTY**

At St. Margaret's School, we are fortunate to live under an Honor Code. This Honor Code is upheld by respect for one another in our community. Students are expected to respect each other's personal property by not entering another person's room unless the occupants are present. The school recommends that each student bring a lock box for her valuables.

**Theft and Loss.** Although the school does have an Honor Code, in the unfortunate event of theft, the school cannot take responsibility for individual property. We therefore advise students not to keep valuable items or large sums of money in their rooms. Students also are advised to lock their doors when they are not nearby. St. Margaret's School has no insurance coverage for a student's personal property that may be lost or stolen from rooms, school grounds, or school vehicles.

**Personal Belongings.** A student who departs before school ends must make arrangements, before departure, with the Dean of Residential Life for the removal of her personal belongings. Items left at SMS for more than two weeks may be

discarded or donated to charity. Personal belongings left behind after graduation will be treated in a like manner.

## **LAUNDRY AND DRY CLEANING**

Washing machines and dryers for student use are located in each dormitory. The student's personal account is charged a monthly fee for unlimited use. Students are expected to provide their own laundry detergent. Washing machines may be used at any time during the day until room bell, except during study hall.

Irons may only be used in the kitchens in Latané Hall, the TV/laundry room in A-House and the laundry room in McCuan. Students may receive permission to sign out to Modern Cleaners to attend to their dry cleaning needs.

## **TELEVISIONS**

There are televisions with VCRs and DVD players in each dormitory and in the Faculty/Student Center for student recreational use. Televisions may be used after 9:00 AM on Saturdays and Sundays. At times, a teacher may require students to view a particular television show or video; this use takes precedence over recreational use. Televisions, VCRs, and DVDs in classrooms are for academic use only.

**Movie Rating Policy.** Any student without parental permission to view R-rated movies may not view them. Videos with a rating higher than "R" will not be shown.

## **DORMITORY POLICIES**

In addition to those policies outlined below, policies for dormitory life are developed each year by the student prefects and the dormitory counselors under the leadership of the Dean of Residential Life.

**Quiet Hours.** During quiet hours the atmosphere of the dorm must be conducive to sleep or study. Noise should not be heard outside of the room.

**Residential Quiet Hours.** During Residential quiet hours, students must remain in their own dorms and the atmosphere of the dorm must be conducive to sleep or study. Noise should not be heard outside of the room.

**School Day Quiet Hours.** Quiet hours are as follows on school days:

- During the entire academic day
- From the beginning of evening study hall until the next morning

**Non-School Day Quiet Hours.** Quiet hours are as follows on non-school days:

- Mornings until 9:00 AM
- Evenings after 11:00 PM

**Bells.** On school nights, all students must sign into their own dorms between 9:45 PM and 10:00 PM, at which time the dorms will be locked. On school nights, lights out for Underclassmen is 11:00 PM and at midnight for Seniors. On non school nights, lights out for all students is at midnight.

**Prefects.** For each dormitory, boarding students have been selected to act as liaisons between students and dorm counselors. These prefects help keep dormitory life enjoyable for all and are available for peer counseling. They also check-in students at night and help the Duty Team each evening and on weekends.

**Pets.** Pets of any kind belonging to students are not permitted.

**Room Changes.** Room or roommate changes are strongly discouraged and may only take place with the permission of the Dean of Residential Life. Roommate and room changes will

be approved only after roommates have gone through a mediation process. If the mediation is not successful, a room change form should be filled out signifying that all parties involved agree to the change and that the change has been approved by all students' advisors and the Dean of Residential Life.

**Keys/Fobs.** At the beginning of the year, each student will be issued a key to her room. Should she lose the key at any point during the year, she must pay a replacement fee of \$20.00. The keys are considered school property and are not to be copied.

In addition, all three dormitories have an entry system and students will be issued a fob that unlocks the main door of each dorm. The replacement fee for a lost fob is \$30.00. **Doors that require the use of fobs should never be propped open.**

**While we do live under an Honor Code, students are strongly encouraged to lock their rooms when not in them.**

## **NEATNESS AND ROOM RULES**

**Room Inspection.** Rooms should be kept clean, neat and orderly. Each student should have her area of the room clean and ready for inspection by 8:30 AM on weekdays. Rooms may be inspected any time between 8:30 AM and the last class period daily.

The first room inspection of the week will be on Monday. The first time a student's area of the room fails inspection, she will receive one mark. If the student's area of the room fails for a second time in the same week, she will receive 2 marks and will be assigned dorm chores immediately following study hall that evening. Should the student's area of the room fail for a third time in the same week, her card will be pulled for the weekend and she will serve room restriction, that evening, with a dorm counselor present. (Dorm chores or room restriction with a dorm counselor present, as a result of failing a Friday

room inspection, will be served on Sunday evening.) Repeated failures will result in the student appearing before Community Council.

**Room Decorations.** Room decorations that promote the use of liquor, drugs, tobacco products, and other material deemed inappropriate by the dorm counselor may not be displayed. Tapestries may not be hung on walls. No string or theme lights are permitted. Extension cords are not allowed with the exception of a surge protector. One surge protector may not be plugged into another.

**Prohibited Items.** In general, students may not have in their rooms a television, refrigerator, sun lamp, microwave, toaster, coffeepot, toaster oven, steamer, hot plate or hot pot.

Microwaves and refrigerators are provided for the students in the dorm kitchens; however, seniors, prefects and desk aides may have a small refrigerator in their rooms.

**Dormitory Furniture.** At the beginning and the end of the academic year, the dormitory counselors will conduct an inspection of each room and the furniture assigned to that room. Students who live in a room are responsible for maintaining its condition and the furniture within it. The students who live in the room must pay for any damage or loss to the room or its furniture.

Should a room change occur, the student(s) who move(s) into a room assume this responsibility; therefore, students are advised to check the condition of the room and its furniture and report any damage to the dormitory counselors before moving in.

**Monday Night Residential.** The Monday Night Residential program helps to build a sense of community. Each Monday meeting time is devoted to one of three themes: Active, Community, and Free. This gives students the opportunity to meet in settings that range from small hobby groups to residential communities, to groups as large as their dorms.

**Residential Merit Program.** This program is designed to recognize boarding students who have shown the ability to live well consistently in their community. This cumulative achievement is recognized with both on campus privileges and off campus events.

When evaluating merit status, faculty and staff apply the following criteria:

- Relationship with Peers
- Rapport with Adults
- Consistency in following Expectations
- Study Habits
- Personal Responsibility
- Room Care
- No Marks

Merit status is evaluated based on student behavior over two-week periods. Rewards for earning merit recognition vary with the number of times a student earns merit level ranging from late lights and no required breakfast sign in, to treats and off campus meals. Further details of the program will be provided during orientation.

