



**Saint Mary's Hall
Lower School Handbook
2018-2019**

Montessori, Kindergarten, and Forms 1-5

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Saint Mary’s Hall admits students without regard to race, sex, color, religion, or national or ethnic origin, establishing a diverse community that offers a variety of talents. It is important that all members of the school community feel welcomed and appreciated. No person or group has the right to engage in an activity that can be defined as hazing or harassment.	40
Hazing/harassment is a serious and prohibited offense. Hazing/harassment means any intentional, knowing, or reckless act directed against a student, whether on or off the campus, either by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, initiation, affiliating with, holding office in, or maintaining membership in any organization, including athletics. The term includes, but is not limited to the following:	40
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SAINT MARY'S HALL HERITAGE AND GOVERNANCE

Mission Statement

The Saint Mary's Hall Mission statement clearly states who we are, what we do, and the intended outcomes of our actions. This statement serves as a guide for daily operational and long-term decision-making.

The Mission of Saint Mary's Hall is to prepare our students for success in college and fulfillment in life.

The Mission is accomplished by:

- Hiring and supporting an outstanding faculty who are experts in their discipline.
- Providing the management and long-term planning necessary to provide sufficient resources.
- Providing a rigorous, challenging and wide-ranging curriculum and academic program.
- Utilizing problem solving, creativity and critical thinking in daily instruction.
- Infusing character development and core value education into all segments of school life.
- Offering, supporting and encouraging multiple activities that provide opportunities for participation in the arts, athletics, leadership and community service.
- Supporting students in their personal faith while instilling universal values for life.
- Creating and supporting a safe and supportive learning environment.

Core Values

Courage

Integrity

Respect

Responsibility

Spirituality
Tolerance
Tradition

Motto

Teach us delight in simple things.

History

Bishop Robert W. B. Elliott, the first Bishop of the Protestant Episcopal Church in the Diocese of West Texas, founded Saint Mary's Hall in 1879. The school was a boarding and day school for girls of all faiths.

In 1925, Saint Mary's Hall was incorporated to be administered as a non-profit educational institution with an independent self-perpetuating Board of Trustees. At that time, the school moved to the site on French Place, where it operated for the next 43 years.

In 1964, the Board of Trustees, facing the issues of progress and expansion, decided that the school should develop a new campus to meet present needs and future demands for continued excellence in the field of independent education. The challenge to raise the needed money was met by foundations, Alumnae, trustees, parents, and other members of the Saint Mary's Hall family. A new 60-acre campus on Starcrest was occupied in November 1968, which offered the most modern and carefully planned facilities of the time.

Co-education through Form 8 was fully implemented by 1979 and co-education in Upper School forms was fully implemented in the 1986 school year. Saint Mary's Hall became a co-educational day school with the closing of the boarding program in 2002.

Saint Mary's Hall consists of three school divisions: the Lower School, which includes the Montessori School (preschool beginning at age 3), Kindergarten, and Forms 1-5; the Middle School (Forms 6-8); and the Upper School (Forms 9-12).

The Board

The Board of Trustees is made up of approximately 24 members who are selected by the Executive/Nominating Committee. The Board is led by the Board Chair. The following committees assist in completing the work of the Board:

Advancement Committee

Building and Grounds Committee
Executive/Nominating Committee
Finance Committee
Investment Committee

The Board has four basic responsibilities:

- Set and monitor the mission of the school
- Hire and support the Head of School
- Monitor fiduciary matters/set tuition
- Establish the policies for operation of the school

Accreditations

Saint Mary's Hall is accredited by the Independent Schools' Association of the Southwest (ISAS) and holds membership in the American Montessori Society, Secondary School Admission Test Board (SSATB), College Board, Educational Records Bureau (ERB), National Association for College Admission Counseling (NACAC), and National Association of Independent Schools (NAIS).

Parents' Association

The mission of the Parents' Association is to provide parent volunteer resources in support of division and departmental programs for Saint Mary's Hall. All parents and legal guardians of students currently enrolled at Saint Mary's Hall are members of the Parents' Association. The Office of Community Engagement has oversight of the Parents' Association and partners with the Parent Council, the leadership body of the PA, to maximize and coordinate volunteer efforts. The Parent Council is comprised of all volunteer program Committee Chairs, Division heads, Directors of Fine Arts and Athletics, Directors within the Office of Community Engagement, the Head of Community Engagement, and the Head of School.

Volunteer Committees include the Barons Club, Friends of the Fine Arts, New Family Mentor Program, Holiday Fund, Teacher Appreciation, and others. Please contact the Head of Community Engagement for detailed information.

THE LOWER SCHOOL PROGRAM

Lower School Instructional Philosophy

The Lower School of Saint Mary's Hall includes Montessori, Kindergarten, and Forms 1-

5. Students are introduced to basic and accelerated learning techniques that they will use throughout their school years. Students encounter the challenge of mastering fundamental skills and critical thinking and are introduced to the school community that emphasizes trust based on honesty, discretion, and consideration of others. “Being kinder than necessary” is a key aspect of the culture of the Lower School.

Faculty members maintain a classroom atmosphere conducive to productivity and successful learning. Teachers know their students as individuals and provide a nurturing environment for them. The school administrators and faculty strive for effective communication between home and school. The goal is to develop a partnership fostering each child to develop independence, self-esteem and confidence.

The Lower School’s philosophy is a belief in a school program that supports the developmental needs of the students and provides them with strategies for life-long learning. Students’ needs are best met in a child-centered environment where learning is approached with joy and enthusiasm. This school setting encourages students to make good choices, exercise sound judgment, and develop appropriate social behavior.

Within a culture that provides a developmentally appropriate curriculum, students will grow intellectually, creatively, and physically. The establishment, implementation, and successful maintenance of such a culture is largely dependent on cooperative efforts between school and home.

Montessori

Montessori Education devotes itself to the total child – the social, emotional, intellectual, and physical. The love of learning should be a life-long activity. Each child will grow with knowledge and strength as an individual capable of making decisions that will shape his/her own future and the future of the world. The goal is for each child to reach his/her full potential in all areas of development, guiding him/her to be an active and contributing member of society.

Saint Mary’s Hall is a member of the American Montessori Society and abides by the AMS Code of Ethics. Each of the four classrooms has a lead teacher, who is American Montessori Society Certified, and a full-time assistant.

The Montessori Classroom and Daily Routine

A child-centered classroom is the basis of the Montessori approach. In each of the “prepared environments,” each child has the opportunity to progress at his/her own rate. The classroom is designed to offer maximum independent learning and exploration.

Within this setting, the child develops freely in self-respect and confidence.

Dr. Maria Montessori believed that the child has an absorbent mind. It is the lead teacher's responsibility to prepare this environment so that each child learns naturally and easily with guidance and encouragement. By careful observation, the Montessori teacher introduces age appropriate materials. One success builds sequentially upon another, thus increasing a child's continuous self-confidence.

The multi-age classroom in Montessori develops a sense of community. The younger children teach patience and empathy; older children provide the younger ones role models and assistance with their work and classroom adjustment. Through individual and group activities, children experience decision-making, concern for their own and others' property rights, and independent thinking.

The Montessori Method teaches children to be independent and to have respect for themselves, others, and their environment.

Each day the students have one or more specials classes, enjoy outside play, have a snack, and participate in large and small group activities.

The Montessori classroom is inviting and full of learning materials that are arranged on low, open shelves and sequenced from the simple to the complex. Montessori students develop the ability to make appropriate choices during their school day. Each child may choose his/her work from lessons that have been teacher demonstrated and attract their interest. By exploring and repeating lessons, the child is able to solve problems independently, expand analytical thinking skills, and earn the satisfaction that comes from accomplishment and achievement. The environment provides for a great deal of movement and verbalization in a calm and pleasant atmosphere. In this ordered space, each child learns self-disciplined freedom that meets his/her developmental needs.

Saint Mary's Hall encourages parents to be an integral part of this program, to observe in their children's classrooms, to participate in parent education opportunities, and to volunteer.

Classroom Observations

A picture is better than a thousand words. Observing a child in the classroom provides insight into the Montessori Method and is an excellent preparation for the parent-teacher conference that takes place twice a year.

Toilet Training

All students entering Montessori are expected to be toilet trained prior to starting school.

If a student shows signs of not being toilet trained, parents will be consulted and requested to have their child trained at home before returning to school. A child is considered toilet trained when he or she does not wear pull-ups and is able to use the toilet independently without being reminded to do so at regular intervals.

Kindergarten

Each of the three self-contained kindergarten classrooms employs a certified lead teacher and a full time assistant. Children attend library, science lab, music, physical education, and Spanish during the week. They also have the opportunity to play outside every day in self-selected activities. Classes begin at 8:00 a.m. and end at 2:30 p.m. each day.

A set schedule allows children to establish routines. Routines are built through a balance of teacher-initiated and child-selected activities from a variety of creative and academic centers. Children participate in both open-ended and structured activities, to promote creative and artistic abilities, and to strengthen social and independent work skills. Children learn to persevere with self-chosen tasks and make decisions about how to utilize their time. Centers include Book Corner, Language, and the Writing Suitcase, Math, Science, Geography, History Timelines, Computer, Manipulative, Art, Blocks, Listening, Dramatic Play and The Daily Five.

Teachers work with individual children, small group, and some whole group activities at different times during the day. This setting allows children to learn through active participation and involvement. They explore the environment, manipulate materials, and experience concrete and hands-on activities.

LOWER SCHOOL PROCEDURES

Class Assignment

Teachers begin forming class groups at the end of the school year, and class lists are finalized by early August when any withdrawals are identified and new students are added. Every effort is made to distribute girls and boys evenly and to maintain well-balanced classes based on past school academic performance, citizenship, and social skills, as well as learning styles. The main goal is to create equally well-balanced groups with a variety of student strengths. Every effort is made to assure that each student is appropriately matched to a teacher and a beneficial peer group. Parental perspective is valued, but class assignments are determined by the input of teachers with final decisions made by the Head of Lower School.

Communication with the School

Communications with the school will be expedited if addressed to the proper school office. Address any communications regarding the Lower School to the Lower School Office.

Questions about finances should be directed to the Business Office. Questions involving gifts to the school should be addressed to the Office of Community Engagement or the Head of School. Questions concerning scholarships and financial aid should be addressed to the Office of Admission.

Communication with Teachers

During teaching hours, teachers are not available to take telephone calls. Leave a voice message or e-mail and the teacher will make contact as soon as possible. We strictly adhere to a 24-hour return contact policy and all teachers are expected to adhere to this expectation.

Notification should be sent to the teacher for any of the following reasons:

- An out-of-town trip
- Leaving early
- Going home in a different carpool
- Leaving with someone unknown to staff
- Making an appointment for a phone or in-person conference

Parent-Teacher Conferences

It is important that the atmosphere of the classroom be maintained and that the teacher is not distracted from giving attention to students by impromptu conferences. The time immediately before and after class is spent in set-up preparation and record keeping. Parents are encouraged to email the classroom teacher to share any concerns or ask for a meeting, if necessary. This procedure will help avoid interruptions during the school hours. Teachers will gladly call or e-mail as soon as possible.

Parent-teacher conferences are scheduled in the fall and spring semesters. Montessori and kindergarten parents also have the opportunity to attend a Parent Participation Night in the spring. This is a special time for children to bring their parents into the classrooms and show them concepts they have mastered.

Contacting a Student during the Day

Parents are expected to make arrangements with their students prior to arriving at school. If parents or others need to contact students, call the Lower School Office and a message to the student will be delivered to the student's classroom.

Discipline Policy

If a child is disrespectful to teachers or other children, misuses materials, or is interfering with other children's work or welfare, the issue will be addressed by the classroom teacher. Based on the severity of the offense, the Assistant Head of Lower School will be notified. Parents will be notified, based on the severity of the offense. If disruptions continue the student may be sent home for the day. If a child's attitude and behavior do not reflect growth within a reasonable period of time, the Head of Lower School reserves the right to ask that the child be removed from school.

Cell Phone & Digital Device Policy

All Lower School classes have student technology resources available for instructional purposes.

In the Montessori through Form 2 classes, no electronic devices from home will be allowed at school, including cell phones.

For Forms 3-5, electronic devices from home are not required, but may be used at the discretion of the classroom teacher. Students and parents must sign the Saint Mary's Hall Bring Your Own Device Policy for Students agreement prior to using an electronic device. All students and parents of these form levels must also sign the Saint Mary's Hall Responsible Use Policy for Students, Faculty, and Staff. **Any cell phones brought to the school with parental permission must be "off and away" throughout the school day. Smart watches may not be worn to school.**

A student is exempt from the general policy if a licensed educational psychologist who has recommended the use of electronic devices for instructional purposes has diagnosed the student.

For after school-activities sponsored by the School, including Extended Care, Enrichment, and Dance, students may not use electronic devices. The instructor in charge must approve any phone calls.

Report Cards

Report cards will be posted online at the end of each 9-week period. It is crucial that

parents review and discuss the report card with their child to establish goals and plans moving forward.

Release of Academic Records

Academic records may not be released until the financial obligations of the student have been met in full. A student will not be allowed to continue classes, nor will grades or transcripts be released, if any account is not up to date based on the financial rules of the School.

Withdrawal from School

1. Procedure for Student/Parent Withdrawal – Parents should submit a request in writing to the Business Office stating the reason for withdrawal. No tuition reimbursement is given after June 1. After June 1, full tuition is due regardless of the reason for withdrawal. Students who have withdrawn and wish to return to Saint Mary's Hall will need to reapply through the Admission Office.
2. Review and clearance by the Business Office and the School Library are required before transcripts or student information is released.
3. Academic Withdrawal – Students with consistently poor academic performance will be placed on Academic Probation. Failure to meet the expectations of the probation could result in separation from the school.
4. Disciplinary Withdrawal – Students are expected to display proper behavior at all times. Failure to follow school rules or violations of the Honor Code could result in separation from the school.

Arrival and Dismissal

Each morning students are greeted at carpool by the faculty.

Montessori & Kindergarten carpool

Arrival: 7:35-8:00 am

Dismissal: 11:45-12:00 pm half day students, 2:30-2:45 pm full day and kindergarten

Forms 1-5

Arrival: 7:30 – 8:00 am

Dismissal: Mondays – Thursdays 3:15-3:30 pm, Fridays 2:45-3:00 pm

Students who arrive before carpool begins are asked to wait in the car until the teachers are ready to receive students and direct them to their classrooms safely.

Any student that needs to arrive before carpool must attend Extended Care, which

opens at 7:00 a.m. A fee will be charged.

For the safety of all the children, any student leaving during school hours must be picked up and returned to at the Lower School Office. Students must be signed out and signed back in upon return. It is essential that parents respect this safety measure and not walk to the classroom to pick up or drop off their child.

Lower School students not picked up at the end of dismissal will be taken to the Extended Care Building. A fee will be charged for students who go to Extended Care.

Tardiness

Attendance is taken promptly at 8:00 a.m. Children arriving after this time will be considered tardy. Special circumstances such as inclement weather, traffic accidents or family emergencies will be taken into consideration. Forms 1-5 students arriving after Morning Moments and all Montessori and kindergarten students must be signed in by a parent at the Lower School Office prior to proceeding to the classroom.

Absence

Students are considered absent for the day if they are not present for half of the school hours.

In conjunction with fulfilling the academic requirements, attendance is essential to earn credit for each class. There are academic deficiencies that occur during absences, regardless of the reason for the absences. When the reason for an absence is parental choice, the parent is placing an undue hardship on the student and the teacher who has to compensate for the discretionary absence. Absences not caused by illness or family emergency are discouraged and almost always cause hardship for the student and teacher.

A student who is absent or who misses two or more hours on a given day may not participate in extracurricular activities on the same day. Consequences for chronic absenteeism may include, but are not limited to denial of re-enrollment. These absences do not include school-related absences such as field trips or unavoidable illness with a doctor's note.

Extended Absence

If a student will miss school for an extended period, not related to an illness, approval must be granted from the Lower School Division Head one full week prior to the absence. A plan for expectations for the student, adjustments for missed academic instruction and assignments must be addressed by parents with the teachers prior to

the absence, not after the absence has occurred.

Celebrations

Children's birthdays are very important. If your child has a summer birthday or if it falls during a school holiday, parents are invited to choose an alternate date to celebrate their child's birthday. We want every child to have the opportunity to share his or her joy with others. As you plan for your child's special day, please remember our school motto, "Teach Us Delight in Simple Things."

A special snack may be enjoyed with the class and the birthday student may be out of uniform on their birthday. Comfortable clothing is recommended and athletic shoes required for participation in recess, motor skills and P.E.

Younger siblings are not permitted to visit during the school day unless approved by the teacher.

Lunch should NOT be brought to school for birthdays. Students may not distribute birthday party invitations, gifts, party favors, and candy or goodie bags at school. These items should be reserved for birthday parties away from school and will be returned if they are sent to school. Children with food allergies may bring a special snack from home to enjoy during celebrations.

Special days throughout the year will be celebrated with snacks and activities. Like birthdays, all other celebrations, including class parties, may not include gifts or favors of any kind.

Lunch

Lunchtime should be a relaxed and enjoyable experience. Good manners are expected of all students. Students are encouraged to eat a well-balanced meal and may not bring food from home or an outside restaurant. Sage Dining provides all students a nutritious meal with a variety of choices each day. Students may not bring lunch from home. An exception may be made for students under medical supervision only if Sage cannot meet the required dietary needs of the student. In such cases, parents must submit a note from the student's doctor to the school nurse to be exempted from eating the lunch provided by the dining hall. **Parents are welcome to dine with their students on occasion but may not bring lunch from outside to school.** Students dining with their parents or guests are expected to follow the lunch rules and food choices designated to their grade level.

Allergies and Dietary Restrictions

Please notify the school nurse if your child has a diagnosed medical condition or allergies requiring a special lunch menu. The nurse will coordinate a meeting with the director of food service and parents to discuss dietary needs.

Extended Care

This program provides before and after school care for Saint Mary's Hall enrolled students. There is no extended care program offered on teacher in-service days and school holidays. Extended Care is available with prior reservations for students during the two parent/teacher conference days.

Early morning hours for Extended Care are 7:00 – 8:00 am. The facility reopens at 12:00 pm for Montessori half day students and is available for all students following afternoon dismissal until 6:00 pm. Students may be enrolled full-time in Extended Care, or they may attend the program on a drop-in basis. If a student is absent during the school day, he/she may not attend Extended Care.

Change of Personal Information

Please notify the school immediately if there is any change of address, telephone number, email address, or other pertinent student data. This is critically important in case there is an emergency. Parents can update personal information by logging onto the community portal or contacting the school technology department via email at support@smhall.org

Emergency Information

If parents will not be available for any reason, the school should have, in writing, the name and telephone number of a guardian or relative responsible for the child during the parents' absence. This information can be shared with the homeroom teacher or the Lower School Office.

Custody Statement

The school requires that a custody statement be on file in the Lower School Office for all students where a divorce or other circumstances creating a need for the school to know

custody arrangements for a student enrolled in the School. It must include all information pertaining to custody and educational decisions regarding each child enrolled in the School.

Before and After School Supervision

While faculty members may be on campus prior to and after school dismissal, they are not assigned to supervise children who arrive earlier than the start of morning carpool or stay later than afternoon dismissal. No student should remain after school unless involved in dance class, an enrichment class, sport or other approved after school activity. If a student has not been picked up by the end of carpool time, he or she will be escorted to Extended Care. No student should play on the playgrounds, or hang around the school while waiting on a parent. Students may not use the playground equipment or fields either before or after school without supervision.

Carpool

Carpool drivers are responsible for notifying the school of any changes in their normal pick-up arrangements. Carpool signs must be displayed in the windshield of the car throughout the year in order to decrease waiting time. IT IS IMPERATIVE THAT YOU PAY CLOSE ATTENTION TO THE CAMPUS SPEED LIMIT AND DRIVE PHONE-FREE WHILE ON OUR CAMPUS.

Ride Share Policy

To ensure the safety of our students, the school prohibits any student from being picked up or dropped off on campus by a taxi, car service, or rideshare (including without limitation, Uber and Lyft) without the student's parent or appropriate guardian present in the vehicle. Pursuant to school policy, students are only released to individuals that parents have previously identified in writing as authorized to pick up.

Cancellation of Classes

If it becomes necessary to cancel or close the school because of inclement weather or an emergency, Saint Mary's Hall will attempt to notify each family personally via the room parents' telephone network. Announcements will also be made through the following media: radio station WOAI, and television station Channel 4 WOAI/NBC.

When the decision to close occurs during non-school hours, announcements through the above media will be made; if possible, decisions to close school will be made by 6:30 a.m.

FORMS 1-5 Academic Policies

Honor Code

Each year, Saint Mary's Hall Lower School students in Forms 1-5 sign the school's Honor Code:

"I am a member of the Saint Mary's Hall Community. I will not lie, cheat, or steal. My signature is my word, and my word is my honor."

The Honor Code establishes a standard of behavior that governs the ethical and moral conduct of our students. The Honor Code was established to instill trust, honesty, integrity, and respect for oneself and others. The Honor Code is not only a system of expectations within the school, but a way of life for the members of the school community. Its purpose is to create and maintain an environment of trust based on a balance between responsibility and freedom, providing each individual with an opportunity for greater self-development.

Suspected violations of honor code will first be investigated by the teacher. If evidence warrants, the case will be referred to the Assistant Head of Lower School for determination of intent and issuance of consequences if necessary.

Homework

Homework for students in Forms 1-5 is to solidify and reinforce information learned during the day. Homework is rarely given on weekends, except to make up missed work or to complete a project. Parental involvement should be to give support and encouragement during homework time, but the assignments should be considered independent study for the child.

Form 1 Homework assignments should take no longer than 10-15 minutes, in addition to daily reading.

Form 2 Homework assignments should not exceed 20 minutes in addition to daily reading.

Form 3 Students should expect 30 minutes to one hour of homework each night, except on weekends, in addition to daily reading.

Form 4 Students should expect 45 minutes to an hour of homework each night, except on weekends, in addition to daily reading.

Form 5 Students should expect an hour of homework each evening, except on weekends, in addition to daily reading.

Students with Learning Differences

Saint Mary's Hall is a college preparatory school whose mission includes providing students with the curriculum and skills necessary for success in college. Admission is selective, and students who enroll are expected to meet the academic demands of the program. Occasionally a student qualifies, through professional evaluation, to receive certain accommodations for learning differences. While being sensitive to these students' needs, Saint Mary's Hall reserves the right to limit the services suggested by a psychologist's specified recommendations.

Once accommodations are granted, the student will be required to use them. Only a parent can waive, in writing, the use of these accommodations. To qualify for these accommodations, a student must have been professionally diagnosed by a certified professional whose credentials are appropriate to the learning difference, as determined. If testing is new or updated, an appointment must be made with the Learning Specialist and Head of Lower School for a parent-teacher conference. Each year, as the student is placed with new teachers, parents and the School must ensure the teachers are acquainted with the student's approved accommodation(s). All documentation for accommodations should be current (within the past three years) and on file in the Lower School Office.

The file will:

- State the specific learning differences as diagnosed;
- Describe the presenting problem(s) and relevant (educational and medical) developmental history;
- Describe the comprehensive assessments (neuropsychological or psycho-educational evaluations), including evaluation dates, used to arrive at the diagnosis;
- Describe the functional limitations resulting from the disability, as supported by the test results;

- Describe specific recommended accommodations and provide a rationale explaining how these accommodations address the functional limitations; and,
- Establish the professional credentials of the evaluator, including information about licensure or certification, education, and area of specialization.

Students and parents responsibilities include the following:

- To adhere to the recommendations specified in the professional evaluation;
- To take full advantage of extra help sessions offered by faculty, but not to expect individual tutoring in lieu of traditional classroom instruction;
- To use books on tape, when recommended;
- To take responsibility for the reading of/and responding to tests and written instructions;
- To complete the test within the day the test is given (This may mean that a student will need to come to school outside of class time); and,
- To be responsible for communicating recommendations and updated testing to the Learning Specialist and Division Head.

At the end of each academic year, the school administration will assess whether Saint Mary's Hall can adequately accommodate the needs of a student with learning differences or whether that student would be better served in a different school setting.

Grading Scale

Student progress reports are posted online at the end of each quarter. In Montessori, Kindergarten, Forms 1 and 2, developmental assessments are used on report cards.

In Forms 3, 4 and 5, the following letter grade scale is used for academic subjects:

A+	100-97
Comment:	Outstanding achievement
A	96-93
A-	92-90
B+	89-87
Comment:	High achievement
B	86-83
B-	82-80
C+	79-77

Comment: Competent achievement

C 76-73

C- 72-70

D+ 69-67

D 66-63

D- 62-60

Comment: Insufficient achievement

F 59-0

Comment: Failure

I Incomplete

Academic Probation

Saint Mary's Hall is a college preparatory school. For this reason, there is an understanding that high standards will be maintained.

Situations will be dealt with individually by the Lower School Division Head and students on academic probation will receive close review to insure that Saint Mary's Hall is the best placement for the student. A student who has been on Academic Probation for two or more quarters may not be eligible for reenrollment and may have his or her contract held.

All students' grades will be checked by the Lower School Division Head at the mid-quarter and the end of each quarter. At mid-quarters, a written warning will be given to parents of students' whose grades meet the standard for Academic Probation:

- 2 or more grades of C (below 77%)
- 1 or more grades of D (below 70%)
- 1 or more grades of F (below 60%)

Very few students in the Saint Mary's Hall Lower School receive C grades. Receiving a C grade is not viewed as satisfactory in the Lower School.

Incomplete Grades

In the event a student is unable to complete a course within the regular grading period due to extended illness or of another serious nature, the Division Head will approve an Incomplete (I) temporary grade. This grade will be recorded on the student's report card. All assignments must be completed within a two week period following the grading cycle and the report card will be updated with the appropriate grade.

Make-up Work

If a student is ill, teachers will prepare an assignment sheet for the student upon parental request. Parents may pick up the assignments at the end of the day or ask them to be sent home with a friend or sibling. If a student is absent due to illness, he or she will be given one day for each day missed to complete make-up work.

A student who leaves school before a school-scheduled holiday, returns late from a scheduled holiday, or is absent for any reason other than illness, is expected to turn in work when it is due. Tests or quizzes missed during the absence must be taken no later than the day after the student returns to school. Leaving early or returning late from school holidays is highly discouraged.

Standardized Testing

Standardized testing occurs in the spring semester for Forms 2-5.

The ***Otis-Lennon School Abilities Test (OLSAT)*** measures the cognitive abilities that relate to a student's ability to learn in school. By assessing a student's abstract thinking and reasoning abilities, ***OLSAT*** supplies educators with information they can use to enhance the insight that traditional achievement tests provide. ***OLSAT*** scores may also be used to relate a student's actual achievement with his or her school ability. ***OLSAT*** assesses students' thinking skills and provides understanding of a student's relative strengths and weaknesses in performing a variety of reasoning tasks. This information allows educators to design educational programs that will enhance students' strengths while supporting their learning needs.

The ***Educational Records Bureau (ERB) Comprehensive Testing Program (CTP IV)*** is a rigorous assessment for high achieving students in areas such as reading, listening, vocabulary, writing and mathematics. Verbal and quantitative reasoning subtests are part of the CTP beginning in Form3.

Academic Records

Academic records may not be released until the financial obligations of the student have been met in full. A student will not be allowed to continue classes, nor will grades or transcripts be released, if any account is in arrears.

GENERAL INFORMATION

Field Trips

Notices will be sent home before each scheduled activity giving specific instructions for the activity. Students must return a signed permission form to school in order to attend any field trip. Any costs for day field trips have been included in the tuition. Costs related to lodging, transportation and meals for the Form 4 overnight field trip will be charged to the student bill.

Library Use

The Eleanor Duncan Sarratt Lower School Library is open Monday through Friday from 7:30 a.m. to 4:00 p.m. Students, parents and faculty are welcomed and encouraged to use the library for independent study, research, or pleasure reading. Students may visit the library after school hours only if accompanied by a parent or adult supervisor. Students may check out materials for two weeks and most items may be renewed for additional time. Overdue notices are sent once a month.

Birthday Gift Book Program

Saint Mary's Hall has established a tradition of adding new books to the Eleanor Sarratt Lower School Library through a Birthday Gift Program. Each student is invited to celebrate his or her birthday by donating funds to the library or to his/her classroom by purchasing a new book. Each book will have a gift plate showing the donor's name. The donor is given the opportunity to be the first to check out his/her birthday book. This is wonderful support for the library and the classrooms.

Personal Possessions

Since school is a place for learning, only items related to learning should be brought to school. Gadgets, electronics, toys, and other distractions should be left at home to insure the best possible learning environment.

Visitors

All visitors including parents are expected to sign in and out of the office when on campus for the safety of all students, faculty and staff.

Student, Parent, and Employee Responsibilities

The safety of our school is everyone's responsibility. It is the responsibility of each parent, student, and employee to be observant throughout their time on campus. If something doesn't look right please inform a trusted adult immediately. **"See something, say something,"** is our mantra as we strive to insure the safety of all individuals on our campus.

It is the responsibility of everyone to keep the campus clean at all times. If something simple needs to be picked up, we ask that parents, students, and employees do so. If special attention is necessary to correct an issue, please notify a school employee.

During school days, students are asked to stay off athletic fields and must remain in their division areas, unless given special permission. Students are not allowed in the parking lots during the day.

Use of school facilities should be requested in writing to the appropriate division head or the athletic director, in the case of gym or field use, at least one full week prior to requested use. All school rules must be followed while using the facilities.

Athletic Facilities Use After School

Students, parents, and their families may use the outdoor playground facilities whenever they are not being used for official school use. Students must always be supervised. However, group or team use of athletic facilities does require prior arrangements and approval by the Director of Athletics.

Driving and Parking on Campus

All students and parents must have a current parking sticker in the appropriate place (above the state inspection sticker on the driver side of the vehicle) on their front windshield. All vehicles without a parking sticker will be stopped at the entrance gate. All drivers must observe the 15 M.P.H. speed limit while on campus. **For the safety of students and school personnel, Lower School Parents are requested to refrain from use of their cell phones during carpool.**

Food and Drink in the Classrooms

With the exception of bottled water, students may not bring food or drinks to the classrooms except for special snacks for birthdays and other events that are arranged ahead of time with the teacher.

Security/SAPD Officer

At least one SAPD officer will be patrolling our campus daily during school hours and during high impact scheduled events. Quick intervention when an unwanted individual attempts to enter our school is the highest rated safety step we can take for the safety of our students, faculty/staff, and parents. We are proud to be a pioneer among our peer schools in providing this invaluable service to our entire school community.

Additionally, the School's security staff serves to ensure the physical safety of our community, to protect school property, and to assure the proper use of school facilities. Students must follow all directions by the SAPD officer and Security without question. The cell phone number for security is 889-5084 and the campus extension is 298.

School Directory

Saint Mary's Hall provides personal contact information for students, parents, faculty, and staff through an online school directory. This personal information is intended to facilitate communication among our families, and to promote communication regarding academic and business issues specific to Saint Mary's Hall. It is not to be used for the purposes of soliciting funds for or support of other organizations, and is not intended for public distribution.

DRESS CODE

When students accept the invitation to attend Saint Mary's Hall, they agree to wear the proper uniform every day and during all school functions where the uniform is required. It is the responsibility of all students to dress properly each day for school. Furthermore, it is the responsibility of the faculty to enforce the dress code at all times. Students should observe high standards of neatness and cleanliness. Any distraction caused by a student's dress or grooming will be dealt with as a disciplinary matter. Chronic disregard for maintaining or wearing the school uniform will result in further disciplinary action and/or separation from the school.

Unless specifically stated for students of certain Form levels, the standards of dress and appearance for all Lower School students include:

1. Uniforms should be clean and ironed, and shoes should be in good repair.

2. Shoes are part of the school uniform and should be worn as intended. Shoes should be free of graffiti. Any student requesting an exemption regarding shoes due to medical necessity must present medical documentation and meet with the Assistant Head of Lower School to determine specific dates for the exemption.
3. All clothing should be labeled with the student's name.
4. Clothing or accessories that are out of uniform may be confiscated and kept in the classroom or Lower School Office. Chronic confiscation of out-of-uniform items may result in the loss of out of uniform privileges.
5. Hair must be appropriately groomed and of a presentable color and natural shade (blonde, black, brown, red).
6. Wearing of hats is not permitted during the academic day, except during inclement weather or on an Out of Uniform Day. Hats may never be worn indoors.
7. Boys and girls pants will be standardized and must be purchased from Flynn O'Hara Uniforms or the SMH Spirit Store.
8. For students in Forms 1 – 5, SMH spirit outerwear, dance outerwear or athletic outerwear may not be worn on dress uniform days or other specially designated days. Spirit wear includes the following:
 - Hooded and regular sweatshirts that can be purchased through the SMH Spirit Store.
 - SMH fleece jackets and vests sold thru the SMH Spirit Store or Flynn O'Hara Uniforms.
 - SMH team jackets issued by the Athletic Department.
9. Dress uniforms for Forms 1-5 are only to be worn on Mondays and special occasions. On all other days, the standard uniform will be required.
10. Monogramming uniforms with initials is optional, and monograms may not exceed 1 ½ inches on all items of clothing. Monograms should be in purple, black, or white thread.
 - Montessori & Kindergarten hounds tooth dress: top upper right in black or white thread
 - Montessori & Kindergarten skort: front bottom right in white thread
 - Forms 1 – 5 midy: bottom right corner of back flap in black or purple thread.
 - Forms 1 – 5 skirt: bottom front left; black or purple thread on white skirt and white thread on
 - Black skirt.
 - Forms 1 – 5 girls purple tie: right side of tie in white thread.
 - All sweaters and outerwear: front and opposite side of any logos in white thread.

All apparel can be purchased at:

Flynn O'Hara Uniforms.

2108 NW Military Highway

San Antonio, Texas 78213

(210) 247-4180

www.flynnohara.com

Girls' saddle oxfords can be purchased at:

School Shoes Unlimited

2019 Vance Jackson

San Antonio, Texas 78213

(210) 734-9003

www.schoolshoesunlimited.com

Boys' dress shoes and mostly white athletic shoes for Montessori – Form 5 boys and Montessori and Kindergarten girls may be purchased from any store.

Sweaters/outerwear can also be purchased at the SMH Spirit Store. If in doubt about a uniform item, contact the Assistant Head of Lower School for approval.

Nur Mangalji

Assistant Head of Lower School

nmangalji@smhall.org

(210) 483-9201

Uniform Requirements for Montessori & Kindergarten

GIRLS' STANDARD UNIFORM– To be worn every day.

- Black/white hounds tooth dress from Flynn O'Hara Uniforms may be worn.
- Black or white spandex shorts must be worn under the dress.
- Black skorts purchased from Flynn O'Hara School Uniforms or blue jean pants or shorts may be worn. Jeans must be clean with no tears, embellishments/bling, or heavy embroidery. No jean skirts or skorts are allowed.
- White polo shirt with Saint Mary's Hall logo embroidered on left chest from Parker School Uniforms may be worn.
- Polo shirt may be worn with the black skort or blue jean pants or shorts only.
- A solid white t-shirt may be worn tucked in under the polo shirt.
- Solid white or black knee or crew socks with no pattern or logo must be worn. Ankle or low-cut socks are not allowed.

- Solid white or black tights with no pattern or logo may be worn.
- Athletic shoes that are mainly white and have an accent color (but no neon colors) must be worn. Shoes must be lace-up or Velcro. Characters, lights, rollers, or other embellishments on shoes are not allowed.
- Sweaters (optional) must be the black cardigan, V-neck sweater, or V-neck vest with the embroidered Saint Mary's Hall logo on the left chest from Flynn O'Hara Uniforms or the SMH Spirit Store.
- Monogramming uniforms with initials is optional, and monograms may not exceed 1 ½ inches on all items of clothing. Monograms should be in purple, black, or white thread.
- A solid black jacket or sweatshirt may be worn for outerwear. A small manufacturer's logo is permitted, but the logo must not be larger than 1½ inches.
- Solid, one-color (white, black, or purple) hair band (no more than 1 inch in width), ribbon, or hair clips may be worn.
- Patterned hair accessories are permissible only if purchased from the SMH Spirit Store.
- Jewelry must be confined to small gold or silver necklaces with gold or silver pendants no larger than a dime, and gold, silver, or pearl stud earrings. Long necklaces and dangling earrings are not allowed, as they are a safety hazard. Bracelets, colored or fad jewelry and watches are not permitted.

BOYS' STANDARD UNIFORM – To be worn every day.

- White polo shirt with Saint Mary's Hall logo embroidered on left chest from Flynn O'Hara Uniforms must be worn.
- A solid white t-shirt may be worn tucked in under the polo shirt.
- Khaki pants or shorts purchased from Flynn O'Hara Uniforms or blue jean pants and shorts may be worn. Jeans must be clean with no tears, embellishments/bling, or heavy embroidery.
- Solid white crew socks with no pattern or logo must be worn. Ankle or low-cut socks are not allowed.
- Athletic shoes that are mainly white and have an accent color (but no neon colors) must be worn. Shoes must be lace-up or Velcro. Characters, lights, rollers, or other embellishments on shoes are not allowed.
- Sweaters (optional) must be the black cardigan, V-neck sweater, or V-neck vest with the embroidered Saint Mary's Hall logo on the left chest from Flynn O'Hara Uniforms or the SMH Spirit Store.
- A solid black jacket or sweatshirt may be worn for outerwear. A small manufacturer's logo is permitted, but the logo must not be larger than 1½ inches.
- Bracelets, colored or fad jewelry and watches are not permitted.

INCLEMENT WEATHER EXTRAS FOR STUDENTS IN MONTESSORI & KINDERGARTEN

- Girls and boys may wear a solid white turtleneck tucked in under their uniform top.
- Coats must be black.
- Gloves, hats, and scarves must be solid black, purple, or white.
- Hats must be taken off inside buildings.

DRESS CODE FOR SPECIAL OCCASIONS

Jeans and SMH Spirit Store outerwear may not be worn on certain designated days such as Convocation, Founders' Day, Yearbook Photo Day, etc. The classroom teacher will communicate these dates and uniform specifications to families.

DRESS CODE FOR SCHOOL TRIPS

On day trips during school hours, students will wear the assigned school uniform.

DRESS CODE FOR OUT OF UNIFORM (OOU) DAYS

Throughout the year, Saint Mary's Hall has periodic out of uniform days. Clothing should be appropriate for school, in good taste, and must follow the approved guidelines established for the individual OOU day provided by the division office sponsoring the day. Students must wear athletic shoes.

DRESS CODE VIOLATIONS

Students must be properly dressed according to these uniform guidelines to attend school. An attempt will be made by the school to correct uniform infractions. Parents will be contacted if the infraction cannot be corrected or recurs on a continual basis. Extensive infractions may cause the student to lose out of uniform day privileges.

CHANGE OF CLOTHES

Each student will provide a set of jean pants or shorts, underwear, and socks to be left in the classroom. The school will provide a Saint Mary's Hall polo shirt for the student. If the student will attend Extended Care (EC) on a regular basis, a set of clothes (including, shirt, pants/shorts, and socks) should be provided to EC by the student's parents. Clothing provided to EC does not have to conform to uniform guidelines.

STUDENT BIRTHDAYS

On a student's birthday, he/she may come to school out of uniform. Summer birthdays may be celebrated on the half birthday mark. If a student's birthday falls on a weekend or a holiday, the student may have an out of uniform day on any other with the consent of the classroom teacher. If a student's birthday falls on a special dress uniform day or field trip, etc., the student may dress out of uniform the day before or after his/her birthday.

EXTREMES IN FASHION SHOULD BE AVOIDED IN HAIRSTYLES AND DRESS

- Jewelry must be confined to small gold or silver necklaces with gold or silver pendants no larger than a dime. Girls may wear only gold, silver, or pearl stud earrings.
- Bracelets and colored or fad accessories are not acceptable for girls or boys.
- Students may only wear pins awarded for recognition by Saint Mary's Hall.
- Hair must be appropriately groomed and of a presentable color and natural shade (blonde, black, brown, red).
- Solid, one-color (white, black, or purple) hair band (no more than 1 inch in width), ribbon, or hair clips may be worn.
- Patterned hair accessories are permissible only if purchased from the SMH Spirit Store.
- No fingernail polish, makeup, or glitter is allowed for Lower School students.

If students wear inappropriate items with their uniforms, they will be asked to remove them.

We ask that all parents help by insisting that your children adhere to the prescribed standards of dress.

Uniform Requirements for Forms 1-5

GIRLS' DRESS UNIFORM – To be worn on Mondays, special occasions, and designated field trips.

- The white midgy must be worn daily. The back flap of the midgy may not be tucked underneath the back of the garment.
- A solid white t-shirt may be worn tucked in under the midgy.
- The purple tie purchased from Flynn O'Hara Uniforms must be worn. All ties must be knotted and worn under the midgy collar.
- The white pleated skirt from Flynn O'Hara Uniforms must be worn. The length of the skirt must be modest and at least fingertip length while standing straight
- White spandex shorts must be worn under skirt.
- Plain white knee or crew socks with no pattern or logo must be worn. Athletic or low-cut socks are not allowed.
- Solid white tights with no pattern or logo may be worn. White leggings may also be worn; however, only with uniform socks. No skin may be exposed from the knee down.
- Shoes should be polished, lace-up white saddle oxfords with black or navy saddle.
- Solid, one-color (white, black, or purple) hair band (no more than 1 inch in width), ribbon, or hair clips may be worn.
- Patterned hair accessories are permissible only if purchased from the SMH Spirit Store.
- Sweaters (optional) must be the black cardigan, V-neck sweater, or V-neck vest with the embroidered Saint Mary's Hall logo on the left chest from Flynn O'Hara Uniforms or the SMH Spirit Store. If a sweater is worn over the midgy, the knotted school tie may not be tucked into the sweater. The tie must be worn outside the sweater and be visible.
- A solid black jacket may be worn for outdoor wear. A small manufacturer's logo is permitted, but the logo must not be larger than 1½ inches.
- Monogramming uniforms with initials is optional, and monograms may not exceed 1 ½ inches on all items of clothing. Monograms should be in purple, black, or white thread.

GIRLS' STANDARD UNIFORM –To be worn Tuesday – Friday of each week

- The white midgy must be worn daily. The back flap of the midgy may not be tucked underneath the back of the garment.
- A solid white t-shirt may be worn tucked in under the midgy.
- The purple tie purchased from Flynn O'Hara Uniforms must be worn. All ties

must be knotted and worn under the middie collar.

- The black pleated skirt or black pants from Flynn O'Hara Uniforms must be worn. The length of the skirt must be modest and at least fingertip length while standing straight
- Black or white spandex shorts must be worn under skirt.
- Plain white or black knee or crew socks with no pattern or logo must be worn. Athletic or low-cut socks are not allowed.
- Solid white or black tights with no pattern or logo may be worn. White or black leggings may also be worn; however, only with uniform socks. No skin may be exposed from the knee down.
- Shoes should be polished, lace-up white saddle oxfords with black or navy saddle.
- Solid, one-color (white, black, or purple) hair band (no more than 1 inch in width), ribbon, or hair clips may be worn.
- Patterned hair accessories are permissible only if purchased from the SMH Spirit Store.
- Sweaters (optional) must be the black cardigan, V-neck sweater, or V-neck vest with the embroidered Saint Mary's Hall logo on the left chest from Parker School Uniforms or the SMH Spirit Store. If a sweater is worn over the middie, the knotted school tie may not be tucked into the sweater. The tie must be worn outside the sweater and be visible.
- Monogramming uniforms with initials is optional, and monograms may not exceed 1 ½ inches on all items of clothing. Monograms should be in purple, black, or white thread.
- A solid black jacket may be worn for outdoor wear. A small manufacturer's logo is permitted, but the logo must not be larger than 1½ inches.

BOYS' DRESS UNIFORM – To be worn on Mondays, special occasions, and designated field trips.

- A solid white dress shirt (short- or long-sleeved) with button front must be worn. No visible logos or embroidery will be allowed.
- A solid white t-shirt may be worn tucked in under the dress shirt.
- The purple tie purchased from Flynn O'Hara Uniforms (long tie or bow tie) must be worn.
- Khaki pants purchased from Flynn O'Hara Uniforms must be worn. Shorts are not allowed on dress uniform days.
- Solid black crew socks with no pattern or logo must be worn. Athletic or low-cut socks are not allowed.

- Black dress shoes (loafers or lace-ups) must be worn. No athletic shoes are allowed.
- A simple black belt with plain, unornamented buckle must be worn.
- Sweaters (optional) must be the black cardigan, V-neck sweater, or V-neck vest with the embroidered Saint Mary's Hall logo on the left chest from Parker School Uniforms or the SMH Spirit Store. If a sweater is worn over the dress shirt, the school tie should be tucked into the sweater.
- A solid black jacket may be worn for outdoor wear. A small manufacturer's logo is permitted, but the logo must not be larger than 1½ inches.

BOYS' STANDARD UNIFORM–To be worn Tuesday – Friday of each week

- The white knit polo shirt with Saint Mary's Hall logo on left chest from Parker School Uniforms must be worn.
- A solid white t-shirt may be worn tucked in under the polo shirt.
- Khaki pants or shorts from Flynn O'Hara Uniforms must be worn.
- Solid white crew socks with no pattern or logo must be worn. Athletic or low-cut socks are not allowed.
- Athletic shoes that are mainly white and have an accent color (but no neon colors) must be worn. Shoes must be lace-up or Velcro. Characters, lights, rollers, or other embellishments on shoes are not allowed.
- A simple black belt with plain, unornamented buckle must be worn.
- Sweaters (optional) must be the black cardigan, V-neck sweater, or V-neck vest with the embroidered Saint Mary's Hall logo on the left chest from Flynn O'Hara Uniforms or the SMH Spirit Store.
- A solid black jacket may be worn for outdoor wear. A small manufacturer's logo is permitted, but the logo must not be larger than 1½ inches.

INCLEMENT WEATHER EXTRAS FOR STUDENTS IN FORMS 1 – 5

- Girls and boys may wear a solid white turtleneck tucked in under their uniform top.
- Coats must be black
- Gloves, hats, and scarves must be solid black, purple, or white.
- Hats must be taken off inside buildings.
- Girls may wear black or white leggings over tights for extra warmth. Leggings must be worn with uniform socks.
- White leggings must be worn on dress uniform days.

DRESS CODE FOR SCHOOL TRIPS

On day trips during school hours, students will wear the assigned school uniform.

DRESS CODE FOR OUT OF UNIFORM (OOU) DAYS

Throughout the year, Saint Mary's Hall has periodic out of uniform days. Clothing should be appropriate for school, in good taste, and must follow the approved guidelines established for the individual OOU day provided by the division office sponsoring the day. Open-toed shoes are always prohibited. Saint Mary's Hall reserves the right to send students home if their clothing is inappropriate or lacks standards of decency suitable for a school community.

DRESS CODE VIOLATIONS

Students must be properly dressed according to these uniform guidelines to attend school. An attempt will be made by the school to correct uniform infractions. Parents will be contacted if the infraction cannot be corrected or recurs on a continual basis. Students with flagrant or chronic uniform infractions will be sent to the Assistant Head of Lower School, who may administer disciplinary action and/or retract the privilege of participating in an OOU day.

EXTREMES IN FASHION SHOULD BE AVOIDED IN HAIRSTYLES AND DRESS

If students wear inappropriate items with their uniforms, they will be asked to remove them.

We ask that all parents help by insisting that your children adhere to the prescribed standards of dress.

- Jewelry must be confined to small gold or silver necklaces with gold or silver pendants no larger than a dime. Girls may wear only gold, silver, or pearl stud earrings.
- Bracelets and colored or fad accessories are not acceptable for girls or boys.
- Watches may only have gold, silver, or black bands.
- Students may only wear pins awarded for recognition by Saint Mary's Hall.
- Hair must be appropriately groomed and of a presentable color and natural shade (blond, black, brown, red).
- Solid, one-color (white, black, or purple) hair band (no more than 1 inch in width),

ribbon, or hair clips may be worn.

- Patterned hair accessories are permissible only if purchased from the SMH Spirit Store.
- No fingernail polish, makeup, or glitter is allowed for Lower School students.

PHYSICAL EDUCATION (PE)

For participation in PE, students must wear athletic shoes. Girls may wear soft sole saddle shoes.

STUDENT BIRTHDAYS

- On a student's birthday, he/she may come to school out of uniform.
- Summer birthdays may be celebrated on the half birthday mark.
- If a student's birthday falls on a weekend or a holiday, the student can have an OOU day on Friday or the last day before the holiday.
- The only time a student may dress out of uniform on Monday (which is typically a dress uniform day) is if the student's birthday falls on that day.
- If a birthday coincides with a special event day such as Convocation, Founders' Day, field trip, etc., the student may be asked to select a different OOU day.

HEALTH & WELLNESS

Wellness Coordinator

The School Wellness Coordinator is available to mentor, guide, and support students in all three divisions. The School Wellness Coordinator will deliver strong messages that support our Core Values through Morning Moments and assemblies in all three divisions. The School Wellness Coordinator serves as chair of our Wellness Task Force, which will be made up of members of administration, faculty, and parents. This task force will ultimately make recommendations about how our school can better support our students by creating greater balance in their lives, by promoting healthy decision making, and reducing student stress.

Counselor and Learning Specialist Services

The Division Counselor is available to meet with students for private, confidential counseling during free periods and by special arrangement. The Counselor or Learning Specialist assists parents by arranging parent-teacher conferences and by serving as the point of contact for monitoring of students with academic difficulty. The Counselor

or Learning Specialist also assists with arranging accommodations for students with learning differences or students with physical or psychological needs.

School Nurse/Health Services

A registered nurse is available throughout the school day in the school's infirmary. In addition to attending to ill students, the infirmary also maintains all student medical records. To remain enrolled at Saint Mary's Hall, students must update annually the following forms:

1. Immunization records: State law requires that each student attending school in Texas must have a completed immunization record on file at school. Notices are sent home to parents if their child is due for an immunization. It is the parent's responsibility to update the child's immunizations and notify the nurse's office of the update. **STUDENTS MAY NOT ATTEND CLASSES OR SCHOOL RELATED FUNCTIONS IF THEY DO NOT HAVE UP TO DATE IMMUNIZATION RECORDS ON FILE.**
2. Emergency and Illness Information must be filled out each year.
3. A Long Term Medication Form: This form, obtained from the nurse's office must be signed by both the parent and the physician and must accompany prescription medications that are taken on a regular basis.

Use of prescription or non-prescription drugs: As Saint Mary's Hall is a drug-free campus, all medications, both prescription and non-prescription, must be stored and administered through the nurse's office. Children with asthma may carry their inhaler on their person only with a written physician's order. Prescription medication may be given at school if the parents, not the child, bring the medication to the nurse's office and it is in the original pharmacy-labeled container. Medication received in a baggie, foil, or mislabeled container will not be given. The nurse will notify the parent of any unused medication at the end of the school year.

Student Illness

Saint Mary's Hall policy is to protect the health of students and faculty. A child should remain at home if he or she has a temperature 100 or higher, is vomiting, or has a rash, sore throat or discharge from the eyes. If these symptoms develop while a child is in class, the parents will be called and asked to come for the child promptly.

It is very important that you alert the nurse's office if your child has any health condition that may affect other students i.e. lice, staph infections, measles, pertussis, chicken pox, etc.

Students must remain home until they have been fever-free without medication for at least 24 hours.

TECHNOLOGY

Acceptable Use Policy

Users of Saint Mary's Hall's technology resources are expected to act *ethically* and *courteously*. Computer use is a privilege, not a right; inappropriate use may result in revocation of computer privileges and/or other disciplinary action.

Code of Conduct:

- 1) Users are defined as faculty, staff, students, and anyone granted access to the School's network. Users are issued an e-mail account and access to the Internet and SMH Portal by the Director of Technology.
- 2) Users may only access technology resources that they are authorized to use and must use them only for the purposes intended. Internet use should generally be limited to scholarly research and educational exploration. Users may not access or exchange inappropriate materials including, but not limited to, games, instant messaging, chat rooms, social networking sites, video streaming, electronic communications, sexually explicit material, and/or hate related material unrelated to coursework. If an inappropriate site is accessed accidentally, it should be reported to a teacher, division head, dean, or the Director of Technology.
Questions about appropriate use can be addressed to the division heads, deans, or Director of Technology.
- 3) Users should expect no right to privacy in the use of their School communication or electronic storage devices, whether the use is personal or academic in nature. SMH monitors all Internet usage on a regular basis. The School reserves the right to view, investigate, or otherwise inspect any use of and activity on the School system. Access to information considered inappropriate, and the frequency and duration of its use, will be reported to the appropriate division head, dean, and the Director of Technology. **Any violation of this policy may result in disciplinary action.**
- 4) Intimidation and harassment through electronic communication ("cyber-bullying") are strictly prohibited. Through our curriculum, chapel program, advisory program, etc., the School is committed to educating our students about responsible "digital citizenship."
- 5) Users should remain alert to the possibility of virus invasions and forward any security concerns to a teacher, division head, dean, or Director of Technology.

- 6) Account holders are responsible for all usage of their accounts (including by other persons) and should keep their passwords **confidential**. Passwords must NOT be given to others. If a password is compromised, report it immediately to a teacher, division head, dean, or the Director of Technology. A computer left in the “logged in” state does not give an individual legitimate admittance to another individual’s files or e-mail. The Director of Technology should be notified of lost or forgotten passwords.
- 7) Users should exhibit caution in divulging any personal information (name, address, telephone number, credit card information, age, etc.) to on-line sources accessed through the School network. The School claims no liability for this activity.
- 8) Users may not access, download, or copy software or data belonging to others or to SMH without prior authorization. Users are never to go behind the School’s “fire wall” and are to report any such activity to a teacher, division head, dean, or Director of Technology.
- 9) Users may not load software on SMH computers. If faculty, staff, or students need new software, they must provide a copy of the software to the Director of Technology for review.
- 10) Users are responsible for adequately researching and complying with applicable copyright laws as they pertain to writing, software use, research or project development conducted using SMH computer resources.
- 11) Users may not transport software provided by SMH to another site or computer without permission from the Director of Technology.
- 12) Users must not add to, modify or disconnect any hardware, or erase or disable any software provided by SMH. SMH computers and computer areas are to be kept clean and used responsibly. Any damage to SMH equipment or software will result in appropriate disciplinary action.
- 13) Division-specific regulations about technology (use of cell phones, laptops, etc.) may be found in the appropriate divisional handbook.

STUDENT CONDUCT

Jurisdiction of the School

Students are under the jurisdiction of the school when they are on school property, attending school-sponsored trips, in school vans or buses, in commercial buses going to or from school, and at school-related athletic events. While students are not under school jurisdiction at other times, responsiveness to the essence and reputation of Saint Mary’s Hall requires this community to display proper and ethical behavior at all times. Failure to do so may result in action by the school up to and including separation from school.

Behavior Unbecoming a Saint Mary's Hall Student

Students are expected to conduct themselves in a manner that reflects well on themselves and on the Saint Mary's Hall community. Behavior that demeans others or damages the reputation of the school community, or goes against the core values of Saint Mary's Hall will be subject to the full range of disciplinary responses.

Personal Safety and Student Interaction

While personal safety is a broad topic, students should be constantly aware of their safety and the safety of others. Careless acts of disregard to personal safety will be addressed, and students should expect disciplinary action. Further, students are expected to interact appropriately with members of both sexes. Behavior detrimental to the values of Saint Mary's Hall is not allowed.

Academic Honesty

All work in all subjects presented by a student is assumed to be that of the student. Plagiarism is using another person's thoughts and accomplishments without acknowledgment. Cheating is copying homework, sharing the content of quizzes and/or tests prior to testing, copying information from the internet without citation and/or taking credit for a friend's previously graded assignment. Students should assume that all work is to be done individually unless the teacher clearly states otherwise. Cheating and plagiarism are serious offenses and will be dealt with accordingly. If it is determined that cheating or plagiarism has occurred, students receive a zero for the work and further disciplinary action will be considered, ranging from probation to expulsion.

Bullying

Saint Mary's Hall has adopted the following definition of bullying stated below: Bullying is a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Whether it is premeditated or seems to come out of the blue, is obvious or subtle, "in your face" or behind your back, easy to identify or cloaked in the garb of apparent friendship, done by one kid or a group of kids, bullying will always include these three elements.

1. Imbalance of power
2. Intent to harm
3. Threat of further aggression

When bullying escalates unabated, a fourth element is added:

4. Terror

Refer to Student Code of Conduct in the Appendix for consequences.

Alcohol, Illegal Drugs, Tobacco and Weapons (All School)

For the safety of our students of the school, the following rules apply to all students:

1. Possession or use of alcoholic beverages, illegal drugs, or weapons, as defined by state or federal laws at school, at a school-sponsored activity, or an athletic event is strictly forbidden.
2. Students are forbidden from coming to school, to school-sponsored events, or to athletic events under the influence of alcohol or illegal drugs.
3. Saint Mary's Hall is a tobacco and vape-free campus, and students are not allowed to smoke or use tobacco products on campus, while in uniform, at any school-related activity, or at any athletic event. Violations of the school's tobacco policy will include suspension and possibly separation from school.
4. Objects/weapons, which by their nature are designed to inflict harm or cause destruction, are not allowed on the Saint Mary's Hall campus or at any school-related activity or athletic event. While at school, possession of a firearm, knife, realistic replica, or other weapon is prohibited. Violation of this rule is considered an extreme act of misconduct and will result in immediate disciplinary action up to and including separation from the School.
5. Saint Mary's Hall reserves the right to impose penalties for conduct of a student off campus at any location or time when the conduct threatens the safety and welfare of students or employees, interferes with or obstructs the mission or operations of Saint Mary's Hall, or threatens the reputation of the school, its students, or employees.

The School is dedicated to providing a safe educational environment in which students can grow and meet their potential. We believe that tobacco, drug, and alcohol use is incompatible with this kind of atmosphere; therefore, the school is committed to a tobacco-, drug-, and alcohol-free campus with a zero tolerance for such substances. Students who sell, possess, use, exchange, deliver, or are under the influence of alcohol or illegal drugs of any description on or off campus, at any school-related event, or while under the school's jurisdiction, are in violation of this policy. The first violation of the school's illegal drug, alcohol, and weapon policies will lead to suspension or separation depending on the severity of the violation. The second violation will result in separation from Saint Mary's Hall.

The school reserves the right to conduct periodic drug and alcohol checks on school grounds, in buildings, in lockers, in any vehicle on campus, or in personal belongings and

to request a drug screening of students to ensure a drug- and alcohol-free campus. Any vehicle suspected to contain illegal drugs and/or weapons while parked on campus may be searched by the school administrators and local authorities.

Hazing/Harassment

Saint Mary's Hall admits students without regard to race, sex, color, religion, or national or ethnic origin, establishing a diverse community that offers a variety of talents. It is important that all members of the school community feel welcomed and appreciated. No person or group has the right to engage in an activity that can be defined as hazing or harassment.

Hazing/harassment is a serious and prohibited offense. Hazing/harassment means any intentional, knowing, or reckless act directed against a student, whether on or off the campus, either by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, initiation, affiliating with, holding office in, or maintaining membership in any organization, including athletics. The term includes, but is not limited to the following:

1. Any type of physical brutality, such as whipping, hitting, beating, striking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, unreasonable risk of harm that adversely affects the mental or physical health of the safety of any student.
3. Any activity that intimidates or threatens the student with racism, including, but not limited to, prank calls or email, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at Saint Mary's Hall; or that may reasonably be expected to cause a student to leave the organization or the school rather than submit to acts described above.
4. Any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
6. No person shall engage in any form of hazing/harassment, nor shall any person encourage or assist any other person in hazing/harassment. Acts of hazing/harassment, failure to report known acts of hazing/harassment, or planned hazing/harassment may result in criminal penalties and/or school discipline up to and including separation from the school.

Sexual Harassment

Saint Mary's Hall strongly disapproves of and will not tolerate sexual harassment of any kind. All students must avoid offensive or inappropriate sexual behavior at school and are responsible for assuring that the School is free from sexual harassment, whether by students, employees, or non-employees at all times.

Complaints of sexual harassment will be promptly and carefully investigated. All students are assured that they will be free from all reprisal or retaliation from filing any such valid complaints.

1. Sexual Harassment – School policy prohibits unwelcome sexual advances, requests for sexual acts or favors, whether or not accompanied by threats or promises, or other verbal or physical conduct of a sexual nature that has the purpose or effect of adversely affecting a student's or an employee's performance or that creates a hostile or offensive educational or working environment. Examples of prohibited conduct include, but are not limited to, sexual propositions, unwarranted touching, lewd or sexually suggestive comments or conduct, jokes of a sexual nature, any display of sexually explicit materials and slurs, and other verbal, graphic, or physical conduct relating to an individual's sex.
2. Complaints – Students who are the object of or who witness conduct that might constitute sexual harassment are encouraged to confront the harasser and clearly state that the behavior is offensive and should stop. In many cases, this may be sufficient to stop the offensive behavior. Students may use their own judgment in deciding whether to confront a harasser and are not required to confront a harasser prior to making a complaint. Any student who has a complaint of sexual harassment at School by anyone, including faculty, staff, students, or visitors, should immediately bring the problem to the attention of the Division Head. In addition, any student who becomes aware of conduct constituting sexual harassment is responsible for reporting the problem to the Division Head.
3. Investigations – Investigations will be conducted promptly under the direction of one or more persons designated as "responsible persons" by the School. Responsible persons will investigate complaints of sexual harassment with the advisement of Legal Counsel. Except in unusual circumstances, at least two (2) persons, one male and one female will investigate each complaint. It is not possible to guarantee confidentiality. In conducting the investigation, the School will make every effort to strike a balance between the parties' desires for privacy

and the need to conduct a fair and effective investigation.

4. Corrective Action – The School will inform the complainant of its findings at the conclusion of its investigation. If the investigation reveals that the complaint appears to be valid, as determined by the Division Head, immediate and appropriate action, up to and including expulsion, will be taken. The action to be taken will be determined by the Division Head and based on the results of the investigation. The primary purpose of the action will be to stop the harassment and to prevent its recurrence. In determining the extent and severity of any disciplinary action, the Division Head will take into account the severity of the harassment, the persistence of the harassment, prior complaints against the harasser, and the degree of discipline needed to effectively end the harassment.

At the conclusion of the investigation, the responsible persons will prepare a written report describing the complaint, the scope, the results of the investigation, and the action taken. The report, together with all supporting documentation, will be forwarded to the Head of School, who will retain the report in confidential files. The School reserves the right to refer allegations of unlawful conduct to the appropriate authorities.

Theft

Saint Mary's Hall has always been a place where personal property is respected. Theft of any kind is considered an extreme act of misconduct and will result in immediate disciplinary action up to and including separation from school.

Vandalism

Vandalism is the lack of respect for the property of others or for the environment in which the members of this community live. Vandalism is a severe legal violation that may result in separation from school.

Disciplinary Procedures & Responses

The goals for responses and consequences of misconduct are to provide a safe atmosphere for all, to prevent repeated misconduct, and to maintain acceptable standards of behavior within the Saint Mary's Hall school community.

Conduct Probation

It is expected that all Saint Mary's Hall students will conduct themselves properly both at school and at school-sponsored or school-approved events. The school will impose penalties for inappropriate conduct of a student. Professional counseling may be required as a condition for continuing enrollment. The length of conduct probation and

the level of consequences imposed will be based on the seriousness of the offense(s). Persistent or significant inappropriate conduct will result in suspension or in separation from school.

In-School Suspension

Students will be isolated from classmates in a room on campus from 8:00 a.m. until the end of the day. Students will not attend classes, visit with friends, eat in the dining hall, or participate in extra-curricular activities, including athletics. Graded assignments will be given. Work is due at the end of the day and will be graded at full value.

Out-of-School Suspension

Out-of-school suspension is a serious statement by the school to students and is a measure used to isolate students from the school community. Students may not come on campus or participate in extracurricular activities during an out-of-school suspension. Assignments are due upon return to school. An exception to this grade policy is allowed if the student is suspended pending an investigation and the investigation exonerates the student. In addition, students should expect that there may be further disciplinary action.

Separation

Separation from school is the permanent dismissal of a student due to a serious violation of conduct on or off campus. Serious offenses that could lead to separation include but are not limited to the following:

1. Fighting
2. Use, sale, or possession of alcohol, illegal drugs, tobacco, replica weapons, or weapons
3. Harassment
4. Academic dishonesty
5. Chronic attendance problem
6. Destruction of personal or school property
7. Theft
8. Misconduct on a school trip or activity
9. Disregard to safety
10. Inappropriate sexual conduct
11. Behavior unbecoming a student of Saint Mary's Hall

12. Gambling

Responsibilities of the School Community

For the Honor System to work, students, faculty, and administrators must share the responsibility for promoting the principles of honor and creating an atmosphere of trust. The success of the Honor System depends on the student body knowing the Honor Code and applying it in every day. Students are expected to abide by the Honor Code whether at school or school functions.

Saint Mary's Hall Extra Curricular and Co-Curricular Code

Athletes, team members, performers and student leaders will conduct themselves in such a manner as to bring honor to Saint Mary's Hall. Actions should never bring discredit or embarrassment upon themselves, their team, or their School.

Conduct Violations & School Actions

Behavior Violations	Lower School
A. Tardies: Combined total of 3 per quarter (includes assemblies and all classes)	Possible Consequences: <ul style="list-style-type: none"> • Notify parents (phone call & letter) • Parent conference • Possible denial of reenrollment
B. Excused Absences: 9 per semester	6thabsence: Notify Parents 7thabsence: Parent conference; outline consequences 10thabsence: Parent conference, possible denial of credit; possible denial of reenrollment
C. Uniform Violations:	Possible Consequences: <ul style="list-style-type: none"> • Verbal Warning • Notify parents (phone call or letter) • Loss of privilege to participate in out of uniform days • Suspension or possible denial of reenrollment
D. Unexcused Absence /Skipping Class	Not Applicable
E. Skipping Class for Lower School	1st: Suspension from school; parent conference; possible denial of reenrollment 2nd: Separation from school
F. Academic Dishonesty: Lying, cheating & plagiarism	1st: 0 on work; notify parents; letter of apology to teacher; possible suspension or separation from school

	<p>2nd: 0 on work; parent conference; possible denial of reenrollment or separation from school; 3rd: Separation from school</p>
<p>G. Cell Phones, Smart Watches and Other Electronic Communication Devices During School Hours</p> <p>Policy: Off & Away All Day</p>	<p>1st: Confiscate device; notify parents 2nd: Confiscate device; parent conference; possible in-school suspension</p>
<p>H. Computer Violation: Disciplinary action commensurate with the nature of the violation.</p>	<p>Possible Consequences:</p> <ul style="list-style-type: none"> • Notify parents (phone call & letter) • Parent conference • Denial of access to computers • Parent conference • Denial of reenrollment • Separation from school
<p>I. Inappropriate Sexual Conduct (i.e. public display of affection): Action dependent upon the nature of the violation.</p>	<p>Possible Consequences:</p> <ul style="list-style-type: none"> • Parent conference • ISS • Denial of reenrollment • Suspension from school • Separation from school
<p>J. Social Aggression: Action dependent upon the nature of the violation.</p>	<p>Possible Consequences:</p> <ul style="list-style-type: none"> • Notify parents • Parent conference • Suspension • Separation from school

Legal Violations - the following disciplinary actions are associated with established school policies and local laws. The law may require that Saint Mary’s Hall contact local law enforcement. Any of the following violations may necessitate immediate separation from school depending on the significance and severity of the incident.

Note- All disciplinary actions associated with the following violations are made commensurate with the nature and severity of the incident. In all cases, immediate corrective action can be defined as action that will prevent, mediate, or remedy the criminal action i.e. pay for the cost of graffiti or replace stolen items.

Violations	Lower School	Middle School	Upper School
A. Sexual Harassment	<p>Possible Consequences:</p> <ul style="list-style-type: none"> • Immediate 	<p>Possible Consequences:</p> <ul style="list-style-type: none"> • Immediate 	<p>Possible Consequences:</p> <ul style="list-style-type: none"> • Immediate

Violations	Lower School	Middle School	Upper School
	corrective intervention <ul style="list-style-type: none"> • Parent conference • Referral for further counseling • Separation from school 	corrective intervention <ul style="list-style-type: none"> • Parent conference • Conduct probation • Referral for further counseling • Separation from School 	corrective intervention <ul style="list-style-type: none"> • Parent conference • Conduct probation • Referral for further counseling • Separation from school
B. Sexual Acts	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Referral for further counseling • Separation from school 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Conduct probation • Referral for further counseling • Separation from School 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Conduct probation • Referral for further counseling • Separation from school
C. Hazing/Harassing	Possible Consequences: <ul style="list-style-type: none"> • Immediate corrective intervention • Parent conference • Conduct Probation • Referral for further counseling • Separation from school 	Possible Consequences: <ul style="list-style-type: none"> • Immediate corrective intervention • Parent conference • Conduct probation • Referral for further counseling • Separation from School 	Possible Consequences: <ul style="list-style-type: none"> • Immediate corrective intervention • Parent conference • Conduct probation • Referral for further counseling • Separation from school
D. Stealing	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Restitution • Conduct probation • ISS • Separation from school 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Restitution • Conduct probation • ISS • Separation from School 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Restitution • Conduct probation • ISS • Separation from school

Violations	Lower School	Middle School	Upper School
E. Alcohol, Tobacco, & Drug Possession	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Immediate corrective intervention • Suspension from school • Denial of reenrollment • Separation from school 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Immediate corrective intervention • Suspension from school • Denial of reenrollment • Separation from school 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Immediate corrective intervention • Suspension from school • Denial of reenrollment • Separation from school
F. Vandalism	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Restitution • Conduct probation • Suspension from school • Separation from school 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Restitution • Conduct probation • Suspension from school • Separation from school 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Restitution • Conduct probation • Suspension from school • Separation from school
G. Assault/ Violence or Threat of Violence	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Suspension from school • Corrective intervention • Separation from school 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Corrective intervention • Conduct probation • Suspension from school • Separation from school 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Corrective intervention • Conduct probation • Suspension from school • Separation from school
H. Weapons	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Separation from school 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Conduct probation • Separation from school 	Possible Consequences: <ul style="list-style-type: none"> • Parent conference • Conduct probation • Separation from school
I. Gambling	Possible Consequences: <ul style="list-style-type: none"> • Immediate corrective intervention 	Possible Consequences: <ul style="list-style-type: none"> • Immediate corrective intervention 	Possible Consequences: <ul style="list-style-type: none"> • Immediate corrective intervention

Violations	Lower School	Middle School	Upper School
	<ul style="list-style-type: none"> • Parent conference • Referral for further counseling • Separation from school 	<ul style="list-style-type: none"> • Parent conference • Conduct probation • Referral for further counseling • Separation from school 	<ul style="list-style-type: none"> • Parent conference • Conduct probation • Referral for further counseling • Separation from school

THE LOWER SCHOOL STUDENT/PARENT HANDBOOK IS SUBJECT TO CHANGE AND ADDITIONS AT ANY TIME.