



St. Mary's School

Residential Life Handbook

Welcome to the St. Mary's School dormitory--your home in the United States! We are excited for you to be a part of St. Mary's School! We are confident you'll find a safe, enjoyable environment in our dorm and that you will find the support you need to have an outstanding educational experience.

To support you during your stay, we have a whole staff --- including two live-in Residential Assistants (RAs) --- who are invested in your well-being and success. Staff will guide you in developing healthy living habits and building friendships and community.

To that end, you will have the opportunity to enjoy many activities to enhance your time here. These include shopping trips, karaoke, holiday events, birthday parties, sports, trips to the Oregon Coast and other local landmarks, Hot Pot Parties, ping pong, board games and more.

Please read the guidelines and information about dorm life in the pages below. Please understand that this is a supplement to the Student Parent Handbook and that should be read as well. We understand that for many of our international students, you are entering a new culture with different expectations and new rules. Please know that our goal at St. Mary's is to help you assimilate and understand American culture and to help you have an exceptional American high school experience.

We're happy to have you as part of St. Mary's family and look forward to the coming year together!

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1. Important Contact Information

- **Director Of Residential Life**
Mrs. Darcy Yazzolino
Phone: 360-907-0990
Email: dyazzolino@smschool.us
- **On-Site Girls Floor Residential Faculty**
Michelle Seus
Phone: 541-601-7054
Email: mseus@smschool.us
- **On-Site Boys Floor Residential Faculty**
Lucan Pyle
Phone: 541-301-4979
Email: lpyle@smschool.us

Other Contacts

- **Principal**
Mr. Jim Meyer
Phone: 541-821-6157
Email: jmeyer@smschool.us
- **Assistant Principal**
Ms. Anita Cooper
Phone: 404-567-3023
Email: acooper@smschool.us
- **Academic Support**
Mrs. Christiane Pyle
Phone: 541-778-8825
Email: cpyle@smschool.us
- **International Student Office & College Counseling**
Ms. Lele Du
Phone: 541-840-9969
Email: ldu@smschool.us

2. Calendar and Travel Dates

Students traveling outside of approved arrival and departure dates will not be guaranteed school-provided transportation to and from the airport. Please plan accordingly.

2023–24	
AUG MOD <i>Optional</i>	July 25–Aug. 11
BREAK	
MOD 1	Aug. 17–Sept. 22 <i>No School Sept. 4</i>
BREAK	
MOD 2	Sept. 27–Nov. 1
BREAK	
MOD 3	Nov. 6–Dec. 15 <i>No School Nov. 10</i> <i>Thanksgiving Break · Nov. 22–24</i>
WINTER BREAK	
MOD 4	Jan. 2–Feb. 7 <i>No School Jan. 15</i>
BREAK	
MOD 5	Feb. 12–Mar. 19 <i>No School Feb. 19</i>
SPRING BREAK	
MOD 6	April 3–May 8
BREAK	
MOD 7 <i>Seniors Do Not Attend Mod 7</i>	May 13–June 14 <i>No School May 27</i>
SUMMER BREAK	

Note: Schedules subject to change.

Revised 02.15.23

****Class of 2024 Graduation is on Saturday, May 11th, 2024****

2023-2024 School Year Transportation and Break Schedule

Mod Breaks

Transportation to and from the Rogue Valley International Airport will be provided if a student departs after the Mod ends and arrives before the new mod begins.

Winter Break

The St. Mary's School dormitory closes for two weeks, so all students must make arrangements.

Departure from the dorm: Rides to the Rogue Valley International Airport will be provided to students departing after class on December 15th, 2023 and on December 16th, 2023.

Arrival to the dorm: Rides from the Rogue Valley International Airport will be provided to students arriving on December 31st, 2023 or January 1st, 2024. Classes start January 2nd, 2024.

Spring Break

Transportation to the Rogue Valley International Airport will be provided after class on March 19th, 2024, throughout the duration of Spring Break. Transportation from the Rogue Valley International Airport will be provided to all students before 10 pm April 2nd, 2024.

Seniors Must Vacate The Dorm By May 16th, 2024.

Transportation will be provided from May 12th - May 16th, 2024, for seniors to the Rogue Valley International Airport.

Summer Break

Departure from dorm: Transportation will be provided to the Rogue Valley International Airport for students departing after class on June 14th, 2024 and on June 15th, 2024. All students must vacate the dorm by 4:00 pm on June 15th, 2024.

Return For The 2024/2025 School Year

TBD

3. School Day Schedule

Morning

- Breakfast is from 7:30 AM-8:15 AM in the campus dining hall.
- The dorm will remain locked until after school at 3:30 PM, and students should be careful to take everything they need with them in the morning. Students are not allowed access to the dorm during the school day to retrieve forgotten items. A student is responsible for leaving the dorm in the morning with all supplies, school work, and sports equipment needed for the day.

The Academic Day

- Classes begin at 8:30 AM and students are expected to be in the school buildings until the end of the academic day at 3:30 PM
- Lunch is from 1:00 PM - 2:00 PM. Students are permitted to leave campus for lunch but must be back by 2:00 PM

No SMS students are allowed to leave the campus during Community Time from 10:00 AM to 10:45 AM, Monday to Friday. St. Mary's School students who leave during this time will receive disciplinary action.

Class Attendance

You are expected to attend each of your classes every day.

Students absent from school past 10:45 am cannot participate in after-school activities. In other words, students who want to attend a sports game, practice, or performance in the afternoon or evening must attend school all day. This also applies to the final school day of the week for weekend events. Participants whose group returns to school after 12:00 AM (midnight) on a school night may be excused from the first period the next school day.

If a student becomes sick during the school day, the student must contact Ms. Darcy. If Ms. Darcy is unavailable, the student should go to the Front Office. Students may not return to the dorm alone and unsupervised.

After School Monday to Thursday

Classes finish at 3:30 pm. By 4 pm, students should be at a below-listed activity:

- 1) In the designated area for study hall from 4 pm to 6 pm
- 2) At a team practice
- 3) Checked out to an approved location

REMEMBER THAT THE STAFF MUST KNOW WHERE YOU ARE AT ALL TIMES. IT IS YOUR RESPONSIBILITY TO SIGN IN AND SIGN OUT. WHEN YOU SIGN OUT, YOU MUST TELL THE STAFF YOUR DESTINATION AND ESTIMATED RETURN TIME. YOU MUST HAVE A CELL PHONE WHICH IS ACTIVE AND BOTH RECEIVES AND SENDS VOICE AND TEXT MESSAGES.

Athletics

St. Mary's School offers multiple sports for the entire student body to participate in. If you are interested in signing up for a sport, please see Ms. Darcy to get signed up. The following sports are available:

Fall	Winter	Spring
HS Football HS Girls Volleyball HS Boys Soccer HS Girls Soccer HS Cross Country MS Football MS Cross Country MS Volleyball	HS Boys Basketball HS Girls Basketball HS Archery HS Swimming HS Bowling HS Skiing HS Snowboarding MS Basketball	HS Boys Baseball HS Boys Golf HS Boys Tennis HS Girls Golf HS Girls Tennis HS Track and Field MS Baseball MS Track and Field

*In the spring, HS Boys Volleyball is available but currently does not earn a credit for participation.

Signing up for any of the above-mentioned sports is a commitment as you are part of a team and your teammates and coach depend on your presence and contribution. Students are expected to attend all practices and contests. Failure to do so may result in removal from the team. All sports fees are the responsibility of the student and are non-refundable after the first contest.

Study Hall Requirements

Study hall is in a designated area from 4:00 pm - 6:00 pm on school days, Monday - Thursday.

Two general rules for Study Hall:

- You must be academically productive.
- You must not prevent students around you from being academically productive.

We expect students to be focused on schoolwork during this time. Students may not play computer games, sleep, email friends, make or receive phone calls, or do

anything else that distracts them or others from their studies. **Students who engage in any of these activities may receive disciplinary consequences.**

Cell phones must not be a distraction when students are in Study Hall. The supervisor will take cell phones heard or seen until Study Hall is over. The exception is if students receive permission to use the phone for a dictionary.

While study hall is a requirement for Mod 1, you can be excused from study hall Mod 2 and on.

To be excused from study hall, a student must demonstrate the following:

- A previous Mod GPA of 3.5 or higher
- Meet all attendance standards
- Demonstrate good character
- Receive written permission from their parents

Based on the previous Mod's outcome, students will be allowed excusal from the following Mod's study hall. Excusal from study hall will be revisited at the end of each Mod and a decision will be made by academic staff and administration.

Evenings Sunday to Thursday

- Students must check in daily with a dorm staff member in-person between 6:00 PM and 10:00 PM.
- Dinner is from 6:30 PM - 7:15 PM in the Cafeteria.
- **Dorm Quiet Time** is Sunday to Thursday from 11:00 PM to 7:00 AM. Respecting other students' needs during quiet time is important to the dormitory community, and we expect all students to assist in managing quiet times.
- Visitors are welcome in our dorm but must follow dorm rules regarding room access. Boys are never allowed in girls' rooms; girls are never allowed in boys' rooms. All visitors must leave the dorm by 10:00 PM.
- REMEMBER THAT THE STAFF MUST KNOW WHERE YOU ARE AT ALL TIMES. IT IS YOUR RESPONSIBILITY TO SIGN IN AND SIGN OUT. WHEN YOU SIGN OUT, YOU MUST TELL THE STAFF YOUR DESTINATION AND ESTIMATED RETURN TIME. YOU MUST HAVE A CELL PHONE WHICH IS ACTIVE AND BOTH RECEIVES AND SENDS VOICE AND TEXT MESSAGES
- **All students must be in the dorm for check-in by 10:00 PM** Sunday to Thursday unless they have specific permission from the residential staff. After a student checks in, he or she may not leave the dorm until the next morning (6:00 AM at the earliest).

Students are not allowed to be out of the dorm building after curfew. This is a serious rule. There will be consequences if students violate this rule.

- Students must be in their rooms by 11:00 pm from Sunday to Thursday. After this time, students must be courteous to their roommates about noise and activity. Students are expected to practice healthy sleep habits. If a student is not getting adequate sleep, dorm staff may enforce a bedtime of 11:00 pm.

Please Note: Dorm staff may remove students' video games, TVs, or other distracting influences if students cannot control their use.

Internet Usage and Standards Throughout The Campus

- We block access to websites that contain material students should not access.
- Gaming websites and applications are blocked during the school week and unblocked at 4:00 p.m. on Friday until 9:00 p.m. Sunday evening.
- Virtual Private Networks (VPNs) and proxy websites, both used to bypass web filtering, are blocked.
- Attempts to bypass our Internet filters or gain unauthorized access to information systems violates our Computer Acceptable Use Policy and will result in disciplinary action, including possible expulsion.
- All Internet traffic via our campus network is logged based on unique device and user identification.
- If students are attempting to access a website or application that is blocked but need to access it for educational purposes, they can request to have it evaluated by emailing the IT Help Desk at help@smschool.us.

4. Weekends and Mod Breaks

Weekends and Mod breaks are times to relax, play, or participate in some of the activities students cannot do during the busy week. Students are offered various activities on weekends and during Mod breaks, including movies, shopping, and outdoor activities.

Weekend and Mod Break Curfew

The curfew for students is 10:00 pm on school nights. Students in grades 11 and 12 ***may be permitted*** to stay out of the dorm until 11:00 pm on Friday and Saturday evenings only with the permission of the residential staff before 6 pm. After curfew, students must remain in the dorm until 6:00 am.

- **Quiet hours on Fridays and Saturdays are from 11:00 PM until 7:00 am**
- **All guests must leave the dorm by 10:00 PM**

Spending the night away from campus

Students may spend the night away from campus in two circumstances:

1. Students may spend the night with families listed in the current St. Mary's Directory **upon approval from Ms. Darcy.**
2. Students may also visit with other families and individuals **specified by their parents** and with the approval of Mss.Darcy. **Students spending the night with a non-SMS family or family outside of the Medford/Ashland area need written parental permission and prior approval from Ms. Darcy.** St. Mary's does not allow unsupervised overnight trips without written permission from a student's parent.

The following rules apply for students spending the night away from campus:

- Students are responsible for meeting all school-related obligations (classes, sports, work details, etc.) and be free from disciplinary actions before leaving the dorm for the weekend.
- Weekends begin after all final obligations on Friday and students must return to school by 10 PM on Sunday.
- Once students have signed out for the weekend, they must check in with staff upon returning to campus.

5. Residential Life

There are many opportunities to join groups to help represent dorm students. Please see Ms. Darcy or another dorm staff member for details on how to get involved.

Some examples of opportunities are Mock Trial, Speech and Debate, Ping Pong Club, Recycling Club, and International Student Congress.... Log into MyStMarys and visit Resource>Current Clubs for more info

Contact Information

- Mailing Address: 816 Black Oak Drive, Medford, OR 97504

Keys and Cards

Every student is given a room key and a dorm swipe card at the beginning of the year. Keys and cards are important elements in the safety of dorm students, so both should be used and tracked carefully. You will not have access to the school campus, dorm or your respective hallway if you do not have a card.

Students are expected to lock their doors when they are not occupying their rooms and must never give another person (even another dorm student) their room key or swipe

card to use. Students also should be able to show an RA their key and card whenever requested and are required to report a lost key or card immediately.

Be careful with both your swipe card and room key! If you bend it or poke holes in the card, it will not work. **There is a \$50 charge to replace a lost or damaged swipe card. The cost of replacing the room key is \$125.**

Visitors

Student Visitors

St. Mary's Day students can visit the dorms after school if accompanied by a resident student. Day students must sign in on the clipboard by the dorm door when visiting dorm students. The resident student is responsible for informing the guest of dorm rules and will be held responsible for monitoring the guest's actions.

Co-ed Visitation is not permitted

Students may not visit the rooms of students of the opposite gender at any time. This can result in immediate expulsion from the school, where the students must leave campus within 48 hours.

A day student violating the co-ed visitation rule will be banned from visiting the dorm.

Non-SMS Student Visitors

Guests, not students of St. Mary's School (including school and dorm alumni), are welcome to socialize in the dorm lounges with a resident student but are not allowed in halls or dorm rooms. Our licensing requirements don't allow non-St. Mary's students (even former students) over 18 to be in dorm rooms.

Roommates

The St. Mary's School Residential Staff works hard to place students with roommates who are likely to be compatible. Living with a roommate develops problem-solving and negotiation skills. Most college underclassmen in American universities have roommates; thus, learning to solve problems with a roommate is an important college-preparatory skill, and we encourage students to develop flexibility. Room and roommate changes are therefore expected to be rare occurrences.

When a student is concerned about a roommate relationship, he or she should take the following steps before expecting any changes to be made:

1. We encourage students to first address their concerns with their roommate and try to find a solution between them.
2. The second step is for students to talk to Ms. Darcy or an RA to discuss the room situation.

3. Students must sincerely try to understand their roommate and modify their behavior as needed.
4. Any consideration of a roommate change will happen after these meetings have occurred and after the school administration and Ms. Darcy have discussed it. The school administration may decide that a roommate change is unnecessary and may offer other solutions to roommate problems.

Meals

The school cafeteria offers several choices for each meal. Meal times are subject to change based on breaks. Items prepared in the on-site kitchen are covered under the student's meal plan and are provided at no additional cost. Students are given four meal periods on school days and two extended meal periods on weekends and mod breaks, totaling up to 24 meals a week.

Students are expected to treat cafeteria staff with respect. Students should politely communicate with cafeteria staff. Students should only take the food that they will be able to consume. By doing so, you are ensuring that all students will get sufficient food.

Summary of Meal Times

School Day	Weekend and Mod Breaks
Breakfast on school days: 7:30 AM - 8:15 AM Morning Break: 10 AM - 10:45 AM Lunch on school days: 12:00 PM - 1:00 PM 5th-8th grade 1:00 PM - 2:00 PM for 9th - 12th-grade Dinner on school days: 6:30 PM - 7:15 PM	Brunch: 10:30 AM -12:30 PM Dinner: 5:30 PM - 6:30 PM

General Dorm Life

- Laundry: There are washers and dryers on each floor of the dorm, and students may wash their clothes free of charge. Students share the laundry facilities and are responsible for purchasing their own cleaners (laundry soap, stain treatments, and dryer sheets, etc.)
- Kitchen: There is a community kitchen available to dorm students. Students are welcome to use the kitchen but are responsible for cleaning up after cooking and/or eating. Students must communicate with dorm staff about their need to use the kitchen and when they are done using it.
- The dormitory kitchen is open weekdays from 4:00 PM to 10:00 PM and only when a RA is present. Weekend kitchen hours vary. ***Students may not use the kitchen without the presence and permission of the RA on duty.*** You

are responsible for cleaning up after yourself. Students must give the RA on duty something to hold onto while they use the kitchen. The item will be returned once the RA confirms the kitchen has been returned to its original condition.

- Common Areas: There are tables, chairs, and couches so students can study or socialize together when they aren't in classes. **No red or orange drinks are allowed in the dorm at any time.** (These stain our carpets when they are spilled.) You will be charged for spills that require carpet replacement or additional cleaning.
- Entertainment: The dormitory has free wifi for students to use for school work and their free time. There is also a TV in the lounge and various game consoles. Students may not play video games in the dorm after 11:00 PM on Sunday -Thursday nights.

Medication

- All medications should be monitored and administered by a staff member. This includes medications given by a doctor and those bought at a store.
- Students should give all medication to the dorm staff to be stored securely.
- Students are not allowed to keep medication in their rooms.
- Students are required to consume medication in front of the dorm staff member who administered the medication.
- Students cannot take medicine back to their room or another part of campus.

Valuables

St. Mary's School provides students with a locking drawer in each dorm room. Students should store valuable items such as expensive cameras in the drawer. Students are expected to lock their doors when not occupying their rooms.

Students should not keep large amounts of cash in their rooms. If a student arrives with cash, the student should request a ride to the bank immediately to deposit the cash.

Passports and I-20s

All passports and I-20s must be given to Ms. Du for safekeeping. Ms. Du can be reached at ldu@smschool.us. On campus, Ms. Du can be found in the College Counseling Center on the 2nd floor of the high school building.

Forbidden items

Students should not have lighters, matches, candles, or plug-in air fresheners in their rooms. Weapons of any type are forbidden. If students bring these items to campus, they will be confiscated until the end of the year or until a parent/guardian can take them home. Keeping such items in a room can lead to serious disciplinary

consequences. Sharp art supplies (i.e. Exacto knives) cannot be kept in student rooms.

Our dorm program must follow state licensing and fire regulations for health and safety.

- Halogen lamps, hot plates, and toaster ovens are prohibited in dorm rooms.
- Hallways must be completely clear of any kind of clutter.
- Baths and showers must be completely clear of any personal possessions.
- For safe exit from the room in the event of a fire, furniture, and decorations must be arranged so that the entire room is visible from the doorway and the entrance is not obstructed.
- Students may not possess or use electric scooters, skateboards, bicycles, or any other battery-powered transportation device. These devices utilize batteries that pose a fire hazard.
- Students may have no more than one refrigerator in their room.
- Any kitchen appliance must be approved by Ms. Darcy and have an automatic shut off feature.

Room Cleaning

Since students are expected to maintain neat and clean rooms, there are regular room inspections, at which time all rooms must meet our cleanliness standards. Every room is inspected, and students are responsible for the cleanliness of their rooms.

The St. Mary's Dorm standards for student rooms include the following:

- All clothing is on hangers, folded on shelves, placed in drawers, or in a laundry basket
- All trash is disposed of, and wastebaskets are empty
- The student desk is clean of all unnecessary items and wiped off
- The bed is made
- The floor is vacuumed
- Personal belongings are neatly stored or displayed
- Your swipe card and room key are shown to the inspecting RA.
- The refrigerator is emptied of all spoiled food or beverages
- Nothing on the window sills

Students who fail to meet these standards will continue to stay and clean their rooms until the standards are met. At year's end, cleaning and damages will be assessed by the St. Mary's School Facilities Manager and charged to the student's Business Office Account if there is excessive damage or garbage in a room.

6. Vacations

Families must make travel plans far in advance. Missing school days in our Mod system can result in poor grades or failure. Every day of each Mod is essential.

Christmas Break

The St. Mary's School dormitory closes for two weeks at Christmas, so all students must make arrangements, with the consent of their parents, to spend the vacations off campus. Most students travel back home during this time, although some families use this time as an opportunity for a family trip within the US. Other students stay with relatives or family friends. If students do not travel home, the School needs permission from the parents for students to travel to another place if they are away from their parents.

We strongly discourage overnight trips during which no adult is present for supervision; however, there are some circumstances, such as college visits, when students may need to travel unaccompanied. The School needs permission from the parents for a student to travel within the US without a family member.

Students will be given approved travel dates in advance. Students who travel outside of approved dates must provide their own transportation to and from the airport.

Spring Break and Mod Breaks

Families are strongly urged to keep vacation travel to the days assigned in the school calendar since students who leave early or return late will miss valuable class time, homework assignments, assessments, and important events which may put them at a disadvantage academically.

It is essential to remember that a student who wishes to travel in the US without their parents must always have written permission from their parents. Parents must email Ms. Darcy with this permission or complete the Travel Permission form well before the trip.

Dorm Closure

During the summer and Christmas break, the dormitory is closed, and all students must leave. Students who stay in the local area after the dorm closes or arrive before it opens must find alternate accommodations. Students must understand that during the closure, dorm staff will be unavailable. The dates for these breaks are mentioned in the handbook's front section or can be checked on the St. Mary's website under "School Calendar." Students can contact the school or dorm staff without hesitation for any queries regarding the dates.

7. Financial Matters

AT&T Cellular Phone Plan

As a St. Mary's School student, it is mandatory to have an active cell phone plan throughout the entire academic year. In the interest of safety, students must possess a cell phone capable of receiving both text messages and voice calls. Failure to meet this requirement will result in restrictions on leaving the campus.

YOU MUST HAVE A CELL PHONE WHICH IS ACTIVE AND BOTH RECEIVES AND SENDS VOICE AND TEXT MESSAGES.

Bank Account - US Bank

New students may visit the US Bank to open a bank account. We ask that students only use US Bank because it is close to St. Mary's School, and our staff works closely with the bank to resolve any problems with the accounts.

If students encounter any issues with their bank accounts, they should contact Ms. Darcy by email at dyazzolino@smschool.us

St. Mary's Student Account

Each student has a student account in the Business Office. In August, students should deposit \$1000.00 in the student account for expenses during the school year. This account is not to be used to make cash withdrawals or pay for non school-related expenses. To make a payment, please go to the Business Office or contact Kim Hauser by email at khauser@smschool.us

Health Services

All international students must have St. Mary's sponsored health insurance coverage. St. Mary's School does not provide dental or vision insurance. If a student requires dental or vision treatments, the parent will be contacted for approval first, as these appointments will be paid 100% out of pocket.

Feeling Sick

When a student feels sick, he or she should talk to Ms. Darcy or another RA immediately. If the student needs to visit a doctor, the dorm staff will arrange transportation to the appointment and help the student with medication or follow-up care as necessary.

According to Oregon law, medication cannot be kept in a student's room. The dormitory staff will keep all medications in the office in a locked cabinet.

If there is a serious medical problem, SMS will discuss medical problems with parents. Insurance reimbursement for services will be obtained through cooperation with medical providers and insurance companies when possible.

Parents are responsible for medical bills and expenses not paid by insurance

8. Leaving The Dorm

A . Signing in/Signing Out

Students who wish to leave the campus must always indicate their destination and expected return time. Students will not be allowed to leave the dorm without a phone which receives/sends both text messages and phone calls.

Students who do not sign in and out of the dorm will have disciplinary consequences and may lose the privilege of leaving the school campus.

Transportation

Students may walk, call a taxi, take the bus, or travel with a day student, host family, or guardian. If students travel in a private vehicle, they must have prior permission from parents and a dorm staff member. Students over the age of 18 are welcome to utilize Uber. Students under 18 may ride in an Uber accompanied by a student over 18 who orders and is riding in the Uber. Uber states, "Unaccompanied minors can't request rides or ride alone."

The dorm staff provides transportation for school activities, dorm activities, and medical, dental, or counseling appointments.

If students must travel for personal reasons, a student must request their ride request with 24-hour notice. Without proper notice, a student's ride may not be able to be accommodated. **Students must take into consideration that the dorm may not be able to provide transportation for every request.**

Driving

International students are not allowed to drive a car unless a parent is with them and they possess the correct license.

9. Check-In and Check-Out Process

All students must complete a Room Evaluation form at move-in, during room changes, and at move-out. Charges from damages will be charged to the student's school account.

- Students will have five days from arrival to return empty storage totes checked out from the previous year. Totes must be in the same condition as they were at check-out. Totes not returned will be charged at \$10.00 each for a maximum charge of \$30.00.
- Students can store three school-provided storage totes at the end of the school year for the summer in a school-provided storage pod. Students must take items that do not fit in the storage totes home for the summer.
- Electronics such as computer screens, computer towers, gaming systems, televisions, laptops, music instruments, etc. will be stored in a temperature-controlled room for the summer. Items must be marked with the student's name.
- Students will be responsible for moving their belongings to the storage pods. **Belongings left out of the pod will be considered donations.**
- Students who choose to store their belongings off campus will be in charge of fees associated and transportation of items to and from the off-campus storage location
- If students do not return for the following school year, they must contact Ms. Darcy to set up shipping arrangements for their belongings. Ms. Darcy must hear from non-returning students by October 1st to arrange the shipment of items.

Students will have quarterly room inspections. Ms. Darcy and members of the maintenance team will perform the inspections. Students will receive advance notice a minimum of 24 hours before the inspection.

10. Rules

The rules of the Boarding Program have been established to ensure safety, to preserve a quiet and harmonious living space, and to maintain a clean environment in which the students can be comfortable.

It is important to remember that these rules were made for teenagers living in a group situation. The residential staff strives to balance flexibility and consistency in enforcing rules. If student discipline becomes necessary, it will be handled clearly and justly. In addition to penalties, the disciplinary process provides student education, support and counseling.

Dorm Rules

- We expect students to honor the curfew hours. Being out of the dorm after curfew is a serious breach of trust and safety.
- We expect every student to exercise restraint in romantic relationships. Students should avoid intimate touching, including kissing and close body contact, while on campus and in dorm lounges. Students may not lie down together on the lounge couches.
- We expect all students to respect the car policy. International students are not permitted to drive a car while a student at St. Mary's School unless their parents are in the car with them.
- Students cannot use incense, candles, or other incendiary items in the dorms.
- We expect students to abstain from using tobacco, alcohol, and drugs. No possession, use, distribution, or display of alcohol, beverages containing alcohol (or the containers), nicotine, drug paraphernalia, marijuana, and/or other illicit or dangerous drugs on or off campus.
- St. Mary's is a violence-free campus. Acts or threats of violence, including bullying or harassment, will be treated with utmost seriousness.
- Students are expected to be open and honest in their interactions with all of the SMS faculty and staff members. Lying or attempting to deceive or hide information can create an atmosphere of distrust. Even when a student has broken a rule, the RAs have much more respect for a student who can be truthful about what he or she did rather than furthering the problem by being deceitful.
- All dorm students riding bicycles, rollerblades, skateboards, or scooters must wear helmets. Any electric ride-on is not allowed on the St. Mary's Campus.

Violation of any of these dorm rules will result in consequences. Any concerns about the program, the rules, or other issues that parents may have should be addressed to Ms. Darcy, Mr. Meyer, or Ms. Cooper.

Detention

As a part of disciplinary action for student misbehavior, detention is a form of punishment. During detention, students are required to gather in a designated room on Saturdays at noon for an hour. Cell phones, computers, or any electronic devices are not permitted during this time. Instead, students are expected to engage in studious activities, such as homework, reviewing, or completing an assigned essay by the RA. If students deliberately avoid detention, they will receive detention for the upcoming weekend and may face dorm restrictions for up to a week.

11. Communication with Parents

Parent and School Partnership

At St. Mary's, we believe parents play a crucial role in their student's education and life. As a parent, it is important to be aware of the school's policies, rules, and educational philosophy to support your child in complying with school norms and standards. Regular communication between the International Program Director, dorm adults, and student families is essential to achieve this. We see ourselves as partners in parenting dorm students, and having accurate and complete information is vital to ensuring the entire community's well-being. We value your privacy and strive to keep sensitive or personal information confidential unless it is necessary to share on a need-to-know basis.

- Parents should contact Ms. Darcy with any concerns about their child.
- Parents will be notified if a child becomes ill enough to be taken to a hospital or urgent-care clinic.
- Parents will be notified if a child violates a major rule at St. Mary's School or the dorms or if the student is being sent before the Discipline Committee.
- St. Mary's School welcomes visiting parents or other family members; please let Ms. Darcy know if parents are traveling to Medford and would like to meet teachers, our college advisors, the residential staff, or others in the community. Advance notice makes this planning much easier.

St. Mary's School's expectations of the parents of dorm students:

- Dorm students are encouraged to take the initiative to communicate directly with dorm and school adults if they are not feeling well, fall behind on assignments, or don't understand how to follow a dorm rule or how to do daily business. If a student calls home with concerns about daily life or school, we ask parents to encourage the student first to speak with or e-mail Ms. Darcy, or other trusted adults to seek advice and assistance.
- Parents of a dorm student are expected to initiate direct adult-to-adult communication about any important changes to their child's academic or dorm life or schedule at St. Mary's School rather than relying on their student to do that communication alone.
- Some examples of occasions when parents need to communicate directly with Ms. Darcy
 - A student trip during school time
 - Student travel or overnight stay alone without an adult

- Parent visit to St. Mary's (Students often forget or don't know what type of meetings their parents would like to have so it best they are not the family's messenger.)
- Problems related to school or residence in the U.S.
- Parents' wish to take their student out of the dorms to live with them locally
- Parents are asked to notify the school in advance when a student will be receiving information that may be upsetting, such as the loss of a pet or a sick grandparent. We hope to offer each student emotional support during difficult times.
- Parents are asked to know and respect the dorms' study hall times and lights-out/quiet hours and not call, text, or chat with students during those times.
- Parents are asked not to make requests or demands of their students that go against the rules and policies of the dorm and school. Parents should communicate directly with Ms. Darcy
- Parents should work with students to avoid long absences from school wherever possible. Our Mods are approximately 26 school days long, and all absences are significant.
- Parents are asked to schedule travel plans sufficiently before holiday breaks.

12. School Policy on Suspected Theft

St. Mary's School has a detailed policy addressing the theft of money, goods, or assets. The school takes any suspicion or accusation of theft seriously, whether on or off campus. When alerted to potential theft, the Principal, International Office, and other relevant departments will thoroughly investigate and document all relevant facts and witness statements. The school's objectives are to prevent future thefts, restore the victim to their previous position, and discipline any individuals found to have stolen money or goods. It's important to note that all students and employees are innocent until proven guilty. After consulting with the General Counsel, the Principal will make the final decision about involving law enforcement. Any employee theft valued at or above \$50 will result in immediate termination. Students found to have stolen will face disciplinary action, up to and including expulsion. Additionally, the school will bill the family of the thief for the cost of the goods stolen and make the victim whole.

13. Children and Families Rights

Grievance & Complaint Procedures

St. Mary's is a child-caring agency that must enact and adhere to written procedures for the children in care and families. As an academic boarding school, this subsection only applies to grievances and complaints about health or safety issues for students. All concerns will be addressed, and no person will be subject to the prohibition of reprisal or retaliation for making a grievance or complaint about a student's health and safety. All grievances and complaints will be investigated fairly and with quick resolution.

Grievance and Complaint Process:

Any student with concerns about their own health and safety needs to reach out to the Director of Residential Life and/or St. Mary's Principal, alert them of their concerns, and inform them of their intent to file a grievance or complaint formally. All formal grievances and complaints must be submitted in writing by the student directly impacted or the student's parents directly impacted by the health and safety concern allegations.

If parents have concerns about their student's health and safety, they should reach out to the Director of Residential Life and/ or St. Mary's Principal and alert them of their concerns.

The grievance and complaint process is as follows:

- St. Mary's has a team of staff identified to review and investigate student grievances or complaints. This team includes the Director of Residential Life, St. Mary's Principal, and St. Mary's High School Vice Principal. The President may be included if the allegations are serious enough. The staff team will work together to ensure the process is completed fairly, quickly and accurately.
- The team of staff will confer with the complainant to obtain a clear understanding of the facts surrounding the allegation of medical concern and safety.
- The team of staff may hold as many meetings with the alleged victim and accused as are necessary to investigate the grievance or complaints. In addition, the team may meet with any witnesses or experts with direct knowledge of the health or safety concerns.

In all cases, the student will be informed of the general results and outcome at the completion of the investigation.

On the basis of the investigation, the team of staff may do any of the following:

- Resolve the matter informally
- Decide on disciplinary action for all parties involved
- Take other remedial actions as appropriate (such as training, workshops, re-assignments, etc.)

At any point, a student or the student's parents may contact the department licensing coordinator:

DHS Children's Care Licensing Program
Irvin Minten, M.S.W., Licensing Coordinator
201 High St. SE Suite 500
Salem, Oregon 97309
Email: Irvin.MINTEN@dhsosha.state.or.us
Phone: (971) 304-5208

All formal grievances or complaints filed with St. Mary's School and all information obtained in the resolution will be maintained for a minimum of two years and provided to DHS Children's Care Licensing Program upon request.

14. Student Handbook Agreement

I _____ have read the St. Mary's School Residential Handbook and understand the content. I understand that these rules are for the health and safety of the residential community. I promise to follow the rules in this Handbook.

Student Signature

Date

In addition, I understand that breaking the rules below will have serious consequences and possible expulsion.

I understand the following:

- 1) I am responsible for making sure that the residential staff knows where I am and when I am expected back **at all times**. I understand that my phone must have both voice and text messaging capability and that I must keep my phone charged and with me whenever I leave the dorm or campus unless I will be with a staff member at all times. In other words, I understand that dorm staff must always know where I am and how to contact me. _____
- 2) I understand the following:
 - A) Students of the opposite gender are never allowed in a student's dorm room. _____
 - B) Sexual activity is strictly forbidden. Any boarding students found to be engaging in sexual activity will be expelled immediately and sent back home within 48 hours. _____
- 3) It is illegal for anyone under 21 to drink alcohol or use marijuana in the United States. I understand that I am not allowed to drink alcohol or use drugs and/or tobacco while a St. Mary's School student. I understand participating in the above on or off campus while I am a student at SMS will result in punishment and likely permanent expulsion from school. _____
- 4) Boarding students are not allowed to drive a car at St. Mary's School unless their parents are present. Driving a car is forbidden by our school for legal and liability reasons.. _____

5) Boarding students are not allowed to own or use any kind of firearm (gun).

I understand that violating the (5) rules above will result in punishment or expulsion from St. Mary's School. If a student is expelled from St. Mary's School, the student's I-20 will be canceled, the student will be required to leave within 48 hours, and no tuition will be refunded.

Student name:

Date:

Student signature:
