

2017-2018 Student & Family Handbook



Santa Catalina School

Do Well. Do Good.

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Santa Catalina School Student & Family Handbook 2017-2018

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Santa Catalina School

Motto

Veritas, truth, is the motto of Santa Catalina School. Underlying all actions, relationships, and communications is the assumption that this standard exists. Only with this principle clearly understood and firmly in place is the school's mission worthy and possible.

Mission Statement

Excellence. Spirituality. Responsibility. Service.

Santa Catalina School exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, graciousness, and compassion.

Upper School Vision Statement

At Santa Catalina Upper School, we believe that our single-sex environment is optimal for learning and for growth in initiative and self-confidence. We challenge each student to strive for academic excellence, to assume leadership, to develop a faith life, and to perform at her best in every endeavor.

Grounded in the Catholic faith, Santa Catalina is enriched by the diversity of socioeconomic, religious, geographic, and cultural backgrounds represented by our students and faculty. Our course of studies is college preparatory and established in the classical tradition of the arts and sciences, enhanced by vigorous programs in the fine and performing arts, athletics, and extracurricular activities.

We believe that the promise of the future rests in the young woman who acts with confidence, grace, courage, and dignity as a citizen of the world.

Lower and Middle School Vision Statement

At Santa Catalina Lower and Middle School, we provide an educational program designed to encourage each boy and girl to work effectively, to communicate articulately, to develop a faith life, and to approach life with a sense of purpose and competence.

Grounded in the Catholic faith, we are a close-knit community enriched by a diverse group of students, teachers, and parents working together to nurture student minds and hearts. Our curriculum enables children to study the classic and the contemporary as they develop academic, artistic, and athletic skills and talents under the guidance of experienced teachers who take the time to know each child well.

Our goal is that our graduates will be successful students in secondary schools and responsible, thoughtful citizens of the world. We believe that in the process of preparing and guiding young people toward intellectual growth and moral and spiritual awareness, the beginning is everything.

Roman Catholic Identity

As a Catholic school, Santa Catalina embraces a particular ethos, world-view, and understanding of the human person. Our Catholicism informs our school's philosophy of education by recognizing that we are all constituted by our relationships with one another.

The importance of community, and the communal nature of our being, therefore, must always be taken into account. In all that we do at school, in our teaching and interactions with one another, we must always teach students, in word and in action, the importance of responsibility and consideration for others, care and compassion, and a concern for the common good. This emphasis on community runs contrary to the individualism of modern culture, and it is the reason we say we offer an education that prepares students for life beyond school.

At Santa Catalina, our Catholic philosophy of education embraces these critical points:

- A Catholic education places an emphasis on the importance of community and relationships
- A Catholic education is an education for life
- A Catholic education is a focus on the truth and thus offers a critique of the world
- A Catholic education teaches students that life is meaningful and that it has purpose

Community Expectations

In order to pursue significant educational and personal goals that are an integral part of Santa Catalina, members of the school community must believe in and practice three major qualities. These are respect, kindness, and a sense of the spiritual.

Students and faculty alike must respect each other as fellow human beings of intrinsic worth and possessing an intrinsic right to this respect. A community requires that each respect in the other individual differences of personal belief; of personality; of racial, cultural, economic, and social background; of attitudes formed by this background; and of personal needs emerging from all these differences. It is essential that all respect the value of challenge and of satisfaction found in the hard-won goal. Respectful appreciation of these several facets of human experience will enable members of the community to approach each other with a common basis of trust and treat each other with kindness.

Kindness begins in attitude, in an internal conviction that evokes the virtue of Christian courtesy. Kindness compels each member of the community to speak to and of others with care and to treat them considerately, fairly, and without judgment. Kindness insists upon the benign interpretation of each member's behavior and assumes the goodwill of all.

A sense of the spiritual takes each of us beyond ourselves. It allows us to appreciate that, whatever our particular religious background or persuasion, we are all called to responsibilities for the human family; the responsibility to be of service to others and to leave the world a better place, the call to be a strength and comfort to all we meet, and the privilege of living graciously with others while sharing a common purpose.

While it is clear that respect, kindness, and a sense of the spiritual grow within each individual over a lifetime, it is expected that a significant beginning in the growth of these qualities and a true appreciation of their worth will be evident in the day to day life of all members of the Santa Catalina community. These three values are basic to the life and purpose of the school, and all other attitudes and behaviors emerge from them.

As professional educators, faculty share the responsibility for all aspects of school life. To that end it is essential that faculty know and appreciate the contents of this Handbook so that each individual is able not only to act in accordance with school philosophy and policy but also to interpret the culture of Santa Catalina positively and accurately within the school community and beyond.

The Promise: Do Well. Do Good.

Santa Catalina's brand promise is quite simple: Do Well. Do Good. No matter the size or scope of the undertaking at hand, we must always do our best. Do Well. No matter the time, the circumstance, or the site, good must be the goal. Do Good. Santa Catalina School speaks definitively to its community: find your purpose; shape the world. *Do Well. Do Good.*

Principles of Good Practice

(National Association of Independent Schools)

Parents Working with Schools, Schools Working with Parents

Much research has been conducted in recent years on the characteristics of good schooling. These studies consistently identify several features of successful schools: a clear sense of mission or purpose, strong leadership, faculty involvement in school management, and good communication and partnership between parents and the school.

The National Association of Independent Schools has developed Principles of Good Practice for its member schools which promote high standards and ethical behavior in various areas of school life. The following principles provide guidelines from both the parent and school perspectives, defining their respective roles and responsibilities to help create and sustain effective partnerships.

Parents Working with Schools

- Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
- Parents are familiar with and support the school's policies and procedures.
- Parents provide a home environment that supports the development of positive learning attitudes and habits.
- Parents involve themselves in the life of the school.
- Parents seek and value the school's perspective on the student.
- When concerns arise, parents seek information directly from the school, consulting with those best able to address concerns.
- Parents share the religious, cultural, medical, or personal information that the school may need to serve the student best.

Schools Working with Parents

- The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
- The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
- The school seeks and values the parents' perspective on the student.
- Teachers and administrators are accessible to parents and model candid and open dialogue.
- The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
- The school defines clearly how it involves parents when considering major decisions that affect the school community.
- The school offers and supports a variety of parent education opportunities.
- The school suggests effective ways for parents to support the educational process.

The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

Resource Persons

The school encourages parents to be in touch as often as they like in order to receive assistance. In order to facilitate assistance and to ensure follow-through, student concerns should be directed to the appropriate class dean who will either manage the situation directly or direct the information to the proper faculty member or administrator.

For the month of September until students have met and become acquainted with their personal advisors, parents should call the Class Dean listed below for a personal or social concern. For parents of seniors, please contact the Interim Director of College Counseling or the Associate Director of College Counseling with college counseling questions, the Dean of Students for student life questions, the Director of Resident Life for resident life questions, and the Dean of Academics for academic concerns or questions.

Head of School – Ms. Margaret K. Bradley.....	831.655.9312
Head of Upper School – Dr. Kassandra Thompson Brenot '87	831.655.9361
Dean of Academics – Mr. Peter Myers	831.233.7406
Dean of Students – Ms. Katherine Burkhoch	831.655.9313
Director of Resident Life – Mrs. Connie Riley	831.655.9389
Interim Director of College Counseling – Ms. Betty Van Wagenen	831.655.9368
Associate Director of College Counseling – Mr. Fred White	831.655.9339
Director of Admission – Mrs. Jamie Buffington Browne '85	831.655.9329
Director of Enrollment – Ms. Julie Yurkovich Forrest '78	831.655.9464
Registrar – Ms. Julia Dubiel.....	831.655.9316
Director of Athletics – Mr. Paul Elliott	831.655.9387
Business Office – Ms. Julie Lambert '80	831.655.9334
Transportation Manager – Ms. Stacey Chaney	831.655.9317
Director of Health and Wellness – Ms. Liz Hulme	TBD

Class Deans:

Senior Class – Dr. Kassandra Thompson Brenot '87	831.655.9361
Junior Class – Ms. Melissa Sheets	831.655.9372
Sophomore Class – Ms. Caroline Mooser	831.655.9336
Freshman Class – Ms. Katherine Burkhoch	831.655.9313

Email

All of those listed above may be reached by email as well using the first and last name separated by a period followed by santacatalina.org. For example, Dr. Brenot can be reached at kassandra.brenot@santacatalina.org

Please note: A detailed campus phone directory with updated information will be published and available online at the opening of school.

Email addresses are provided to all students. Your daughter's e-mail address is the following format: `firstname.lastname##@santacatalina.org`. The “##” corresponds to your daughter's year of graduation.

Attendance Notification

Please call the Main Office at 831.655.9322 from 7:45–8:15 a.m. or send an email to attendance@santacatalina.org to report an absence, delay in arrival, or medical appointment.

Health Center

Please call the Health Center at 831.655.9347 from 7:30 a.m.–6:30 p.m., Monday through Thursday, and from 7:30 a.m.–4:30 p.m. on Friday to speak with the nurse.

Main Office

Please call 831.655.9315 from 7:30 a.m.–4:30 p.m., Monday through Friday, if you have an emergency situation or if you have attempted to reach someone on campus without success.

Fax Number

If you wish to FAX anything to your daughter, the school FAX number is 831.649.3056.

Communications from and to School

A majority of the communications that students and parents receive from school will be electronic. Please read them carefully. Newsletters, activity information, and the calendar contain very important items that will help you to stay in touch with day-to-day life at school, whether a student be a boarding or a day student.

Periodically, school communications or invitations will require a response. It is always most helpful to us if you respond promptly, and we appreciate your efforts in this regard. Failure to respond in a timely manner adds not only to administrative time but also to overall expenses. Parents should not feel that because they may live a distance from the school, and therefore, cannot attend an event, a response to an invitation is not necessary. We are very pleased that a large number of our families, many of whom live quite far from Monterey, do attend significant functions during the year and we, therefore, never assume that an unanswered invitation means that a family will not be joining us for the occasion.

Response from School

Please understand that our faculty and staff attend to many and varied needs. All have multiple responsibilities.

Please allow them sufficient time to respond to your concerns. Expect to receive a phone or e-mail response within twenty-four hours or if sent over the weekend, sometime during the day on Monday.

Sensitive Situations

Occasionally, during the year, a sensitive family situation may arise. This may come suddenly, or it may be something that has been on its way for a while. It can be a death, illness, or simply a difficult situation at home. If this does occur, we ask that you give some thought to how much and when it would be helpful for someone at school to know. We have no wish to pry, but we do know that your personal and academic life will, without question, be affected by the situation. We can help you, if only to be near. Any information of this nature will be treated with discretion and will be discussed only with those you wish. Please, if we can help to ease a situation, let us know.

Academics

Academic life at Santa Catalina is best suited to the student who appreciates challenge, possesses enthusiasm for learning, and strives to do her best. Students are encouraged to stretch their minds both in the pursuit of current interests and in the investigation of new possibilities. Teachers are available to assist in these pursuits and the details of the academic year are designed to enhance and support each student's progress in this area.

Standards

Expectations for each course, known as Course Data Sheets, are written by each teacher and given to students during the first week of the opening term. Based on this information, each student is then responsible for having a clear understanding of the standards and the grading policies for her classes.

Honor Code

Academic honesty, the production of one's own work resulting from one's own ideas, efforts, and knowledge and expressed in one's own words, is at the heart of Santa Catalina's academic life. From such efforts come the true pride of accomplishment in the face of challenge and the acceptance of personal responsibility for one's education. At the beginning of the school year, all students agree to abide by the honor code.

The Santa Catalina School Honor Code is the following:

“Based on the Santa Catalina motto of *veritas* (truth), I will strive to promote a Catalina community with a foundation of honesty and trustworthiness. I am responsible for my own academic work. It reflects my own ideas, knowledge, growth, and achievement. I will collaborate with my peers and help them where appropriate, but I will not take unfair advantage of them nor allow others to claim my work as their own. I will treat each member of the Santa Catalina community with respect, and I will work to build relationships amongst my peers. I will be a loyal classmate and friend. I will always act with honor and integrity and serve as a model to others. Thus, I will take meaningful action if I witness violations of the Santa Catalina Honor Code, such as plagiarism, cheating, stealing or lying. In abiding by this code, I will strive to reach my full potential and inspire others to do the same.”

Cheating, plagiarism, or any other misrepresentation of the source, process, or completed presentation of one’s work strike at the heart of this principle. Such actions are morally wrong, deliberately giving a false impression of the knowledge a student has attained. In the event of suspected academic dishonesty, concerns are to be reported directly and immediately to the Dean of Academics. The appropriate course of action will then be followed, including informing the parent and advisor. On the occasion of the first incident of academic dishonesty, the Dean of Academics, along with the Dean of Students, will meet with the student. Further incidents may result in a Discipline Committee hearing and/or dismissal.

Every effort will be made on the part of teachers to explain the concept of plagiarism and to instruct students in the proper use and documentation of resource materials.

Cheating

Written assignments, homework, and exam material must represent honest efforts. Use of unauthorized materials in an unethical manner, or collaboration among students not authorized by a teacher, constitute cheating. The penalty for cheating is a grade of “0” for the work in question; academic consequences, as well as appropriate disciplinary action which may include dismissal, will also be considered.

Plagiarism

Plagiarism, like cheating, is serious. Plagiarism is not just a matter of courtesy; it is a moral issue. It is the responsibility of the student to know what plagiarism is and to avoid it. If one uses another person’s words, ideas, or conclusions, or if one uses information that is not common knowledge, it is necessary to state the source of this information in the text or in a footnote. If one borrows ideas or text from another, it must be acknowledged. This applies to the lifting of whole paragraphs or sentences, to the borrowing of words or phrases, and to the borrowing of ideas even if they are paraphrased. Acknowledgment may be made within the text or in a formal footnote showing the author, title, city and date of publication, and page number(s). When in doubt, students should use a footnote. A student with questions regarding plagiarism is strongly encouraged to confer with the appropriate teacher. The penalty for plagiarism is a grade of “0” for the work in question as well as appropriate disciplinary action which may include dismissal.

The purpose of any out-of-class assignment is to develop a student’s skills, knowledge and ability to think; she may not use work from one class to meet a requirement in another. Exceptions may be made only after she has received permission from the teachers involved.

Daily Schedule/Homework

Classes meet at different times on different days. Such a schedule provides some open periods during the academic day during which teachers are available to give assistance; music lessons are also scheduled during these periods, and the day is a very busy one. Students striving to do well and to accomplish their goals should not count on these open periods to complete all of their homework. While students are encouraged to use this time wisely, they will find that significant additional time will be required after the school day in order to complete their assignments with quality. Tests and major papers are scheduled on the Google Testing Calendar to avoid a student’s having too many tests or major papers due on the same day or in the same week.

Homework is part of the teaching strategy and another assessment tool designed to help realize the learning outcomes for each course. **Homework will not exceed thirty minutes for each forty-five minute class.** In the case of a double-period science lab, only thirty minutes of homework per double-period will be given.

Daily Schedule

The school day begins for all students at 7:55 a.m. Each teacher will take roll in his/her classroom at that time. Any student arriving late to first period must go directly to the Upper School Office for a tardy slip in order to gain access to class. Daily assembly follows second period. At 7:55 a.m. all freshmen, sophomores, and juniors are expected to be on campus. If a freshman, sophomore or junior does not have a first period class, she must report to the Upper School Office where roll is taken.

Seniors, if they do not have a first period class, may arrive on campus for either their second period class or for daily assembly following second period, whichever occurs first. All students must be present for daily assembly. Seniors, once they have attended their first commitment of the day, may not leave campus again except through special off-campus permission procedures with the Dean of Students, and in her absence, the Sophomore Class Dean or the Director of Resident Life. The dining room will remain open until 9:00 a.m. for boarding seniors and day student seniors who have made provision through Bon Appétit.

The dining room doors open for lunch at 11:45 a.m.

The conclusion of each day varies depending on each student's schedule and after-school commitments. Events that require a student to remain later than her normal departure time are noted on the monthly calendar. In any case, because Santa Catalina is not an open campus, a student must remain on campus until 2:00 p.m. even if, on a given day, she has completed her classes earlier.

Students participating in team sports should plan on practicing until approximately 5:30 p.m., Monday through Friday. Students rehearsing for a show should plan on rehearsing until approximately 5:45 p.m., Monday through Friday. Students in regular Physical Education classes will find that times may vary somewhat from term to term.

Extra Credit

Extra credit is given to students who attend special events, speakers, etc., as long as that opportunity is offered for the entire class. Re-tests are not allowed unless the entire class is re-tested. Extra credit assignments are not given for the purpose of raising a student's grade.

Attendance

Attendance is monitored carefully. Parents will be notified should their daughter's rate of absenteeism or tardiness seem excessive. Excessive absence will jeopardize a student's grade in the class and may jeopardize her standing at school. Teachers are required to report to the Dean of Academics any irregularity in a student's class attendance. The matter will be pursued, and the student may lose credit for the semester.

Seniors' Delay in Arrival

Seniors will not be required to come to school or leave the dorm until their first commitment – their first class of the day but no later than Assembly.

Absence from Class

Regular class attendance is extremely important, and students should not miss school except for serious reasons. This is important both for the individual student as well as for all members of the academic class. Parents and students alike should read the Annual School Calendar and the Monthly Calendar carefully and should plan trips and medical/dental appointments accordingly. The school will excuse students from class only when absolutely necessary. A pattern of absences must be reported by faculty to the Dean of Academics. Upon such notification the Dean of Academics will bring the issue to the Upper Admin Team for review.

Types of Absences

There are four types of absences:

1. **An excused absence** – Requested of and approved by the Dean of Students: bereavement, medical, religious holy day, special family event, etc. Students must fill out an "Application for Planned School Absence" form, available in the Main Office, and submit it to the Dean of Students no less than 10 days prior to the anticipated absence. In addition, the student's parent(s) must email or phone the Dean of Students directly no less than 10 days prior to the anticipated absence requesting the excused absence and stating the reason for the request. Within three business days, the Dean of Students will notify the student and her family whether or not the planned absence is approved. No travel plans should be made prior to the Dean of Students' approval.

2. **A short-term illness** – After three days of absence, a note from a doctor is required for re-admittance to class. Parents of day students must communicate directly with the Main Office from 7:45-8:15 a.m. to report a short-term illness. In the case of excused absences or short-term illness, teachers will offer tutoring, conferences, and assignments. It is the student's responsibility to make arrangements to make up work within three days after her return from a short-term illness.
3. **A long-term illness** – Cases of extended illness will be handled on a case-by-case basis in consultation with the student's family and her physician. In this case, the school must speak directly with the physician. Home teaching and/or special tutoring may be required and is the responsibility of the parent. The Dean of Academics will manage a case of long-term illness. In such a case, in order to grant credit, the school must receive medical documentation of the illness. In addition, all academic requirements as determined by the school must be met. It is possible that, pending individual circumstances and/or the nature of classes to be completed, the school may only be able to issue a medical "pass" or may not be able to issue any credit in a given class.
4. **An unexcused absence** – If an absence is not approved by the Dean of Students, appropriate disciplinary measures in the form assigned work hours (6 work hours for each class missed), and/or camping will be assigned. A student who misses a class will receive a "0" on any graded work completed in class that day. The teacher may refuse to accept work due for the class that day and, if accepted, the work will be graded down.

Any boarding or day student, who for any reason, arrives at school after Period 1 has begun must go directly to the Main Office to check-in. They may not check-in at their classroom.

College Visits

While the school plans college trips or college days during the year, seniors in particular will wish to visit specific campuses of personal interest. Students wishing to visit colleges while school is in session must receive permission from the Dean of Students prior to making any travel arrangements. Students should fill out an "Application for Excused Absence from School" form and submit it to the Dean of Students no less than ten days before the proposed trip. Ideally, such trips should be arranged during vacations.

Conferences with Teachers

If parents need or wish to have a conference with their daughter's teacher(s), please contact the Dean of Academics who will arrange this.

Physical Education Attendance

There are three physical education class units in each year: one from September to Thanksgiving; one in the month of January and one from February to May. The January unit is required of all freshmen and sophomores who are not involved in the mid-winter drama production, dance, or an interscholastic team. The January unit is optional for juniors and seniors. There are no physical education classes in December. Any student present for the school day is expected to attend her physical education commitment that day. Teacher appointments, jobs, and/or medical-dental appointments may not take place during scheduled physical education times. Parents and students are responsible for noting variations in the daily schedule as they appear on the monthly calendar and for avoiding scheduling conflicts. There are three physical education team terms in each year: one from September to Thanksgiving; one from November to Winter Break; and one from February to May. Please note that there is some overlap in the team configuration. **A member of a school team who is absent during the school day will not be allowed to play in any game that occurs on that day.**

Teams

In the course of a school year, the school fields thirteen sports teams. Procedures and expectations are clearly delineated in the Coaches' Handbook. Pertinent information from the Coaches' Handbook is distributed to student, parents, and fans as appropriate.

College Talks

In order to attend a college talk, the teacher must approve the absence from class. The Interim Director of College Counseling or the Associate Director of College Counseling will verify attendance at the talk. The schedule of talks will be posted outside the College Counseling Office and updated frequently. When planning their classes, faculty should anticipate those college talks that may result in several students missing their class. If a problem arises with a particular student concerning a college talk, it should be resolved between the teacher and the Director of College Counseling.

Tutors

While we expect there to be a helpful working relationship between the girls and their teachers, and even though teachers are quite available to help students, there may arise a need for some additional assistance during the year. Teachers never tutor their own students for compensation. The Dean of Academics makes all arrangements for tutors, and, in conjunction with the tutor, establishes the appropriate rate. The Business Office handles the billing. All tutors are engaged as Santa Catalina employees, and for this reason, may not tutor in school facilities on campus unless the Dean of Academics has made the arrangements. We have found it helpful to be very clear that a student may not be tutored on campus by private arrangement between a parent and the tutor or between the student and the tutor. The Dean of Academics can best manage how to meet a student's needs, and the school will handle tutoring arrangements carefully. No one may tutor a student on campus unless arrangements have been made and approval has been given by the Dean of Academics.

Academic Accommodations

When a written psycho-educational assessment (no older than 2 years) is presented to the school, certain accommodations may be provided for a student. The accommodations must be explicitly recommended in the report, although the school is not obligated to follow all recommendations.

What the school may be able to offer are the following: additional time on tests (maximum of 1.5 times the testing time); preferential seating in the classroom; additional time to complete work (with prior approval from the teacher); use of a calculator on tests; advanced outline or lecture notes (when available); support in requesting accommodations on standardized tests, individual meeting time with teachers, and the use of assistive technology such as laptops, smart pens, audio books (although these items are not provided by the school).

School is not able to waive the graduation requirements for students, incur the cost of private tutoring, or reduce homework expectations. Should a student need academic assistance, she should see the Registrar. The Registrar can arrange private tutoring, make referrals for educational testing, and arrange meetings with parents and teachers to communicate student needs.

Special Testing

A teacher or advisor may feel, during the year, that a student might benefit from some individualized testing. He or she will express such concerns to the Registrar who will then follow up. The Registrar, in collaboration with the Dean of Academics, arranges such testing with parents. Should you have a concern in this area, you should contact the Registrar; likewise, if you have already undergone such testing, it is very important that the school have copies of this information in order to best assist you.

Method of Course Changes

Only the Registrar may make any change in a student's schedule. Should a student wish to drop a class, and this request is granted, the student will receive a mark of "withdrawal" on her transcript. All questions in this area should be directed to the Registrar.

Grading Periods

The school year consists of two semesters during which Grade Reports and Comments are issued. The first semester ends prior to Christmas Vacation. Reports are issued as follows:

Mid-Semester 1	Grade Reports and Comments
Prior to Thanksgiving Vacation	Grades of C- or below receive notification comments
End Semester 1	Teacher Comments with Exam Grades and Final Grades
Mid-Semester 2	Grade Reports and Comments
Prior to April 30	Grades of C- or below receive notification comment
End Semester 2	Grade Reports with Exam Grades and Final Grades

Mid-semester reporting is intended to inform students and parents of the students' progress during the semester. End-of-Semester grades are final grades and are recorded on the official school transcript. The end-of-year report card does not include grade comments.

Grading Scale/Grade Point Average

100-95	A	4.00	76-73	C	2.00	A Excellent, outstanding achievement
94-90	A-	3.67	72-70	C-	1.67	B Very good
89-87	B+	3.33	69-67	D+	1.33	C Average, satisfactory
86-83	B	3.00	66-63	D	1.00	D Passing, but not college recommending
82-80	B-	2.67	62-60	D-	.67	F Failing
79-77	C+	2.33	59-0	F	.00	

Grade Point Average is computed using the scores above in conjunction with the credit value of the course. Grade Point Average is based on academic subjects only. A student enrolled in Honors and/or Advanced Placement courses will have each grade adjusted upwards by .5 points per semester.

Gold Cord and Honor Roll are determined at the end of each semester on the basis of the grade point average after including an additional .5 points per semester for each Honors and Advanced Placement course. **For juniors and seniors**, a cumulative GPA of 3.30 and above qualifies a student for Honor Roll. A cumulative GPA of 3.80 and above qualifies a student for Gold Cord. **For freshmen and sophomores**, Honor Roll is awarded to a student who finishes the semester with a GPA in the top 33% of the class. Gold Cord is awarded to a student who finishes the semester with a GPA in the top 15% of the class. No student with a grade below a "B-" or an Incomplete will qualify for Honor Roll or Gold Cord.

Cumulative and Semester Grades

The **cumulative grade**, issued in the first and second semesters, represents performance prior to the administration of the final examination.

The **semester grade** is the average of the cumulative grade and the exam grade. For all students, the exam grade is one quarter of the semester average.

Honor Roll

At the end of each term, students are placed on the Honor Roll according to the following GPAs:

3.80 or higher	Gold Cord
3.30 to 3.79	Honor Roll

A student is not placed on the Honor Roll with a grade below a "B-" or an "Incomplete."

Honors and Advanced Placement Classes

Performance expectations are set very high in all classes offered at Santa Catalina. For those students needing additional academic challenge, Honors and Advanced Placement (AP) classes are offered. Both are rigorous, fast-paced, and demanding. Entry into Honors and AP classes is not automatic. Previous grades, test scores, and teacher recommendations are all taken into consideration. Requests for Honors and AP courses are reviewed by the respective department chair first, and then by the Dean of Academics and the Head of Upper School.

Final Examinations

Examinations are scheduled at the conclusion of the first and second semesters. Dates, times and places are sacred, and individual arrangements are not to be made; conflicts will be resolved by the Dean of Academics. Students may not take a final examination earlier than the scheduled exam time. First semester exams are reviewed in class at the first meeting of the class in the second semester to enable students to assess their exam performance. For seniors, the final examination counts for one third of their semester grade; for freshmen, sophomores, and juniors, the final examination counts for one quarter of their semester grade.

Final examinations will not be rescheduled for any reason, including a conflict with travel arrangements. In the case of illness, students will need a note from a physician to excuse her absence.

Cell phones, iPads, and other mobile devices or means of communication are not allowed during exams. If a student is found to have such a device, she will receive a grade of zero for the exam.

Diploma Requirements

English	4 years
Mathematics	3 years
Foreign Language.....	3 years
History	3 years
Laboratory Science.....	3 years
Religious Studies	3 years
Arts Elective	3 years
Physical Education	each year of attendance

Distinctions at Graduation and at the Close of School

Students graduating with honor, with high honor, and with highest honor are determined by rank placement and must rank in the top third of the class. While it is rare that a student enter Santa Catalina as a senior, should this occur, the student will not be ranked with the class. Any student who has completed part of her high school education outside the United States may have her cumulative Grade Point Average based on her work at Santa Catalina only. On Prize Day, awards are given to the outstanding student in each subject as well as to those maintaining general academic excellence throughout the year.

Withdrawal Credit

Should a student withdraw from school for all or part of a term, credit for course work at Santa Catalina will be granted only to the point of withdrawal.

Academic Probation and Suitability

While the general level of academic performance is high, all students are expected to maintain a minimum Grade Point Average of 2.00 (C). A student falling below this expectation, or failing one or more classes, can be placed on academic probation, which could ultimately lead to failure to qualify for re-admission. Parents are notified when a student has been placed on academic probation. Since we are a college preparatory school, extraordinary measures will not be taken to ensure a student's ordinary responsibility for her own academic progress.

Course Repetition Policy

Generally, a student who receives a semester grade lower than a C- in a math or language course will be required to repeat the course before being allowed to enroll in the next level. When a course is repeated, the original course and grade remain on the transcript, but only the new grade will be calculated in the GPA. A student may not retake courses in which a C- or above is earned in order to improve her GPA.

Summer School Classes

Approval by the Dean of Academics and the appropriate Department Chair must be obtained before a student registers for any summer school class. Classes in which summer credit may be obtained are limited, and no academic credit at all will be given by the school for a course that has not been previously approved by the Dean of Academics and the Department Chair. Students may take enrichment classes over the summer. These may appear on the transcript but will not be factored into the grade point average.

Instructional Technology Philosophy

At Santa Catalina School, technology is used both in and outside the classroom to enhance teaching and learning. Technology is employed as a means to help realize the educational objectives of our school's mission and to further develop in each student initiative and self-confidence, a striving for academic excellence, and a sense of responsible purpose.

The appropriate integration of technology varies by discipline and grade level, but it is guided by these objectives. The use and flexible application of technology will create a more student-centered learning environment that inspires creativity, collaboration, and critical thinking in order to better prepare students for the future. As a result, teachers are asked to become familiar with the latest pedagogical advantages of using technology in the classroom. As teachers and students, together, grow in digital fluency, we believe students are equipped to use technology in a responsible manner and better prepared to serve the world with "courage, graciousness, and compassion".

Instructional Technology Policy

Introduction

Santa Catalina School provides computing, networking, and other instructional technology resources for use by students, employees, and, in a limited way, for the families of these groups. The use of instructional technology resources must be a reflection of the Santa Catalina School mission and values. Use should be limited to educational purposes and business-related activities, as much as possible.

All existing laws (federal and state) and school regulations and policies apply, including not only those laws and regulations that are specific to instructional technology resources but also those that may apply generally to professional standards and/or personal conduct. The laws, regulations, and policies described in, but not limited to, the school's handbooks and *Employee Guidelines* are hereby referenced and form the basis of this policy.

Scope of Instructional Technology Policy

This policy, and subsequent guidelines and rules, refers to all instructional technology resources owned, maintained, or provided by Santa Catalina School, including but not limited to:

- **Devices**, such as computers, iPads, handhelds, MP3 players, printers, portable memory storage devices, calculators, VOIP telephones, cell phones or other electronic communication devices, or digital cameras;
- **Campus infrastructure**, such as the campus local area network, wireless network, servers, and Internet service;
- **Contracted vendor services**, such as the school-provided Google Apps for Education account or other contracted vendor services such as Schoology, Blackbaud or inResonance;
- **Third-party services**, such as Dropbox, cloud storage services, social media platforms, text messaging, instant messaging, or other accounts established in the normal course of school business and/or as representing Santa Catalina School.

All students and employees of Santa Catalina School, including associated family members, are covered by this policy. All personal and/or network devices, services, or vendor applications are covered by this policy. This policy will cover activities that are either school-related or non-school-related, whether on campus or off campus. Nothing in this policy is meant to limit lawful discussions and activities. Laws around all types of instructional technology resources continue to change. As the school is made aware of a specific change in the law, all users will be notified of the changes as soon as is practicable.

Expectation of Privacy

At any time and without prior notice, Santa Catalina School reserves the right to monitor, inspect, copy, review, and store any and all usage of digital information and instructional technology resources provided by Santa Catalina School. Because all electronic files and instructional technology resources remain the property of Santa Catalina School, no user should have any expectation of privacy regarding such materials.

Acceptable Use

All persons using Santa Catalina School instructional technology resources will:

- Uphold Santa Catalina School's mission and values;
- Use digital information and instructional technology resources to support and abide by the school's published policies and procedures contained in, but not limited to, the *Employee Guidelines*, *Student Handbook*, *Parent Handbook*, and/or the Student Honor Code Agreement;
- Support and abide by subsequent policy statements promulgated by the school;
- Prevent unauthorized access by maintaining the security of their unique login information;
- Not use digital information resources to do anything illegal or in violation of:
 - Federal or state laws or regulations;
 - Federal, state, and/or school regulations or policies specific to the use of digital information resources, but also

those that apply more generally to professional standards and/or personal conduct;

- Follow (if a student) established rules regarding the appropriate use of digital information resources in or out of class; and,
- Avoid misusing, or allowing others to misuse, Santa Catalina School's digital information resources, including the examples of misuse below.

Examples of Misuse

Users are responsible for understanding that misuse of instructional technology resources provided by Santa Catalina School includes but is not limited to:

- Interference with the normal functioning of computers, digital media, and/or computer networks, including damaging or stealing computers, peripheral devices, or other digital resources;
- Accessing, modifying, or deleting files and/or data that does not belong to you;
- Viewing, transmitting, downloading, or distributing any pornographic, threatening, vulgar and/or obscene materials;
- Sending or publishing any bullying or harassing messages and content;
- Accessing dangerous information that, if acted upon, could cause damage or harm to others;
- Violating copyright laws, patent protections, or license agreements;
- Saving and/or downloading inappropriate files to any part of the network, including but not limited to music files, movies, video games, and programs or applications that can be used for illegal and/or malicious purposes; and,
- "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other computers, or digital information resources.

Activities will not be considered misuse when authorized by appropriate school officials for security or performance testing.

Use of Email Protocols

Email is not intended to be the primary form of communication between and among people in our community. Email is a useful tool, but it should never replace personal interactions and face-to-face communications where time and circumstances allow. It is our protocol to respond to emails within 24 hours, or the following weekday.

Each employee and each student in grades 4-12 will have an account and a "username" address to access the Santa Catalina School email system administered by Santa Catalina School using the Google Apps for Education platform. Each account owner, or the guardian of a student under 18 years of age, is responsible for all activity under that account. Always assume that email is not private.

An employee will communicate with a student using both the student's and employee's Santa Catalina email account. Each person receives an account when first enrolled or when beginning employment for the school. Students in Pre-Kindergarten through Grade 3 are not issued email accounts, but the accounts have access to other Google Apps, notably Calendar and Drive.

Consequences of Violation of this Policy

Misuse of digital information resources provided by Santa Catalina in violation of this policy will result in disciplinary action: in the case of employees, up to and including termination of employment; in the case of students, up to and including dismissal from school. Users may also be held personally liable for any violations of this policy.

Warranties

Santa Catalina School makes no warranties of any kind for the digital information resources it is providing. The school is not responsible for the information that is retrieved via any digital information resources. The school will not be responsible for any damages users may suffer, including loss of data, resulting from delays, non-deliveries, or service interruptions. The school is not responsible for personal property used to access school-provided digital information resources.

Nothing in this policy is meant to limit lawful discussions and activities. Laws around all types of digital information resources continue to change. As the school is made aware of a specific change in the law, all users will be notified of the changes as soon as is practicable.

- Should use extreme care when posting information online that identifies themselves as employees of the school.

Consequences of Violation of this Policy

Any actions undertaken in violation of this policy will result in disciplinary action up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

Nothing in this policy is meant to limit lawful discussions and activities. Laws around all types of social media continue to change. As the school is made aware of a specific change in the law, all users will be notified of the changes as soon as is practicable.

Expectation of Privacy

At any time and without prior notice, Santa Catalina School reserves the right to monitor, inspect, copy, review, and store any and all usage of digital information resources provided by Santa Catalina School. Because all electronic files and digital information resources remain the property of Santa Catalina School, no user should have any expectation of privacy regarding such materials.

Social Networking Sites

Faculty will work to assist students in the use of technology in an appropriate and safe manner with the aim to see that students are educated to use technology safely and productively. Therefore, the school does not block social networking sites such as Facebook and students are permitted to access these in accordance with the guidelines listed above.

- All students are expected to exercise caution and good judgment while using these sites.
- Students should use extreme care when posting information online that identifies themselves as students at Santa Catalina School; being mindful of the lack of control one has over online information.
- Students are welcome to “like” the Santa Catalina School Facebook page and follow the school’s Instagram and Twitter accounts, and the school recognizes that some limited professional interaction may take place in that forum.
- Correspondence with a faculty member should occur via e-mail using both the student’s and teacher’s Santa Catalina e-mail account.
- Students may not interact with school employees via social networking platforms. Specifically, employees are not to “friend” or follow current students on social networking sites such as Facebook, Instagram, or Twitter.

Technology Assistance

The school serves both Apple and PC platforms. If you have any questions regarding your (or your daughter’s) computer or technology at school, send an email to helpdesk@santacatalina.org. The IT Support Coordinator can also be contacted directly by phone at 831.655.9422.

Statement Required by the California Interscholastic Federation – Central Coast Section (Athletics)

Santa Catalina School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarship and loan programs, or athletic and other school-administered programs. Santa Catalina School has an open enrollment policy whereby it accepts students from all geographic areas. Students must meet all the academic and non-academic considerations for admission.

Energy Conservation/Recycling

The school is committed to the conservation of resources. Students and faculty alike are asked to avoid waste and to recycle as consistently as possible using the appropriate bins. It is essential that in both residential and academic areas, care is given to

saving energy and to recycling appropriate items. The school has outfitted the lights in most classrooms with motion sensors. Switches must be left in the “auto” position for the sensors to function properly. Boarding students are asked to unplug computers and all other electrical equipment in their rooms before each vacation and to turn off all equipment and lights possible when they leave their rooms. Likewise, the Environmental Task Force works to identify ways of conserving resources in varying areas on campus.

General Student Life

The life of a student at Santa Catalina is both full and varied. For a day student, the academic day, sports programs, and optional weekend activities provide a wide range of experience and contact with peers from around the world and with adults. For the boarding student, her day extends into life in the dorms. Here she learns the skills necessary for shared living and shared responsibilities. Through their life at school, both day and boarding students come to appreciate the rewards of conscientious work and sensitive interaction with others.

Morning Assembly and Chapel Services

Assembly occurs from 9:35 to 9:50 a.m. on Monday, Tuesday, Thursday, and Friday. The Dean of Students oversees morning assembly and is assisted by the Student Body President and the Class Deans.

Because this time is a prime opportunity for information and communication, it is imperative that all students arrive ahead of time to daily assembly and take their assigned seats in Study Hall. Assembly begins promptly at 9:35 a.m. and usually concludes at 9:50 a.m. The Dean of Students oversees morning assembly and is assisted by the Student Body President and the Class Deans.

Morning assembly usually follows this format:

- Pledge of Allegiance (led by the Student Body President)
- Roll taken by Prefects and Senate members who sit at the head of each row
- Special announcements (sometimes made by the Head of Upper School or the Dean of Students)
- Student announcements
- Faculty announcements
- Dismissal for morning break

Students arriving late to daily assembly are only admitted into Study Hall by the front door (the one closest to the Faculty Room). Students may not bring food or drink into daily assembly. It is important for all in Study Hall to be attentive. As a courtesy to all, students should keep the area around their desk neat and tidy (clearing any trip and fall hazards). **Students may not use phones, iPads or computers during Assembly.**

Because morning assembly is a formal gathering, all announcements, presentations, and performances should be professional, clear and concise in nature. It is never appropriate to make inside jokes, be sarcastic, or say things at the microphone that could cause anyone any embarrassment. It is important to keep in mind that oftentimes we have visitors observing our daily assembly. For this reason, we must always consider ourselves to be hosts, taking time to be warm and welcoming to any guests and visitors.

Here are a few guidelines for morning assembly announcements:

- Plan out your announcement ahead of time by jotting down the key points on a 3x5 card, phone or iPad (never go up to the microphone and “wing it”).
- State your name, your class, and the group you represent.
- Do not speak too loudly or too quickly (enunciate your words and remember, if you are nervous, you will probably speak faster than you think you actually are, so slow down).
- Be clear and concise (don’t give superfluous information).
- Be courteous and always put others first (i.e. “Maria, Katie and I would like to tell you about yesterday’s softball score...” or “Please e-mail Maria, Katie or me...”).

- Use proper grammar (“Maria and I would like to invite all of you…”).

Students are to always be in proper uniform at morning assembly (as throughout the entire school day). Hats are not part of the uniform, nor are sweatshirts (except when permitted by the administration during winter months), team jackets, or athletic shoes.

In the event that a group of individuals would like to make a special presentation during morning assembly, the head of the group must contact the Dean of Students at least 48 hours in advance in order to schedule it.

Chapel Services take place each week in the Rosary Chapel on Wednesdays from 9:35 a.m. to 10:00 a.m. Advisors are seated with their advisory group and take attendance. Chapel Services are led by different faculty members or students throughout the year.

Cell Phone Policy

Santa Catalina’s approach to cell phone use is based on the principle that, in order to best benefit from this environment, students must come to know their peers and their faculty. They must learn to communicate easily and respectfully in their immediate surroundings and to rely on those adults and friends at hand for support.

Extensive use of cell phones and/or failure to observe principles of etiquette in their use detracts significantly from interpersonal growth between roommates, among friends, and between advisors and students. It contributes significantly to homesickness for boarders and slows the growth of independence.

All that being said, the school recognizes that cell phones provide several distinct advantages to parents; that they are a fixture in society; and that a school policy which would encourage students to own but hide a phone and, therefore, be dishonest is contrary to the spirit of trust, which we try very hard to engender on campus. Therefore, students may have and use cell phones. They must be used courteously and only under the following conditions:

- A cell phone may be used in Study Hall. This is the only location in which a cell phone can be used. Cell phones may not be used, for any purpose, including texting, in a classroom (unless directed by the teacher as part of a lesson), in the Chapel, in the dining room, in the Library, in the PAC, in the Mary Johnson Recital Hall, or walking around campus during the academic day (7:55 a.m. – 2:35 p.m.). We recognize that, on occasion, it is necessary for a student to make a personal phone call. A cell phone may be used in Study Hall on those occasions.
- **Students may not use a cell phone while driving.**
- Should any student fail to adhere to these guidelines, her phone will be confiscated and given to an Upper School administrator. **It is the responsibility of each faculty member to confiscate a cell phone if he/she observes a student using the cell phone in an area outside of Study Hall.**

Change of Address

Should you have any change in your address, area code, phone number, or email address during the year, please let us know immediately so that prompt communication can continue between you and the school. Simply email or telephone the Main Office at 831.655.9315 and leave the new information, or go into the online Santa Catalina Parent Portal to update your contact information. We will see that all here are informed. It is most important that you always give us this new information promptly.

Calendar

The monthly calendar appears on our website. Please review it carefully. Not only does it give you a very good sense of all there is for your daughter to become involved in, but it also gives you a good indication of times when it is good or not-so-good to come for a visit. Updates and changes to the calendar are indicated in yellow so that you will have current information.

Laptop and iPad Policy

Santa Catalina’s Laptop and iPad policy is designed to ensure the proper use of this valuable educational tool and, similar to the school’s cell phone policy, to ensure proper etiquette in a school community. Laptops and iPads must always be used in an appropriate manner. The use of a laptop or an iPad in the classroom must always be respectful of the teacher’s expectations, in particular. They may not be used to read or send text messages, to read and send emails, or to play games

in the classroom. Students may not be allowed to watch videos, search the web, or listen to music in the classroom, unless directed by a teacher. If, for any reason, a teacher believes that in-class use of a laptop or an iPad is not educationally beneficial to the student or seems to be an ongoing distraction to the student, the instructor may suspend the student's in-class use of the laptop or iPad. During Assembly, students may not use their laptops and/or iPads unless directed to do so by an administrator or faculty member, as in the case of online voting for Senate elections.

Personal Music

In an effort to encourage interpersonal communication and conversation, students are asked to listen to personal music only while studying in Study Hall or alone on campus after school hours. Students may not listen to personal music while walking between classes, in the dining room, or in the classrooms.

Off-Campus Procedures During the School Day

During the school day, permission to leave campus is limited. A boarding student leaving for a medical or dental appointment, all of which are scheduled through the nurse, checks out and back in at the Health Center. A day student needing to leave campus for a medical or dental appointment or for any other reason should bring a note from her parents and bring this note to the Main Office. (The student then simply checks out/in at the Main Office.) A day student who becomes ill during the day should go to the Health Center. The nurse will contact the student's parents and will notify the Main Office if the student goes home from the Health Center. (The student then simply checks out with the nurse.) A senior wishing permission to leave campus for any other reason must request the necessary permission directly from the Dean of Students or, in her absence, the Sophomore Class Dean or the Director of Resident Life. That adult will notify the Main Office where the student will then sign out upon departure and back in upon return. Because Santa Catalina is not an open campus, students are not permitted to leave campus before 2:00 p.m.

Fundraising

Organizations which desire to raise funds should appear before the Senate in the fall for approval. The Senate, with sensitivity to avoid frequent requests for money, will determine the number, the type, and the timing of the fundraising activities for that school year. An organization which might, later in the semester, find it necessary to raise funds may petition the Senate for approval. Recognizing the school's responsibility to the larger community, the Senate unanimously passed a resolution requiring all fundraising activities to remit ten percent of profits to the Community Fund administered by the Senate. Once or twice a year, the Senate determines a worthy charity or organization to receive these funds. Such fundraising takes place during the second semester. During the first semester, the Senate sponsors an all-school fundraising effort on behalf of those in need for a significant donation at Christmas in the form of Christmas baskets. All requests for fundraising must receive the approval of the Head of Upper School.

Student Leadership: Student Government, Organizations, Publications, Clubs and Interest Groups

Developing student leadership is one of the core objectives of our *Journey* program. We believe that leadership is a collaborative, relationship-building process guided by moral and spiritual values with the purpose of improving our world and the human condition. The Head of Upper School oversees our leadership program offerings.

Besides student government, there are a number of school organizations, publications, clubs and interest groups that serve to help students develop their leadership skills and contribute to the vitality of our school.

Student Government

Student/Faculty Senate

The mission of the Student/Faculty Senate is to promote unity within our school community by leading with excellence, responsibility, integrity, and compassion. Composed of students, the Dean of Students, and the Class Deans, the Student/Faculty Senate manages student affairs. It serves as a forum of student opinion, channels suggestions to the administration, and acts upon given suggestions. It initiates programs, helps to organize student life on campus, and is responsive to student and community needs. Senate membership includes faculty representatives and seventeen students (sixteen in the fall up until the election of three freshman Senate officers).

Discipline Committee

Refer to the handbook section "Discipline" regarding this committee.

Prefects

Prefects are students whose character, dependability, and potential for leadership enable them to maintain positions of responsibility within the school community. Boarding students submit applications at the end of their junior year. Any junior who has been a boarding student for at least one year may apply. They are appointed by the Director of Resident Life and with the approval of the Head of Upper School.

Prefects are chosen on the basis of an application, an interview, their involvement in the school community, their demonstrated willingness to serve and volunteer when needs arise in the boarding department, and their commitment to school values as demonstrated by their previous behavior. It is the expectation that any prefect applicant will have previously demonstrated an interest in student leadership positions at School. Generally, a student who has appeared before the Discipline Committee may not apply to be a prefect. Prefects are asked to assume responsibilities in the dining room, chapel, school post office, and dormitories. This group of individuals is a vital link among the students, the faculty, and the administration, and strives for continued communication and understanding among these groups. Their goal is to promote the best interests of the school and the student body. It is the school's expectation that prefects will assume the responsibilities of this position and thus will retain the position of Prefect for the entire year. Prefects are directed by the Director of Resident Life.

It is most important that students become involved in school life as much as possible. There are many activities and clubs to consider, and both the continuation of previous interests and the beginning of new ones will be important. Equally important is a student's management of time. Advisors will help each advisee with this so that she can find a way to do the things that she most enjoys. Advisors and the Class Dean are the first point of contact when a parent and/or a student need help or direction in getting involved in a school activity or club.

Organizations

- The Student Alumnae Organization (STAR)
- Cum Laude
- Digital Ambassadors
- National Honor Society (NHS)
- Peace & Justice Alliance
- Peer Tutoring Program
Students can apply to be peer tutors through the math and language departments
- Community Service
- Spiritual Life Committee
- Santa Catalina Children's Fund

Publications

- *Catalinan* (yearbook)
- *Lampighter* (student newspaper)
- *Mosaic* (publication of the arts)

Clubs and Interest Groups

A wide variety of student-run clubs and interest groups are active each year on campus. Clubs and interest groups are approved and overseen by Senate; they must have an active faculty advisor who attends all meetings and serves as a mentor and manager for the group. Some examples include the following:

- Accents
- Amnesty International
- Animal Welfare
- Chinese Club
- ecco!

Facilities and Services

Santa Catalina is most fortunate to enjoy a beautiful campus with grounds and facilities that are cared for daily. Students and faculty help to maintain the beauty of this environment by their vigilance in picking up any stray litter they might notice, by placing papers and items to be discarded in appropriate receptacles, and by seeing that an area which they have used is left in good order. This care on the part of the entire school community enables everyone to continue to enjoy together these beautiful surroundings.

Chapel

Communal worship, the experience of liturgical singing, and the gathering of the community to pray together encourages both an understanding of the spiritual and an appreciation of varying approaches to spirituality. For this reason, all boarding students attend Sunday Mass together. All students, boarding and day, attend a weekly Chapel Service and periodic student body Masses during the school year. Students are encouraged to participate as fully as possible, and this dimension of life at Santa Catalina is among the school's most valued traditions. On Sunday services, a student should be punctual, appropriately attired in a skirt or dress, sensitive to others, and reverent in the Chapel. The Chapel should be appreciated as a place of prayer and meditation and, therefore, of quiet and chapel etiquette should be observed.

Dining Room

The dining room is utilized by day and boarding students alike. Day students who wish to do so may have breakfast in the dining room simply by making the proper arrangements with the Bon Appétit Manager. We regret that, other than those girls who have made these arrangements for the semester, we are unable to host day students in the dining room prior to school each morning. Lunch is provided for all day students. Students should sit only at the number of chairs set at each table and should clear their own dishes when finished. Food, drink, dishes, and utensils should not be taken from the dining room. Boarding students, please refer to "Boarding Life" in this handbook for further information regarding the dining room.

Laundry and Laundry/Cleaning Service

There are washers and dryers in all dormitory areas for resident student use, free of charge. Students will need to provide their own detergent. Additionally, there are several dry cleaners that are easily accessible to students.

Mail

Even with text messaging and online shopping, mail from home for boarding students is still welcomed—just a card, a note, or a "care package" can brighten a resident student's day. If families would like to send flowers or other delivery items, please address the item in the following manner:

Name of Student
Santa Catalina School
1500 Mark Thomas Drive
Monterey, CA 93940

Day students may not receive mail at school.

Library

The Sister Kieran Memorial Library is open Monday through Friday from 7:30 a.m. to 6:00 p.m. and Sunday afternoons from 12:30 to 6:00 p.m. It contains both volumes and computer networking for detailed and thorough research and study.

Health Center

Our Health Center is staffed by nurses, under the supervision of the Director of Resident Life who will assist in the general medical care of your daughter. Please know that you will be called immediately should there be any serious or emergency treatment required. We do approach health care of the students conservatively and follow the philosophy that says, "If the degree of an injury or a condition is uncertain, have it checked." We work closely with a number of very fine doctors, dentists, and orthodontists in the area, and good care is readily available.

Please note that ultimately, parents are responsible for the cost of routine or emergency medical and/or dental treatment.

All medical appointments must be covered by insurance or by credit card payment at the time of service, depending on the preference of the particular medical office.

In the event of an emergency or serious illness, the student will be accompanied by a faculty member to the appropriate medical facility. Students will be sent by cab to routine medical or dental appointments. In this case, each student is given a voucher for the cab fare, and you will be billed through our Business Office.

General Guidelines:

- Any emergency is to be immediately communicated to the Director of Resident Life, who oversees the Health Center. If the Director of Resident Life is unavailable, the nurse should contact the Dean of Students and/or the Head of Upper School.
- The nurse is to immediately notify the Director of Resident Life should a student (day or boarding) come to the Health Center more than once in the course of a week. The Director of Resident Life will be in close communication with the Dean of Students regarding day student health needs.

Boarding Students Guidelines:

- Students who need medical assistance or are ill are to check-in with the nurse. If a determination is made by the nurse that a boarding student should not attend school that day, the student must generally remain in the Health Center until 5:00 p.m. on Mondays – Thursdays or 4:30 p.m. on a Friday. Students may not check-in to the Health Center and then be released to attend school. The student must remain in the Health Center for the duration of the day.
- Students are not generally permitted to sleep in the Health Center during free periods or during lunch.
- Students missing any portion of the day are not permitted to participate in any after school activities, including athletic practices or games, drama rehearsals, or tutoring sessions. Nor may students leave campus.
- Any student missing any portion of school on a Friday will not be permitted to sign out that evening. The nurse will provide a list to the Director of Resident Life each Friday with the names of those students who spent time in the Health Center that day. This list will include the necessary weekend medications for those students.
- At the beginning of the year, we ask students to bring to the Health Center any prescription medications that they have. Typically all medications are dispensed through the Health Center. On the weekends, medications are dispensed by the resident faculty member on duty.

Day Students Guidelines:

- Day students may make a visit to the nurse if they need medical assistance or are not feeling well. If the nurse determines that a day student should not be in class, then the nurse will notify the parent to pick up the student. If the student has driven to school and is well enough to drive herself home, the nurse will make arrangements with the parents and the front office for the student to sign out.
- Students are not generally permitted to sleep in the Health Center during free periods or during lunch.

Information:

- If the nurse becomes aware of any information regarding a change in a student's health status, the nurse must notify the Director of Resident Life, in the case of a boarding student, and the Dean of Students, in the case of day students, via email within 24 hours.
- If the nurse has a specific health concern (either physical or mental) about a student, she is to notify the Dean of Students via e-mail within 24 hours.
- If the nurse needs to pass on health information after 5 p.m., to the faculty on duty in the resident department, she is to follow-up with an email with the same information to the Dean of Students the next day.
- Information regarding a student's health, medication or medical situation must be discussed first with the Dean of Students before any additional information may be given to faculty or an advisor. The Health Center is available to day and boarding students. A nurse is on duty Monday through Thursday until 6:30 p.m. and on Friday until 4:30 p.m.

Exercise/Recreation Room

Exercise equipment is available to students and faculty in the Recreation Room, Monday through Friday, starting at 3:00 p.m., and on the weekends. Care should be taken in the use and upkeep of this equipment, and nothing should be removed from this room. Maintenance needs or necessary equipment repairs should be emailed to the Director of Athletics.

Pool

The pool is available for recreational swimming on weekends as weather permits and as lifeguards are available. Recreational swim hours will be posted on the school calendar and announced to students.

Bookstore

The bookstore is open during school hours, Monday through Friday, for general supplies and school paraphernalia. The bookstore will carry, in addition to necessary school supplies, required pieces of the PE team uniforms and a number of optional items that girls may enjoy during the year. These items include such things as school sweatshirts, mugs, film, stamps, and school stationery. While there have been requests from students to stock soap and other sundries, the real convenience of having these items on campus is the ability to charge them rather than having to pay cash. All of us understand this particular convenience, but CVS is just a short walk from school, and we have felt, based on our conversations with parents, that the cost of these items is often included in a girl's general spending money.

If you wish to place any limitation on the amount your daughter charges at the bookstore, over and above necessary school supplies, please call the bookstore manager, at 831.655.9376.

Student Demeanor and Dress

A student's demeanor should always be neat, clean, and appropriate. Extremes of dress, manner, hairstyle or color, and skirt length are not suited to this environment. Inappropriate piercings, tattoos, body art, or unnatural hairstyle or color are not acceptable, as determined by School. A student may be required to make a suitable adjustment in these areas of personal demeanor. As part of her total education, each student should learn to distinguish among varying occasions, should dress as informally or formally as the occasion requires, and comport herself appropriately according to the circumstance and environment.

While we are blessed with the simple choices offered by school uniforms, boarding students will need some dresses or dressy pants and blouses and shoes suitable for Chapel, the school Community Dinner each Monday evening, and other somewhat more formal occasions during the year. All attire, whether formal or informal, should be neat, clean, and in good repair.

Specific guidelines apply to two types of dress:

Chapel dress requires a dress or skirt, full blouse or shirt, and dress shoes. Short dresses or skirts, bare midriff, low cut blouses, or spaghetti straps are not acceptable. Nor may students wear flip flops or athletic shoes to chapel. Resident faculty on weekend duty should make sure that each of the girls is dressed appropriately. If a student is not dressed appropriately, she will be sent back to the dormitory to change by the faculty member on duty.

Community Dinner/Special Events dress requires a dress, skirt, or nice pants (not jeans, tights, or leggings), all with an appropriate blouse or shirt. Students may not wear denim, flip flops or athletic shoes to Community Dinner or to a special event. If a student is not dressed appropriately, she will be sent back to the dormitory by the Director of Resident Life.

Jewelry, if any, worn to school should be simple and in good taste. Extremes are not appropriate. In keeping with this principle, inappropriate body piercings, facial or otherwise, are not acceptable.

The Uniform

The school uniform consists of:

1. A full zip, navy blue fleece jacket from Dennis Uniform company
2. A white short-sleeve or long-sleeve polo shirt (both with our school logo) from Dennis Uniform company

3. A blue plaid skirt from Dennis Uniform company
4. A navy pullover v-neck sweater (or a navy-blue crew neck sweater from our used uniform stock) from Dennis Uniform company
5. An optional navy pullover v-neck sweater vest from Dennis Uniform company
6. White or navy blue knee-high socks or tights with no logo(s)
7. Uniform shoes (one or more of the following options):
 - Sperry's women's authentic original 2-eye leather boat shoe in classic brown
 - Vans Authentic canvas lace-up sneaker in navy blue or chocolate
 - Vans canvas classic slip-on in espresso or navy
 - Vans leather classic slip-on in indigo puce/marshmallow color combination
 - Converse Chuck Taylor All Star women's canvas sneakers in navy blue or chocolate

Substitution of these items is not permissible uniform attire. The fleece jacket and sweater may be worn together. The skirt and polo shirt are the basic uniform pieces and must be worn at all times during the school day.

No athletic shoes may be worn to school, except with a doctor's note presented to the Dean of Students and then only for a period of time. Students who are required by their doctors to wear support shoes must purchase their own orthotics to fit the uniform-style shoe.

No sweatshirts or athletic apparel may be worn as part of the uniform, except when permitted by the administration during winter months.

No hats or beanies may be worn during the school day as part of the uniform.

No colored shirts or turtlenecks may be worn with the uniform. (A short-sleeved, white t-shirt or white turtleneck may be worn in addition to and underneath the polo shirt if the student is cold. The uniform is then quite comfortable and warm, particularly if both the sweater and the fleece are worn together.)

An appropriate raincoat may be worn over the uniform when it is raining. Rubber rain boots may be worn when it is raining as well. Ugg boots may not be worn.

Skirts may be no more than four inches above the crease of the back of the knee. A student whose skirt is judged to be too short will be required to make the appropriate alterations or purchase a new skirt.

The uniform is worn beginning at 7:55 a.m. and to all commitments, including during free periods, special presentations and guest speakers until the end of the school day, and to at least 2:35 p.m.. Day students wearing their uniform to and from school should always wear the complete uniform.

Note: Non-uniform attire worn during the school day will be confiscated and given directly to Goodwill. Students not in proper uniform may not be permitted to attend classes.

Physical Education Attire

- Running shorts and appropriate top or running pants
- Appropriate tennis, ankle or knee socks
- Athletic shoes
- More specific dress will be required for certain classes such as dance, tennis, riding or teams.

Traditions

Some calendar traditions include:

- **Santa Catalina Tennis Tournament:** held in the fall with other public and private schools
- **Parents' Weekend:** a special weekend in the fall during which parents come to campus

- **The Winter Dance:** a semi-formal dance given by the sophomore class for the entire school
- **Christmas Traditions:** Candlelight Mass, caroling, and collection of food baskets for the needy
- **Spirit Day and Senior Cake Auction:** an all-school activity featuring events involving both faculty and students. The concluding events are a sports event between seniors (supported by sophomores) and juniors (cheered on by freshmen) and the Senior Cake Auction, which raises funds for the seniors' gift to the school.
- **Ring Dinner:** a special dinner given by the senior class, at which the juniors receive their class rings
- **The Junior-Senior Prom:** a spring formal sponsored by the junior class for seniors and juniors
- **Father-Daughter Weekend:** a special weekend in the spring during which students and dads enjoy a variety of sports, activities, and fun
- **Retreats:** a time for reflection and drawing together the whole community, a class, or a small group

Parents' Weekend

Each year in October, this weekend offers you the opportunity not only to be with your daughter in Monterey but also to meet her teachers, to have teacher conferences, to share the thoughts of a fine keynote speaker, to gather educational information from faculty and other professionals who join us for the weekend, to enjoy a musical put on by the girls, and to share a lovely liturgy in our chapel on Sunday morning. Invitations and detailed information will go out very shortly.

In contrast to Father/Daughter Weekend, girls may stay off campus with their families both Friday and Saturday nights of this weekend, if they wish. They will take care of letting us know their plans earlier that week. It is most helpful if you and your daughter can make your plans regarding those two nights early so that she will be very clear and can let us know when we ask. Please note that all boarding students are required to attend the Parents' Weekend Mass at school on Sunday morning.

This is a very important weekend for both you and your daughter—it's an excellent chance for you to meet her friends and other parents and another opportunity to learn more about how we can all best work together on your daughter's behalf. Time is balanced between structured and "free" time so that you can benefit from the school's offerings and still spend personal time with your family.

Father/Daughter Weekend

Just as Parents' Weekend in the fall provides a special experience for families at school, Father/Daughter Weekend in the spring offers a unique opportunity for fathers and daughters to share some special time. Fathers attend from all over the world and enjoy varied sports activities, dinners, a play produced by the students, a lovely Sunday liturgy, and private time with their daughters. Invitations with detailed information are sent in late February. If a girl's father or stepfather is unable to come, a grandfather, older brother, uncle, or other friend of the family is most welcome to join us instead.

In contrast to Parents' Weekend, all resident students stay on campus overnight on Friday and Saturday of Father/Daughter Weekend. Because family situations differ so much, this arrangement has proven to be most helpful in assuring the most comfortable situation for all. We have also observed that while their daughters seem to have unending energy, most of our dads return very gratefully to their hotel for a good night's sleep.

Some other school traditions include:

Big Sister Class

The seniors are the big sister class to the freshmen and assist them at the beginning of the school year in their adjustment to school. During the year in various small ways, the big sisters encourage the younger girls in the traditions and life of Santa Catalina.

Sophomore Mentors and Freshman Mentees

In order to develop the mentoring skills of the sophomore class, every sophomore is assigned a freshman to mentor. At several points throughout the school year, the freshmen and sophomore classes come together for mentoring sessions. The role of sophomore mentor is to ensure for the freshman mentee an easy transition into high school as well as to create a positive bond between the freshman and sophomore classes. Freshmen learn what it is to be a mentee. The role of the sophomore mentor is larger in scope than that of the senior big sister; the sophomore mentor/freshman mentee relationship spans a full academic year and is supported by school through the Journey curriculum and Journey class activities.

Work Hours

Work hours are practical deterrents to minor infractions rather than correctives for attitude, personal or academic problems, or chronic offenses that require a more personal response. Work hours are not to be given to a student for academic management, nor are they meant to deal with attitude or personal difficulties. These can only be managed through mutual understanding and respect between students and faculty, and, if they arise, are handled personally. Work hours may be given for such offenses as tardiness, improper uniform, parking violations, a room that is not quite what it should be, a slightly late return to the dorm in the evening and other minor infractions, and it is the prerogative of the teacher or resident faculty member whether or not to inform the student.

A student with work hours must discharge her obligation at the scheduled work hours session arranged by the Dean of Students, possibly after school on a Friday afternoon or on a Saturday morning beginning at 10:00 a.m. with the Resident-in-Charge for the weekend. Drama rehearsals and performances or team practices and matches do not excuse a student from work hours. Students may not receive work hour credits or be allowed to complete work hours in advance unless approved in advance by the Dean of Students. Faculty may utilize students for assistance with jobs at the times set by the Dean of Students.

Journey: Santa Catalina's Advising Program

The mission of *Journey*, Santa Catalina's advisory program, is to impart the Santa Catalina culture to all students, to develop their leadership skills, and to ensure them excellent college placement. This unique advising program, directed by the Head of Upper School in collaboration with the Dean of Students, works to encourage and support in each student the development of her highest personal, academic, and spiritual potential and to promote her growth as a young woman of compassion, integrity, courage, and grace. The advisory program for sophomores, juniors, and seniors includes an emphasis on the beginning and ongoing steps of the college application and choice process. Advisors assist their advisees in assessing sizes, locations, and styles of various colleges and universities and in judging the suitability of different institutions to their individual personalities and personal goals.

Guidance is a most significant aspect of every educator's profession. It is a particularly important part of life at Santa Catalina, and it is a responsibility shared by the faculty. While all students are encouraged to talk with any faculty member they wish, they are particularly encouraged to seek guidance from those directly involved with this aspect of their class: their Class Dean and their advisor. Advisors work in teams. They attend *Journey* class meetings as needed and work with the entire class on projects and activities. Advisors meet regularly with their advisees and additionally whenever the student or advisor feels there is need. All faculty who live with boarding students assist girls specifically in the skills and responsibilities involved in community-living at the resident level.

Advisor-Advisee Confidentiality

The school recognizes that day-to-day life can, at times, become very complex. For this reason, when assisting students, no adult may deal with or carry alone a confidence regarding a serious concern for a student's mental or physical health. The shared wisdom and expertise and the official judgment of experienced members of the school community must always enter into the resolution of a serious matter. Students should be confident that, as professional educators, faculty and administration will deal with shared information in a discrete and respectful manner, and all must be confident that the proper assistance will be given to the student in need. Any serious concern for a student's mental or physical health will be shared by the faculty member with one of the following people: the Head of Upper School, the Dean of Academics, or the Dean of Studies. Such a concern, pending further information, will ordinarily not be considered a disciplinary matter. The purpose of this communication is to insure that no faculty member will carry the burden of such a confidence alone and that, if necessary, the faculty member will have the benefit of shared experience and judgment.

Counseling

If there is a need or a desire for individual, professional counseling, this is arranged through the Director of Resident Life for boarding students. The Director of Resident Life will work with the student, her parents, and with local professionals. If we feel that there may be a need for counseling of this type, we will talk with you and your family in order to ascertain the best solution. The provider sends billing for these services directly to parents. Over the course of the school year, on Journey Days, programs given by professionals from the community are held on campus in order to strengthen the students' education in a number of health-related issues.

Policy Regarding Harassment

Within its Christian heritage, Santa Catalina School is committed to its responsibility to love, to support, and to educate its

members and to insure that they are being treated equally with courtesy, dignity, and tact; therefore, the school community addresses the issue of unlawful harassment, including sexual harassment, with clear guidelines and procedures. Such guidelines and procedures assure the maintenance of an atmosphere free of harassment or intimidation and serves to further the school's mission to impress upon all members of its community the value of Christian charity and justice.

Santa Catalina School is committed to providing an educational and work environment that is free of unlawful harassment.

Santa Catalina School prohibits all forms of unlawful harassment including sexual harassment and harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. Santa Catalina School's anti-harassment policy applies to all persons involved in the operation of the school and prohibits unlawful harassment by any employee or student of Santa Catalina School, including supervisors, co-workers, vendors, visitors, and others doing business with Santa Catalina School. This policy prohibits unlawful harassment in any form including verbal, physical and visual harassment. It also prohibits retaliation of any kind against individuals who file complaints or who assist in Santa Catalina School's investigation of a harassment complaint.

Prohibited unlawful harassment may take many forms, and includes, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments, or negative stereotyping.
2. Visual conduct such as offensive, derogatory and/or sexually-oriented posters, photography, cartoons, drawings, gestures, computer images, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual because of a protected characteristic, that is placed on walls, bulletin boards, or elsewhere on Santa Catalina School's premises or property, or circulated in the workplace.
3. Physical conduct such as assault, unwanted physical contact, impeding or blocking normal movement, interfering with work, and threatening, hostile or intimidating acts that relate to a protected characteristic.
4. Sexual harassment includes harassment of women by men, or men by women, and same-sex, gender-based harassment.

Reporting Process for Harassment Concerns

Reporting is done through the Head of Upper School. Should any individual become aware of or experience an incident of harassment of any kind in person or to another employee or student, the incident must be reported directly and immediately to the Head of Upper School. The report or complaint may be verbal or written and should include details of the incident(s), names of individuals involved, and names of witnesses. The notified administrator will notify the Head of School.

In the case of the absence of the Head of Upper School, the report should be made directly to the Head of School.

Boarding Life

Community Living

While each student may wish to perceive her room in her dorm as a private environment, one of her most essential experiences in boarding school will be that of sharing space gracefully with others. She will quickly learn that sensitivity, thoughtfulness, respect, and patience both enhance her own life and enable her to contribute positively to the experience of others.

Residential Program

As part of resident life, a structured boarding program is in place for students to ensure a number of important educational objectives at Santa Catalina School. All resident faculty will implement the boarding program for each dorm and grade level. Resident faculty will meet with students and engage in discussion and participate in a number of exercises designed to help students develop as individuals living in community. The program is customized for students at each grade level but designed to build from one year to the next with the freshman year being foundational. By the time of graduation, a student will have acquired a number of important life-skills. Through this program, each student

is taught how to further develop good decision-making skills and a sense of responsibility for herself and others in the school community. Each student is also taught how to take advantage of the many resources at school, to make connections with adults, and learn how to be her own advocate. Students are introduced to the college selection process as well, with increasing concentration on that process occurring in the sophomore, junior, and senior years. Upon completion of the boarding program, a student will have further developed:

- good decision-making skills;
- a sense of responsibility for herself and others in the school community;
- courtesy and thoughtfulness towards others;
- a greater understanding of appropriate behavior;
- her ability to take advantage of the many resources at school;
- her ability to make connections with adults;
- skills to be her own advocate;
- skills and insight into navigating the college selection process (an increasing concentration on that process occurs in the sophomore, junior, and senior years).

Similar topics will be addressed with day and boarding students during *Journey* meeting times and in advisor/advisee group meetings throughout the year.

Dormitory Rooms

In addition to those personal qualities so important for students, a sense of order is also essential. To this end, each student should be sure that the following are accomplished each day before she leaves for class:

- lights and electrical items turned off;
- bed is neatly made;
- clothes and shoes are put away;
- dresser and desk top is neat;
- shelves are straightened;
- floors are clear of books, paper scraps;
- food is properly stored in airtight containers;
- closet door is closed and locked;
- items are hung on bulletin boards only;
- towels and personal items are removed from the bathroom;
- door is propped open.

Room decor must always be in good taste. Faculty inspect rooms daily and will notify students should their room need attention. Pieces of furniture should not be added to a room; nor should items of furniture be exchanged between buildings.

Please note: For reasons of fire safety, students may never use an open flame on campus. Candles, matches, incense, sealing wax, or any other items requiring an open flame may not be brought to school. They will be confiscated if found. (See also “Discipline”.)

Items may be hung only on the bulletin boards in student rooms. Nothing may be attached to or hung from the ceiling, walls, bookcases, mirrors, or doors. Students are not permitted to hang strands of lights or other decorations around their room. Aside from suitcases that can be stored in various luggage rooms, all personal belongings are to be kept in the student’s room. Students may not bring electric blankets, toasters, or refrigerators to school. Fire, energy conservation, and space are of concern here.

For reasons of health and cleanliness, the school is not able to accommodate students’ pets.

The dorms are closed during the school day between 7:55 a.m. and 2:00 p.m. for necessary cleaning. Any student needing to return during the day may ask to do so through the Director of Resident Life or with permission from a member of the administration. All students are reminded to only enter another student's room with the occupant of that room being present. Day students in the dormitory should be in the company of the boarding student they are visiting.

Privacy Right/Belongings/Locks

The school does not provide insurance to cover a student's personal effects. These items must be covered through a family's homeowner's insurance policy. Students should bring only those items that are necessary and will be used, and all personal items should be well marked. Valuable or irreplaceable possessions should not be brought to school.

Drawer and closet space is limited, and to a great extent, shared. With uniforms worn for so much of the day, a large wardrobe is not necessary. While you want all of your favorite things with you either because you "love them" or "just in case," you really do not. Something needed and missing can, in most cases, be sent quite quickly. You will also be amazed by how much more you take home in June than you brought with you in September. When it comes to valuables, clothes, and other belongings, "less is best."

Each student has a closet in her room for which she is issued a school lock. She should always keep such items as credit cards or money, a camera, or any item of value locked in these locations. Students may use only the lock issued by the school. Any other lock added by the student will be removed by the school and confiscated. Locks are collected at the close of school. The school reserves the right to open any locked area in a student's room if there is felt to be significant reason to do so.

Summer Storage

A limited amount of summer storage is available at school for resident students who live out of the state of California. The process and guidelines for storing items are explained to girls in detail in May, but you should be aware of the possibility so that we can help you if necessary. Although the storage room is locked and secure all summer, please know that we do not have enough space for bikes. Other arrangements should be made for their storage.

Study Hours

Study hours are structured to support each student's progress toward her academic goals. Each contributes to the endeavors of all by observing quiet during this time. Formal study hours for freshmen, sophomores, juniors, and seniors are Sunday through Thursday evenings from 7:30–9:30 p.m.

During study hours, in the dormitory, students must be in their own rooms and quiet with the door open so that they can do their best and so as to be considerate of others. While a quick question to a roommate is fine, girls needing to talk to others or to work together should do so before or after formal study hours. Students who need to be out during study hours for a time because they are attending a home game must check out and in with the faculty member on their floor. (Based on academic performance, any student may be restricted from attending home games or from studying anywhere other than in her room during study.)

Seniors may use the photo lab or the music center (dance studio/practice rooms) during study hours provided all their other work has been completed. Other students wishing to use a music practice room during part of study hours should discuss this with the faculty member on duty in their dorm.

On occasion, students enrolled in the Studio Art AP class may need to use the art room. For reasons of safety, students should check out and in with the faculty member on duty in their dorm, bring a cell phone, and never be in the art room alone.

In-Dorms/Quiet Time/Lights Out/Late Lights

Monday through Thursday nights all are expected to be back in their own dorms for quiet at 10:00 p.m. Quiet time requires that the hallways and rooms be very quiet. Doors to individual rooms should be closed. Sunday through Thursday nights freshmen have lights out at 10:30 p.m. and sophomores at 10:45 p.m. Juniors and seniors should observe quiet time and use good judgment regarding necessary sleep. Any freshman or sophomore who feels that she needs a bit longer to finish her homework Monday through Thursday nights may request "late lights." No "late lights" are

given on Sunday nights.

On Friday and Saturday evenings all students are expected to be back in their own dorms at 11:00 p.m. Quiet begins at this time. All students should be ready for bed by 11:30 p.m. so that bathrooms and halls are quiet for those sleeping. Quiet time on Friday and Saturday nights requires the same courtesy and consideration as during the week.

Quiet time on the evenings of returns from vacations begin at 9:30 p.m. Lights out for all four classes on these nights is at 10:00 p.m. On all nights, food deliveries must arrive prior to the beginning of study hours or by in-dorm times.

Dining Room

The goals of sharing dinner are an increased awareness of community through the family dinner, a broadened sense of relationships, increased awareness of proper etiquette, and growth in the art of conversation. To these ends, dinner is a time when the Santa Catalina community gathers in varying configurations.

One night each week, an evening on which sports events and other extra-curricular commitments rarely occur, is reserved for a formal dinner, the Santa Catalina Community Dinner. All of the Santa Catalina faculty, whether they live on or off campus, participate in this occasion on a rotational basis. The decor of the dining room is formal. Dress is as described previously under "Demeanor/Dress." One student from each table serves dessert. Seniors hostess each table and are responsible for providing the leadership and for setting the tone at their table. Seating is assigned for this dinner. A student may be excused from Community Dinner only by the Director of Resident Life. Community Dinner begins at 6:15 p.m.

On all other evenings, dinner is an informal service. Seating is not assigned on these nights and dress may be informal. On informal dinner nights all students are asked to check-in at the dining room by 6:30 p.m. with the Prefect in charge and to sit only at the number of places actually set at each table. Informal dinner Tuesday through Sunday nights begins at 6:00 p.m.

At breakfast, lunch, and at informal dinners each girl is responsible for clearing her own table. No food or tableware should be taken from the dining room. Dress in the dining room should always be in good taste. Girls should always be neat and well-groomed, must wear shoes, and may not wear hats.

Student Health Center

It is the goal of Santa Catalina to promote the spiritual, mental, and physical wellness of young women during their time at school. To that end, students are encouraged to maintain good health through a nourishing diet, exercise, and sufficient sleep. Registered nurses provide care for those who do become ill. So that the nurses are free to be with students requiring nursing care, the Health Center cannot be a "drop-in" place. Students may use the Center's posted dispensing hours to receive minor medication or to make a later appointment to consult with the nurse. The nurse is available for consultation during lunch and after academic classes. All medication prescribed by a physician must be checked by the nurse at the beginning of each school session. All *controlled* medications will be administered directly by the Health Center nurse and must be prescribed by a licensed practitioner. Such medications would include, but are not necessarily limited to, stimulants, pain control, sleep medications, and certain anti-depressants and tranquilizers. These medications may not be kept in student rooms, and any student found in possession of such medications may be considered in violation of a major school rule. If any student is in doubt about whether a prescription drug is a controlled medication, she must consult the Health Center nurse. Non-controlled prescribed medications, such as antibiotics, may be kept in a student's room at the discretion of the Director of Resident Life.

Medical Appointments and Prescriptions

Medical and dental appointments for boarding students are made through the nurse. Should a medical or dental appointment be made initially by parents, it must subsequently be communicated to the Health Center so that the nurses are aware of the health needs of the students in their care.

Boarding students should check out from and return to the Health Center for all routine medical and dental appointments. The school will coordinate transportation via taxi to appointments.

Medication prescribed by a physician will be ordered from a local pharmacy and will be delivered to the Health Center. Billing for this medication is handled only by credit card. All prescription medicine will be reviewed by the nurse who will determine whether or not it should be kept in and dispensed from the Health Center.

Checking Account and Allowance

It is essential that for personal spending, a student keep a debit and/or credit card or that she have a personal checking account. Under no circumstances should parents send cash to their daughters through the mail. It is recommended that students' accounts be established at a bank with a branch in both the home locale and in Monterey or Carmel. Use "Santa Catalina School, 1500 Mark Thomas Drive, Monterey, CA 93940-5291" as the printed address on the checks. Since students also frequently need a form of identification, in addition to their student body card, in order to cash a check off campus, it is recommended that they secure such a card through the Department of Motor Vehicles. Checks may also be cashed, in limited amounts, at the Main Office, Monday through Friday.

The amount of a student's allowance depends a great deal on what she is expected to cover with this sum. Costly credit card spending is absolutely not necessary. There are a number of activities that present little or no cost to the students, and we encourage all students to participate. Any special outing for which a fee is charged is optional, and in many cases, can be charged to the student's bookstore account.

Closed Weekends

These are weekends on which no overnight permissions are given. Regular daytime permissions follow the usual permission procedures. Closed weekends are placed during the first month of school in order to allow all to become acquainted and to become comfortable with regular school life. This adjustment is particularly important for new students. Other closed weekends are placed throughout the year at times when life is particularly busy at school or particularly focused on events, such as final examinations.

Off-Campus Permissions

Any off-campus departure other than that with a class or a team requires the appropriate off-campus permission. Students are expected to use weekday afternoon time wisely and to consider responsibly both their personal and academic needs.

Note: While for reasons of safety, we encourage all students to go off campus with other girls; for many reasons of practicality, a junior or a senior may go off campus alone during daylight hours. Generally, during the winter months, that is prior to 5:00 p.m. Students may never leave campus alone nor may they ride the public bus after dark. Juniors and seniors wishing to jog alone should do so on public streets that are well populated but never in isolated areas. Again, while for reasons of safety we recommend that bikers ride with other students, we realize that for some, biking is a sport and that for those girls, it is often very difficult to find others to accompany them. Juniors and seniors, during daylight hours, may ride alone but should exercise the same caution as joggers by avoiding isolated areas.

One of the fundamental principles of life at Santa Catalina is that of trust. This principle results from an individual's active support of the school's motto, *veritas* (truth). The school's first assumption will always be that students are doing the right thing in the proper manner. Most things that girls would like to do are quite reasonable, and faculty will do their best to make the reasonable possible. When enjoying off-campus permissions, all should be aware that faculty will assume that girls are where they checked out to be and are out for the purpose which they indicated upon departure. Students are asked to call the school should any significant change of plans be necessary or should they be delayed in returning. As in the family home, no one worries if the phone call has been made.

Overnight Permissions

(Given by the Director of Resident Life or Resident-in-Charge)

The school recognizes the value of each type of overnight permission. Attendance at a wedding, a religious observance, or sharing in specific family occasions are all very important; the same is true of an occasional parental visit to the Monterey Peninsula. The interaction between day and boarding students and the opportunity to develop a broader range of friendships within school is essential as well. Pursuing these values, as well as the communal goals of the campus, requires the understanding of all. The end result is well worth the combined cooperation.

Whether it involves the scheduling of classes, examinations, athletic contests, special activities, or social events, the school's overall program is designed to foster within every student a sense of individual responsibility, cooperation, and community. This development, and the cohesion of the student community, is a primary goal of the school. As a result, when a student is absent during the week or on the weekend, there is an impact that affects both the individual and the community. While the academic and social calendars are, therefore, planned with the goal of having every student present from the beginning of the school year, the school recognizes that there are occasions or times when permission to be away is appropriate.

Permissions of any type are granted at the sole discretion of the school to students in good academic and social standing. A student's academic performance or her behavior may preclude a request being granted.

No overnight permissions should be requested during the month of September or on any weekend specified as "Closed" on the annual calendar.

Note: Resident faculty may never assume that a student who is not present at night in the dorm is legitimately absent, unless the Director of Resident Life or another administrator has informed them of this. Faculty may never accept information in this regard from another student. Any message received from a parent regarding a student's whereabouts overnight must be relayed immediately to the Director of Resident Life.

Procedures for Overnight Permissions

Special Weekend Permission

A Special Weekend Permission is a request to be away from campus Friday through Sunday for a special occasion. The student may depart after classes on Friday and must return Sunday evening by 7:00 p.m. Those wishing to request this permission should submit the request on Boardingware at least a full week in advance of the departure day. The parent of the student must submit permission on Boardingware before the Director of Resident Life can approve it. Requests for this permission should not exceed three times per year.

Overnight with a Santa Catalina Day Student

An overnight with a Santa Catalina day student is given on a Friday night or on a Saturday night. This permission will not ordinarily be granted on an evening when there is a school or class obligation. The student is due back on campus no later than 6:00 p.m. the following day.

If permission is given on a Saturday night, the boarding student must return to school in time for Mass, if scheduled, on Sunday morning. Students should submit their request for permission in Boardingware by 12:00 noon on the Wednesday preceding the evening in question. The student should ask the host of her visit to call the Director of Resident Life. In the event of a spontaneous request, if appropriate the Resident In Charge can give permission.

Overnight with a Parent Locally

An overnight with parents visiting locally is intended for occasional family visits by those living out of the area and not for regular weekend visits to a locally owned house. Again, the intent of this procedure is to enable a student to become involved in boarding life with her classmates and to support her in maintaining this connection. At the same time, clearly, the school believes wholeheartedly in working with parents on behalf of their daughters and in enabling them to share some time together. A request for this permission must be returned by noon on the Wednesday preceding the evening in question. The resident student should submit the request on Boardingware; parents of boarding students can then give approval through Boardingware. Requests for this permission should not exceed one time per month. Such a permission only permits an absence from the dormitory; it does not include approval to miss any academic or extracurricular commitments (i.e. classes, theatre rehearsals, and athletic team obligations).

A student leaving for any overnight permission is expected to fulfill all academic obligations prior to departure and to remain in uniform until these obligations have been met. Students departing for and returning from an overnight permission should follow all of the regular checkout/in procedures appropriate to the time at which they are departing or returning.

Procedures for General Off-Campus Permissions

It is most important that girls understand and exercise a concern for basic safety at all times. For this reason, faculty will instruct students regarding activities and/or places to be avoided. Girls may never go to any beach at night, even in a group, unless accompanied by a faculty member on a school-sponsored outing.

Evening permissions are arranged for each class, with the faculty member in their dorm, for each weekend. There will be some weekend evenings on which students will be asked to attend an all-school event or a class or dorm activity. These are scheduled-event evenings and are indicated on the monthly calendar. Off-campus permissions, whether overnight or daytime, have a direct relationship to a student's academic performance and to her personal behavior. Permissions will be adjusted accordingly.

Students taking cabs should depart from and return to the Johnson Music Center. Cabs are asked to turn around and go out the way they entered and not to drive around between Greer and Thompson.

Note: State law requires any student riding a **bike** to wear a helmet. The school also requires any student using roller blades to wear both a helmet and protective arm and kneepads. Skateboards, longboards, and scooters may not be used on campus.

Boarding students in good standing may leave campus according to the guidelines listed below. All permissions assume the following:

- Students are responsible to be on time for and to meet all school commitments.
- No student will be off campus alone after dark.
- Weekend evening permissions begin Friday at 6:00 p.m. unless, due to the specific proposed plan, an earlier and more appropriate departure time has been approved.
- Overnight permissions for freshmen, sophomores, and juniors may not occur on two consecutive nights of the same weekend.
- An overnight permission is not counted as a student's night out.

Freshmen

Monday through Thursday	3:00-6:00 p.m. in groups of 2 or more check-out/in with the afternoon duty adult
Weekend Evenings	1 night out each weekend in groups of 3 or more until 10:00 p.m.

Sophomores

Monday through Thursday	3:00-6:00 p.m. in groups of 2 or more check-out/in with the afternoon duty adult
Weekend Evenings	1 or 2 nights out each weekend in groups of 3 or more until 10:00 p.m.

Juniors

Monday through Thursday	3:00-6:00 p.m. check-out/in with the afternoon duty adult
Weekend Evenings	1 or 2 nights out each weekend in groups of 2 or more until 11:00 p.m.

Seniors

Monday through Thursday	3:00-6:00 p.m. check-out/in with the afternoon duty adult
Friday	3:00-5:00 p.m. check-out/in with the afternoon duty adult
Weekend Evenings	1 or 2 nights out each weekend in groups of 2 or more until 11:00 p.m.

Dating

The Director of Resident Life will make resident faculty aware of students that have permission to "date" someone. In all cases, we work with parents to make sure that they are aware and comfortable with any dating situation. Our students should expect that resident faculty ask to meet any person (a "date" or otherwise) with whom they are going to leave campus. All curfews and sign-out guidelines apply as well to dating.

Dining Off Campus

Students in all four classes wishing to dine off campus during the week with a member of their own family should arrange for this permission with the faculty member on duty in the afternoon. They should sign out in their dormitory Study Hours binder before they depart. Dinner with day student friends or birthday dinners with student friends should generally be arranged for a weekend evening; however, exceptions to this may be made by the Director of Resident Life.

Driving Permissions

Senior and junior boarding students must have general driving permission from their parents to be driven by anyone other than an adult driver. This includes riding with Santa Catalina day students.

Note: Given the numerous recent changes in California law regarding the issuance of a license to young drivers and the accompanying stipulations regarding passengers, time of day, and the presence of an adult in the car, the responsibility of conforming to these laws lies with the driver. The school cannot be responsible for knowing the extent of each driver's training or the status of each driver's license.

Freshmen have no permission to be driven by students. Driving permissions for **sophomore** boarding students will be granted with specific parental permission as occasions arise, according to regular school stipulations. This permission will be given for daytime driving only. When parents have given their permission for the initial request, the Director of Resident Life will discuss with them their wishes for further permissions of this type. If, at that point, parents wish to give a more general daytime driving permission for their sophomore daughter, the Director will request this permission in writing.

No boarding student may drive a private or rental vehicle while under school jurisdiction. No vehicle for a boarding student may be located nearer to the school than the primary family residence, never at a second family home on the Monterey Peninsula or at the home of a family friend or a day student.

Contacting Your Daughter

Students communicate via cell phones. Phone numbers of individuals who can be helpful are listed in the Resources Persons section of this handbook. In the case of any emergency during the school day, please call 831.655.9315. To speak to a resident faculty member between 4:30 p.m. and 11:00 p.m., please call the duty room at 831.917.4391. In the case of an emergency, call 831.402.6256.

Please note that boarding students are asked not to use their phones for communicating with friends or family during classes, meal times, study hours, or after lights out.

Contacting Your Parents

You will certainly remain in close contact with your parents while at boarding school. You will share happy news, as well as at times not so happy news, as is the case in life. While it is important to reach out to your parents, know that they can be left frustrated and even sadder than the situation warrants if you call them upset, especially if it is late at night when nothing can really be done. It is hard for parents to receive such communications because more of than not, they are left with a helpless feeling. Make sure that you reach out to the adults on campus to help you with whatever concern you have: we are all here to help, whether it be your advisor, a resident faculty member, or a teacher with whom you feel comfortable talking. Remember, too, that sometimes trying new things and being in a boarding school for the first time can be challenging. You may even, at times, question whether or not you have made the right choice. During those times, reach out to an adult on campus who has a lot of experience with life at boarding school and who can lend a good ear and offer you some sage insight. Someone here "on the scene" at school can give you practical tips, encourage you, and help you.

In all of this, the key is good communication—communication among students, parents, all of us at school, and between students and families. There will be times when you will need to be reassured and times when you will need to put forth a stiff upper lip, and we must all work together to recognize the difference and help you.

Vacation Travel Arrangements

The school publishes the dates of beginnings and endings of the school vacations well in advance. Times of departure and of return to campus are also published. Plans for vacation travel must be scheduled so that it is not necessary for students to miss classes in order to leave early or to return late. Students traveling a distance may remain on campus overnight and depart the next morning. The school recognizes that there may be rare instances of complicated travel arrangements or significant personal hardship, and an exception can be made under these circumstances; however, these occasions should be extremely rare and can generally be avoided with careful planning.

Students will be asked to submit a travel form to the Dean of Students 10 days in advance of travel.

Families should make every effort to arrange family vacations, trips, and special events during the open weekends and major vacations according to the master calendar to avoid conflict with departure and return times. In those rare instances in which they seem necessary, students must fill out an "Application for Planned School Absence" form, available in the Main Office, and submit it to the Dean of Students no less than 10 days prior to the anticipated absence. In addition, the student's parent(s) must email or phone the Dean of Students directly no less than 10 days prior to the anticipated absence, requesting the excused absence and stating the reason for the request. No travel plans should be made prior to the Dean of Students' approval.

Students may not make any arrangements with teachers to attend an earlier class, to take a test early, or to miss a class in order to leave early for a vacation. The Dean of Students will notify teachers of any student who has obtained an excused absence. Please note that unexcused absences surrounding vacations will result in work hours for every class missed and a "0" for any class work missed.

A student requesting to stay anywhere other than home on an open weekend must have her parents contact the Dean of Students to give specific permission. The only exception to this is the case of a student whose parents have granted a general permission for their daughter to stay with any Santa Catalina family. In this case, the school requires a phone call from the host family.

Regarding bus transportation to and from Santa Catalina on open weekends and major vacations, the school provides a bus to and from the Bay Area. The bus does not stop at airports. Costs are pro-rated among the student riders and will be charged to their bookstore accounts. Schedules to the Bay Area vary slightly depending upon specific dismissal times. Return times from the Bay Area are set. All schedules are posted for students well in advance of each vacation.

Santa Catalina Charter Bus Destinations

Santa Catalina offers a charter bus service to two destinations: San Jose and San Francisco. The cost is \$25.00 per student each way. Students sign up prior to vacation through the Director of Resident Life. Please note that the departure and arrival times listed below are approximate; students are encouraged to keep in contact with their families about timing for arrival to the final destination. San Jose/Silicon Valley: IHOP 5403 Stevens Creek
San Francisco: YMCA @ Presidio 63 Funston

- **San Jose/Silicon Valley:** IHOP 5403 Stevens Creek
- **San Francisco:** YMCA @ Presidio 63 Funston

September 2017: Open Weekend

Wednesday, September 13–Sunday, September 17

- Wednesday, September 13, 2017
Depart Santa Catalina 3:30 p.m.
Arrive SJ 5:30 p.m.
Arrive SF 7:00 p.m.
- Sunday, September 17, 2017
Depart SF 4:00 p.m.
Depart SJ 5:30 p.m.
Arrive At SCS 7:00 p.m.

Thanksgiving Break 2017

Friday November 17–Monday November 27

- Friday, November 17, 2017
Depart Santa Catalina 3:30 p.m.
Arrive SJ 5:30 p.m.
Arrive SF 7:00 p.m.
- Monday, November 27, 2017
Depart SF 4:00 p.m.
Depart SJ 5:30 p.m.
Arrive SCS 7:00 p.m.

Christmas Break

Friday, December 15, 2017–Tuesday, January 2

- Friday, December 15, 2017
Depart Santa Catalina 12:30 p.m. (note time)
Arrive SJ 2:30 p.m.
Arrive SF 4:30 p.m.
- Tuesday, January 2, 2018
Depart SF 4:00 p.m.
Depart SJ 5:30 p.m.
Arrive SCS 7 :00 p.m.

Winter Break 2018

Friday, February 23–Sunday, March 4

- Friday, February 23, 2018
Depart Santa Catalina 3:30 p.m.
Arrive SJ 5:30 p.m.
Arrive SF 7:00 p.m.
- Sunday, March 4, 2018
Depart SF 4:00 p.m.
Depart SJ 5:30 p.m.

January 2018: Open Weekend

Thursday, February 1–Sunday, February 4

- Thursday, February 1, 2018
Depart Santa Catalina 3:30 p.m.
Arrive SJ 5:30 p.m.
Arrive SF 7:00 p.m.
- Sunday, February 4, 2018
Depart SF 4:00 p.m.
Depart SJ 5:30 p.m.

Easter Break, 2018

Wednesday, March 28–Sunday April 8

- Wednesday, March 28, 2018
Depart Santa Catalina 3:30 p.m.
Arrive SJ 5:30 p.m.
Arrive SF 7:00 p.m.
- Sunday, April 8, 2018
Depart SF 4:00 p.m.
Depart SJ 5:30 p.m.

Students most often utilize the Monterey Airbus Shuttle for transportation to and from the San Jose and San Francisco airports. Arrangements can be made by calling 831.373.7777 or booking online at montereyairbus.com. This shuttle service departs and arrives at various times during the day; however, sufficient travel time must be allowed so that students do not miss classes for travel.

Guests on Campus

A student wishing to have an **overnight guest** who is **not** a Santa Catalina **day student** should complete and submit a visitor form to the Director of Resident Life **by Tuesday noon** prior to the anticipated visit. The parent of the boarding student must contact the Director of Resident Life prior to the student inviting the guest. This procedure must precede making final arrangements with the student's friend. Parents of the guest should contact the Director of Resident Life once the request has been approved. The hostess is responsible for her guest at all times.

A student wishing to have an **overnight guest** who **is** a Santa Catalina **day student** should complete and submit a visitor form to the Director of Resident Life **by Thursday noon** prior to the anticipated visit. The parent of the day student must always contact the Director of Resident Life before any permission to spend a night on campus will be given.

Overnight guests are welcome on Friday and/or Saturday night only, not on school nights. The exception to this is a day student whose parents have made arrangements with the Director of Resident Life for their daughter to stay at school for a specific reason such as family travel.

Students may have male visitors on campus until 5:00 p.m., Sunday through Thursday evenings, and until 10:30 p.m. on Friday and Saturday evenings. When boys visit on Friday and Saturday evenings, they should be introduced to the faculty member on duty in their own dorm and to the faculty member on duty in either Greer or Hills if the boy will be visiting in one of those two lounges. Boys are specifically not allowed in other areas of the dorm. They may use the rest room at the Music Center. When a guest is ready to leave, the student should let the faculty member on duty in the appropriate locations know. Students are responsible for their male guest at all times.

Day Student Procedures

School Day

The school day begins at 7:55 a.m. (Please see “Daily Schedule/Attendance” section.) The conclusion of each day varies depending on each student’s schedule and after-school commitments. Events which require a student to remain later than her normal departure time are noted on the monthly calendar. Lunch is scheduled over the noon hour according to personal academic schedules. In any case, a student must remain on campus until 2:00 p.m. even if, on a given day, she has completed her classes earlier. The student is responsible for announced changes in the schedule, which may require her remaining at school beyond 2:00 p.m.

Observation of Boarding Student Procedures

Day students are welcome to remain on campus after 6:00 p.m. for a specific purpose. Should a day student have reason to be on campus after 6:00 p.m. on a school night, other than for a rehearsal or a game, she must, for security and emergency purposes, have the permission of the Director of Resident Life. She must then observe the procedures and schedules for boarding students and must attend all resident functions.

Note for Day Students on Disciplinary Policies

Disciplinary policies apply to all students while under school jurisdiction. Day students are under school jurisdiction while in the company of a boarding student who is under school jurisdiction and at any event to which students have been invited as Santa Catalina students.

Student Health Center/Medical Appointments

The school has registered nurses to provide care for the ill. So that nurses are free to be with students requiring nursing care, the Health Center cannot be a “drop-in” place. Students may use the Center’s posted dispensing hours to receive minor medication or to make a later appointment to consult with the nurse. The nurse is available for consultation during lunch and after academic classes.

A day student with a medical or dental appointment during the school day should bring a note from her parents and give this note to the Director of Resident Life. She should then check out upon departure and in upon her return at the Main Office. A day student who becomes ill during the day should go to the Health Center. The nurse will contact the student’s parent and will notify the Main Office if the student leaves for the day.

Driving/Parking Policies

The school assumes that parents have made clear to their daughters the stipulations placed by them on the use of their car including who, if anyone else, may drive it and who may be transported in it. A day student may not drive a junior or senior boarding student unless the boarding student has written permission from her parents.

Any day student driving a car to school must obtain an “Automobile Registration Form” (parking permit) from the Dean of Students, complete the form, and return it. The Dean of Students will then issue the student a campus student-parking sticker. Any student driving a car that is not registered and does not have the proper sticker will not be allowed to drive to school for a period of time, and may receive work hours. Day students park their cars only in the areas designated for day student parking.

Any day student who does not comply with written or verbal policies regarding the use of an automobile may be prohibited from driving on campus for a period of time determined by the school. Because of the number of small children and infants both in school and residing on campus, the residential area must be considered primarily a pedestrian area. For this reason, only those faculty who live in Thompson, Greer, and Hills may drive or park on the road between Thompson and Greer. Day students should park at the Performing Arts Center or any other area designated for students and may not drive around or between Thompson and Greer. For similar reasons, day students should not drive or park in the area of the Hill apartments, field, or science building. Students, whether boarding or day, should not visit in a day student’s car during the day.

A day student found to have left campus during the day without the proper permission may be asked to turn in her keys each day to the Dean of Students, may receive work hours, and/or she may be prohibited from driving to school for a period of time depending on the circumstances.

Guests to Campus

As a general rule, day students may not host guests on campus other than to a public event or, with prior approval, to a class. If a day student would like to have a friend accompany her to classes, she should request permission from the Dean of Students prior to the visit. The student hostess is responsible for her guest at all times.

Food Service

All day students have lunch in the dining room. Day students wishing to have breakfast in the dining room as well must make these arrangements for the year in advance with the Bon Appétit manager. Day student families receive a form to complete and return with appropriate payment if their daughter wishes to have breakfast at school. The school is not able to host day students in the dining room unless they have made the appropriate arrangements with Bon Appétit.

Overnight Stay/Events

We are always happy to have day students spend one or two weekend nights on campus with their boarding friends. Particularly for younger girls who do not drive, this can afford the opportunity to become actively involved in school life on the weekend and to enjoy the benefits of our activities program. There are visitor forms in the office of the Director of Resident Life. Girls should complete this form and return it to the Director of Resident Life. We ask that the day student's parents call the Director of Resident Life by noon on Thursday of the week in question. There is no cost involved in this visit. Girls generally bring sleeping bags and stay right in the room with their friends. The Director of Resident Life will always speak directly with the day student's parents before she spends the night. In this way, you will know that your daughter is expected and that she has made all the arrangements for which she is responsible. No day student will be hosted on campus unless this conversation between the school and a parent has occurred.

Should parents need to be away for a period of time, the school is happy to provide hospitality for your daughter during your trip. Please simply contact the Director of Resident Life in advance so that we can arrange this. For these visits, the girls stay in a student guest room in the dorm. If a day student's visit is an extended one of three or more days, there will be a modest housekeeping fee and a daily charge to cover meals. This will be billed to the student's account.

These details will be arranged with the Director of Resident Life before parents go so that the student does not have to worry about them. We do ask for telephone numbers so that we can reach parents in case of any emergency while they are away, but know that we are happy to help with hospitality if we can.

Under no circumstance will a day student spend the night on campus unless her parents have communicated directly with the school.

Day students often want to invite boarding friends to spend the night on the weekend. Again, this is simple to arrange and depends on convenience to day student parents, permission from boarding parents, and school commitments. The Director of Resident Life will always talk with the day student's parents to be sure that adults will be at home and that the visit really is convenient. These visits are fun, and all the girls enjoy the exchange on weekends. Boarding students complete a simple form that is returned to the Director of Resident Life for approval by noon on the previous Thursday. Please know that there are times when boarding students may have commitments at school that differ from those of day students, and in these cases, an overnight permission may not be granted. In all cases, boarding students staying overnight with a day student on a weekend are required to return for the scheduled weekend Mass on campus.

Discipline

Discipline Systems

Jurisdiction

These regulations apply to all students while under school jurisdiction. Note that a day student is under school jurisdiction while in the company of a boarding student who is under school jurisdiction and at any event to which students have been invited specifically as Santa Catalina students. The school also reserves the right to deal with any student, day or boarding, under these regulations, whenever her conduct is prejudicial to the reputation of the school. Any student present at a breach of discipline will be considered to condone and, therefore, to be a part of that action.

Causes for Disciplinary Action

While the school realizes that, as part of their educational and developmental growth, students must be given the opportunity to learn from mistakes and to go forward, attitudes or personal behaviors which are inappropriate to this

school environment and which demonstrate an unwillingness or an inability to meet the school's standards and/or the procedures specified in the handbook, may result in separation from school, probation, camping, or other appropriate consequences. Such attitudes and behaviors include but are not limited to the following alphabetical list:

- Abuse/misuse of technology;
- Academic dishonesty;
- Damaging or destroying property;
- Fighting or any physical altercation;
- Harassment and bullying online in any form;
- Hosting male visitors in the dormitory at any time (with the exception of the lower lounges in Hills and Greer dormitories);
- Inappropriate behavior of a sexual nature;
- Jeopardizing life or property;
- Leaving campus without permission or failing to adhere to the stated purpose, intention, and arrangements of a permission;
- Leaving the dormitory during the night;
- Possession, use, or distribution of illegal drugs, marijuana, alcohol, or any paraphernalia related to illegal drugs or marijuana;
- Smoking anywhere on or off campus;
- Stealing;
- Utilization of candles, incense, or an open flame.

Any activity that severely disrupts and damages the community, undermines the basic principle of truth, and destroys trust. A deliberate, significant incident of this nature will result in dismissal from the school. In such an instance, the Discipline Committee will not meet.

The Discipline Committee

The Discipline Committee resolves cases involving serious violations of school rules. It is convened to deal with a specific case for which it has been determined that a major rule has been broken or to deal with a pattern of behavior that is significantly unacceptable. Concerns in this area are to be reported directly and immediately to the Dean of Students or, in her absence, to the Resident-in-Charge on the weekend and to the Head of Upper School during the week. Regarding "causes for disciplinary action," the Dean of Students in conjunction with the Head of Upper School will determine the significance of the circumstances and whether or not the case will be directed to the Discipline Committee. In the case of academic dishonesty, specifically, the Dean of Academics in conjunction with the Head of Upper School will determine the significance of the circumstances and whether or not the case will be directed to the Discipline Committee.

The Committee is co-chaired by a faculty representative and the current student-chair. The Committee is composed of the Dean of Students, two faculty members (a Faculty Representative and a Faculty Alternate) and five students. Four of the student representatives, who must be one juniors or and three seniors, are elected by both students and faculty to a full-year term; the fifth student is a senior member of the Student Faculty Senate and elected by that group. Only students and faculty who have been at Santa Catalina School for at least one year may be considered on the ballot, or may vote. Any student appearing before the Discipline Committee will ask her advisor or another faculty member to accompany her to the committee meeting. The Committee hears all relevant facts of a case and submits its recommendation to the Head of the Upper School who, having been present for or having been informed of the deliberations, in consultation with the Head of School, modifies or accepts the recommended decision of the Committee. Students who have gone before the Discipline Committee may not run for a Senate position for the subsequent school year. Parents may expect to be informed by the school of any pattern of difficulties related to their daughter. In the event of a single serious infraction the student herself will notify her family and will ask them to call the Dean of Students, or will make the call home with the Dean of Students. Parents will be informed by the Dean of Students of any decision from the Discipline Committee.

Students appearing before the Discipline Committee do so within the context of their total school experience. Decisions are individualized accordingly. Advisors and administrators will endeavor to assist students remaining in school after disciplinary action by positive follow-up and encouragement.

In extenuating circumstances or in situations in which the standard disciplinary procedure is not in the best interests of the school or the student, the administration may choose an alternative response. This is particularly applicable during the final weeks of school when testing and/or other significant commitments may preclude the reasonable gathering of the Discipline Committee's members. Any disciplinary situation which occurs near the conclusion of the school year may result in a student's, including a senior's, remaining at school for an extended number of days after graduation. All decisions pertaining to these matters are ultimately made at the discretion of the administration.

Statements Regarding a Disciplinary Action

Should a student appear before the Discipline Committee for a violation of standards or should she become involved in a serious disciplinary matter, a statement in regard to the general nature and resolution of the situation will be given to faculty and, in most instances, to students. The purpose of this statement is to prevent rumors, which may be damaging to the individuals involved and harmful to the school community.

College Notification

In accordance with guidelines established by the National Association of College Admission Counselors, the school will notify colleges to which a senior has applied of disciplinary action resulting in a suspension or in permanent separation from school. The school will not, however, inform colleges of the reasons for the disciplinary action. The student is responsible for contacting college admission offices within two weeks of the disciplinary decision to explain the circumstances leading to her change in status at Santa Catalina.

Should a college ask a specific question regarding a disciplinary action, which has not involved suspension or permanent separation from school but requires an explanation, the student will be required to prepare a statement.

Policy of Assistance

Santa Catalina School believes strongly in encouraging individuals to seek assistance in life when they need it. Likewise, the school realizes that students may not seek help if they fear discipline or punishment because of the activities in which they have been involved. To this end, the school will not consider to be a disciplinary situation that in which a student comes forward to a faculty member or to an administrator, and requests assistance for herself or for another.

This non-disciplinary approach will apply to the use of alcohol or drugs or to other behaviors which may be of concern to the student and which may or may not, under other circumstances, be a matter of discipline. This process may be requested once on behalf of a given student. Continued difficulty with the same matter for the same student will indicate that student needs additional assistance beyond what the school is able to provide.

It is understood that so long as the student is truthful in these conversations, this non-disciplinary policy will remain in force. Any deliberate dishonesty will end any further utilization of this process.

In order to be of assistance under these circumstances, the school will ask the student for any necessary information. The purpose of this is to enable those assisting the student to exercise informed judgment. Although perhaps not the initial contact, a member of the administration will always oversee the process.

Exercise of the Policy of Assistance is a private matter. To the greatest extent possible, the student's name and her circumstances will be communicated privately among the student, her family, and the school personnel directly involved.

Emergency Procedures

The school has an emergency plan with specific responses for earthquakes, fires, or other such situations. Each year, students and faculty review our emergency procedures and participate in drills to familiarize themselves with the proper responses and procedures.

Although the occasions are rare, an emergency, such as an earthquake, could occur while your daughter is away from home at school. We understand the anxiety that this causes for both girls and parents. The most reassuring things for parents to know are that your daughter will be well cared for, and we will help the girls to be in touch with their parents as soon as it

is humanly possible. (Your daughter would be as eager to know how you are as you would be to hear from her.) Our school emergency plan is known and has been recommended both locally and statewide. The plan is quite detailed, has been very carefully thought out, and is well practiced. It provides for an emergency during the week or on the weekend, during the day or at night. We always hope that we will not have to utilize these procedures, but your daughter will be as safe as possible if we do.

Santa Catalina School uses the Blackboard Connect communication system in order to communicate effectively with parents, families, or emergency contacts in the case of an event that impacts our campus. The Blackboard Connect communication system will send you a message via telephone, and/or text message, and/or email. All parents are enrolled in the system using information that they provided for the school-maintained database. If families notify us about a change in their database information, such as their email address, cell phone number, or home telephone number, the information is updated automatically in Blackboard Connect.

Medical Emergency

At Santa Catalina, we have a nurse on staff to provide immediate attention to any medical problem or injury on campus during school hours.

REMAIN CALM

This is the most important thing to remember. If you remain calm, you will instinctively recall the procedures for the situation and will be able to help others get through the emergency safely.

If you or another student experiences a medical problem or is injured, **CONTACT THE NURSE IMMEDIATELY.**

- Call the nurse at the Health Center (Ext. 347), or
- Call the emergency phone (831.402.6256) to alert the administrator on duty, or
- Call (9) 9-1-1, and have someone go to meet the ambulance, or
- Call the nearest division office to have the nurse alerted to the situation.

When the nurse is off-duty:

1. If a student is **SERIOUSLY INJURED OR SHOULD NOT BE MOVED:**
 - a. Stay with the student;
 - b. Send another student to get the closest adult to:
 - i. Call (9) 9-1-1,
 - ii. Meet the ambulance, and
 - iii. Call the emergency phone (831.402.6256) immediately to alert the administrator on duty.
2. **WHEN IN DOUBT, CALL (9) 9-I-I.**
3. Complete a report for the nurse; be specific and include all details.

Fire

The campus fire alarm system is designed to sound in the building in which a fire occurs. If a fire alarm sounds, evacuate the building immediately.

If you DISCOVER a FIRE

1. **SET OFF ALARM and EVACUATE THE AREA.**
2. Call the emergency phone (831.402.6256) to alert the administrator on duty.
3. Proceed to the evacuation area to provide assistance or to receive further instructions.

If you HEAR an ALARM and SEE a BLINKING STROBE LIGHT

1. **EVACUATE the BUILDING.**
2. **DO NOT RUN.**
3. Proceed to the evacuation area to provide assistance or to receive further instructions.

Earthquake

REMAIN CALM

This is the most important thing to remember. If you remain calm, you will instinctively recall the procedures for the situation and will be able to help others get through the emergency safely.

INSIDE: REMAIN IN THE BUILDING; DO NOT RUN OUTSIDE!

- Faculty will give the command “Earthquake Drop!”
- Faculty will instruct students to:
 - Duck and cover under a table or desk.
 - Move away from windows with large panes of glass, bookshelves, or suspended lighting.
 - Faculty will take roll and determine if students are accounted for.
 - When safe to do so, faculty will determine if there is visible damage in the room.
 - If there is visible damage in the room, faculty will instruct students to begin evacuation procedures.
 - Proceed to the evacuation area to provide assistance or to receive further instructions.

IN A CAR OR BUS, stay in the vehicle, but be sure the car is not on or underneath a bridge or overpass.

Prowlers / Intruders

If you hear the Campus Alert System, or hear an emergency announcement on the nearest campus phone, move indoors as quickly and safely as possible. When inside:

1. If feasible, secure the room.
2. Take cover away from windows and doors.
3. Call the following emergency numbers:
 - Call (9)9-1-1 (from an on-campus phone)
 - Call the emergency phone (831.402.6256) to alert the administrator on duty.

Should you receive any inquiries from the media, please respond politely and direct the media person to the Head of School or the Assistant Heads of School, Rich Patterson or John Aimé.



Santa Catalina School

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