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Dear St. George’s Students and Families,

Welcome to the 2017-2018 school year.

As educators, we believe that the way to help students grow up to live “lives of constructive service,” as is called for within our mission, is to make clear our expectations for community life here at St. George’s. Our policies and practices are intended to keep students safe, as well as to develop in each student a sense of personal responsibility. We ask that all students and their families read The Shield carefully.

From time to time, policies or procedures outlined here will need to be revised to reflect changing norms or practices. If that happens during the year, you will be notified of the changes by email.

I look forward to a wonderful year ahead. As always, if I can be helpful, please feel free to reach out.

Best wishes,

Alix Callen, Head of School

I. Introduction

Mission Statement

In 1896, the Rev. John Byron Diman, founder of St. George’s School, wrote in his “Purpose of the School” that “the specific objectives of St. George’s are to give its students the opportunity of developing to the fullest extent possible the particular gifts that are theirs and to encourage in them the desire to do so. Their immediate job after leaving school is to handle successfully the demands of college; later it is hoped that their lives will be ones of constructive service to the world and to God.”

Today we continue to teach our students the value of learning and achievement, service to others and respect for the individual. We believe that these goals can best be accomplished by exposing students to a wide range of ideas and choices, in the context of a rigorous curriculum and a supportive residential community.

Therefore, we welcome students and teachers of various talents and backgrounds, and we encourage their dedication to a multiplicity of pursuits — intellectual, spiritual and physical — that will help to enable students to succeed in, and contribute to, a complex, changing world.

Nondiscrimination Policy

St. George’s School admits qualified students of any religion, race, color, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, ancestry, or mental or physical disability to all the programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of religion, race, color, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, ancestry, mental or physical disability, or any other status protected by applicable law in the administration of its educational policies, admissions, scholarship and loan programs, or athletic and other policies and programs.
II. Honor Code

Honor, trust and respect are values that lie at the heart of St. George’s School. Creating a healthy moral climate is a task that faces every generation of student, faculty and staff. In a complex world, we inevitably confront situations that challenge our integrity. Recognizing these challenges, St. George’s seeks to help students develop clear values and practice a strong code of ethics.

The school’s Honor Code encompasses all aspects of school and student life. Honor, as defined by this code, pertains not only to academic integrity, but also to individual behavior, including personal honesty and respect for other people and property.

The Honor Code is not intended to delineate all possible infractions, but rather, to help foster a climate of trust and respect on which all members of the community may rely.

To this end, St. George’s School expects all members of the community to act honorably, to encourage others to act honorably and to address any violations of the Honor Code that they might encounter.

In addition, the school expects community members to refrain from acting in such a way that brings discredit to the school, is detrimental to the best interests of the school, or is incompatible with the common goals and standards of the school community.

The Pledge

Every academic year at St. George’s begins with the Honor Code Ceremony. Each student signs their name to the school’s Honor Book making a symbolic commitment to create an inclusive learning environment marked by honor, trust and respect on the Hilltop. The Chapel ceremony sets the tone for life in our community. During this ceremony, the entire community joins in the following pledge:

- I pledge to be truthful in my words and honorable in my actions.
- I pledge that for any academic work, I have neither given nor received unauthorized information in the course of preparing that work (assignments, tests, examinations, projects, etc.), and I have not plagiarized.
- I pledge to treat respectfully the person, reputation and property of all members of the community and our surroundings.
- I understand that if I violate these principles I am undermining the pillars of honor, trust and respect on which this code and the community are built, and that acting dishonorably has consequences.
III. Academic Program

The academic program at St. George’s is designed to challenge each student, develop critical thinking skills and encourage an analysis of knowledge in the disciplines. Most importantly, we hope that the classroom experience will enrich our students' lives and inspire them to continue learning.

Student Body

The use of the term “form” to represent grade level at St. George's highlights the history of the school and our traditions that resonate with the English boarding school system. The terminology is as follows:

- Third-Form: Grade 9 (Freshman)
- Fourth-Form: Grade 10 (Sophomore)
- Fifth-Form: Grade 11 (Junior)
- Sixth-Form: Grade 12 (Senior)

Course Planning and Course Load

Each student creates a course plan in collaboration with the Dean of Academics and the student’s faculty advisor. Working within the framework of the school’s graduation requirements, the school works with each student to customize the learning experience to match the student’s aptitude, interests and goals. New students plan their courses over the spring and early summer with the help of the Academic Office; returning students will have individual meetings.

Students choose from a selection of core classes and a wide range of electives. Courses are offered by academic departments: Visual Arts, English, History and Social Science, Latin, Mathematics, Modern Language (Chinese, French, Spanish), Music, Theology and Religious Studies, Science and Theater. Students take five courses each trimester. Each course generates one credit per trimester. Decisions about course levels are made at the sole discretion of the academic department chairs, on the basis of academic proficiency and proven potential, not grade level or age. St. George’s Course Catalog (online) provides a detailed list of all courses offered at the school.

Syllabi

All teachers are expected to post on Canvas a syllabus at the beginning of the trimester, noting all dates for major tests and projects due, plus daily assignments no less than two weeks prior to submission. What occurs in class demands flexibility: changes should be announced and reflected on Canvas before class ends.

Homework at St. George’s

The purpose of homework is to promote habits of independent learning. Tasks to be completed outside of class vary widely among disciplines, but, in general, the faculty designs homework to:

- Review material and practice skills already presented in class;
- Prepare students for work they will do together, in real time and in person, that only class attendance permits;
- Benefit students directly in their understanding of material;
- Link themes and ideas to what is coming in the course narrative;
- Be posted in advance and reflect directly the course syllabus (p. 10);
- Provide choice by students, whenever possible;
- Be accomplished in a timely manner by every student,
- Be checked by teachers regularly, including time spent to enable adjustments for subsequent assignments, and be graded no longer than one week after submission;
- Be completed, with other course assignments, during unstructured time in the class day and study hall hours, and before lights-out for any given grade level.

In and out of class, the faculty encourages students to study with an eye to comprehension rather than coverage. How well our students do homework is more important than how long they spend.

For students: Whether singly or in small groups as assigned, choose a comfortable and well-lit space, eliminate distractions (all music, social media, and external communication channels), focus on one task at a time, and plan regular breaks. Devote the energy and concentration that your best work deserves; you place your name on it every day. In your notes, list specific questions to pose in class. Link what you are studying with what occurred, and will occur, in class. Finally, protect your time for sleep.

Conference Periods

Conference period occurs from 9:45-10:15 a.m. on Wednesday and is reserved for student-teacher conferences, or, announced form meetings; students and teachers may also use up to 20 minutes for conference appointments during the Lunch/Meetings slot on Thursday and Friday between noon and 1:10 p.m., or make appointments as convenient until 8 p.m. Study Hall.

Testing & Accommodation

The Merck-Horton Center for Teaching and Learning evaluates results of any psycho-educational testing shared by students and their families. Each trimester, Dr. Tom Callahan and the Academic Office share with students’ teachers and other adults, as needed, recommendations
Academic Support & Proctored Study Hall
Study Hall is a time reserved for quiet and independent study across the campus. Faculty may provide permission for study in small groups, which should never disturb others. A student “of concern” is one who earns at any check period more than one less-than-satisfactory effort grade or grade below C-, and often needs additional support:

1. Any student having trouble anytime should first seek assistance from his or her teacher.

2. If a pattern of challenge or lack of effort becomes apparent (as above), the Academic Office and advisor will normally ask that a student report for two weeks (12 sequential Evening Study Halls) to Proctored Study Hall (PSH) to provide support in homework preparation and set a model for good study habits. PSH for all students occurs in the Academic Center:
   a. Students sign out from the dorm before 8 p.m., in person, asking dorm faculty to sign and note the time as they leave on a green Study Hall pass;
   b. Students take that pass to PSH, arriving by 8pm, and leave the form with the faculty on duty, along with telephone, headphones and other “distractible;” use of laptops and tablets will be restricted to assigned homework.
   c. PSH faculty will actively engage with all students to maintain a peaceful, comfortable, productive and quiet space for homework.
   d. A few minutes before 10pm, the PSH faculty will sign students out, signing and noting the time on pass-forms for their return to the dormitory.
   e. Day students and their parents may opt to leave campus by 8 p.m. and replicate these conditions at home, or, commit to spending the entire two weeks in PSH on campus.

3. Resources for students facing academic challenges include, first, the teacher, as well as Writing Center, Math Lab, Science Lab and peer tutors. The school strongly discourages the hiring of outside tutors. Academic Resources @ SG available through the Academic Office.

Grading
A+, A, A-  Distinguished achievement; indicates a thorough understanding of the subject matter (insight as well as detail), independence and originality of thought and work.

B+, B, B-  Work of high caliber; indicates excellence in one or more of the requirements for an A.

C+, C, C-  Satisfactory work; indicates a reasonable grasp of the course content and the ability to express ideas coherently in speech and writing.

D+, D, D-  Less than satisfactory work; indicates minimum performance for which credit can be given; may also indicate satisfactory work in most areas, but severe deficiencies in one or two.

F  Unacceptable performance; no credit given; failed courses must be made up.

Grading policy within each department should be consistent. Departments using numerical equivalents, in addition to letter grades, should use the following, without resorting to decimal points:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Equivalent</th>
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<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
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<tr>
<td>F</td>
<td>below 60</td>
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Summer Work
While enrolled at St. George’s, students should expect to be assigned some summer work in preparation for their fall courses. These assignments will be made available on the Parent Portal of the school’s website and will be communicated to the students via email.

Beyond assigned summer work for school, some students may elect to take additional summer courses to support personal growth. St. George’s does not award academic credit toward our diploma requirements for summer academic work completed at other institutions or via online courses.

Signature Programs
St. George’s Signature Programs include:

- Multi-week voyages during the school year on Geronimo;
- Local and global internships at such locations as the Institut Curie, a leading cancer research institution in Paris, and the Pell Center for International Relations and Public Policy at Salve Regina University in Newport;
- The Rogers Scholars Program, immersing students in a behind-the-scenes examination of Washington, D.C. every spring;
- Global Studies, a yearlong senior history course exploring (and visiting) a different region of the world every year; and
The Shield 2017-2018

- SGx, the school’s own design-thinking enterprise, which challenges small student/faculty teams to use empathy and ideation to develop prototype solutions to real problems, large and small.
- In addition, the school maintains relationships and student exchanges with partner schools in Reykjavik, Shanghai, Istanbul, and Felsted, England.

For more information, contact Allison de Horsey, Director of Signature Programs.

In addition to the school’s own programmatic initiatives, St. George’s students have participated in the following programs during the academic school year and received academic credit:

**High Mountain Institute/Rocky Mountain Semester:** A one-semester program in Colorado where students continue their studies while backpacking in the mountains and learning wilderness survival.

**The Island School:** A one-semester program at Cape Eleuthera, Bahamas where students continue their studies while exploring their natural surroundings and seek to discover sustainable solutions to real world problems.

**School Year Abroad:** A year-long program that places students with host families in France, Italy, Spain or China for a full immersion experience while continuing their studies overseas.

**King’s Academy:** A year-long program for students who wish to learn Arabic and study abroad, hosted at King’s Academy, in Madaba, Jordan.

**Geronimo**

St. George’s offers an offshore marine science program on board the school’s 70-foot sailing vessel, Geronimo. The Geronimo experience is an opportunity of a lifetime, and participation in the program is a major commitment that requires careful planning. Interested students may apply for one of three trips during the academic year – fall, winter or spring. In addition, there are several trips offered in the summer and over March break. Those sailing during the academic school year receive full academic credit for the program. To be selected, students are required to be in good academic and disciplinary standing. Applications for the fall, winter and spring are due in April of the previous year. The Dean of Academics coordinates the course selection process for interested students, as the specific requirements for some courses may be challenging to manage successfully while on a sailing voyage.

**Merck-Horton Center**

The Merck-Horton Center for Teaching and Learning is a unique resource on the independent school landscape. Located on the ground level of the Hill Library, it is a research and development center to promote the faculty through conducting research with university partners, providing grants for teacher innovation, supporting the development of Signature and Global Programs and assisting students in the pursuit of their personal interests and goals. Dr. Tom Callahan is the Director of the Merck-Horton Center.

**Independent Study**

Seniors may propose an independent study for credit on a one-trimester, single-course basis. Independent study enables a student to design a course, with a faculty mentor, that St. George’s does not already offer and is reserved for seniors and occasionally fifth-formers who have exhausted curricular offerings in a given field.

Completed proposals must be received by the Academic Office by the midterm of the trimester prior to proposed study. A full weekly syllabus identifying readings, materials to be produced by the student, and a final project output (whether that be performance of an original creative work, a paper, or an illustrated exhibition and lecture), is part of the proposal and should be developed with the active participation of the faculty mentor. Proposal forms are available in the Academic Office, or, on Student and Faculty Portals.

**Classroom Standards**

Students are expected to come to class on time, fully prepared and with the proper materials. Punctuality in arriving to class and submitting assignments on the due date are highly valued. If a student is late to class, the student is expected to have a note from another faculty member or the Health Center. Students who miss an in-class graded assessment may receive a zero for that assessment if their lateness is unexcused. An unexcused absence from class on a day when there is a major assessment or a paper or project due date may result in a 10-point penalty on a 100-point scale, dropping the grade for that assessment or assignment by one full letter grade. Whenever a student misses a class without a valid excuse, the responsibility for making up missed work resides with the student.

**Major Assessments**

Students should expect varied assessments in all of their courses throughout a term. Specifically, all courses typically challenge students with major cumulative assessments/exams at the end of each trimester. Departments vary in the kind of assessments they require, with some holding traditional comprehensive exams while others require papers...
or projects. The calendar for end-of-term assessments is generally as follows:

**November and March:** During the last week of the trimester in November and March, a special schedule is created to provide a two-hour block for every course for exams and other major assessments as determined by the departments and individual teachers.

**May/June:** At the end of the school year, students take two-hour exams or alternative assessments by department during the last week of school. Generally, English classes require a final comprehensive paper, due before this exam week begins, and use the two-hour block of time during exam week for portfolio work, presentations, self-assessment or other assessments.

Departments may weight end-of-term assessments differently. Term assessments may count for up to 33% of the cumulative course grade for all work performed in the course up to that time, according to individual departmental policy.

**The Honor Code Declaration for Major Assignments**

In an effort to remind students of the importance of academic integrity, on each major assignment or assessment, students are expected to sign the following statement, as a way to encourage academic integrity: “I have complied with St. George's Honor Code in the preparation and execution of this assignment.”

**Grading Periods**

Students receive grades and effort marks six times per year — at the midterm and end of each trimester. Grades submitted at marking periods are cumulative, assessing achievement since the course began, whereas effort marks focus on engagement since the last marking period.

Comprehensive teacher comments accompany grades and effort marks at the end of each trimester.

**Grades and Honors**

At the opening Convocation, the Top Fifteen Scholars in the school are recognized for having the highest grade point averages.

The Honor Roll is compiled at the end of each trimester. To qualify, a student must meet the following criteria: maintain an average of B or better (an 8.0 or higher on a 12-point scale); earn no grade below B- and all effort marks must be at least “Satisfactory.”

The Cum Laude Society is an international honor society. St. George’s Chapter elects a small number of Fifth- and Sixth-Form students to the Society annually. Induction ceremonies occur the night before Prize Day and at Convocation.

Sixth-Formers with the most outstanding grades throughout the Sixth-Form year graduate with High Distinction. Distinction is awarded to students with at least a B+ average, with more As than Bs; excellent grades on end-of-term assessments; a rigorous course load with no grade below a B-; all effort marks during the year at least Satisfactory and no recent record of violation of the school’s Honor Code.

Students with no grade lower than an A- are typically awarded a Head of School’s Commendation at the end of each trimester.

**Diploma Requirements**

In order to graduate from St. George’s School, students are required to:

- Take five courses each trimester
- Complete four years of English
- Complete math courses through Pre-Calculus
- Complete two years of a laboratory science
- Complete two years of history, to include U.S. History
- Complete Level 3 of a foreign or classical language course
- Complete one year of Arts, including music, theater or visual art
- Complete one year of theology and religious studies (two trimesters for students who enter in their Fourth- and one for students who enter in their Fifth-Form year)
- Complete the Health Education Programs
- Meet the school’s standards in conduct and discipline
- Meet expectations for Afternoon Activity commitments
- Complete their Sixth-Form year at St. George's and pass all their courses senior year.

During the period from Prize Day through the formal conclusion of the academic year (when underform students depart the campus), diplomas presented to the members of a graduating class are considered provisional. During this provisional period, the school may rescind any student’s diploma if the student violates the school’s expectations for behavior and/or the Honor Code (as described more fully in the Discipline Guidelines of this Handbook) or otherwise behaves in a manner that brings discredit to the school.

**Academic Warning/Academic Probation**

**Proctored Study Hall:** In certain circumstances, a student may receive an Academic Warning from the Dean of Academics where the student’s academic record is of concern, but falls short of qualifying for Academic Probation. For example, students who have multiple less-than-Satisfactory effort marks or deterioration in academic performance may qualify, in the school’s sole discretion. Such students will
generally be required to meet with their teachers or an instructional services tutor. In addition, students on Academic Warning are often placed in Proctored Study Hall in the evenings (p.12).

**Academic Probation:** Academic Probation is a formal statement of the school’s concern about a student’s academic achievement. Our hope is that a student on Academic Probation will improve their academic standing and thereby demonstrate that St. George’s is an appropriate match.

Generally, a student may be placed on Academic Probation upon recommendation to the Head of School by the Dean of Academics and the faculty, in either of the following circumstances:

- Two grades of D+ or below at the end of a trimester or the academic year.
- One grade of F at the end of a trimester or the academic year.

Students who are placed on Academic Probation may also be placed in Proctored Study Hall in the evenings. Day Students on Academic Probation may opt to join boarders in Proctored Study Hall for the duration of that support, or, leave campus by 8 p.m. and replicate the same conditions at home.

At the end of each trimester, the faculty will review the records of those students who have been on Academic Probation. Given the seriousness of Academic Probation, the decision of the faculty to remove a student from probationary status may be based on both the student’s academic record and effort marks. Students who have been on Academic Probation for three consecutive trimesters will likely be reviewed by the Head of School and the faculty at the end of the third probationary trimester. If, at this time, the student qualifies for a fourth trimester of Academic Probation, the school, in its sole discretion, may recommend that the student be dismissed from the school. In such circumstances, the school will work with the student and family to find a more suitable school for the student.

**End-of-Year Review**

The Head of School and the faculty review the academic and behavioral records of students at the end of each school year. Although a student may not previously have been on Academic or Disciplinary Probation or Notice, or had their enrollment contract held, the school may recommend that the student return on Academic or Disciplinary Probation, or not return to the school at all, if the school determines that such a recommendation is in the best interest of the student and/or the school community. The Head of School, in her sole discretion, makes the final decision as to whether a student will be invited to return for another year.

This difficult conclusion is only reached after careful consideration. While parents are obviously informed during this process, the school will make the ultimate decision, and will assist, if possible, in the process of locating an appropriate alternative school.

Families should understand that the school may not offer a re-enrollment contract for a student if the parents have been significantly difficult or uncooperative, or if their actions have in any way served to interfere with or undermine the effectiveness of the school.

**Academic Integrity**

Central to the academic life of the school is the emphasis on academic integrity.

Enrolling at St. George’s means making a commitment to honorable intellectual development. Students will be challenged on the Hilltop and the core expectation is that they will embrace these challenges as opportunities for growth. As described in the Honor Code, each student pledges to neither give nor receive unauthorized information where independent work is expected, whether it is in nightly homework, a project, a quiz, a test or a paper. Teachers help to clarify when help from outside sources or students’ peers is authorized and, therefore, not an Honor Code violation. The giving or receiving of help during all assessments is cheating and an Honor Code violation. Students seeking writing assistance in the preparation of graded assignments are expected to use St. George’s School’s Writing Center or faculty. The use of unauthorized or unacknowledged tutorial assistance or editing services in the preparation of graded work may be considered a violation of the Honor Code.

Plagiarism is a term that applies broadly to the failure to acknowledge the use of another person’s phrasing, ideas, computation, or editing in a student's work; it also applies to unacknowledged use of one’s own work (such as a paper or a lab report) in more than one course. In short, it is presenting work as original when, in fact, it is not.

There is a heightened risk that plagiarism may occur when writing research papers. It is, therefore, extremely important that every student at St. George’s be familiar with the accepted procedures in acknowledging the work of another writer, which include the following:

- Footnote all material copied from any source. Such phrases, sentences or paragraphs should be put in quotation marks and footnoted. Other kinds of copied information, such as graphs or charts, should also be footnoted. Sources include printed and electronic media, such as books, textbooks, journals, CD-ROMs and websites.
• If any idea or argument from someone else's work is used, give that individual credit, either in footnotes or in the text in parentheses.
• Procrastination and sloppy research techniques can lead to plagiarism. When taking notes, be sure to put information copied directly from a source in quotation marks. We recommend that instead of copying text while taking notes, students read the material, think about it and then summarize the information in their own words. By doing so, students may avoid inadvertently copying the work of others. Thoughtful research takes time, so plan ahead and do not procrastinate.
• Err on the safe side. A paper with too many footnotes, while perhaps poor scholarship, is not academically dishonest; on the other hand, if someone else's work is not appropriately acknowledged, plagiarism has likely occurred.
• Intentions are not relevant in judging whether or not something has been plagiarized. If credit is not given where credit is due, plagiarism has likely occurred.

Standardized Testing
Standardized testing can be an important component of a student's path toward college. At St. George's, we believe that a student's full investment in our academic program is the best indicator of college pursuits while also recognizing that national tests do have a role. To that end, we work hard to keep testing in perspective and provide opportunities for support and clear guidelines for testing.

Our recommended testing path for students includes practice SAT and ACT tests in the spring of Fourth-Form year, which we administer on campus. In the fall/winter of junior year, most students will take one SAT Reasoning test and one ACT to determine which test best suits their strengths. Subsequent tests will be determined as part of an individualized plan for every student with the guidance of their college counselor. SAT Subject Test requirements and recommendations are dependent on classes taken, performance in those classes and requirements of the colleges to which students will apply; the College Counseling Office and classroom teachers will make those recommendations on a case-by-case basis.

College Counseling
Choosing a college is a complex and challenging task for students and their families. At St. George's, the formal College Counseling process usually begins in the spring of the Fourth-Form year, with students meeting in large groups, small groups and one-on-one sessions to assess students' interests, weighing the importance of various factors (such as location, cost, size and extra-curricular activities) and gaining a sense of the range of selectivity a student should have in mind while researching colleges. College counselors at St. George's strive to help a student identify a group of colleges that meet the student's needs academically and that will provide an appropriate environment for a student's continuing personal and intellectual growth.

The College Counseling Office offers informed advice to students and their parents at every stage in the transition from the Hilltop to the future, and our College Counselors value the relationships that are typically established with families throughout the college process.

We do expect students and families to act in accordance with the school's Honor Code in all stages of the college process. Accordingly, students are expected to honor any early decision agreements they sign and not make a deposit at more than one college by the universal reply date of May 1. St. George's enjoys positive relationships with many colleges. As such, counselors may generally be relied upon to help families handle and communicate concerns they have about enrollment in college. Open communication about any concerns with respect to college enrollment will help St. George's support the best interests of its students.

Sending Recommendations and Transcripts To Colleges
The submission of academic transcripts and letters of recommendation is a standard part of the college admissions process. Because the school believes that recommendations are most helpful when they are confidential, the school does not share recommendation letters with students or parents.

The College Counseling Office will send transcripts and recommendations to colleges whenever the student declares an intent to apply through Naviance, after a conversation with the student's counselor.
Nathaniel P. Hill Library, St. George’s Archives, and Merck-Horton Center

The mission of the Nathaniel P. Hill Library is to serve as a vital center of campus intellectual life. It supports the academic program by providing outstanding services, resources and facilities for research and study. The library also advances the broader educational mission of the school by awakening interest in a broad range of ideas, by inspiring a love of learning and scholarship, by ensuring that students and faculty are effective users of ideas and information, and by providing spaces where all members of the school community can explore multiple curiosities about their world.

The St. George’s Archives on level one of the library is a showcase for the history of the school. The archives help teach current students about the rich tradition they are a part of and informs the greater community about the notable people and events that have shaped the history of the Hilltop.

The Merck-Horton Center for Teaching and Learning is also found on level one of the Hill Library. It is an educational research center and home to Instructional Services.

Library resources online and on levels two and three include over 30,000 books; over 3,000 reference volumes; over 100 periodical subscriptions; and access to approximately 60 academic databases including those found in most college settings. The library also has a wide variety of audio/visual resources and electronic books. Memberships with Online Computer Library Center (OCLC) and Ocean State Libraries (OSL) consortium afford access to the collections of thousands of libraries worldwide. New students become familiar with the library’s resources and services during orientation in the fall. All students receive additional information literacy instruction from the librarians throughout their time at St. George’s as they work on various research projects for classes.

The librarians manage the use of all of the spaces and technology in the library, including group study rooms, which can be reserved in advance. Available technology includes wi-fi, smartboards, flatscreen televisions for projecting group work, and public PCs and Macs. An all-in-one printer, copier, scanner and fax machine for students is located on the main floor. The third floor is reserved for individual silent study.

The library serves as the designated place for students to meet with tutors unaffiliated with St. George’s School. Students may meet with outside tutors during regular library hours. The tutor must register with the library staff, providing identification, during the initial visit. Tutors must sign-in for each subsequent tutoring session at the Information Desk.

During evening Study Hall, a team of library staff, faculty and student library Prefects supervise the building. In an effort to promote quiet, focused study during Study Hall hours, students are expected to travel to/from the library during designated times only.

Students who interfere with the work of others or who demonstrate a lack of respect for the purposes of the building will lose library privileges and may be referred to the Dean of Students.

Regular Library hours are:
Monday – Friday, 8 a.m.-10 p.m.
Saturday, 8 a.m. – Noon; Sunday, Noon-10 p.m.
Special library hours are always posted on the library website http://stgeorges.libguides.com/home

Regular Archives hours are:
Tuesday – Thursday, 9 a.m.-12 p.m.
Other times are available by appointment

Academic Support & Instructional Services

Teachers are the first stop when students need extra help. Teachers typically meet with students during students’ free periods. Students are also encouraged to use the school’s other academic support services, such as the school’s Writing Center. Students may sign up for Writing Center appointments online through Canvas. Many departments also offer peer tutoring and extra help sessions in the Merck-Horton Center or the Academic Center before evening Study Hall.

The Instructional Services Department is located in the Merck-Horton Center for Teaching and Learning on the ground level of the Hill Library. This resource offers additional support during the class day for students who would like to improve their learning strategies, study skills and test-taking ability. Arrangements for this service, for which there is a supplementary fee, can be made by the student, teacher, advisor or parent by contacting the Director of Instructional Services.

Accommodations

The school does not discriminate against applicants on the basis of diagnosed learning disabilities that may be reasonably accommodated in the school’s program. The school will discuss with families of applicants with known learning disabilities whether the school will be able to offer their children the appropriate accommodations to help them be successful at the school.

The school is committed to ensuring that students with disabilities are provided with equal access to all of the school’s programs and services, in accordance with applicable law. For students who need additional support or curricular adjustments, such as extended time or
other forms of accommodation, the school requires documentation indicating that the student's disability substantially limits a major life activity, including learning. Students who present the school with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process among the student, the Academic Office, and the students' teachers.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill his or her academic requirements satisfactorily. In such instances, the student's teacher, advisor, the Dean of Academics or other support personnel may notify the student's parents that the accommodations put into place may not suffice to ensure the student's success at the school. At that time, the Dean of Academics, the student (if age appropriate) and his or her parents will discuss whether it makes sense for the student to continue at the school. If there is a disagreement, the school will decide, in its sole discretion, whether to issue a re-enrollment contract to the student.

IV. School Policies and Procedures

The success of St. George's School relies on the constructive participation of every member of our community. Above all else, we value respect for self and others and encourage kindness as the driving force in our daily lives. As members of the St. George's community, our connections to one another run deep, forging a common sense of pride in our school. Understanding our traditions and our rules helps every member of the community know what is expected in order to positively contribute to the life of the institution. Community policies are informed by one fundamental expectation for our students – be kind, both to yourself and to others. Beyond that however, our rules of student conduct are aligned with the concepts of character development that underlie all of our guiding principles and our mission.

Anticipated Absences and Leaves of Convenience

For all anticipated absences from school commitments, students are expected to complete a Leave Request form and submit it to the Dean of Students Office at least two days prior to their departure. This form requires the signatures of a student's advisor, coach and teachers. Regardless of the reason, students who miss school are expected to make up missed work.

At St. George’s, a Leave of Convenience is a term used to describe excused absences from school for family events, extracurricular events not related to St. George's and non-emergency medical care. The school seeks to support students when these conflicts arise; however, missing more than a few days of school every year can result in gaps in classroom work that are often difficult to overcome. To that end, St. George’s permits students to miss a certain number of commitments each year as outlined below. Parents must communicate all leaves-of-convenience requests to the Dean of Students Office at least one week before a student's departure.

Third- and Fourth-Form Students may miss up to three days of commitments per year. Students are not allowed to miss additional days before or after major vacations.

Fifth- and Sixth-Form Students may miss up to four days of commitments per year. Students are not allowed to miss additional days before or after major vacations.

If students miss class or other commitments during Leaves of Convenience, they are expected to make arrangements to make up missed work on their own; the school does not ask teachers to reteach material missed by students during these leaves.
Students who miss more than the allotted time for reasons of personal or family convenience will incur Unexcused Absences, which may result in academic and disciplinary penalty.

Leaves of Convenience do not include Sixth-Form student college trips approved by the College Counseling Office, missing class for a school-sponsored event, time spent at home or as an in-patient for reasons of illness or traumatic injury, such as concussion, or time with family in the event of serious illness or the death of a loved one.

If a day student is tardy or absent from school unexpectedly, it is the parents’ responsibility to contact the school to excuse the student. If a day student is unable to attend school due to sickness, parents should call the Health Center (401-842-6676) by 8:30 a.m. For all other absences or early dismissals, parents should call the Dean of Students Office (401-842-6798). Unreported absences will be considered unexcused absences for which students will be held accountable. In accordance with the school's Sign In/Out Policy, as described in more detail below, day students are required to sign in and out when they arrive to or depart from the school’s campus.

School Commitment Attendance Policy

Students are expected to appear for all school commitments promptly and in appropriate dress. Such commitments include, but are not limited to, classes, Assembly, Chapel, School Life programming, Arts and Lecture Series, athletic practices and games, Health Center appointments, seated dinners, and meetings with faculty. Generally, only a signed note from a member of the Health Center staff or a faculty member excuses a student’s lateness or absence.

Students are expected to wait for a teacher who may be delayed and should not presume that the teacher will not show up; there is no “10 minute” rule. If for any reason a student misses a class without a valid excuse, the responsibility for communicating with the teacher and making up missed work for that class lies with the student, recognizing there is an academic penalty for any missed assignments.

For each missed commitment (one class, chapel, practice, etc.), students will generally receive one Unexcused Absence. Students will be notified electronically for each Unexcused Absence and prior to receiving any consequences, will generally be required to meet with their Advisor and/or a Dean. This policy is by trimester unless students begin to exhibit a pattern of difficulty:

- At third Unexcused Absence from a school commitment
  - Conversation with the Dean of Students Office
  - Sunday Morning Detention/Community Beautification
  - Notification to family

- At fifth Unexcused Absence from a school commitment
  - Conversation with the Dean of Students Office
  - Saturday Night Room Restriction (no visitors)
  - Student Receives a Letter of Concern
  - Notification to family

- At sixth Unexcused Absence from a school commitment
  - Conversation with the Dean of Students Office
  - Sunday Night Room Restriction (no visitors)
  - Student is restricted to campus for seven days
  - Student receives a Formal Warning
  - Student placed on Disciplinary Probation
  - Notification of parents

At the conclusion of each trimester, student’s unexcused absences reset to zero. Should students experience challenges meeting their commitments in consecutive trimesters, accumulating five or more unexcused absences, their Probation status will be extended. Students who continue to struggle to meet daily commitments beyond this policy may go before the Honor Board for a violation of the Honor Code for failing to meet community expectations.

Lateness

Like absences, unexcused lateness is reported. In general, three unexcused lates will constitute one unexcused absence. When a student can anticipate being late to a school commitment, they are encouraged to communicate with their teacher directly.

Campus Boundaries

St. George’s defines its campus differently at different times of the day to help support the safety of all members of our community. During the day, campus is defined by Wolcott Avenue, Purgatory Road and the far edge of North Fields. However, beginning at 7 p.m., students may not go outside of “the walls,” those walls that define the edge of Cliff Field and the wall that runs behind the flag pole and the playground separating main campus from North Fields. In addition, after 7 p.m., students may not go below the lower drive into the area between the lower drive and Wolcott Avenue. When students have permission to leave campus after 7 p.m. during the academic week, and leaving campus at any other time, they are strongly encouraged and allowed to use “the roots” entrance from Wolcott Avenue to the pool lot.
Leaving Campus

There are a variety of opportunities for students to leave our immediate campus. Students may not, however, leave without either notifying the appropriate administrator, being in the company of a faculty/staff member or obtaining permission, i.e., “signing out” (as described in more detail below). Failure to meet or follow these expectations could result in a student being restricted to their dormitory, to/from campus or appearing before the Honor Board. Boarding students may only leave campus after 6:30 a.m. and before the start of the academic day with specific permission from the Dean on Duty. Permissions for early morning trips off campus must be obtained by 10:15 p.m. the previous evening.

Third-, Fourth- and Fifth-Form Students may not leave campus during the academic day for any reason unless they have specific permission from the Dean of Students Office.

Sixth-Form Students may leave campus (not in cars) during the academic day during their free periods, provided they follow the procedures outlined below.

Campus Sign-In/Out (SISO) Policy

Each time a student enters or leaves the school’s campus, the student is required to sign in/out using REACH, our online system. Students leaving campus for school-sponsored athletic contests or field trips are not required to sign out. Day students are required to sign in when they arrive to campus in the morning and sign out when they leave for the day. Third-, Fourth- and Fifth-Form day students are not allowed to leave campus during the academic day, but may sign out during acceptable hours as outlined in the policies below. Sixth-Form day students may leave campus (not in cars) during the academic day during their free periods, provided they follow the procedures outlined below.

When students sign in/out from campus, they are expected to remain on Aquidneck Island. Students may go to private homes only with the permission of the school and under the supervision of an SG parent.

Half Town

Half Town is the school’s common phrase for the area at the bottom of the hill on route 138A, from the Newport/Middletown town line (at First Beach) to the traffic light at the intersection of 138A (Aquidneck Avenue) and 214 (Valley Road). Leaving campus for Half Town requires following the Campus Sign In/Out Policy, and additionally:

Third-Form Students are not allowed to go to Half Town during the academic week (Monday-Friday) without permission from a Dean. Third-Form students may go to Half Town on Saturdays after their last school commitment and are required to be back on campus by 9 p.m. On Sundays, Third-Form students may go to Half Town, Full Town and Second Beach and are required to be back on campus by 6:30 p.m.

Fourth-Form Students may go to Half Town after their last school commitment during the academic week and are required to be back on campus by 6:30 p.m. Fourth-Form students may go to Half Town on Saturdays after their last school commitment. On Saturdays, Fourth-Form students are required to be back on campus by 9:30 p.m.; On Sundays, Fourth-Form students may go to Half Town, Full Town and Second Beach and are required to be back on campus by 6:30 p.m.

Fifth-Form Students may go to Half Town after their last school commitment during the academic week. During certain times of the year, as determined by the Dean of Students office, Fifth-Formers are allowed to be off campus in Half Town and at the Beach during the academic week and on Sundays until 7:30 p.m. (6:30 at other times). On Saturdays, Fifth-Form students are required to be back on campus by 10 p.m. On Sundays, Fifth-Form students may go to Half Town, Full Town and Second Beach.

Sixth-Form Students may go to Half Town during the academic day provided they have off campus permissions and sign in/out properly on REACH. During certain times of the year, as determined by the Dean of Students office, Sixth-Formers are allowed to be off campus in Half Town and at the Beach during the academic week and on Sundays until 7:30 p.m. (6:30 at other times). On Saturdays, Sixth-Form students are required to be back on campus by 11 p.m. On Sundays, Sixth-Form students may go to Half Town, Full Town and Second Beach.

Full Town

Full Town is the school’s common phrase for downtown Newport. Students are not allowed to go to Full Town during the academic week without permission from the Dean of Students Office. Leaving campus for Full Town requires compliance with the school’s Campus Sign-In/Out Policy, and additionally:

All students may go to Full Town on Saturday after their last school commitment. Third-Form students are required to be back on campus by 9 p.m.; Fourth-Form by 9:30 p.m.; Fifth-Form by 10 p.m.; and Sixth-Form by 11 p.m. On Sundays, students may generally go to Full Town between 6:30 a.m. and 6:30 p.m.

Second Beach

St. George’s school is in close proximity to Sachuest (Second) Beach. Students are only allowed to go to the beach during the designated times and following the designated systems outlined in the SISO policy.
The school year occurs during the off-season at the beach, and lifeguards are therefore not on duty. Swimming and surfing in the ocean come with risks. We encourage students who do go to the beach to use the “buddy” system. Depending on when a student wishes to go, the student is required to either follow the Campus Sign-In/Out Policy (outlined above) or, for early morning trips, obtain permission the prior evening. St. George’s treats Beach Permission similarly to Half Town Permissions.

Run/Bike/Early Morning Surfing
Students are welcome to ride their bikes and run off campus. Prior to leaving campus for either activity, however, students are required to notify the Dean on Duty (by texting or calling the Dean on Duty's cell phone) and file a route plan, including departure and return times and the names of everyone participating. Upon return to campus, students are required to check back in with the Dean on Duty in person or via the Dean on Duty’s cell phone. Students are also required to sign in/out on REACH. If students wish to do these activities after 6:30 a.m. before the start of the academic day (8:30 a.m.) they must get permission from the Dean on Duty the previous night by 10:15 p.m.

Cars and Driving Privileges
Boarding students may not keep or drive automobiles or other mechanized vehicles on campus or on Aquidneck Island, except with the Dean of Students’ permission, and written authorization of parents/guardian. Permission may only be granted in extraordinary circumstances. The following additional guidelines apply:

- Day students are permitted to drive to campus and then to drive off campus at the end of the day; once on campus, they are not permitted to leave campus as they please or to drive around on campus until they leave school for the day. Students are required to register their automobile with the Dean of Students Office and have a copy of their driver’s license and automobile registration on file. Cars must be registered with Campus Safety and display a proper parking permit.
- Day students are required to park in the appropriate lots and leave their automobile there until they leave campus for the day.
- Day students may not drive boarding students, unless they have permission from the Dean on Duty (as described more fully below). Permission may only be granted when proper documentation from parents is on file in the Dean of Students Office.
- Students are required to comply with all laws, rules and regulations of the Rhode Island Department of Transportation.

Special Circumstances
We understand that in certain situations a day student may need to drive off campus during the school day; in these special circumstances, they are required to seek permission in advance from the Dean of Students Office.

Consequences
St. George’s takes the safety of its students very seriously and, therefore, we are cautious in dealing with vehicles driving on and off campus. If a day student should not abide by these expectations, or otherwise irresponsibly uses an automobile or other mechanized transportation, the student may lose driving privileges and face other disciplinary consequences.

Boarding Students
Boarding students may ride in a car with any St. George’s parent without the school’s permission, though students must still adhere to the Campus Sign-In/Out Policy and stay on Aquidneck Island. Other relatives and older siblings require the permission of the Dean on Duty.

Boarding students are required to have the school’s permission to ride in any non-commercial (taxis and limousines are examples of “commercial” vehicles) or non-school-owned or operated automobile that is not being driven by a St. George’s parent or faculty member. Students may not hitchhike.

Boarding students may not ride in day students’ cars during the academic week. On weekends, boarding students are required to request permission from the Dean on Duty to ride with a day student on Aquidneck Island, as follows:

- After their last academic or extracurricular commitment on Saturday and before campus check-in; or Sunday before 6:30/7:30 p.m.
- Both students – meaning the driver and the passenger – are required to request this permission EACH TIME they want to ride in a car/driver with a boarding student.
- The Dean on Duty can grant permission only if both students have specific written permission from their parents to ride/drive with the other on file in the Dean of Students Office.

Please remember that driving/riding permissions are distinct from weekend permissions. Weekend permissions do not cover car permissions.

Security and Emergencies
St. George’s School takes the safety of its students and the community very seriously. There are systems in place in the event of an emergency on campus, and regular drills are conducted to make all those on campus aware of the procedures. While school is in session, there is 24-hour security coverage. Campus safety can be reach at 401-842-6666.
Dress Code and Appearance

St. George's School dress code is based on our belief that student dress should reflect the values of the school and respect the seriousness of our purpose. St. George's students are expected to be appropriately dressed, whether on campus or representing the school elsewhere. Accordingly, students are expected to adhere to the spirit of the dress code. Clothing should be neat, clean, presentable and functional.

Faculty members, guided by the dress code, may determine what constitutes appropriate dress. Any student not in dress code may receive a dress code violation which is reported to the Dean of Students Office; the student is expected to change clothes. If changing clothes results in being late to or missing a school commitment, that infraction may also be reported to the Dean of Students Office.

Class Dress

Class Dress is in effect at the beginning of the academic day at 8:30 a.m. and continues through the end of the school day and includes all school appointments. Students should be in Class Dress when in any academic building, the chapel or the dining hall. Aspects of the school’s dress code are dictated by gender; in accordance with Rhode Island law, the school supports students according to their specific gender identity and expression.

Class Dress consists specifically of:

- Male — blazer with turtleneck or collared shirt with tie; khakis, corduroys or Bermuda length shorts; dress shoes, boots, sneakers or leather flip-flops.
- Female — collared shirt, or non-collared shirt with blazer or sweater, khakis, corduroys, Bermuda length shorts, skirts or dresses; dress shoes, boots, sneakers or leather flip-flops. Skirts and dresses must be longer than length of fingertips when standing relaxed with arms at sides.

Formal Dress

On more formal occasions, such as special chapel services or for other special events, the dress of students is expected to reflect an added level of formality.

Formal Dress consists, at minimum, specifically of:

- Male — blazer with turtleneck or collared shirt and tie; dress slacks, khakis or corduroys; dress shoes or boots (winter). No shorts, sneakers or flip-flops should be worn on these occasions.
- Female — collared shirt or non-collared shirt with blazer or sweater; corduroys, khakis, dress slacks, skirts or dresses; dress shoes, sandals or boots (winter). As above, skirts and dresses must be longer than length of fingertips when standing relaxed with arms at sides. No shorts, sneakers or flip-flops should be worn on these occasions; in addition, dresses must cover shoulders or a sweater or wrap must be worn.

Dress Down Days

Occasionally, as announced, students may be allowed to “Dress Down” in more casual clothes for a school day or school function. Typically, Dress Down Days are fundraisers managed through the Community Service Council, where students may pay in order to dress casually during a specific class day. All funds for these events are donated to various charities.

Dress Down dress consists specifically of:

- Clothes that are neat, clean and in good repair; no inappropriate tops (revealing or logos); no pajamas or slippers; no exposed shoulders, cleavage or midriffs.

Casual Dress

At times appropriate for casual dress, outside of the school day and school functions, students are permitted to dress casually, as long as clothing maintains a level of necessary respect, as a reflection of the standards of the school community.

Points of Clarification for All Dress Codes

- Clothing may not have images or innuendos that depict or reference alcohol, drugs or are otherwise offensive to an individual or group;
- Beach attire on campus is not allowed outside of the pool area;
- Hats should never be worn in the academic buildings, dining hall or chapel, unless required by religious practices;
- Shoes are always required in the academic buildings and dining hall;
- Rubber flip flops (shower shoes) may only be worn during times of Casual Dress;
- Shoes and boots with laces must be tied; and
- Outerwear like fleece and non-hooded sweatshirts may be worn in cold weather.

Harassment, Discrimination, Bullying and Hazing

The school is committed to providing a safe learning environment for all members of its community; one that is free from harassment, discrimination, bullying and hazing. The school is also committed to clearly and promptly addressing any behavior that is impeding the learning of any student or interfering with the experience of any other member of the school community. The school expects that all
members of the school community will treat each other in a civil manner and with respect for differences. Through education and intervention, the school makes every effort to achieve an educational environment that is free from harassment, discrimination, bullying and hazing.

Harassment, discrimination, bullying and hazing are serious offenses, prohibited by federal and/or state law as well as the policies of the school. The school will not tolerate harassment, discrimination, hazing or bullying of any kind, whether it is of a general nature or consistent with any of the specific examples described below. Where inappropriate conduct is found, the school will act promptly with the goal of eliminating the conduct and taking whatever other corrective action it deems necessary.

Definitions

Harassment or Discrimination: Illegal harassment or discrimination is conduct or behavior which relates to race, color, religion, sex, age, marital status, sexual orientation, gender identity, genetic information, veteran status, physical or mental disability, national origin, or ancestry or other protected category and is personally offensive or threatening, impairs morale, or is so pervasive or severe that it has the purpose or effect of:

- Creating an intimidating, hostile or offensive environment;
- Interfering unreasonably with an individual's academic performance;
- Creating a situation where academic decisions of a student depend on his or her submitting to and/or not objecting to the behavior.

Discrimination and harassment can take many forms. Examples include but are not limited to: 1) limiting opportunities to participate in certain clubs, teams or activities based on certain characteristics; 2) slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts or cartoons regarding legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes; 3) demands for sexual favors in exchange for favorable treatment, academic rewards or continued participation in a program or project; 4) offensive or unwelcome sexual flirtation, advances or touching; 5) obscene, demeaning or abusive commentary about an individual's body or other personal characteristics; 6) audiotaping or videotaping individuals in potentially embarrassing situations and/or forwarding such taped material to others; and 7) responding to refusals to provide sexual favors with verbal, emotional or physical abuse.

Often harassing behavior results from ignorance or insensitivity to the feelings of others. Being mindful of how one's behavior is affecting others, and communicating the effect of the behavior of others are good ways to minimize harassment.

Bullying: Bullying is characterized by a power differential and involves aggressive behavior that is repeated and intended to cause harm. Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof that:

- Causes physical or emotional harm to the targeted student or damage to the targeted student's property;
- Places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property; creates a hostile environment at school for the targeted student;
- Infringes on the rights of the targeted student at school; or
- Materially and substantially disrupts the educational process or the orderly operation of the school.

Bullying can include, but is not limited to, any of the following: 1) hitting, slapping, pushing and other physical conduct that causes bodily harm; 2) threatening in a manner that puts someone down or is cruel; 3) deliberately excluding someone as a way to humiliate or demean them; 4) sexually harassing conduct; 5) hazing activities.

Cyberbullying: Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines and the Internet. It includes, but is not limited to, email, instant messages, text messages and Internet postings, whether on a web page, in a blog, any form of social media or otherwise.

Cyberbullying may include, but is not limited to, any of the following kinds of behaviors: 1) taking a private email, instant message or text message and forwarding it, or threatening to forward it to others or posting it where others can see it to embarrass or intimidate a person; 2) spreading hurtful rumors online about another person; 3) threatening or insulting through aggressive emails, instant messages or text messages; 4) posting, or threatening to post embarrassing pictures of someone online without his or her permission; 5) creating a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying listed above.

Hazing: Hazing is defined as conduct or a method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person, regardless of consent of the individuals involved.

Examples of hazing include, but are not limited to: whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely
affect the physical health or safety of a student or other person, or which subjects a student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

While harassment, discrimination, bullying and hazing all fall within a spectrum of interpersonal aggression and sometimes violence, they are not synonymous. Hazing is predicated on inclusion and can sometimes be overlooked because it can appear as neither particularly aggressive or as intended to harm. In addition, hazing can sometimes be confusing for students to understand because they might consent to the behavior. It is important to note that because hazing involves a group context and the power differential of current members and those seeking membership or acceptance by the group, peer pressure and a coercive environment can exist and interfere with consent. Therefore, conduct can be deemed to be hazing regardless of a person’s willingness to participate.

**Sexual Harassment**

The school condemns and expressly prohibits sexual contact or relationships between adults and students and sexual harassment of any kind. While the school must comply with state and federal laws dealing with sexual harassment, our policy also seeks to educate members of the community about the nature of sexual harassment and to do whatever we can to prevent it from occurring.

Sexual Harassment is defined as sexual advances (either verbal or physical), requests for sexual favors and other verbal or physical conduct of a sexual nature which affects a student’s emotional well-being or interferes with a student’s academic performance or participation in co-curricular or extracurricular activities, or which has the purpose or effect of creating an intimidating, hostile, or offensive learning or social environment.

By the same token, harassment of an adult by a student or by another adult may have legal implications. Sexual harassment of an adult occurs under the law when submission to such conduct is either an explicit or implicit term or condition of employment or any employment decision (e.g., promotion, training, timekeeping or overtime assignments, etc.); or the conduct has the purpose or effect of substantially interfering with an individual’s work performance, or creating an intimidating, hostile or offensive work environment.

The school is unequivocally committed to ensuring the safety and integrity of student growth. We actively educate each and every member of the school community about the proper roles and relationships that comprise community life. We set forth and seek every opportunity to talk about the importance of boundaries. We expect that the life experience of adults at the school will enrich the student’s learning experience. We place the student’s best interests above all other considerations.

**Identifying Sexual Harassment**

Sexual harassment can take various forms, many of which violate state or federal laws. Not all forms of sexual harassment may be readily apparent to every member of the community. It may be direct and overt, or it may be subtle and ambiguous. It may be behavior that is repeated, or it may be behavior that occurs only once. It is not social or courting behavior between equals, but rather the assertion of power over another individual that puts that individual at a disadvantage.

It is the responsibility of all members of the community to ensure that their words, actions and interactions with others always reflect the intent to promote respect and trust. Attempts to justify such behavior as a “prank” or “joke” do not change its harassing nature if the object of the joke is not a willing participant. Whatever the basis for the harassment, it is prohibited.

When trying to identify whether behavior is “harassing,” it is crucial to distinguish student-to-student interactions from sexual intimacy between students and adults, which is always prohibited. Physical contact between students that is intended and perceived by those involved as positive, healthy, and appropriate to their age and experience is likely to occur. However, inappropriate physical relationships between students are described and prohibited in the school’s written expectations of students.

When these behaviors occur between an adult and a student, it is irrelevant whether the behavior is welcome or unwelcome. There is no circumstance in which these behaviors between adults and students are permissible. The following behaviors are examples of harassing behaviors. The list is suggestive rather than exhaustive, and members of the community should seek advice and assistance in any circumstance in which they are made to feel uncomfortable by the behaviors of another.

Some examples of harassment are:

- Physical assault, including rape or any coerced or non-consensual sexual relations whether in a pre-existing relationship or not
- Sexual advances, whether they involve physical touching or not
- Sexual physical contact
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another’s body
- Discussion of one’s own sexual experiences or activities, or inquiries into one’s sexual experiences or activities unless appropriate to medical, counseling or disciplinary situations...
The Shield 2017-2018

It is important to bear in mind that stricter standards of behavior than those provided by law may apply under the policies of the school in order that we may prevent inappropriate verbal and physical conduct. The school reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if the school determines that it is of sufficient severity to warrant disciplinary measures or other remedial action. Conduct need not meet the legal definitions of harassment, discrimination, hazing or bullying to violate the school's expectations for appropriate behavior and be actionable.

Prevention

The school is committed to providing the healthiest possible school environment for all members of our community. As such, the school regularly engages students, faculty and staff in opportunities to understand and put into practice community standards and expectations.

Training for students, faculty and staff that is specific to harassment, discrimination, bullying, hazing and sexual harassment is provided at regular intervals at developmentally appropriate levels each school year. The aim of such training is to prevent such behaviors from occurring and to equip community members with the understanding, skills and support to adequately respond to such instances should they occur.

Training occurs for groups of students and employees around particular topics. The school may also require individuals to attend such training to improve their understanding of the issues surrounding harassment, discrimination, bullying, hazing and sexual harassment and the importance of preventing such instances. Information is always available through the Office of the Dean of Students and the Human Resources Office. In addition, the school works closely with attorneys and health care professionals who can provide additional information and training to members of the school community when needed.

Reporting Complaints

The school will not tolerate and responds vigorously to any reported harassment, discrimination, bullying, hazing or sexual harassment of students, faculty, staff or family members of employees residing on the grounds by members of the community, vendors, contractors, other third parties having agreements or other contacts with the school, supporters of the school (donors, volunteers, alumni, parents) and/or visitors to the school.

Even when students or adults are not certain about whether they have been subject to or witnessed harassment, discrimination, hazing or bullying, it is important that the behavior be reported. We care and protect those who come forward when they feel they are ready to do so.

Any individual who believes that she or he has been subject to discrimination, harassment, hazing or bullying may consult with the Head of School, the Director of Counseling, the Human Resources Manager, the Dean of Faculty, the Dean of Students, another trusted adult, the police or an anonymous hotline.

Hostile Environment

A hostile environment is one in which discrimination, harassment, hazing or bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation

Retaliation is any form of intimidation, reprisal or harassment directed against a student who reports discrimination, harassment, hazing or bullying; provides information during an investigation of such behavior; or witnesses or has reliable information about such behavior. All members of the St. George's community should understand that behavior which may not specifically be intended to be retaliatory may be perceived as retaliatory by the target. As such, careful attention must be paid to interactions with those who have made reports or participated in investigations under this policy.

Retaliation against any individual for reporting violations of the policy, whether by the object of the complaint or someone else, will not be tolerated and will be subject to the same strict discipline as harassment, discrimination, hazing or bullying itself. Each retaliatory offense will be investigated and sanctioned separately. Individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses or investigators, will also be protected from retaliation under this policy.

Legal Definitions and School Policy

It is important to bear in mind that stricter standards of behavior than those provided by law may apply under the policies of the school in order that we may prevent inappropriate verbal and physical conduct. The school reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if the
Any member of the faculty or staff who witnesses or otherwise becomes aware of discrimination, harassment, hazing or bullying in violation of this policy or who becomes aware of retaliation against a student who provides information concerning a violation of this policy is required to report it immediately to the Dean of Students, the Dean of Faculty or the Human Resources Manager. Such reporting does not discharge the obligation of the faculty or staff member to report actions covered by reporting laws to the appropriate legal authority. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of harassment, discrimination, hazing, bullying or retaliation.

An individual who needs to report an incident of harassment, discrimination, bullying, hazing or sexual harassment may contact the Head of School, the Director of Counseling, the Human Resources Manager, the Dean of Faculty, the Dean of Students, another trusted adult, the police or an anonymous hotline.

Response to Complaints
While the school cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the school releases information concerning complaints of harassment, discrimination, hazing, bullying and retaliation only on a need-to-know basis, such as to conduct a comprehensive investigation or to ensure that the requirements of this policy and applicable law are met.

Once a report of harassment, discrimination, bullying, hazing or sexual harassment involving students is made, the Dean of Students, the Director of Counseling, the Dean of Faculty and/or the Human Resources Manager will typically investigate the reported incident. In some cases, the Head of School may ask other administrators or an outside investigator to help conduct the investigation. In other cases, if it is determined that no investigation is necessary, the case would be handled by the Dean of Students Office and/or the Dean of Faculty.

False Charges/Cooperation In Investigation
Because allegations of discrimination, harassment, hazing or bullying are serious and can be damaging to the accused persons’ reputations, any person who knowingly, maliciously or recklessly makes a false complaint will be subject to severe discipline. In addition, because candor and honesty are essential to the investigation and remediation process, they are required of all participants, including third-party witnesses.

The withholding of any material information, in an investigation, even to protect someone, by complainants, witnesses and/or the accused party is prohibited. Students are expected to cooperate fully in an investigation conducted by the school; failure to demonstrate such cooperation will lead to disciplinary action. Abuse of the process, including falsifying information, will result in discipline being imposed, up to and including dismissal from school.

Records
Following disposition, all records of complaints will be retained by the Dean of Students or the Human Resources Manager, as applicable, and by the school’s attorney. These records will be accessible on a need-to-know basis only.

Child Abuse and Neglect Reporting
The school is dedicated to the goal of protecting its students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect. The school will work cooperatively with all agencies responsible for addressing child abuse and neglect, including the Department of Children, Youth and Families (DCYF) and the police. Under Rhode Island law, all school employees are required to report suspected abuse or neglect of children under the age of 18. Under school policy, any school employee who believes that a report should be filed with the DCYF is also required to inform the Head of School or the Head of School’s designate.

Child abuse and neglect includes verbal abuse, physical abuse, acting or failing to act in a way that puts a child’s welfare and health at risk, sexual abuse, sexual exploitation (including prostitution and pornography), excessive corporal punishment, abandonment, failure to provide the minimum degree of care or proper supervision and failure to provide adequate food, clothing, shelter or medical care.

The school takes seriously all reports of child abuse, whether reported to occur at school or outside of school, and will report all cases to the appropriate authorities. If a student or parent believes that the student has been subjected to child abuse or neglect by a school employee, or if the student or parent suspects or witnesses any incident of child abuse or neglect by a school employee, the student or parent should contact the Head of School or any other administrator to report such incident.

Electronic Communications and Acceptable Use
The following policies and guidelines outline the standards for acceptable use of institution technology resources. This includes, but is not limited to, campus equipment, software, network, data and communication devices. Each member of the St. George’s School community is required to act in respect of these policies and guidelines and always abide by the standards outlined for acceptable use. Those who do not comply will face suspension or termination of system privileges in addition to the appropriate disciplinary measures.
St. George's provides and maintains computing and communication technologies to support the education of its students and the teaching and administrative responsibilities of its faculty and staff. Access to our network is a privilege that is granted to members of the school community as long as they use it responsibly. St. George's retains all rights to monitor network use and user accounts. Users should not have expectations of privacy. Educational and research activities on our network have the highest priority.

Users are expected to understand and abide by the rules for use of technology at St. George's School. All school rules, particularly those pertaining to dishonesty, bullying and harassment, are applicable to the use of computers, telephones, mobile devices and other related technologies. If a student's infraction involves the breaking of a major school rule, it will be dealt with under the guidelines for the Honor Code. For some infractions, a student's computer, personal equipment, or network access may be restricted, confiscated or denied.

Bullying/Harassment: St. George's School has a zero-tolerance policy concerning cyberbullying and harassment. Electronic harassment of any kind (e.g. personal email messages, websites, community posts, voice mail messages, texting, social media, etc.) will be treated as a violation of the Honor Code and dealt with accordingly.

Inappropriate Materials: Accessing or distributing materials from the dark web, drug content, pornographic material, and/or any other material inappropriate for a school environment are considered violations of school rules. Furthermore, making public or disseminating any material pertaining to the dark web or that is drug, pornographic, violent or otherwise harmful will be treated as harassment. Disseminating the Internet address of sites containing such material may also result in disciplinary action.

Intentional Negligence: Knowingly engaging in, or promoting in any way, any activity that might damage the operating systems or the data stored on any computer, removing or modifying system files, or disrupting any network services will result in disciplinary action. This includes intercepting or monitoring any network communications, creating and/or disseminating software deemed harmful to the network operation, or finding ways to compromise or circumvent any network security or restrictions.

Network: Users have access to the school's wireless network. This network is available in all classroom buildings, Library, Campus Center, dormitory common rooms and many outdoor locations. Students are absolutely prohibited from setting up personal wireless access points, mobile hotspots, wireless printers or any other ad hoc networks in their dorm rooms as they will interfere with the school network.

The St. George's School network and its connection to the Internet are solely for the purposes of education and limited personal use. Selling access to St. George's School resources, and/or engaging in commercial activities that use any part of the network is theft. Hosting for personal use, including but not limited to game servers and web servers is strictly prohibited.

Content Sharing & Storage: Students are expected to have all file sharing disabled on their computers when connected to the network. This includes illegal folder and music sharing, bit torrent sites/applications, etc. Students are provided with cloud/network storage. This can be used to backup academic-related data. We recommend all students purchase an external storage drive 250GB or larger for running scheduled backups of their personal data.

Email Etiquette: All email communications and postings are expected to be in good taste at all times. Understanding that a wide variety of members of our community have access to these public resources, students must not create or send messages with inappropriate language, pictures or innuendo. It is a violation of the Honor Code to access, attempt to access or copy another user's electronic mail.

Copyright: Members of our community are expected to follow all copyright laws as they pertain to the downloading, copying or distribution of commercial software and copyrighted media (movies, music, etc.). Violators could suffer legal consequences as well as jeopardize the school's reputation. St. George's will not install school licensed software on personal devices.

Safety: Never give out personal information (address, phone number, etc.) over the Internet to someone whom you do not know. Students, faculty and staff are expected to keep their passwords private and protect the security of their computers/data. Users are also required to change their passwords semi-annually, when instructed by the Technology Department. Passwords are never to be written down. All devices should be password-protected, including but not limited to laptops, mobile phones and personal tablets. If you believe your password information has been compromised, change it immediately and speak with a Technology Department staff member.

Privacy: St. George’s School reserves the right to examine material stored on or transmitted through its facilities, if there is a potential violation of our acceptable use policy or legal violation. Access to electronic data will be granted to technicians or administrators in order to address issues, perform maintenance or respond to an emergency situation. These designated staff members will not access electronic data unless necessary and will respect the privacy of those users.
The school expects that its users will only access files and messages that belong to them, and that messages “from” a particular person’s username were indeed created by that person. Obtaining a password that belongs to someone else, posting a message under someone else’s name or using someone else’s network privileges to access files, school systems or email is a violation of the Honor Code. Changing or “spoofing” the computer name, IP address or MAC address is also considered dishonest under this policy.

Social Media/Networking: Social Media offers a wide array of tools that students use in order to stay connected with family and friends. This includes, but is not limited to Facebook, Twitter, LinkedIn, YouTube, Snapchat and Instagram. Increased access to technology also offers distractions from academic and personal engagement on campus, and therefore we encourage students to limit their time on social media during the school day.

Technology (Laptop) Program: Throughout their tenure at St. George’s, students must be prepared to use their school-issued computer any time a teacher requires them to do so. Therefore, it must be maintained in working order, with all pre-installed SG software. If your laptop is not in working order, visit the Laptop Shop immediately. Students may not dismantle their laptop hardware or allow uncertified individuals to service their machines as this will void their extended warranty. Deleting programs, changing the operating system or installing programs that make the machine unusable, will force the technology staff to return your computer to its original condition. Selling your school-issued computer and SG licensed software during your tenure at St. George’s is considered a violation of the Honor Code and will result in the appropriate disciplinary measures.

Laptop Shop: Students must seek assistance from the Laptop Shop when problems first arise. We strive to provide our students with a comprehensive support environment, offering in-house repairs for school-issued Lenovo and Apple computers. We will assist students with hardware warranty repairs, insurance claims and remedy issues with software applications and network connectivity. All computers must be running the English language version of the operating system. The Laptop Shop is located on the second floor of the Brown Center and is open weekdays from 7 a.m. - 4 p.m. The Laptop Shop sells Ethernet cables, power cords and other peripherals for our school-issued Lenovo and Apple computers only. Charges are applied to the student's SG account. Accessories for personal computers are not supplied by the Laptop Shop.

Lost/Stolen Equipment: Students are responsible for reporting lost or stolen school-issued technology immediately. Reports should be submitted to the Technology staff and Campus Safety. Technology staff manage the insurance claim process for students. Students are required to provide the appropriate documentation/police reports for stolen laptops.

Mobile Device/Phone Policy
While recognizing the value of mobile technology and communication, St. George’s is committed to creating a welcoming environment in which our community members actively interact with each other and guests. In an effort to promote personal engagement, the school asks that all community members adhere to the following expectations:

- All student mobile phone numbers must be registered with the Dean of Students Office.
- Mobile devices including but not limited to phones and wearable technology should not be in use during school activities (classes, chapel, performances or lectures, study halls, meals, etc.)
- Whether for calls, texting or emailing, mobile phones should be used only in quiet spaces, where their use will not deter from or interrupt others’ personal interactions.
- Students are expected to password protect their mobile devices to avoid data/privacy issues in the event a device is lost or stolen. It is highly recommended that students employ a location-based tracking solution (i.e. Find My iPhone) to more easily recover lost devices. Those students who connect their phones to SG Google accounts will abide by our mobile device management policy including device encryption and specific passcode requirements.

Students who violate this policy will, at a faculty member’s discretion, be disciplined and possibly have their device confiscated for an appropriate period of time. Repeated violations will lead to campus restriction and longer periods of confiscation.

Sexting
The school prohibits students from using technology devices (whether owned by the student or the school, and whether through use of the school’s network or outside of the school’s network, and whether used on or off campus) to send any written message or image that contains explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as “sexting” with or without consent). Rhode Island law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors and prohibits a minor from transmitting an indecent visual depiction of himself or herself to another person; the school is be required by law to contact local authorities should any student violate this policy.

Tobacco Policy
In compliance with state regulations, smoking is not permitted on the St. George’s School campus. The possession, use, purchase or
distribution of tobacco or nicotine delivery devices and systems, is strictly prohibited. This includes e-cigarettes and all oral tobacco products. Vaporizers, hookah pens and other devices that can be used to consume various substances are classified as “paraphernalia,” and are addressed in our “Use of Drugs and Alcohol” policy.

Consistent with the school’s commitment to healthy behavior and decision-making, counseling and education about the health-related consequences of tobacco use (and its more modern equivalents) may be required if the school is concerned about a student’s use of these products.

All tobacco/nicotine violations will result in a room search by the Dean of Students office.

The school’s typical response to students’ use of tobacco products is as follows:

• First offense: Student receives a Letter of Concern shared with parents and advisor, Saturday night Room Restriction, Sunday Morning Detention/Community Beautification, one week of Campus Restriction, required evaluation with the school physician (outside/home dentist if chewing tobacco), required evaluation with one of the school’s counselors.

• Second offense: Student receives a Formal Warning shared with parents and advisor, Saturday night Room Restriction, Sunday Morning Detention/Community Beautification, one week of Room Restriction, two weeks of Campus Restriction.

• Third offense: Appearance before the Honor Board for failure to meet Community Expectations

• Additional subsequent infractions of this policy would result in an additional appearance before the Honor Board for consideration of dismissal.

Use Of Drugs and Alcohol

Students may not use, possess, bring to campus, purchase or distribute alcohol, or other unauthorized mind-altering drugs or substances, and/or any paraphernalia associated with the use of these items including hookah pens, vaporizers and any other delivery systems, and may not intentionally misuse products that can act as inhalants, while enrolled at the school. Students engaging in the use of these substances or devices will be found in violation of the school’s Honor Code and be subject to additional sanctions up to and including dismissal from school.

Students remaining present while others are violating this rule may also face disciplinary action. Furthermore, off-campus parties or comparable gatherings are a matter of concern for the school. Since the school’s concern for the health and safety of students extends beyond the bounds of the school’s campus, the school may take action with respect to inappropriate, illegal, unhealthy or dangerous behavior at the school or elsewhere, as it deems appropriate, in the school’s sole discretion.

Parents’ Role in Alcohol/Drug Abuse Prevention

Parents are expected to support the school’s drug, alcohol and tobacco policies. It is critical that parents reinforce the message that students’ use and/or possession of alcohol, drugs and/or illegal substances is not tolerated in this community.

The Dean of Students and Director of Counseling encourage conversations with parents and students on a variety of matters, including alcohol and drug-related issues.

Peer Concern

If students ever have a concern regarding a peer’s safety, health or well-being they may bring it to any faculty member or administrator, including a dorm parent, advisor, the Director of Counseling and the Dean of Students. There is never a disciplinary response to a peer concern, nor are students ever placed into the random drug and alcohol screening process as a result of a substance related peer concern.

Similarly, a student who reports a peer concern will not be disciplined if s/he was also participating in the breaking of school rules as they relate to the peer concern. The student’s identity who reports a peer concern will be kept confidential and will never be revealed without that student’s permission.

Sanctuary — Drug and Alcohol Use Prevention

The school’s Drug and Alcohol Use Intervention Policy provides students with a way to access support around alcohol and substance abuse issues without concern that reaching out for help will trigger the disciplinary process. The use and abuse of alcohol and drugs can lead to serious health consequences, both short-term and long-term; as a way of letting students know that their health and safety are of paramount concern, the school encourages students to ask for help should they find themselves impaired, ill or struggling with substance abuse. Any student may invoke this policy on his or her own behalf, or on behalf of another student, simply by contacting anyone on the faculty, staff or administration at the school and using the term “sanctuary.” Sanctuary may be invoked due to the ill-effects of recent ingestion of a banned substance, chronic substance use or abuse or past use or abuse that may be impairing functioning at school. If a student is already involved in the disciplinary process because of alcohol or substance abuse, Sanctuary may not be invoked.
If a student invokes Sanctuary, it will immediately be determined whether medical attention is warranted, and the student’s parents, his or her advisor, the Director of Counseling and other necessary medical staff will be notified. Subsequently, it will be determined whether any follow-up evaluation or counseling is needed in an off-campus medical or substance abuse treatment program. In a case with such follow-up, off-campus evaluation or counseling, the student’s advisor and the Director of Counseling will be kept informed as appropriate. If lengthy follow-up is needed, the student may be allowed or required to take a medical leave of absence.

In all other cases, after admission, care and recovery, the student will have conferences with the school Physician and the Director of Counseling after which substance use counseling will occur and the student will be required to undergo regular drug and alcohol testing for the remainder of their St. George’s career.

Repeated offenses regarding the use of drugs or alcohol by any student, whether the incident is disciplinary in nature or results in the invoking of the Sanctuary policy, will result in a school-directed medical leave. The duration of such a leave will be determined by the scope and scale of a student’s use and what is in the student’s best interest for addressing their substance use.

Drug Testing
A student suspected of using illegal drugs or alcohol may be tested by the Health Center at the request of the Dean of Students/Dean on Duty, at the request of the student involved or one of his or her parents or as part of a medical evaluation by the school physician at any time.

In a disciplinary situation the school may require drug/alcohol testing. Test results will generally be reported to the Health Group, the Dean of Students, to the student involved, to the student’s faculty advisor and to the student’s parents. Drug testing information may be used in disciplinary action.

Students who are being drug tested are required to provide samples while in the presence of a Health Center staff member. Techniques used may include, but are not limited to, saliva testing, breathalyzer, urine testing, hair analysis and blood tests. A student’s attempt to tamper with the drug testing procedures and/or results will likely result in an automatic presumption of a positive test and the student will generally be immediately referred to the Dean of Students for further questioning. If a student refuses to take a drug or alcohol test, the school may consider this to be a positive test.

If a student is involved in a disciplinary case resulting from the use of alcohol and/or drugs and is not dismissed from the school, the student will generally be required to participate in substance use evaluation and be required to undergo regular testing for drugs and/or alcohol for the remainder of the student’s enrollment at St. George’s. The regular drug screening test will be performed in the Health Center under the supervision of a Health Center staff member.

The cost of the substance use evaluation and drug testing will generally be billed to the parents, who may submit the bill to their health insurance company.

Statement on Consensual Sexual Behavior
St. George’s School recognizes that the desire to be intimate with another person can be a normal part of human development. At the same time, given the complicated personal emotional and legal issues surrounding sexual intimacy, the school does not endorse or condone intimate sexual activity among students on campus.

Through our Community Life Programs, Counseling Services and the Health Center we seek to support and educate students in making wise individual decisions, while providing accurate information about sexuality and sexual behavior. We cover a range of topics with students, including Rhode Island laws regarding consent, reproduction, contraception and sexually transmitted infections. Students who would like to talk about the meaning of sexual intimacy in a relationship, or students who are in a situation where sexual activity has taken place and want to report or discuss the situation, should talk with a trusted adult or a member of the school’s Health Group so that appropriate support may be given.

Public Spaces/Misuse of Public Spaces
Since the campus, by its very nature, is a shared public space, there is no place on campus that is appropriate for sexually intimate activity. Misuse of public space of any kind may result in students being restricted from that area for a period of time, and continued misuse of that space may result in disciplinary action.

Students who are discovered by faculty or staff engaging in intimate sexual activity on campus will be referred to the Director of Counseling, who may meet with the students individually and will typically notify the students’ advisor(s) and parents. Students who are found misusing public space will also be required to meet with a Dean from the Dean of Students Office to discuss consequences. Local authorities may also be notified when necessary.
Consequences for misusing Public Space are as follows

Visitation
First Offense:
- Student will communicate the details of their misuse to their family
- Family will communicate, via phone, with the Dean of Students office
- Student receives a Letter of Concern
- 7 days of Dorm Restriction
- Loss of Visitation privileges for 14 days

Second Offense:
- Student will communicate the details of their misuse to their family
- Family will communicate, via phone, with the Dean of Students office
- Student receives a Formal Warning
- 7 days of Campus Restriction and 14 days of Dorm Restrictions
- Loss of Visitation privileges for 30 days

Third Offense:
- Appearance before the Honor Board for failure to meet community expectations

Non-Visitation
First Offense:
- Student will communicate the details of their misuse to their family
- Family will communicate, via phone, with the Dean of Students office
- Student receives a Letter of Concern
- 7 days of Campus and Dorm Restriction (no visitation)

Second Offense:
- Student will communicate the details of their misuse to their family
- Family will communicate, via phone, with the Dean of Students office
- Student receives a Formal Warning
- 14 days of Campus and Dorm Restriction (no visitation)

Third Offense:
- Appearance before the Honor Board for failure to meet community expectations

Inappropriate Items/Weapons
Students are not allowed to have items at school that pose a risk to oneself or others or will disrupt some aspect of the school day (e.g., matches, lighters, slingshots, water pistols, pagers, etc.). If in doubt about whether something is allowed, we expect students to ask a teacher, their advisor or dorm head or the Dean of Students; students are expected to exercise good judgment about such matters.

Unless authorized or permitted by applicable law, the school prohibits the possession of any firearm, imitation firearm, pellet gun, bow-type weapons, knife, Taser, or any other dangerous weapon, ammunition, or fireworks on campus, on any school-sponsored off-campus trip or excursion, or in any school vehicle. This policy applies to students, faculty, staff, applicants, alumni, parents and anyone else who enters the campus, regardless of whether the individual has a valid permit to carry a firearm.

Students may not create a fire hazard on campus, including, but not limited to, having an open flame of any sort, using a cooking appliance in the dorm, or tampering with or damaging fire safety equipment. Students should not be in possession of matches, lighters, candles or any other device that could produce a fire hazard.

Vandalism and School Keys
Vandalism is defined as the intentional or malicious destruction or damage to another's property, and is prohibited. The school will not tolerate vandalism of school or personal property or the unauthorized possession or use of school keys. This prohibition includes entering a locked room or building, tampering with another student's lock or misusing locks on dormitory doors (including locking oneself in a room).

Room Searches
Dorm rooms and day student spaces are the property of the school. Students exercise control over their space from other students, but not from the school and its officials. As a result, the school, as well as law enforcement officials, have the right to search lockers/dorm rooms/day spaces to ensure school safety and the students' welfare, including, without limitation, to determine if students are harboring stolen property, weapons, or illegal or dangerous substances; school and law enforcement officials have the right to seize such items or other items that jeopardize the safety of the students or the building or constitute health hazards. The school also may conduct random searches of school dorm rooms or day spaces throughout the year. The school may also search students' backpacks, purses and other similar items if the school suspects a student may be violating the law or breaking a school rule.

School Logo Policy
The St. George’s School Communications Office works hard to present a consistent image of the school both within and beyond our school community. Every member of our community can play an important role in helping to protect and promote a positive image for St. George’s. Below are guidelines that the school expects the community to follow:
• Any use of the school’s name, logos and/or likeness, or any variation of these must be approved by the Communications Office.
• The production of any products insinuating an association with or promotion by the school, including clothing or printed materials, must be approved by the Communications Office.
• Use or dissemination of school photography or video must by approved by the Communications Office.
• The creation of any Internet site or social media account that uses the school’s name, logos or likeness requires the consent and guidance of the Communications Office.
• Correspondence related to school matters with large groups of St. George’s community members (more than 20), either through printed material or electronic mail, requires the consent and guidance of the Communications Office.

Drone Policy
In order to comply with federal, state and local laws, and for the safety and privacy of the St. George’s campus community, the use of drones anywhere on or above the campus is prohibited, except in the case of professionals who are fully licensed according to state guidelines, and approved by the Director of Campus Safety. In all cases, professionals must provide proof that the operator is fully trained, insured and that the drone is registered fully with the Federal Aviation Administration. The SG community will be notified in advance whenever there is an approved drone in use. Students are prohibited from bringing drones to campus.

Helmets
Due to the hills, curves and lack of a shoulder, Middletown roads in the vicinity of St. George’s campus are not safe for rollerblading, skateboarding or longboarding and, as a result, students are not permitted to skateboard, longboard or rollerblade off campus.

While students may safely skateboard, longboard and rollerblade on campus, these activities are not free of risk. Students, regardless of their age, are required to wear a helmet while skateboarding, longboarding or rollerblading on campus. Helmets must fit properly and be secured at all times while participating in these activities. Students are also required to wear helmets when riding a bike on and off campus.

Students who violate this policy may forfeit their equipment to the Dean of Students for a period of time, to be determined by the Dean of Students.

Gambling
The school prohibits gambling of any kind, including gambling over the Internet.

V. Daily Life at School
Advising and Faculty/Student Relationships
The relationships that students develop with our faculty and staff are an important aspect of their experience. In an effort to ensure that students feel support from adults on campus, in addition to their teachers, coaches and dorm parents, students are assigned to a Faculty Advisor who serves as an important mentor and guide. Students may also seek advice from any faculty member.

Faculty Advisors
New students are assigned to a faculty advisor before school begins in the fall. These advisors are an invaluable resource for both parents and students regarding any concerns or questions they may have. Advisor/advisee meetings take place on a weekly basis. Parents may telephone or email a student’s advisor to discuss any questions regarding a student’s life at St. George’s (such as homesickness), academic struggles, personal issues or general adjustment issues. Parents should inform the advisor of any details that may affect the student’s experience at the school, including if something is going on outside of school (injury over vacation, sick grandparent, close friend moved away, etc.).

While advisors are assigned, students and parents who wish to explore an advisor change are encouraged to speak directly with the current advisor about a possible change or contact the Dean of Students Office. Advisor change requests are considered throughout the year on a case-by-case basis.

Dorm Head/ Dorm Parents
Each dormitory at St. George’s has at least four dorm parents. These adults share in the responsibility of caring for our students in the dormitories and work to create positive, home-like experiences for our boarding students. One resident dorm parent in each dorm serves as the dorm head and should be the point of contact for parents should residential questions or concerns arise. Dorm parents work closely with dorm prefects, student leaders within the dorm, to encourage a healthy and fun living experience in our dorms.

Day Student Advisor
The Day Student Advisor is typically a member of the Dean of Students Office and serves as the contact person when there are specific questions or concerns relating to the day student experience. The Day Student Advisor will work closely with the Day Student Prefects to promote a clean and healthy environment in the day spaces.
Day Students
Day students, like all of our students, are expected to live by St. George’s standards of behavior, while on and off campus. When at home, students are under the supervision of their parents, but we recommend that parents adopt a similar structure of study times and lights out as is used for the school’s boarding students.

Day students with cars are expected to ensure that they follow all expectations with regards to driving, parking and permissions. Specific details can be found in the “Driving Privileges” section of The Shield on p. 30.

Day Student Study Space and Lockers
Day students are assigned a study space and locker. The degree to which day students take advantage of this space is the day student’s choice. However, day students are expected to take care of these spaces as follows:

- Maintain a study atmosphere during the academic day.
- At all times, the space should be reasonably clean, neat and organized. Common spaces, hallways and restrooms should also be neat and clear of personal items.

Day Prefects, Dorm Parents and the Day Student Advisor will conduct regular inspections of the space to ensure compliance with these standards.

Day Student Prefects
Day Student Prefects advocate for the day student body and help to monitor the well-being of the students that they are directly responsible for in their day spaces. The duties of Day Student Prefects are designed to help establish relationships, facilitate a productive environment, and ensure the safety and wellbeing of other students, and include:

- Inspect day spaces twice a week and report back to the Day Student Advisor;
- Maintain a healthy and cooperative environment;
- Attend and participate in monthly Prefect meetings; and
- Help organize and coordinate Day Student events.

Evening Study Hall – Day Students
Third-Form day students have the option of signing in to study on the top floor of the library at 7:45 p.m., Sunday through Friday, for a study hall that will be monitored by a faculty member on duty. Beginning in January, per our Study Hall travelling policies, Third-Form day students in good academic standing, as determined by the Dean of Academics Office, may, with a note from a teacher, work on other floors of the Library, in the Academic Center, or the Art Center for one hour.

Fourth-Form day students have the option of signing in to study on the top floor of the library at 8 p.m., Sunday through Friday, for a study hall that will be monitored by a faculty member on duty. After the first trimester, per our Study Hall travelling policies, all Fourth-Form day students in good academic standing may work in all floors of the Library, in the Academic Center or the Art Center.

Fifth-Form day students have the option of signing in with the faculty member on duty in order to study on any floor of the Library from 8-10 p.m., Sunday through Friday. After the October grading period, per our Study Hall travelling policies, Fifth-Form day students in good academic standing may study in the Library, Academic Center, or Art Center, or, in co-ed common rooms with permission from the Dorm Parent on duty.

Sixth-Form day students may study quietly anywhere on campus.

In order to limit the distraction caused by students departing for the evening, it is our hope that all day students who choose to stay for evening Study Hall will leave as close to either 9 p.m. or 10 p.m. as possible to mirror Study Hall transition times.

Evening Study Hall – Boarding Students
Study Hall begins at 7:45 p.m. for Third-Form students and 8 p.m. for all other Forms and runs to 10 p.m. Each Form has its own specific rules with regard to Study Hall, as outlined below:

- Third-Form boarding students are required to check-in at their dorm at 7:45 p.m., Sunday through Friday evenings, and study in their rooms with their doors open. Beginning in January, if a Third-Form student is in good academic standing and has written permission from a teacher to work on a specific project in the Academic Center, Art Center if student is enrolled in an art class, or Library, he or she may be allowed to travel with a note to these locations for one hour of Study Hall.
- Fourth-Form students are required to check-in at their dorm by 8 p.m., Sunday through Friday evenings, and study in their rooms with their doors open. After the first trimester, students in good academic standing are generally allowed to study with their doors closed and/or travel to the Library, Academic Center or Art Center if student is enrolled in an art class, with a written pass.
- Fifth-Form students are required to check-in at their dorm by 8 p.m., Sunday through Friday evenings, and study in their rooms with their doors open. After the October grading period,
students in good academic standing are generally allowed to study with their doors closed and/or sign-out to the Library, Academic Center and Art Center if student is enrolled in art class. With the permission from the faculty member on duty, Fifth-Form students are also allowed to study in co-ed common rooms.

- Sixth-Form students are required to check-in at their dorms by 8 p.m., Sunday through Friday evenings, and, as long as they are in good academic standing, are generally free to study quietly anywhere on campus. Sixth-Form students are required to return to their dorms to check-in by 10 p.m.

Chapel
St. George’s Chapel, gift of John Nicholas Brown ’18, is regarded as one of the most notable school chapels in the nation. Its connection to the school’s academic building is symbolic of the linking of intellectual and spiritual development in the mission of St. George’s.

Chapel services offer the school community an opportunity to be together and to reflect on individual and collective experiences. A 55-minute Episcopal service of Morning Prayer, led by one of the school’s chaplains or a visiting scholar or religious figure, is generally conducted on Thursdays. A shorter service, which typically occurs on Tuesday mornings, provides an opportunity for students or faculty to talk or perform before the community. Students of all religious faiths and backgrounds are welcome in chapel and are required to attend Tuesday and Thursday services. Students may participate in prayers and religious rites to the degree that they are comfortable. On the weekends, students may choose to attend their own services in the local area. The school makes every effort to provide transportation for services in town.

The Chapel is a sacred and historically significant space. Students are expected to respect the space, services and experiences of others at all times. For example, chewing gum, using a cell phone or other device, or bringing food or drink into the Chapel is inappropriate. Students are expected to adhere to the school’s dress code. In some cases, Formal Dress will be required for Chapel; otherwise, Class Dress is appropriate for Tuesday and Thursday services. Hats should be removed before entering the Chapel.

School Meetings, Lectures and Assemblies
All-school gatherings are held frequently. Whether it is our bi-weekly assemblies, chapel services, lectures or performances, St. George’s prides itself on being a welcoming and respectful community that engages thoughtfully and appropriately with these community gathering. Many of these are devoted to the opportunity to watch other members of our community perform, and on occasion, we are also fortunate to be able to welcome visiting speakers and artists. Every student is expected to arrive at these school commitments promptly and to exemplify mature, supportive and appropriate audience behavior throughout the lecture, assembly or performance.

School Delays/Cancellations
Since most of our students are boarding students, St. George’s does not typically suspend or cancel classes due to weather. The school has made arrangements to broadcast cancellation notifications via the Internet, radio, and television and will also typically email the school community regarding changes to the school’s schedule. The school encourages day student families to make their own decisions about safety regarding road conditions and driving to school when the weather is bad. Parents are responsible for contacting the Dean of Students Office should a student be absent or late due to inclement weather.

The Hamblet Campus Center
Most entertainment, activities and events for students at St. George’s School take place at the Hamblet Campus Center (HCC). Our Campus Center is the centralized gathering venue for students, staff and faculty. The HCC has a multimedia entertainment system, wireless hub for laptop computer usage, a recreational game room and a private conference room. The HCC is used for club meetings, group gatherings and as a place for students to socialize.

Food at School
King Hall
King Hall is the school’s main dining room and another central hub for community experiences. Students and faculty enjoy a relaxed atmosphere and appreciate casual dining throughout the day. It is common for meetings to occur over any meal, and faculty and students enjoy the chance to use this space as a place to unwind. The community culture at school emphasizes respect and personal responsibility and King Hall is a place where we work hard to maintain a tradition of consideration and civility. This means, everyone is responsible for picking up after themselves, returning dishes to the designated areas and cleaning up any litter.

Typically, dinner is served buffet style. Dress is informal, unless a school commitment (such as a community dinner, Chapel or Arts & Lecture Series) requires more formal attire. Community dinners occur periodically throughout the year. During community dinners, each form will be assigned to a certain location, which might include dinner at Merrick House, in King Hall and/or in the Campus Center. Regardless of location, students and faculty eat together in assigned seating, to encourage a strong sense of community.
The Shield 2017-2018

VI. Residential Life

Residential Life Mission Statement

The residential programs and policies of St. George's School have been established to complement the mission of the school. These programs and policies seek to promote the development of healthy, community-minded individuals who will acquire the life and social skills that will serve them both on the Hilltop and beyond. Our residential mission encompasses the following:

• Fostering Community: Create a safe, supportive and caring environment that enhances the community by teaching the importance and value of respect, responsibility, stewardship, personal integrity and health, and concern for others.
• Promoting Leadership: Train students to develop the personal and interpersonal skills, desire, character and self-confidence necessary to act as leaders.
• Appreciating Diversity: Encourage diversity within the school community by valuing the richness and interaction of individual and cultural differences and traditions.

Dormitory Life

Student life at St. George's fosters growth, development and learning over the course of an entire day and evening. Our residential program is more than just our dormitories; it is the way we live, play and conduct ourselves throughout all of our endeavors, striving to not only be better students, but also better members of our community.

Approximately 85 percent of our students and 90 percent of our faculty live on campus. Third-Form students generally live in their own dormitories with roommates, faculty members and with upper-form Dormitory Prefects. Other dormitories house upper-form students (Fourth-, Fifth- and Sixth-Form) with faculty members and upper-form dormitory prefects.

Our dormitories are places of study, rest, socializing and learning. Respect, patience and tolerance are key ingredients to any successful residential experience. The dormitory guidelines that follow are intended to support students in their growth and development and to create an atmosphere of respect for each other and each other's property. Each of our dormitories is overseen by a faculty dorm head, a faculty dorm parent duty team and a small group of student dormitory prefects. These members of each dorm team are responsible for the health, well-being, growth and development of dormitory residents.

The Hamblet Campus Center Grill

As a complement to the school's dining services, the HCC operates a café and grill. Members of the school community may purchase refreshments at the grill throughout the day and night at specified times, excluding dining hall hours. Transactions at the grill may be made in cash or with a debit account, which can be set up with the Finance Office.

Take-Out Food

In an effort to encourage students to eat healthy and balanced meals and to limit excessive spending, the school limits take-out food deliveries to campus. Students may not order food deliveries from off-campus vendors during the class day or evening Study Hall. Food deliveries must be made to the front circle. Under no circumstances may any delivery driver deliver food to the dorms or other locations on campus, unless specifically directed by a faculty member.

Dining Out

If students have no school commitments, they may eat out Saturday lunch and dinner and Sunday breakfast and lunch. Students are expected to follow off-campus and campus sign-out rules. Students with an invitation for a meal off-campus at other times may request special permission from the Dean on Duty.
Each spring, returning students participate in a room selection process for the following year. The process takes into consideration students’ leadership positions, especially those students chosen as dormitory prefects for the coming year. New students are placed in rooms based on information from the school’s housing questionnaire and in consultation with the Admissions Office.

**Dormitories for 2017-2018**

<table>
<thead>
<tr>
<th>Dorm</th>
<th>Dorm Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third-Form Girls</td>
<td>Buell Sarah Mason</td>
</tr>
<tr>
<td>Third-Form Boys</td>
<td>Wheeler Colin Mort</td>
</tr>
<tr>
<td>Upperform Girls</td>
<td>Astor Sarah Mongan</td>
</tr>
<tr>
<td>Auchincloss Old School</td>
<td>Catherine Scholhamer</td>
</tr>
<tr>
<td>Twenty House West</td>
<td>Amy Dorrien-Trisci Julia Sabourin</td>
</tr>
<tr>
<td>Upperform Boys</td>
<td>Arden Jeff Dwyer</td>
</tr>
<tr>
<td>Diman East Eccles</td>
<td>Xander Jones George Briggs Ed McGinnis</td>
</tr>
</tbody>
</table>

**Student Prefects**

In addition to the faculty, Fifth- and Sixth-Form Dormitory and Day Prefects have a supervisory role in each dormitory. They are considered leaders and role models for students on campus. In addition to serving as mentors, guides and resources for their fellow dormitory residents, Dormitory/Day Prefects help with the daily responsibilities and logistics of creating a structured, supportive residential environment. Dormitory/Day Prefects undergo training prior to and during the school year, meet regularly with their Dorm Head and play a general leadership role in the St. George’s community.

**Dormitory Guidelines and Expectations**

Dormitory living brings joys and sacrifices. Respect for the needs and preferences of others (both students and adults) is fundamental. Relative quiet is expected because one student’s break to play music might coincide with a neighbor’s term paper or a faculty baby’s nap. Below are a few guidelines, to highlight dormitory expectations.

**Consideration, Cleanliness and Care**

- Everyone is responsible for maintaining the cleanliness of common rooms and public areas.
- Students are expected to keep their dorm room tidy and in accordance with the school’s standards.

- Formal room inspections take place on a regular basis. During room inspections, dorm parents look for general order and cleanliness, including but not limited to, a made bed, a picked-up floor, clothing properly put away, an empty wastebasket and a desk that has space to do school work.
- Sports activity belongs outdoors or on our athletic facilities, not inside our residence halls. Athletic equipment should not be kept in dormitory rooms, corridors or common spaces.
- Any food in a dormitory room should be kept in a sealed, air-tight container.
- Pets of any kind, except fish, are not allowed.
- Borrowing without permission is stealing, no matter how small the value of the object. Students may not take anything belonging to someone else without receiving permission from the owner.
- Dorm rooms are the property of the school. Pursuant to the school’s Search And Seizure policy the school may enter and/or search a dorm room and its contents if the school suspects a student may be violating the law or breaking a school rule.

**Furnishings and Safety**

We recognize that dormitory rooms are both relaxation spaces and work spaces. It is important for students to remember that we are primarily a school and this is reflected in our expectations regarding room furnishings and arrangements. The heart of these guidelines is to help ensure the safety and health of all members of our community.

- **School-Provided Furnishings**: The school provides a bureau, a desk (with a shelf and fluorescent tube light that sits on top of the desk), a desk chair, an extra-long twin bed with an extra-long twin mattress and window shades and screens. With the permission of a dorm parent, students are allowed to remove their desk chair and/or desk shelf from their rooms to dorm storage areas. It is the responsibility of the student to bring back such items to their rooms at the end of the year.
- **Security**: Rooms should be locked whenever unoccupied and valuables should be kept in a locked bureau drawer. Money or other valuables should not be left unattended. Passports and plane tickets may be locked in a file envelope maintained in each student's name in a safe in the Dean of Students Office.
- **Insurance**: The school does not insure any personal items. Before bringing any valuable items and electronics to school, please be sure to record the serial number under your family homeowner’s policy. School-issued computers distributed through our Technology Department may be covered under individual policies managed through the school’s Laptop Program.
• Refrigerators: Only Sixth-Form students and Fifth-Form dormitory prefects may have small refrigerators in their dorm room. Medical exceptions to the refrigerator rule may be granted only by St. George's School's Physician.

• Gaming Systems: Any use of televisions or gaming systems during the academic day, Study Hall or after lights out may result in confiscation of the system. Third-Form students are not allowed to bring console gaming systems to school.

• Monitors/Projectors: Computer screens should be limited in size and should not exceed 32 inches. Any video projectors must have an LCD bulb in order to adhere to the Fire Code.

• Appliances: Cooking appliances, space heaters, halogen lamps, electric blankets or any other device that may create a fire hazard are not permitted in dorm rooms.

• Fire Codes: Fire codes dictate the ways that furniture may be set up and what may be used for room decorations. In accordance with these codes:
  - The whole room must be visible from the doorway. Any barriers formed by furniture or fabric are prohibited.
  - Hangings, pictures and posters must conform to the Rhode Island state Fire Code, which permits very little paper or fabric on a wall. Dormitory Heads can provide students with information about these regulations.
  - No tapestries or posters may cover or block any heat or smoke detectors, nor can they cover a window.
  - No tapestries may hang from the ceiling.
  - No candles/open flames of any kind are allowed.
  - Bicycles: Bicycles may not be stored inside dormitory buildings or basement hallways or stairwells at any time. There are designated bike storage areas around campus that students may use. We encourage students to keep their bikes locked in a safe place at all times when they are not in use.
  - Fire Escapes: Students may not use fire escapes for daily exit or entry and should not be on the fire escapes or the roofs or attics of any school buildings at any time.
  - Borrowing happens: Please be sure to mark clothes and personal property with the student’s name. Parents should discuss with students how to handle borrowing. The general rule of thumb is respect and responsibility. Students are encouraged to respect their own things and those of others.
  - Common Spaces: Students are responsible for the condition of the common spaces in the dormitories. Hallways and stairways must be kept clear of personal belongings.

• Damages: Accidents can happen. Damage to any school property should be reported immediately to dorm parents. Generally, students are not charged for accidental damage when notice of damage is promptly given. However, deliberate or irresponsible destruction of school property will generally be repaired at the expense of the student(s) involved. If deliberate destruction of dorm common areas cannot be attributed to a specific student(s), the students who live in that dormitory may equally share the responsibility of the cost.

• End of Year: Students are responsible for the condition of their rooms at the end of the year. Dorm faculty will conduct a final room inspection before students depart campus; additionally the maintenance staff will inspect rooms in June. Any damage above and beyond normal wear and tear will be charged equally to room occupants. Students should report any pre-existing damage at the beginning of the year and make repair requests during the year through the dorm head to avoid unnecessary charges at the end of the year.

Safety and Security of Dorms
• Dormitories typically remain locked at all times. Students are issued electronic student identification/key cards that provide them access to dormitories by gender. Students are expected to carry their student ID with them at all times. Students will be charged to replace a lost student ID.

• Students are issued mechanical keys for their individual rooms. When not in the dorm room, students are encouraged to keep their rooms locked, in order to help ensure the safety of their belongings. Students will be charged to replace a lost room key.

• While the school encourages students to leave valuable property with their families, the bureau drawers in the dorm rooms have hasps. Students should bring padlocks to secure any valuables that they need to have on campus. Students understand that the school may access any items in a dorm room, including items in a lock box or padlock.

• Dormitory rooms may be locked only when no one is in the room.

• No one should ever be in anyone else’s dorm room unless the resident student is present.

• The school has security personnel on campus. Campus Safety’s responsibilities include helping to prevent strangers from entering the dormitories. Each student should also be aware of security. Taking mutual responsibility is essential in creating and preserving a positive and safe living environment.
**Fire and Safety Drills**

All dormitories hold multiple fire drills each year, including drills that stage exit obstructions and require students to be thoughtful on how to exit the dorms in an emergency. At the first sound of the alarm, each person is to move quickly and quietly out of the building according to a predetermined plan of exit. Attendance is taken outside the building under the supervision of the dormitory parent on duty and prefects. Fire drills are of obvious importance and are conducted more frequently if they have not been held to the satisfaction of school authorities. Drills for the entire school community to prepare for response to an emergency situation are also held each year. Students will receive instruction on how to prepare for such situations, the precautions that should be taken and how to respond to varied campus alert systems.

**Guests in Dormitory Spaces**

Guests and visitors to St. George’s are generally welcome to visit dormitory spaces. There are specific guidelines for different visitors to our dormitories and they are outlined below. It is important to note that visitors are expected to respect the privacy of other students and faculty members while on campus. The school may revoke any individual’s visitation privileges at any time.

**Student Visitation**: Students are generally free to visit each other’s rooms during specific times in the evenings. Both the student-host(s) and student visitor(s) are expected to sign in and out, face-to-face, with the dorm parent on duty. Once signed in, both the host and the guest should remain in the host’s room and observe regular open house rules. Doors must be kept open to 45 degrees and lights on at all times. Regardless of visitation, students must ensure they check back into their own dorms on time. The common rooms in Arden, Astor, Auchincloss, Eccles, East and West dormitories, as well as the Nash Common Room are co-ed spaces during the day (after 8:30 a.m. and until evening Study Hall). With special permission from the dorm parent on duty, Fifth- and Sixth-Form students may use these common rooms during Study Hall for co-ed study. For more information about Public Spaces and consequences for its misuse, please refer to the Misuse of Public Space section of The Shield.

Students may visit each other’s rooms during the following times:

- Sunday through Thursday night from 7:30-8 p.m.
- Friday night with Study Hall from 7:30-8 p.m.
- Friday night with no Study Hall from 7:30-9 p.m.
- Saturday night from 7-11 p.m.

**Alumni and other visitors** (except adult family members) are allowed in dormitories or day spaces of the opposite sex only during open houses or with the permission of the dorm parent on duty. These visitors are also not allowed in common spaces without permission. This policy applies to students’ college-age siblings unaccompanied by parents as well.

**Overnights on Campus**

Sleepovers are a common experience for our students, whether it is students from another dorm wanting to spend the night across campus, day students wishing to sleep over in the dorms or boarding students seeking permission to host a friend from another school. Sleepovers in the dormitory are only allowed on non-school nights. The student host is responsible for ensuring that their guest understands and follows all school rules.

The following guidelines help to ensure that our students are safe and encourage advance planning and clear communication.

**Weekend Sleepovers (for SG students)**

- Sleepovers may only occur when a residential faculty member is on duty and typically only on Saturday nights or over long weekends.
- All requests must be made before 8 p.m. Requests should be made through the dorm parent scheduled for duty in the dorm in which the sleepover is being requested.
- Day Students who wish to stay overnight are required to have their parents communicate with the dorm parent on duty or the Dean on Duty before 8 p.m.
- Boarding students who request to sleep in another dorm are required to have their dorm parent communicate (before 8 p.m.) with the dorm parent on duty in the dorm in which they are requesting to sleep.
- The Dean on Duty or a dorm parent may deny or revoke a sleepover request at any time, even after it has been approved.
- Periodically, and in accordance with the school’s overnights/special weekends policy, there are weekends designated as “No Sleepover” weekends. These weekends typically occur before exam periods or when the school deems it necessary for community well-being.

Permission for overnight visits of boarding students at day students’ homes must be arranged through the Dean of Students Office by noon on the Thursday before the sleepover.

If a student wishes to invite a non-SG guest to sleep over in the dorm, the guests must be high school aged, and the Dean of Students Office and the student host’s parent must approve all non-SG sleepover requests. The Dean of Students Office must generally receive written permission and emergency contact information from the guest’s
Weekday Sleepover Requests
Weekday overnights on campus are never allowed for boarding students and only possible for day students under special circumstances. Day student requests for weekday sleepovers in the dorms must be made through the Dean of Students Office, generally, at least one week prior to the needed date. The exceptions to this deadline may be made due to poor weather and/or a family emergency; however, permission should still be sought through the Dean of Students Office or Dean on Duty.

Lights Out Schedule and Weekend Dorm Check-in
Each form has specific rules with regard to weekend dorm check-in and lights out schedule, as outlined below. After any final check-in at night, students are expected to remain in their dormitories until 6:30 a.m. the following day.

Lights Out Schedule (Sunday through Friday)
- Third-Form in rooms by 10:30 p.m.; lights out at 10:45 p.m.
- Fourth-Form in rooms by 10:45 p.m.; lights out at 11 p.m.
- Fifth-Form in rooms by 11 p.m.; lights out at 11:30 p.m.
- Sixth-Form in rooms by 11:30 p.m.; recommended lights out at 12 a.m.

Underformers may request permission to work past lights-out in special circumstances (“Late Lights”). Requests may be made to the faculty member on duty and are required to be made well in advance of bedtime (i.e., last minute requests will likely be denied). Late Lights are granted at the discretion of the Dorm Parent on duty.

Saturday Night Check-In and Lights Out
On Saturday nights, students typically have more free time, have no evening Study Hall and have different check-in times based on their forms. Students are required to check-in on time, face-to-face with the faculty member on duty.
- Third-Form students are required to check-in at their dormitories twice over the course of a Saturday night. The first check-in is between 7 p.m. and 9 p.m. After this check-in, students are welcome to participate in on-campus entertainment activities and may not leave campus. The final check-in is at 11 p.m.
- Fourth-Form students are required to check-in at their dormitories twice over the course of a Saturday night. The first check-in is between 7 p.m. and 9:30 p.m. After this check-in, students are welcome to participate in on-campus entertainment activities and may not leave campus. The final check-in is at 11 p.m.
- Fifth-Form students are required to check-in at their dormitories twice over the course of a Saturday night. The first check-in is between 7 p.m. and 10 p.m. After this check-in, students are welcome to participate in on-campus entertainment activities and may not leave campus. The final check-in is at 11 p.m.
- Sixth-Form students are required to check-in at their dormitories once at 11 p.m. over the course of a Saturday night.

Permission To Leave Dormitories After Final Check-In
Leaving a dormitory after final check-in or before 6:30 a.m., without permission of a faculty member, is not permitted. On occasion, students may feel sick in the middle of the night and wish to leave the dorm to go to the Health Center. If a student is unable to contact a faculty member for permission, they must seek the permission of a dorm prefect and call Campus Safety to be transported to the Health Center. Students should not be leaving their dorm unaccompanied in the middle of the night.

Open Weekends
Weekends designated as “Open” are times when students, following proper procedures, are allowed to leave campus overnight on Saturday after their last school commitment. In addition, there are typically four long weekends built into the school calendar when students have additional days off from school. On Open Weekends, students are expected back to school by Study Hall on Sunday.

Community Weekends
Throughout the school year, approximately two weekends a month are designated as Community Weekends. The goal of these weekends is to foster a strong sense of community on campus. During Community Weekends, only Sixth-Form students are allowed to take overnights. All other students are encouraged to participate in planned events on campus. Special requests for underformers to leave overnight on a Community Weekend should be made to the Dean of Students Office at least two weeks in advance of the weekend.

Request to Leave Campus Overnight — Boarding Students
Overnight Requests – missing no school commitments
On weekends, students sometimes enjoy the opportunity to leave campus overnight to visit family or the home of a friend (including a day student). The whereabouts of our students is of paramount importance to the school and clear and advance communication is necessary.
• Students who take a weekend, may not leave campus and return to campus while "on their leave." Once students depart campus on their leave, they may not return to campus unless they are done with their Leave Request.
• Students must complete a Leave Request on REACH by Friday at noon that accurately reports planned departure and return times, as well as destination. Last minute overnight requests will only be granted in emergency situations, so we ask families to be sure to plan ahead. After Friday noon, students are required to seek specific permission face-to-face from the Dean of Students office or the Dean on Duty.
• Parents and Advisors must approve their student’s REACH Leave Request by Friday afternoon to grant permission for any overnight request, whether a student is coming home or visiting a friend.
• When leaving on an approved weekend, students must sign out on their REACH Leave Request.
• When students are invited to sleep at a friend’s home, the school must also receive permission from the host family.
• Only Sixth-Form students are allowed to take overnights on Community Weekends.

Special Overnight Requests to Miss School Commitments
Occasionally, events come up that require a student to miss school commitments, which results in a student requesting a Leave of Convenience. Any time a student needs to leave campus and miss a school commitment (Saturday classes, games, etc.), they are required to seek special permission. In addition to requesting a Leave of Convenience, students must also secure the support and signature of their advisor, teachers and afternoon activity supervisor, and must adhere to the Leaves of Convenience Policy with regard to the number of days that can be missed. Early and clear communication always helps in these circumstances.

Vacations
For the November, December, January Mid-Winter Break and March vacations, students are required to leave campus and are expected to adhere strictly to the departure and return dates, as indicated in the school’s calendar.

For major vacations, the school hires buses to transport students to and from certain locations in New York, Boston (Logan Airport), Connecticut and Providence (T.F. Green Airport), and a shuttle service to the train station in Kingston, R.I. Sign-up sheets are generally posted in the Dean of Students Office at least three weeks prior to the day of departure and students will be billed accordingly. Failure to cancel a reservation prior to the scheduled departure time will result in the student being charged the full amount for the reservation. Using the school’s transportation without a reservation will result in the standard charge and possibly additional penalty fees. On certain scheduled long weekends, the school may arrange for shuttle services (for the return trip to campus only) from the Kingston train station. Students may sign up for these return shuttles two weeks prior to departing for the weekend. Some students may also reserve private taxis and limos for school breaks, with parental permission provided to the school in advance.

For students who will be flying, parents must understand their airline’s policies with regard to unaccompanied minors and make arrangements as necessary to ensure that students can travel alone.

The school does not make travel arrangements for student departures at the end of the year or for long weekends.

Students who are unexpectedly delayed when returning to campus from either a weekend/overnight or vacation should contact the dorm parent by calling the dormitory cell phone and the Dean on Duty (401-338-7013).

Special Considerations for Overnights/Special Weekends/Long Weekends/Vacations
• Students are required to honestly state their destinations and notify the school if their plans change.
• Only students age 18 and over may sign out to a hotel or a motel as a destination and they are required to have written parental permission to do so.
• A student may not stay in a hotel or motel on Aquidneck Island, except with his or her parents or at the expressed invitation of a responsible adult, and permission from the student’s parents.
• Students wishing to visit a friend or a sibling at a college or university are required to provide written permission from their parents.
• Students may cancel weekend plans at any time by notifying their dorm parent and the Dean on Duty.

Summer Storage
Students are not permitted to store personal items on campus during the summer months.

Returning students are able to store their belongings for the summer months through Middletown Self-Storage, a local company that comes to campus in the closing days of the school year. Middletown’s contact information can be found on the Parent Portal.
VII. Athletics and Afternoon Activities

St. George’s afternoon program affords its students the opportunity to participate in a variety of team and individual options. All programs incorporate learning the value and skills of living a healthy lifestyle and most involve giving back to the community. Whether playing on a team, performing on stage, or participating in community service or special project, students are engaged in meaningful activities that enhance their lives and the life of the school at large. All afternoon activities incorporate some regular fitness component.

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The school generally offers the following afternoon program options:

*Activities generally available for Fifth- and Sixth-Form students only.

SDFS A: Student-Designed, Faculty-Sponsored Activities are available to Fifth- and Sixth-Form students who wish to explore a particular passion or gift that is not offered through the school’s afternoon program. Students must secure a faculty sponsor and submit a proposal to the Afternoon Activities Board for approval.

The following are specific guidelines for the St. George’s Afternoon Activities requirement:

- All students are expected to participate in an afternoon activity every season.
- All new students are required to do a team activity (choosing from an interscholastic sport, the theater/dance offerings or community service) in the fall season.
- Third- and Fourth-Form students are required to do a team activity all three seasons, with at least two of the three seasons each year being interscholastic sports.
- Fifth- and Sixth-Formers may sign up for the seasonal Fitness class. Any Fourth-Former who wishes to sign up for Fitness must be a two-varsity sport athlete.
- Fifth-Form students are required to do a team activity during two seasons, with at least one being an interscholastic sport.
- Sixth-Form students are required to do a team activity during one season, with their other two seasons choosing a team or individual activity.
- Students who serve as team managers or who take a season on Geronimo, satisfy a team activity for that season. Special arrangements are made for Geronimo participants through the Athletic Department.
- Students may petition the Afternoon Activities Board (chaired by the Dean of Afternoon Programs) for exceptions to these policies by completing a formal application within a specified deadline. Exceptions are rare and will be granted only in special cases, after students identify specific goals and outline plans to achieve them in an alternative season. Evidence of reliability and maturity may help convince the Board to grant an exception. Students may be excused from athletics due to injury or a medically documented disability; such students are encouraged to serve as team managers or student athletic trainers.
- Some team sports and activities will be limited in terms of number of participants.
- ISL rules dictate that members of a particular interscholastic team can earn only one credit in that sport per academic year.

Afternoon Activities Absence Policy

Just as with classes, students are expected to attend all athletic practices and contests as well as all sessions of afternoon activities. If a student checks into the Health Center during the academic day, the nurse on duty will determine if the student is well enough to participate in afternoon activities. If the student is excused from active participation that day, the student must be in only one of two places: 1) in the Health Center until 5:45 p.m.; or 2) attending afternoon activities, but not actively participating. If a student misses an academic commitment, s/he is still eligible to participate in afternoon activities, but as with any class cut, s/he receives a missed obligation.
Eligibility
Students are required to have on file a medical form completed and signed by a medical doctor stating that the student is physically fit to participate in the school’s afternoon program. No one will be allowed to participate until this form is on file.

Game Day Absence Policy
A student who misses the team bus to an away game without communicating properly with and receiving permission from the coach or Dean on Duty, and who does not have their absence excused by the Health Center for medical reasons will receive a Saturday Night Room Restriction with no guests and a Sunday Morning Detention/Community Beautification, in addition to an Unexcused Absence.

Independent School League
For interscholastic play, St. George’s enjoys a long-standing membership in one of the Northeast’s premier athletic leagues – the Independent School League or ISL. The motto of the ISL presents the guiding and shared philosophy of the 16 member-schools:

“Striving together through athletic competition to achieve the highest degree of integrity, sportsmanship, fair play and mutual respect in preparation for good citizenship and leadership in society.”

ISL Sportsmanship Creed
Athletic competition in the Independent school League (ISL) is guided by the following ideals: The ISL is proud of the behavior and sportsmanship displayed by its players, coaches and fans. We value spirited and fair play as well as spirited and positive support for our players and teams. In order to ensure that our expected level of behavior and decorum continues each season and each game, we ask that members of our ISL community strive to make continually renewed efforts to abide by the ideals of our league.

The Coaches and Players: Coaches and players are expected to represent themselves and their school with honor, proper conduct and good sportsmanship. They are expected to understand that competitive rivalries are encouraged but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They are expected to confine the competitiveness of the game to the field and, in particular, behave properly on the sidelines and in the locker rooms both before and after games.

Coaches and players are expected to comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decisions made.

Coaches and players must never forget that they represent their school.

The Spectators: ISL schools will not tolerate at their athletic contests any spectator, either student or adult, whose behavior is disrespectful toward players, officials, coaches, or other spectators. Nor will ISL schools permit any type of spectator behavior that either detracts from the proper conduct of the game or disadvantages a player or team.

Some examples of unacceptable behavior during competition under guidelines of the ISL Heads’ and Athletic Directors’ Committee are as follows:

- Use of profanity or displays of anger that draw attention away from the game.
- Booing or heckling an official’s decisions, criticizing officials in any way, or displaying temper with an official’s call.
- Trash talk or yells that antagonize opponents.
- Verbal abuse or intimidation tactics.
- Disrespectful or derogatory yells, chants, songs, gestures, signs, posters, or banners.
- Any distracting activity such as yelling, waving arms, or feet-stomping during an opponent’s free-throw attempts.
- Use of artificial noisemakers of any kind. (Legitimate pep-bands, however, are encouraged.)

These guidelines apply equally to players, coaches and fans. The ISL asks officials to apply these guidelines strictly, especially with regard to players and coaches.

Diman Cup
Named after the founder of both St. George’s School and Portsmouth Abbey School, the Diman Cup is awarded to the school whose varsity teams win the most events between the two schools during the course of the year.
SG Sportswear Policy
New students are required to purchase an SG athletics sportswear suit to be worn as team travel wear. In addition, each athletic team will be provided sport-specific warm-up apparel.

SG Sports Team Photos
Team photos will be available after each season. Links to digital copies of the photos will be emailed to all parents. You can then order the quantity and size you would like or simply download it to your electronic device. All students will be charged a small fee for access to the photos.

Student Usage of Athletic Facilities
Students are generally permitted to use the athletic facilities (field house, gymnasium, fitness center and squash center) from 6:30 a.m. to 8 a.m. and from 2 p.m. to 6:30 p.m., Monday through Friday and other specified times on weekends.

The Weight Room may only be used when supervised by staff and is open at specified times in addition to 2 p.m. to 6:30 p.m., Monday through Friday.

The school’s ice rinks may only be used when supervised by staff and are open at specified times during the week in addition to extended times on Sunday afternoons when the ice is down.

The school’s pool may only be used when supervised by a lifeguard(s) on duty and is open at specified times (check the Pool Schedule on the website) during the week and on weekends.

Parent-Coach Communication for Afternoon Programming
As with parent-teacher and parent-advisor relations, SG’s afternoon program promotes the establishment of good communication between its parents and coaches/program leaders. It is assumed that parents and coaches will understand their respective roles in order to best support our students. In an effort to promote effective communication, the following guidelines should be followed:

Parents are expected to:
• Express concerns directly to the coach.
• Notify the coach of any schedule conflicts well in advance.
• Support the program.
• Encourage students to strive for excellence.

Appropriate concerns for parents to discuss with coaches include, but are not limited to:
• Students’ psychological or physical treatment.
• Ways to help students develop and improve.
• General questions to understand a coach’s philosophy.
• Concerns regarding students’ behavior during athletics.

Inappropriate concerns for parents to discuss with coaches include, but are not limited to:
• The amount of playing time for students.
• Team strategies or play calls.
• Other student-athletes.

If a parent has a concern to discuss with a coach, the parent should:
• Call to set up an appointment with the coach.
• If the coach cannot be reached, call the Athletic Director who will help to set up a meeting with the coach.
• Not confront a coach before, after or during a practice or game.

If, after meeting with a coach, a parent still has concerns, the parent should:
• Call and set up an appointment with the Athletic Director to discuss the situation.

Communication Regarding Afternoon Program Schedules
Please refer to the Athletic Calendar on the school’s website which is updated regularly. Parents and students should register for their specific teams’ alerts through the SG website.
VIII. Co-Curricular and Extra-Curricular Activities

Whether a day or a boarding student, our students are encouraged to enjoy a rich life on campus and are exposed to a myriad of opportunities to discover and explore their gifts both in the classroom and beyond. Whether it is advising and faculty/student relationships, community service, our Chapel program, leadership opportunities, athletics and afternoon activities, health services or traditions, there is much to learn about what makes St. George’s unique. We believe that the education of our students extends into all facets of their life on campus and seek every opportunity to help them to grow and develop through their endeavors and relationships on the Hilltop.

Student Leadership

At St. George’s, we believe that leadership takes many forms and we encourage our students to seek ways to develop their leadership skills. Whether it is leading by example through daily action, taking on the leadership of a group project in a class or holding a formal leadership role at the school, there are many opportunities for students to embrace the challenge of leadership. Some of the school’s formal leadership positions are listed below. In addition, throughout the year, taskforce groups and committees often emerge in response to a community need and students are routinely encouraged to participate with faculty in these conversations.

School Prefects and Senior Prefect

Five School Prefects, leaders of the Sixth-Form and the school, are elected by the school in the spring for the following year. The Prefects are responsible for demonstrating general leadership and positive morale, facilitating communication between faculty and students, and advising the Head of School and the Dean of Students, with whom the school Prefects typically meet on a weekly basis. They may be invited to attend faculty meetings when student proposals are under discussion.

In addition, the entire student body elects a Senior Prefect from the group of elected School Prefects. The Senior Prefect position is similar to that of a student body president. In addition to the responsibilities of School Prefects, the Senior Prefect is responsible for overseeing the Student Council as well as speaking at certain school events.

Student Council Form Representatives

The Student Council is a forum that is intended to represent the ideas and opinions of the student body. Like the School Prefects, form representatives serve as liaisons between students and faculty. The Fourth- and Fifth-Forms elect three council members in the fall for the whole year. The Third-Form selects three council members after the fall term for the balance of the year.

Senior Honor Board Members

Five rising Sixth-Form students are elected by the school in the spring for the following year to serve on the Honor Board. In addition, the school community elects the student Chair of the Honor Board from among those five students.

Honor Board Form Representatives

The Third-, Fourth- and Fifth-Forms each elect one representative to serve on the Honor Board for disciplinary hearings involving a student(s) in their respective forms. The Fourth- and Fifth-Forms elect their representatives in the fall for the whole year. The Third-Form elects its after the fall term for the balance of the year.

Dormitory and Day Student Prefects

Dormitory and Day Student Prefects are selected by the faculty through an application and evaluation process. Dormitory/day prefects undergo training prior to and during the school year, meet regularly with their dorm head and are expected to play a general leadership role in St. George’s community.

Team Captains

Every athletic team selects at least one captain to serve as the student leader for that season. Captains work closely with their respective coaches to encourage positive and healthy communication among the team and take on other responsibilities, as may be assigned by the coaches.

The Athletic Council, The Health Council and The Community Service Council

Together, students and faculty serve on these three councils in an effort to work to improve the community experience as it relates to athletics, health and community service.

Club Heads

There are a wide variety of clubs that students may choose to participate in at St. George’s. Some clubs are long-standing traditions at the school, while others may be newer additions and reflect current demands and interests. Each club has at least one student head who is responsible for coordinating meetings, fundraisers and events.
Service Opportunities
St. George’s School wishes to impart to its students an understanding of the value and power of living “lives of constructive service to the world,” as stated in the school’s mission. An understanding of the importance of service begins within St. George’s community itself. Having laid the foundation for service, the entire community is encouraged to engage in meaningful work in the service of others, on the Hilltop and off, on Aquidneck Island and well beyond. We believe that this commitment to immediate, local and global service helps to build the character of our students as they strive to make their world a better place for generations to come.

The Community Service Council plans multiple service projects throughout the year, such as Sunday service opportunities, the annual Feed-A-Friend food drive and the Day of Engagement. Students who show a genuine commitment to service are encouraged to take leadership roles in the Council in their Fifth- or Sixth-Form year, while all students are encouraged to join the Community Service Club which will execute many of these projects throughout the year.

Activities, Entertainment and Traditions
Students will find many ways to become involved in St. George’s community and to pursue interests outside the classroom. A club sign-up at the beginning of the year allows students to find out more about specific activities and to meet student leaders. Along with club purpose, all clubs are responsible for planning and executing weekend entertainment options throughout the year to supplement the efforts of the Entertainment Committee and to provide more varied options for students.

The Entertainment Committee is a group of students and faculty who work closely to plan and organize large weekend events. Popular events include DJ dances, karaoke, Winter Carnival and Spring Dance Weekend.

The Arts and Lecture Series brings outside speakers and performers to the school. Many visitors also take time to hold small discussion groups or workshops. The Dent Forum and the Burnett Environmental Lecture Series invite a speaker to explore a topic of current concern. Attendance at these events is required. In addition, optional Brown Bag lunches are regularly sponsored on campus to expose students to unique topics and experiences.

The Shield 2017-2018

The Christmas Festival, modeled after early English celebrations, is one of the school’s oldest traditions. Held on the evening before students leave for winter vacation, the Festival is considered one of the highlights of the year. In addition, throughout the course of the year, the community hosts a myriad of other special events and activities that include a Halloween costume contest and on campus trick-or-treat, the Pie Race, Friday Night Lights, a winter formal, and various student/faculty competitions. We are always open to new and exciting ideas and opportunities to bring our community together.

School Trips and Chaperones
Frequently, students leave campus to attend athletic contests, take advantage of weekend trips to destinations like Providence Place Mall, or enjoy advisory group dinners and class field trips. These school-sponsored events do not require special permissions and are all chaperoned by faculty members.

All school trips are alcohol, drug and tobacco free. Students participating in school trips are required to comply with all applicable school rules and all applicable laws.

Music Ensembles and Private Music Lessons

Academic Ensembles
The Chapel Choir is open to all forms and performs for our regular Thursday Chapel service as well as Christmas Lessons & Carols Services, the Christmas Festival, Alumni Chapel and Prize Day. No audition is required other than a simple vocal screening; however students must register for Choir as they would a class. The Chapel Choir has two rehearsals and one sectional per week held during the academic day and students are graded on a pass/fail basis. One-third of the arts requirement can be satisfied by successfully completing three consecutive trimesters of participation in Chapel Choir.

The St. George’s Orchestra and Jazz Ensemble are open to instrumentalists from all forms. Both groups perform throughout the year at a variety of events such as Chapel, Assembly, Family Weekend and Prize Day. No audition is required; however students must register for them class as they would a class. Rehearsals are held twice a week during the academic day and students are graded on a pass/fail basis. One-third of the arts requirement can be satisfied by successfully completing three consecutive trimesters of participation in Orchestra or Jazz Ensemble.
IX. Discipline Guidelines

General

Every member of St. George’s community helps define this institution. Through our interactions with each other and guests, we strive to promote intellectual, athletic, artistic and personal development. The school believes that a sense of responsibility and the self-discipline to make difficult choices are necessary qualities to create an atmosphere in which growth may occur. The real job of discipline does not lie with the school alone, but rather with each student and faculty member. Actions that undermine the school’s aspirations, violate the rights of members of this community or are contrary to the principles of the Honor Code will not be tolerated and may result in a student appearing before the Honor Board or facing other consequences, as detailed below, all in the school’s sole discretion.

We expect all members of our community to adhere to our daily expectations. It is important to remember that no written list can identify all types of misconduct; this policy is meant to provide students with guidelines, rather than an all-inclusive list. School rules apply to all students, whether on or off campus, including weekends and extended weekends (even when students are signed out), as long as they are enrolled at the school. It is important to understand that incidents which occur during school vacations are of concern to the school and will be handled in an appropriate manner.

Consequences of misconduct (and/or attempting misconduct) applicable to all students are detailed below. Students who choose to remain present when other students are engaging in misconduct may be subject to disciplinary action. The school may, in its sole discretion, contact parents to address both minor and more serious instances of misconduct, at any stage of the discipline process.

Minor Disciplinary Infractions

Infractions of daily expectations, including but not limited to unexcused absences, dress code violations, dormitory rules and general difficulty meeting community expectations are recorded. When a student exhibits difficulty consistently meeting community expectations, a clear system of consequences may be utilized. Should a student accumulate a significant number of minor disciplinary infractions, the student may appear before the Honor Board for failure to meet community expectations.

Dorm Infractions: for violation of dorm policies, including missing lights out, being late for check-in, failing room inspection or misuse of Study Hall hours. An accumulation of dorm infractions may result in a student being Dormed-In, receiving a Saturday Night Room Restriction (SNRR) and/or a Superclean.
Typical disciplinary responses to accumulations of minor infractions may include, but are not limited to, the following:

- **Dorm Restriction**: for accumulating multiple violations of dormitory expectations, as part of the consequences for violating another policy, or at the discretion of the Dean of Students Office, student may be restricted to their own dorms for the night, weekdays beginning at 7:30 p.m., weekends beginning at 7 p.m. Students who are dormed in are not allowed to have guests.

- **Saturday Night Room Restriction (SNRR)**: for accumulating multiple violations of dormitory expectations, as part of the consequences for violating another policy, or at the discretion of the Dean of Students Office, a student may be restricted to their own room beginning at 7 p.m., ending at 11 p.m.

- **Sunday Morning Detention**: for accumulating multiple violations of community expectations, as part of violating another policy, or at the discretion of the Dean of Students Office, a student may have to attend Sunday Morning Detention beginning at 9 a.m., ending at 10:30 a.m.

- **Community Beautification Squad (CBS)**: for accumulating multiple violations of dormitory policies or other infractions at the Dean of Student’s discretion (or his/her designees). It generally consists of two hours of cleanup work on Sundays.

- **Letter of Concern**: Students may receive a Letter of Concern from the Dean of Students Office for a variety of reasons, including violations of school policies, significant accumulations of minor infractions or concerns about behavior. A Letter of Concern serves as the School’s official documentation and warning to a student. Letters of Concern are part of a student’s St. George’s file.

- **Formal Warning**: In certain circumstances, a student may receive a Formal Warning from the Dean of Students or the Dean of Academics if the student’s behavior is inappropriate. A Formal Warning is the school’s official statement of concern regarding a specific behavior. Should a student receive a Formal Warning for a school policy and then be found violating that same policy again, the student should expect to appear before the Honor Board.

**Violations of The Honor Code**

At all times, acting in such a way that brings discredit to the school, is detrimental to the best interests of the school, or is incompatible with the common goals and standards of the school community is unacceptable and may result in an appearance before the Honor Board, or facing other consequences, as detailed below, and in the school’s sole discretion. Other specific examples of behavior that may be considered violations of the Honor Code that could result in a student appearing before the Honor Board include, but are not limited to, the following:

- **Academic Dishonesty**: Plagiarizing or cheating on academic assignments.

- **Personal Dishonesty**: Lying, stealing or deliberately disregarding instructions from a faculty or staff member. This could include failure to accurately report information on a Campus Leave Request including destination or time frame. It could also include misrepresenting your age or identity through the possession or use of a false identification card. Both will be considered lying. Removing unauthorized materials from the library may be considered stealing.

- **Drugs and Alcohol**: Using, being under the influence of, possessing and/or distributing alcohol, marijuana, or other mind-altering or controlled substances. Students remaining present while others are violating this rule will also face disciplinary action. Possessing and/or distributing alcohol, illegal substances or related paraphernalia including vaporizers, hookah pens and other devices that can be used to consume multiple substances threatens the integrity of the community. Anyone found possessing and/or distributing alcohol, illegal substances or related paraphernalia will likely be dismissed from St. George’s School. Furthermore, off-campus parties or comparable gatherings are a matter of concern for the school. A student’s off-campus participation in the illegal use of alcohol or drugs while school is in session may be considered a violation of school rules and treated under the same rules that apply to students who are staying on campus.

- **Fire Hazards**: Creating a fire hazard on campus, including having an open flame of any sort, using a cooking appliance or otherwise causing a fire hazard. This includes tampering with or damaging fire safety equipment. Students should not be in possession of matches, lighters, candles or any other device that could produce a fire hazard. Anyone found in violation of any portion of this rule will likely be dismissed from St. George’s School.

- **Harassment**: Harassing or acting in any way that flagrantly disregards common decency or propriety, such as bullying, cyberbullying or intimidating someone verbally, physically or emotionally. For a complete explanation of St. George’s statement on Harassment, see the “Harassment, Discrimination, Bullying and Hazing” section of The Shield on page 33.

- **Weapons**: Possessing or using dangerous weapons, firearms or explosives.

- **Dormitories**: Leaving a dormitory after check-in or before 6:30 a.m. without permission of a faculty member. Leaving or entering a dormitory hallway by fire escape or window or being on a roof constitutes a violation of this rule.

- **Inappropriate Spaces**: Entering a dormitory, bathroom or locker room of the opposite sex without permission of a faculty member constitutes a violation of this rule. In any violation of the
school's visitation policy, host and guest are equally responsible. Day students are required to adhere to the same standards as boarders with respect to visitors of the opposite sex in their dorms and rooms.

- **School Property:** Vandalizing school or personal property or possessing or using unauthorized school keys. This includes entering a locked room or building, tampering with another student’s lock or misusing locks on dormitory doors, including locking yourself into a room.
- **Automobiles:** Driving or riding in cars without permission.
- **Technology:** Using technology in a manner that violates the principles outlined in “SG’s Technology Department Policies & Guidelines.”
- **Other Conduct:** Impeding the positive experience and safety of other members of the community.

**The Honor Board**

A student whose behavior constitutes a serious infraction of the Honor Code or who accumulates sufficient minor infractions may appear, with the student's advisor, before the Honor Board, a group of students and faculty. The Head of School may determine, in her sole discretion, to waive an Honor Board hearing. Examples of situations where the Head of School may decide to waive an Honor Board hearing include, but are not limited to, if the student threatens the stability of the community, if there are constraints of a personal or confidential nature, if a hearing deprives committee members of vacation or exam preparation time, or otherwise at the Head of School’s discretion. If an Honor Board hearing has been waived, the Head of School may ask the student members of the Honor Board, the faculty, the school’s counselors and/or the Dean of Students to offer advice and/or give recommendations.

The Honor Board is composed of the five Sixth-Form Honor Board representatives and five faculty members. In addition, the form representative will generally sit for Honor Board hearings of students in their respective form. The Dean of Students will attend as an observer. If a member of the Honor Board is unable to sit for any hearing, the remaining members may be adjusted to maintain the balance of faculty to Sixth-Form student representation.

When a student appears before the Honor Board, the student is expected to write a narrative of the event as soon as possible. During the hearing, the student will typically recount the details of the incident and answer questions from the Honor Board. The student’s faculty advisor also may make a statement to the Honor Board and respond to the Honor Board’s questions. If a faculty member reported or discovered the incident, that faculty member will likely be available to answer questions. After this fact-gathering period, the student and advisor leave while the Honor Board considers the conduct. The Honor Board generally discusses the conduct, the student’s history, relevant precedent, the scope and scale of the infraction and the impact or potential impact of the violation on the community, amongst other factors. At the end of the meeting, the Honor Board then may make an advisory recommendation to the Head of School or her designee. The Head of School (or her designee) makes the final decision, generally choosing whether to accept, revise or reject the Honor Board’s recommendation.

**Possible Responses to Honor Code Infractions**

**Violation Of Honor Code**

Students who appear before the Honor Board for their behavior typically receive a “Violation of the Honor Code” on their record.

**Restriction**

In certain circumstances a student may be placed on some kind of restriction, a response that limits a student’s freedom. This may include campus, dorm or room restriction, loss of driving privileges, loss of visitation privileges, etc. Day students may also receive day student campus restriction. Restriction may also be in addition to other responses, including probationary status.

**Disciplinary Probation**

Students may be placed on Disciplinary Probation by the Dean of Students or at the recommendation of the Honor Board for a variety of reasons. Students on probation are held to a higher standard of accountability for their behavior, both in terms of daily expectations and in terms of Honor Code infractions. While on probation, a significant accumulation of minor infractions or a violation of the Honor Code may result in a student appearing before the Honor Board for consideration of dismissal. Once the probationary period has passed, students are expected to write a petition to the Dean of Students and their faculty advisor to request to be removed from probation. Even after the completion of a period of Disciplinary Probation, should a student violate the Honor Code again, for the same behavior, it will most likely result in their dismissal from St. George’s.

**Suspension**

In many circumstances, a student will be suspended for a violation of the Honor Code. During this time, students are required to be off campus. Students are expected to keep up with all assignments and may communicate with teachers while away. There are no academic penalties for a student serving suspension; missed assignments/assessments may be made up.

**Separation**

In certain circumstances, the Honor Board may recommend that a student be separated from the school. In these circumstances, a student
may be allowed the opportunity to petition for return to St. George's after a period of time to be determined by the Honor Board and, ultimately, by the Head of School, in her sole discretion. Petitions to return to the school may be granted upon successful completion of a plan of engagement in a variety of areas during the student's absence from the school. While away, the student will not follow a St. George's course of study nor be involved in any school activities. Any student on separation who hopes to return to St. George's and stay on track to graduate with their class is expected to enroll in an accredited institution to complete the student's academic instruction. Some students may elect to explore a gap-year experience and repeat the student's academic year when they return to St. George's. Decisions on petitions for return will generally be made by a group of faculty, which may include the Dean of Students, the Head of School and the Director of Admissions. Even if the student's petition is acceptable, the timing of a student's return cannot be predicted due to possible exigent factors at the school. Students who return from separation will likely be placed on probation for the remainder of their time at St. George's. While on separation, students are not allowed to return to campus for any reason unless they have sought and received advance permission from the Dean of Students.

Dismissal

In most circumstances, a student's first violation of the Honor Code at St. George's results in suspension and disciplinary probation, though dismissal is possible. Dismissal may be appropriate, for example, if a violation is sufficiently extreme in nature, threatens the safety, health, or well-being of any member of the community or threatens the stability of the community. Should a student appear before an Honor Board while on Disciplinary Probation, any Honor Code violation or an accumulation of minor infractions will likely result in consideration of dismissal. However, even after the completion of a term of disciplinary probation, a second Honor Code violation for the same behavior at any point in a student's career at St. George's will generally result in dismissal.

Students who are dismissed are generally no longer eligible for enrollment at St. George's. Any student who is dismissed from St. George's who wishes to return to campus prior to the graduation of their class, needs to request permission from the Dean of Students Office. The Head of School has discretion and final authority on all disciplinary matters.

Behavioral Expectations While Away From School

All school rules apply to students when they are participating in school-sponsored trips and/or programs off-campus, both while school is in session and during school vacations and summer. When participating in off-campus trips and/or programs, students must understand that they represent St. George's School and that their behavior should reflect well upon St. George's. While students may encounter cultural norms different than their own, they must understand that they remain within the bounds of the school's expectations while participating in a school trip and/or program. Any student found in violation of the school's rules or policies during a school-sponsored trip and/or program will face disciplinary action.

Parent Involvement

Disciplinary matters and student issues are handled directly by teachers, administrators and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student or that student’s family directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a school administrator. Please speak to the appropriate school administrator for guidance with respect to any questions about contacting another student or parent about a school-related matter.

Reporting Honor Board Outcomes

By long-standing practice, Honor Board recommendations and disciplinary outcomes are shared with the school at all-school assemblies. These announcements are of significant importance to the community. They ensure an appropriate and accurate understanding of the facts and provide an opportunity for the educational growth of the students. In addition, the announcements serve to support and strengthen the common goals of the school community through open and honest communication about the school's expectations and the consequences of breaching them.

Reporting to Colleges

Students should understand that many colleges ask students to comment on their own discipline records as part of the application process. St. George's expects that students will report their own records honestly and fully. The College Counselors stand ready to assist students to report on discipline issues.

Students should also understand that many colleges ask the school to comment on a student's discipline record. St. George's policy is to report on discipline whenever a college requests this information; this policy continues in effect even after the filing of the application and/or enrollment in an institution.

To those colleges that ask for such information, St. George's will generally report on the following levels of discipline after completion of the disciplinary process: 1) dismissal; 2) separation; 3) suspension; 4) recorded violation of the Honor Code. Because St. George's deems "probation" an internal matter, the counselors will typically not report this level of discipline to colleges unless there is an Honor Code violation.
X. Student Health Services

St. George’s is deeply committed to the health and well-being of its students. The school provides 24-hour health services staffed by registered nurses, regular school visits from a physician, and counseling services by licensed professionals for normal mental and physical health needs of the school community. For issues that require specialists, off-campus appointments with additional expertise can be coordinated through the Health Center.

The Health Center

The Health Center is the place to go if a student is ill or suffers an injury, or needs to make a medical appointment, renew a prescription, request a medical weekend, or for any health-related questions. The medical staff will admit students if an ailment calls for bed rest. Students may stay from several hours to several nights. The Health Center can be reached at (401) 842-6676.

A registered nurse is on duty 24 hours a day. Except for urgent issues and emergencies, the Health Center is closed daily from 1:15-2 p.m. and 7:45-8:30 p.m.

Mental Health Counseling

St. George’s provides confidential counseling services to help support the normal educational, social and emotional needs of adolescents.

The office of the Director of Counseling is a resource for questions about personal concerns or counseling. The Director of Counseling meets with students, assesses the situation and, if needed, arranges for counseling at St. George’s or makes a referral to another appropriate source for help. The Director of Counseling is on call 24 hours a day, 7 days a week in case of emergencies.

The Director of Counseling and the school’s counselors are part of a team of faculty members and administrators who collaborate with respect to students’ educational and emotional experiences at the school. As part of this collaborative effort to support students’ experiences, the school counselors may share information obtained from parents and students when it is deemed to be in the best health interest of the students, and in compliance with applicable professional and ethical guidelines and laws, with other employees of the school, and, when necessary, local authorities.

In addition to the Director of Counseling, the school provides professional counselors to help facilitate educational, social and emotional support for students. A counselor is typically available to meet with students during the academic day on various days of the week and at other times by appointment. The counselors are trained to help students discuss a variety of typical adolescent issues, such as homesickness, academic difficulties, stress or relationship issues. When students are facing more complex emotional challenges, the school may refer them to outside professionals for support or recommend a medical leave.

Medical Leave

A medical leave is an extended leave of absence from school of two weeks or more, which results from a student being unable to meet the day-to-day requirements of student life at St. George’s. A medical leave may be due to a physical or mental health issue, and it may be requested by the student’s family or required by the Health Group. The Health Group may initiate a conversation about a potential medical leave with a student’s family when there is an immediate concern about a student’s health or well being, or when there is a longer-term indication that the student is not functioning well at school (a large number of missed classes, an inability to participate in afternoon activities, an inability to thrive, etc.).

Once the Health Group has determined that a medical leave is warranted, the student and his or her family will receive a medical leave agreement that must be signed and returned to the school. The agreement will stipulate the expectations and requirements the student must meet during the medical leave, as well as the procedures the student must follow in order to be considered for a return to school. The school will likely require consent for the release of information with all parties involved in the treatment of the student while he or she is on leave. A medical leave is supportive in nature and not a punitive measure, and the requirements that are laid out are designed by the entire Health Group to help the student perform productively and safely at school. The Director of Counseling will coordinate medical leaves on behalf of the Health Group.

Though a student on medical leave is excused from attending classes, the student must make arrangements through the Dean of Academics Office to make up missed material while on leave if possible, or upon return to school. While the school will strive to minimize academic disruption, it may require that a student drop a course or courses if a prolonged absence will make it impossible for the student to complete course requirements.
The Health Group

The Health Group is chaired by the Director of Counseling and is comprised of the Head of School, Dean of Faculty, Dean of Students, Academic Dean, Director of the Health Center and a Health Center Nurse. The Health Group meets weekly to discuss students who are struggling with medical, emotional or academic issues and determines the best way to support each student’s individual needs. An immediate plan of action is put into place in these meetings, and dorm parents, advisors and teachers are included as necessary.

Health Education

The Health Education program at St. George’s School includes seminars on topics such as sexual responsibility, consent, peer concern, nutrition, sports supplements, substance prevention and CPR and first aid.

Medications at School

Boarding students may keep small amounts of certain over-the-counter medicines in their original containers in their dorm rooms. Any medication containing alcohol, pseudoephedrine/phenylephrine and/or dextromethorphan (DXM) may not be kept in students’ rooms.

If a student needs to take a daily prescription medication, parents are expected to provide the school with a permission to medicate form signed by the student’s doctor and parent(s). Prescription drugs brought to school by students or prescribed while school is in session must be in their original pharmacy and/or manufacturer-labeled containers and must be kept in the Health Center. Medications will be dispensed by school nursing staff or by school personnel who have been designated and trained in accordance with the school’s policy regarding delegation of prescription medication administration.

At the discretion of the Health Center staff, prescription and non-prescription (OTC) medicines may be dispensed in small amounts and may be kept in students’ dorm rooms. The Health Center will affix a sticker designating an approved medication. Otherwise, all medicines will be dispensed by the Health Center. Because of the potential for abuse or illegal handling, all Schedule II medications (such as Adderall, Concerta, DEXEDRINE, FOCALIN, RITALIN, STRATTERA and Vyvanse or their generic equivalents) must be kept in the Health Center at all times. If a student needs to take a Schedule II medication during vacation, it may be mailed home at the beginning of vacation and should be express-mailed back to the Health Center at the end of vacation.

Medications should be picked up at the end of the school year or mailed home upon request.

Students taking an antidepressant, antianxiety, mood stabilizing or ADHD medication may meet with the Director of Counseling and Health Services to review the support services offered by the school.

Health Records, Regulations and Access

The physical and emotional well-being of all members of our community is of the utmost importance to us. To help us ensure that everyone is ready for the beginning of the school year, all student health forms must be completed and submitted to Magnus, the web-based SMR (student medical record) software prior to August 1. Students will not be allowed to enroll or participate in any activities until all health forms have been completed and returned to the Health Center.

Immunization and Communicable Illness

Immunization

In accordance with Rhode Island law, the school requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending school. Proof of immunization should be recorded on a Certificate of Immunization form and signed by a medical professional. A student with a qualified religious and/or medical exemption must provide the school with an Immunization Exemption Certification, pursuant to state law. A Medical Immunization Exemption Certification must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A Religious Immunization Exemption Certification must be signed by the student’s parent or guardian, attesting that immunization conflicts with the tenets of their religious beliefs. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the school or participate in any school activities.

Students who are exempt from the state’s immunization requirements for religious or medical reasons and who have provided the school with an Exemption Certification may be prohibited from attending school and participating in school activities in the event of an outbreak of a vaccine-preventable disease. Students excluded from the school for this reason will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is an outbreak of a vaccine-preventable disease, the school may consult with appropriate medical professionals and/or the Rhode Island Department of Health.

Privacy

Parents/legal guardians are asked to provide the school with immunization information to comply with state immunization laws. The school is committed to protecting the privacy of students and their families by treating all such medical information confidentially and
restricting the use of, and access to, this information for medical management only, in accordance with applicable law.

Communicable Illness
While this would be a rare occurrence, the school does reserve the right to exclude from school any student who has a communicable illness or has been exposed to an infected person if the school determines, in its sole discretion, that such exclusion is appropriate for the welfare of the student who is excluded from school and/or the welfare of other students or employees at the school. In reaching the decision to exclude a student from the school, the school may consult with appropriate medical professionals and/or the Rhode Island Department of Health.

Health and Safety Communications Regarding Communicable Illnesses
If and when appropriate, the school will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the school may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. Of course, we encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

Off-Campus Medical Appointments
Off campus consultations are coordinated through the Health Center. Students are expected to obtain a consultation form before leaving campus. This form is to be completed by the consultant and returned to the Health Center by the student.

Missed appointments or last-minute cancellation of appointments may result in a “missed appointment fee,” which is not covered by health insurance.

In the event that the student or his or her family chooses not to meet the requirements of the medical leave agreement, or the Health Group believes that the student’s return to school would compromise recovery, or put an undue strain on the student or the school’s support systems, the medical leave may become a medical withdrawal.

An abbreviated leave of a week or less to address health issues may be granted at the discretion of the Dean of Students Office.

Head Injury/Concussion Policy
A “concussion” is a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury. A concussion can occur with or without a loss of consciousness, and proper management is essential to the safety and long-term future of the injured individual. A “head injury” is a direct blow to the head or indirect trauma to the head including a concussion or traumatic brain injury.

Students who experience a concussion can recover completely as long as they do not return to normal daily activities prematurely. The effects of repeated concussions can be cumulative, and after a concussion, there is a period in which the brain is particularly vulnerable to further injury. If a student sustains a second concussion during this period, the risk of permanent brain injury increases significantly.

Return to full activity will typically follow a medically supervised stepwise process initiated by the school’s medical staff. In some circumstances, students may need significant time away from school to prompt effective and efficient recovery. Regular communication and coordination between parents and the school’s medical staff will ensure the best care of a student who sustains a head injury.

ImPACT
The school has implemented an innovative program for our students with concussions. This program assists our school Physician and certified athletic trainers in evaluating and treating head injuries. In order to help manage concussions sustained by our athletes, we have acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). ImPACT is a computerized exam used in many professional, collegiate and high school sports programs across the country to diagnose and manage concussions. If an athlete is believed to have suffered a head injury, ImPACT is used to help determine the severity of head injury and when the injury has fully healed.

The computerized exam is given as a baseline for comparison to every new student and is repeated every two years if the student does not suffer any concussive symptoms. It helps to track information including memory, reaction time, speed and concentration.

If a concussion is suspected, the student will generally be required to re-take the test. Both the preseason and post-injury test data is given to the family or treating physician, to help evaluate the injury. The test data will enable these health professionals to determine when return to full activity is appropriate and safe.

The ImPACT testing procedures are non-invasive and pose no risks to student-athletes. This program provides the school with some of the best available information for managing concussions. The school’s
administration, coaching, and athletic training staff strive to keep students’ health and safety at the forefront of the student athletic experience.

**Asthma Management**
Parents of students with asthma must fill out an Asthma Action Plan via Magnus, the web-based SMR (student medical record) software prior to the start of school. Students must bring two inhalers to school or they will be ordered via the Health Center. One inhaler is to be carried on the student at all times. The other is to be kept in the Health Center.

**Head Lice**
Lice are not a major health problem since they do not transmit diseases or cause permanent problems. Nonetheless, the school understands the unpleasantness of the condition and the desirability of limiting its spread across the school community.

In a case where nits are found, the parent will be contacted by phone. It will be at the discretion of the school's medical staff whether to send students home and/or check other students.

In all cases where nits have been found, the student must be treated before returning to the classroom or to other activities where the student will be in close proximity with others. The Health Center will continue to evaluate the student and decide on a plan of care.

**Emergencies**
The Health Center will attempt to contact parents regarding illness or injury, minor or serious. In circumstances that warrant immediate attention, the school Physician will generally be consulted to determine appropriate management and, to the extent possible, the student's parents will be consulted concerning the reason for and effect of all such care. In the event of a serious emergency, an ambulance will be called, the student will be taken to the nearest hospital emergency room. Emergency situations arising on campus will generally be referred to Newport Hospital, which is just a few miles from the school.

**Parents are expected to keep Emergency Forms up-to-date.** Please remember, it is most important that the school have current home, work and cell phone numbers for parents/guardians or others (relatives, friends or neighbors) who routinely assume temporary care of the student if the student's parent(s) cannot be reached.

Parents will be notified of an illness or injury that may require follow-up medical care. A “Permission to Treat” form must be on file for every student, allowing the school to obtain necessary medical assistance.

**Confidentiality**
Members of the school community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators, outside professionals, law enforcement officers, parents/guardians and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about an individual's ability to function academically, emotionally, physically and/or mentally within the school environment; or when legal requirements demand that confidential information be revealed.
XI. Parent Involvement

Communicating With Students
The windows of opportunity to reach students by phone are short, so it helps to be familiar with the daily schedule. The best time to reach students tends to be between dinner and evening Study Hall hours, between 7-8 p.m., or immediately following Study Hall at 10 p.m. Email and text is another way that parents can stay connected with students but doing so during Study Hall hours can add to the already challenging distraction of technology.

Visiting Campus
All parents are welcome on campus for a variety of events. In addition to all athletic events, parents are invited to attend: weekly chapel services, Family Weekend, Service of Lessons & Carols for the public, Christmas Festival for the public, Fifth-Form Parents’ Weekend, Winter Musical, Fall Play, Special Event Speakers, Alumni Weekend and Prize Day.

Please call the school for confirmation of events, including specific dates and details about times and locations.

Weekday Visits (Parents of Boarding Students)
If you visit the school during the academic week and wish to take your child off campus, please be sure to call the Dean on Duty at (401) 338-7013 to seek permission. Always plan to have your child back to campus by the start of evening Study Hall at 8 p.m.

Weekend Visits (Parents of Boarding Students)
Parents are welcome to visit the school on non-school organized weekends. The students enjoy having families visit campus, especially if you take a group out to dinner! It doesn’t take very long for most students to recognize your family and say “hello,” or offer information as to where you might find your child.

If you live too far away for a day trip, Newport is a wonderful town in which to spend the night.

However, last-minute reservations for a hotel or bed-and-breakfast can be tricky. Because athletic schedules are released close to the season, you cannot always plan far ahead (as compared to planning for organized school weekends). One will often find two- or three-night minimums at nearby hotels due to Newport’s popularity. The Marriott chain typically drops the minimum on Thursday for the upcoming weekend, while other hotels, such as the Hyatt Regency or Best Western, hold the minimum until Saturday. If you are adventuresome, you can usually find availability on Saturday. Most hotels will likely offer suggestions of hotels with remaining availability or you can contact the Newport Chamber of Commerce at (800) 976-5122.

If you are going out to dinner, especially with a group, plan to go either extremely early and prepare for an average wait — or plan to go at dinner hour and prepare for an outrageous wait. Even in the dead of winter, there is usually a lengthy wait at popular restaurants. Parking in town can be difficult in the “high season” and parking regulations are strictly enforced.

For most questions about accommodations, “The Newport Guide,” usually available in the lobby of Old School and distributed to new parents, offers good information. Also, you can check out www.gonewport.com for more ideas.

Family Weekend
The date for Family Weekend for the 2017-2018 school year is Friday, Oct. 6-Saturday, Oct. 7. Students may leave campus on Saturday, Oct. 7, after their athletic commitments are finished. Most students are required to return to campus by 7 p.m. on Tuesday, Oct. 10, though varsity teams will have required practice that afternoon to prepare for Wednesday contests.

The school will send email registration forms in early September that describes the events of the weekend in full detail. This is a weekend you will not want to miss. While attendance is not mandatory, it is certainly encouraged.

Fifth-Form Parents Weekend
Fifth-Form Parents Weekend occurs in February of students’ Fifth-Form year. The dates for this school year are Feb. 16-17, 2018. This is a college-planning weekend with plenty of valuable information about the upcoming college search and placements. Parents of Fifth-Form students should plan to attend if at all possible.

Prize Day Weekend
The tradition of the school is to celebrate the graduation of our Sixth-Form class in the front circle on Memorial Day. Families are encouraged to make accommodation arrangements early, as Newport can be quite busy on this holiday weekend. Events for Sixth-Form families begin officially on Sunday evening, though many families may begin to arrive anytime over the weekend for final games and performances.

Attending Athletic Events
All parents are welcome to attend both home and away athletic events. In the fall, winter or spring athletic seasons, a weekend visit when many of the school’s athletic teams are playing at home has almost as great an excitement level as Family Weekend. We encourage community members to attend these events — moving with the students from game to game. School spirit is generally quite high on these days. The school’s colors are red, white, and black.
Parental Comportment and Support for School Policies

At St. George’s, we believe that a positive relationship between the school and a student’s parents or guardians is essential to the fulfillment of the school’s mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration and open lines of communication, mutual respect and a common vision of the goals to be achieved.

The school understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, St. George’s, at all times, may dismiss a student whose parent, guardian, family member or other adult involved with the student, in the sole judgment of the school, fails to comply with this or any other policy or procedure of the school, engages in conduct either on or off the school’s property that could undermine the authority of the school’s administration, and/or otherwise behaves in a manner that is unbecoming of a member of the school community. The school may refuse re-enrollment of a student if the school, in its sole discretion, believes the actions of a parent or guardian on or off the school’s property make a positive, constructive relationship impossible, or otherwise may interfere with the school’s accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the school expects that parents will observe the following guidelines:

Share in the school’s vision.
- Support the mission of the school.
- Understand and support the school’s philosophy, policies, and procedures.
- Support the school’s disciplinary process, and understand that the school’s authority in such matters is final.
- Be supportive of the school’s commitment to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the school.
- Support the school’s emphasis on sustainable practices.

XII. General School Information

Accreditation

St. George’s School is accredited by the New England Association of Schools and Colleges and the Board of Education of the State of Rhode Island.

Governance

The St. George’s Board of Trustees serve as stewards of the school’s mission. It is the Board’s responsibility to ensure that the mission is relevant and vital to the community it serves and to support the school in fulfilling its mission. The Board oversees long term strategy and governance, but is not involved in the daily operational decisions of the school, including and especially with regard to disciplinary matters.

Family-School Communication

There is much that gets communicated between parents and the school over the course of a year and it is important that communication be clear and efficient. There are many people at the school whom parents may contact for different reasons and it may not always be clear who the appropriate person will be for a given situation. In many situations, a student’s advisor should serve as the first point of contact for parents, but parents should feel free to call the Dean of Students Office if they are unsure about who to call with a question, concern or general comment.

Current Family Contact Information

If a family’s contact information changes during the course of a school year, (e.g., a parent’s email address, cell phone number, mailing address; a student’s cell phone number, etc.), parents are expected to immediately communicate those changes to the school. In these situations, please contact the school’s registrar, who can be reached at (401) 842-6791.

Multiple Households

In order for the school to most effectively communicate with parents and support each student, it is important for faculty and administrators to be aware of students who spend time in multiple households. Please be sure to communicate to the school about primary caregivers in the event of an emergency and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips or other issues, please include the school in your communication loop. These situations can be stressful for parents and confusing for students, and your help in minimizing the school’s phone calls to you for clarification is very important. Unless otherwise specified,
each parent for whom the school has current contact information will receive a copy of the student’s report card as well as other informational mailings and electronic communications during the year.

**Email**

Students have a school-issued email address, which is formatted as: firstname_lastname@stgeorges.edu. Students are expected to check email on a regular basis. Email is a good way to contact teachers during the academic day. Faculty’s email addresses are in the same format: firstname_lastname@stgeorges.edu, and can also be located on the school’s website.

**Student Media Information**

The school makes a concerted effort to highlight the accomplishments of our students, faculty and staff, as well as to publicize the strength of the entire program offered by the school, in a variety of media formats. Student Media Information — including student names, photographic images (for example, portrait, picture, video or other reproductions), audio recordings of students’ voices, video recordings of students and/or reproductions of students’ work and likenesses — may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of Student Media Information may include, but not be limited to, the school magazine, marketing materials, the school website, newsletters and local newspapers. The school adheres to the following general guidelines when using Student Media Information:

- Photographs or references to Student Media Information in traditional, print publications, such as our yearbook and school publications, may include the first and/or last names of students and community members.
- Photographs or references to Student Media Information on the public portion of our website and social media websites, such as the school’s Facebook page, Instagram and YouTube channel may also include the first and/or last names of students and community members.

As part of the enrollment process, parents are provided with an opportunity to opt out of the use of their child’s Student Media Information.

**St. George’s Website**

St. George’s website (www.stgeorges.edu) is a great way for community members to keep track of the school schedule, as well as to find faculty contact information and news stories. In addition, current sports schedules and scores, along with directions to away games, are posted on the “Athletics” page. A secure login feature, the Parent Portal, is available for families to access information from the Dean of Students Office, to fill out school forms and to view students’ grades and comments.

The school often posts photos on the school’s photo sharing page at http://www.flickr.com/photos/stgeorgesschool/.

**SG Face Book**

Annually, the school prints a community Face Book directory that is available in the Bookstore. This directory has a photo of each student, faculty and staff member and it includes parents’ contact information. The Face Book and the information therein may not be used for any inappropriate or commercial purposes, and should not be shared with anyone outside of the school community.

**Background Checks**

With student safety as a priority at the school, the school conducts state and national criminal history and sex offender registry checks on all current and prospective faculty and staff of the school. In addition, all individuals who may have “direct and unmonitored access to children,” including any individual to be employed by St. George’s, outside tutors engaged by students or their parents/guardians and any non-parent volunteers, must undergo a criminal history background check, to confirm that no criminal history record information exists.

Examples of the types of volunteer activities requiring a background check include, but are not limited to, field trips, coaching and assisting students in the classroom. A background check is typically not necessary for parent volunteers involved with larger school functions at which many adults are typically present or in instances where there is only the potential for incidental unsupervised contact with students in commonly used areas of the school grounds.

All information related to an individual’s background check is kept confidential.

**International Students**

Students enrolled at the school from countries outside of the United States are required to ensure that their visas, health insurance coverage and all other requirements applicable to domestic students (including vaccinations and completion of all enrollment and orientation forms) are in order prior to arriving on campus at the beginning of the school year. International students are also responsible for ensuring that their travel arrangements coincide with the school calendar. The school is not responsible for housing international students outside of the published school calendar.
Pets on Campus
Pets can be an important part of our students’ lives and as such, parents may wish to bring pets to campus when they visit. We ask visitors to be sensitive to those who are not comfortable around animals or who may be allergic. Please note that all visiting pets on campus must be properly restrained and controlled. In all cases, responsibility for the behavior of pets resides with the owners, who assume all liability for any injuries or damages their pet may cause. Pet owners are expected to clean up after their pets.

Driving and Parking on Campus
With our students’ safety in mind, and because of fire laws and safety procedures, please park only in designated parking spaces and not along the driveways of the school or on the grass, unless otherwise instructed to do so by Campus Safety. For safety, and in consideration of the school’s neighbors, please drive slowly on school grounds and in the surrounding neighborhood and refrain from using cell phones while driving on campus.

Student Records and Transcripts
Students’ records are kept on file at the school. Each student’s record contains a transcript with grades, athletic involvement, commendations, test scores, formal academic, athletic and advisor comments and letters involving any major discipline infractions.

Laundry and Dry Cleaning
Students may use the dorm laundry facilities or they may choose to use E&R Laundry and Dry Cleaners, a pre-paid laundry and dry-cleaning service. This service typically picks up laundry on Wednesdays and drops off laundry on Fridays. E&R contact information can be found on the Parent Portal of the school’s website. Students may register for these services before arriving to campus over the summer or with an E&R representative during registration.

Should students choose to do their own laundry, the Bookstore sells debit cards and detergent. Most dormitories have their own coin-operated or card-operated laundry facilities.

Campus Mailboxes and Shipping
Mail and packages are delivered Monday through Friday to student mailboxes in the Brown Center. Boarding students are assigned a campus mailbox and a combination at the beginning of the year by the Mail Center staff.

Letters, correspondence and other items that need to be shipped (via DHL, FedEx, UPS, USPS, etc.) should be addressed as follows:

Student’s Name
St. George’s School
372 Purgatory Road
Middletown, Rhode Island 02842 USA
(Packages should not exceed 40 pounds each.)

Items shipped to students should be fully insured. The school assumes no responsibility for broken, damaged or lost items. At the beginning of the year, we recommend that sheets, pillowcases, towels and several days’ worth of clothing be packed in personal luggage in case of shipping delays.

Students who receive a package will receive an email message indicating that the package may be picked up in the Mailroom.

Students may buy stamps and packing material at the Bookstore and mail packages through the Mailroom.

Spending Money
While on campus, students may wish to purchase food at the Hamblet Campus Center Grill or buy items at the Bookstore. For food purchases at the Grill, parents can set up Grill Accounts through the Finance Office by sending a check to the Finance Office and noting “Grill Account” and the student’s name. To encourage students to eat in the dining hall, the school recommends limiting the amount of money on Grill Accounts. The Bookstore does not require a preset account and students are able to charge items home as needed. Parents receive monthly invoices itemizing student charges at the Bookstore, as well as a statement of activity on the Grill Account. Students often need parental guidance and a reasonable budget to limit their spending so we encourage parents to discuss budgeting with their student(s) over the summer.
In addition to on-campus spending, students do enjoy taking advantage of our location and the restaurants and shops in Newport and Middletown. There is an ATM located in the Hamblet Campus Center and students can cash checks in the Finance Office. Checks of over $50 require an advisor’s signature.

**Bookstore**

The school’s bookstore is located in the Brown Center and is generally open Monday through Friday, 8 a.m.-3:15 p.m. Food, books and bags should be left outside when entering the store. The bookstore carries textbooks, stationery supplies, St. George’s apparel and novelties, toiletries and other items. Students may charge bookstore purchases to their SG Account. Textbook(s) may be returned for credit, provided it is returned within two weeks of the purchase date and is unmarked and in resalable condition.

The bookstore also has an online store, 
http://bookstore.stgeorges.edu/

**Travel Arrangements**

Below is contact information for a variety of travel services accessible to the school.

**Train Service:** Amtrak Train Service (from/to Kingston, RI),
www.amtrak.com

**Bus Service:** Peter Pan Bus Line, www.peterpanbus.com,
401-846-1829

**Limosine Service:** Landsend Limo, www.landsendlimo.net,
401-847-4883