



St. Anne's-Belfield School

STUDENT & FAMILY HANDBOOK

2022-23



St. Anne's Belfield Student and Family Handbook

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ALL-SCHOOL INFORMATION

BACKGROUND, PHILOSOPHY, AND GOVERNANCE

2022-23 SENIOR ADMINISTRATION LEADERSHIP TEAM

Autumn A. Graves, Ed.D., Head of School

A. Randol “Randie” Benedict, M.S.Ed., Assistant Head of School for Enrollment Management

Warren B. Buford, M.Phil., Associate Head of School for Advancement

Lisa Nguyen Ha, M.P.A., Chief Strategic Communications Officer (CCO)

Lisa Keeler, M.Ed., Head of the Lower School

Seth Kushkin, Director of Athletics

Marie Reed, M.A., Head of the Middle School

Beth Miller, M.Ed., Head of the Upper School

Sarah “Sally” H. Woods, M.B.A., Chief Operating & Financial Officer (COFO)

HISTORY

“We wish our students to become strong in body, broad of mind, tender of heart, responsive in soul.”

– Mary Hyde DuVal, Founding Headmistress

St. Anne’s-Belfield School is a best-in-class, co-educational independent school in Charlottesville, Va. serving students age 2 through Grade 12. The School’s present structure is the result of the merger of St. Anne’s School, a girls’ boarding school founded in 1910 by the Reverend Dr. Henry Bedinger Lee, Rector of Christ Church (Episcopal) of Charlottesville, and Belfield School, a co-educational elementary school established in 1955. Situated on two campuses totaling more than 50 acres, St. Anne’s-Belfield School graduated its first class in 1974.

CORE PURPOSE

To inspire and prepare the next generation of exemplary citizens and visionary leaders.

CORE VALUES

- Integrity: Cultivating responsible, honorable, ethical behavior
- Curiosity: Fulfilling our desire to question, to know and to learn for a lifetime
- Diversity: Seeking to know, learn from and value one another
- Creativity: Expecting imaginative, critical and divergent thinking
- Agency: Empowering students to own their learning
- Impact: Accomplishing meaningful, significant work for the greater good

PHILOSOPHY

We at St. Anne’s-Belfield School believe that our students will become exemplary citizens and visionary leaders because of the inspiration of exceptional teachers and the nourishment of every child’s innate curiosity. Our mission is to feed this curiosity through exceptional, innovative teaching and learning in an intentional Pre-School through Grade 12 community in which close relationships provide the foundation for achievement and where every child is known well. Curiosity – that desire to grow, know, ask, create, and solve – is both the fuel of learning and an essential ingredient to success in an ever-changing world; it must be encouraged from the earliest years and throughout life. Our goal is to nourish our students’ curiosity about themselves, their

world, and the diverse people around them, in an educational experience that inspires, challenges, and stimulates innovative, empathetic, and creative thought. We pose compelling questions and seek answers through inquiry, application of core skills, development of essential habits, thoughtful reflection, collaboration with others, and the appropriate use of technology. The questions we ask and the answers we seek reflect our commitment to the cultivation of responsible, honorable behavior and to a mindfulness of the needs of others.

We strive to equip our students with the knowledge, skills, habits, and attitudes that will allow them to pursue their dreams in a rapidly changing and increasingly technological world, and to be exemplary citizens in life and work. Ours is a challenging yet charitable community distinguished by superior instruction that is cutting edge and student driven; by exceptionally knowledgeable and highly-trained teachers; and by an environment that exalts growth over grades by providing a culture of intellectual candor and rich feedback. Our community strives for excellence in all aspects of School life and encourages students to discover and develop empathy, diversity of perspective, adaptability, flexibility, resilience, agency, self-efficacy, and inventiveness. We embrace uncompromisingly high expectations for ethical, selfless behavior and hold firmly to our commitment to inclusion, civility, and kindness.

NON-DISCRIMINATION POLICY

The School admits qualified students of any race, color, national origin, place of birth, ancestry, sex, religion, gender, gender identity, sexual orientation, mental or physical disability, or any status protected by applicable law, and extends to them all the privilege to participate in the educational programs generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, national or ethnic origin, ancestry, sex, religion, gender identity or expression, sexual orientation, mental or physical disability, or any status protected by applicable law in the administration of its admission or its educational programs.

STATEMENT ON INCLUSIVE EXCELLENCE

St. Anne's-Belfield School believes that exemplary citizenship and visionary leadership are best nurtured in a welcoming School community based on equity, inclusivity, and the pursuit of excellence. Our School strives to provide a well-balanced educational experience that affirms the richness and diversity of humanity, creates an expectation of belonging based on shared human dignity, and encourages a desire to learn about and from each other.

ACCREDITATION

St. Anne's-Belfield is accredited by Virginia Association of Independent Schools (VAIS) and Southern Association of Independent Schools (SAIS)

VAIS Accreditation

The Virginia Association of Independent Schools (VAIS) is a recognized accrediting agency in the Commonwealth of Virginia. It was established in 1973 through the merger of the Virginia Association of Preparatory Schools and the Virginia Association of Independent Elementary Schools. Its membership includes more than 70 independent schools. St. Anne's-Belfield School was one of its founding members. Membership is voluntary and is granted to those independent schools that have met the VAIS standards for membership.

SAIS Accreditation

SAIS is a professional organization that seeks to strengthen member schools by providing high-quality accreditation processes, comprehensive professional growth opportunities, and visionary leadership development programs. With more than 380 member K-12 schools from 14 U.S. states, the Caribbean, and Latin America (representing 220,000+ students), SAIS is the largest regional independent school association in the country.

GOVERNANCE

The School is governed by a self-perpetuating board of trustees. It is the responsibility of this body to plan, develop, and establish policy and to assess the performance of the School consistent with the School's mission and philosophy. The Board of Trustees is responsible for the selection of and close collaboration with the head of school. In turn, the head of school is responsible for the implementation of policy and the day-to-day operations of the School.

DRUG, ALCOHOL, AND SEX EDUCATION PHILOSOPHY

We take seriously our responsibility to teach an age-appropriate curriculum at all levels of the School. This curriculum covers the scientific data relevant to issues of sexuality and drug and alcohol abuse, and at age-appropriate levels, the social aspects and consequences of substance abuse and sexuality. We believe students in a PS – 12 school are not ready to handle the physical or emotional implications of involvement with drugs, alcohol, or sex. Students will hear that we believe no level of involvement with drugs or alcohol is appropriate at their age. Students also will hear that abstinence from sexual activity is the most effective way to prevent pregnancy and sexually-transmitted infections (STIs) as part of our comprehensive sex education curriculum, which also teaches interpersonal and communication skills and helps students explore their own values, goals, and options. We ask faculty to discuss, but not to impose, their opinions on moral issues. We encourage students to discuss the material of the curriculum with their parents or guardians. In teaching students about the effects of drugs, alcohol, and sex, we realize we must establish clear rules that support our instruction. Students who choose to possess, use, or distribute alcohol or drugs, or who abuse any controlled substance, including prescription drugs, or who engage in sexual activity while under School supervision, may be asked to leave School.

TRADITIONS

Chapel

Dating back to our founding in 1910, our Chapel services are a treasured time in the life of the School. Each week in Grades 5 – 12 and every-other week in K – 4, students and faculty gather around a personal story from a community member that offers a lesson, inspires self-reflection, sparks thoughtful dialogue, and opens a window into the diverse perspectives and experiences of others. Our Chapel tradition embodies the heartbeat of our community, providing a shared time and place where we celebrate student and faculty voices and attend to the spiritual dimension of our lives. The School has not been affiliated with a specific church or religion in more than 30 years. Chapel is a reflection of our diverse community and welcomes all faith backgrounds and beliefs.

Honor Code

The Honor Code simply states: "A student is not to lie, cheat or steal." Honorable behavior is the standard for all conduct and is encouraged and nurtured at all ages. While dishonorable behavior is not tolerated, we judge each case individually and presume each student has acted honorably unless proven otherwise. *Please see Middle School and Upper School Honor Code sections for division-specific information.*

Community Meetings and Assemblies

One of the School's most cherished attributes is its sense of community. In addition to Chapel, students and faculty meet in a variety of ways, including Morning Meeting (Pre-School – Grade 4), Community Time (K – Grade 4), Community Meeting (Grades 5 – 8), Advisory (Grades 5 – 12), Community Meetings and Forums (Grades 9 – 12), and more.

Student Activities & Organizations

A variety of activities are available for students who want to pursue interests or passions. In the past, offerings have included SAS Classes, theatre productions, Girls on the Run, Legner Library Club, student government, and a variety of Upper School clubs, organizations, and leadership positions. Opportunities vary by year and division and are communicated to parents and students as they become available throughout the year.

MAJOR SCHOOL RULES

Violation of the following rules may result in dismissal on the first offense:

- The possession, use, or distribution of drugs or alcohol, or inappropriate sexual behavior on campus, during school sponsored activities or while under school auspices.
- Arrival at either of the St. Anne's-Belfield campuses or at a School-sponsored, off-campus function displaying evidence of drug or alcohol use.
- Possession of weapons of any sort on the School campus or at a school-sponsored, off-campus function.

OTHER IMPORTANT RULES

- Any student who accidentally damages or destroys School or personal property will be expected to pay the replacement cost. In addition, any student who willfully damages School or personal property will face disciplinary action.
- Involvement in fighting and/or bullying may result in suspension or dismissal on the first offense.
- Students are strictly forbidden to smoke, use smokeless tobacco, or use electronic vaping products (Code of Virginia § 18.2-371.2).
- Leaving campus without permission during the School day (or during a School function) is considered a serious offense.
- Day students may not go to the residence halls without special permission from a member of the Residential Life staff. (See Residential Life Student Policies and Procedures for information on Residential Life Guests)

POLICY FOR DISCLOSURE OF DISCIPLINARY INCIDENTS

The School may disclose the circumstances of any disciplinary incident to the School community, for the purpose of educating its students about sound, ethical behavior and providing clarity regarding disciplinary decisions. Therefore, students who are subject to disciplinary action, including violations of the Honor Code, should not have an expectation of privacy when they are found in violation of the School's rules and expectations and are subject to disciplinary action.

OFF CAMPUS AND ONLINE BEHAVIOR

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to take action with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

An action, whether committed on our campus, at a School-sponsored event, in cyberspace or elsewhere, that violates our core values and School policy, may be considered a major rule violation.

HARASSMENT AND BULLYING

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti, drawings, or actions
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student's "private parts," to pull down another child's pants, to look up a girl's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the School the same way you would like to be treated."

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Instagram, TikTok, Snapchat, WeChat, BeReal, WhatsApp, Discord, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable School environment.

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 behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the assistant head or dean of students. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from School for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report

of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

HAZING

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact the assistant head or dean of students and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the assistant head or dean of students. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

WEAPONS

Except as expressly permitted by law, firearms, guns, explosives, knives and other weapons are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, other parking areas, including but not limited to being in vehicles-while on campus. Employees, students, parents and visitors shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, gun, explosive, knife or other weapon. Campus security officers may be allowed to be armed on campus.

THREATS

It is everyone's right to attend school or work in an environment free from discrimination and conduct that can be considered harassing, coercive, bullying, or disruptive, including sexual harassment. The School defines bullying as a repetitive act intended to humiliate, intimidate, or ridicule another individual. Furthermore, the position of St. Anne's-Belfield School is that sexual harassment is a form of misconduct which undermines the integrity of the School's community. Any unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, is prohibited. Any individual who engages in any of the above misconduct may be subject to disciplinary action up to and including dismissal.

EXPULSION / WITHDRAWAL

A student may be dismissed from St. Anne's-Belfield School for the remainder of the current school year. Students may have the opportunity to reapply for the following school year at the discretion of the head of school. Students who have been dismissed may not come onto campus or to any School events without expressed permission by the associated division head or head of school.

DRUGS AND ALCOHOL

General: Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. "Mind-altering" substances includes any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

Testing: Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and/or medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the divisional office or a school nurse of this fact when they report to School.

Consequences: In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.

Getting Help: Students who become involved in substance abuse are encouraged to seek help. After an investigation based upon reasonable suspicion, if a student is found in violation of the School's alcohol, tobacco, and drug policy, then the student is subject to the penalties of the School's disciplinary system. However, if a student is seeking help for substance abuse, at the discretion of the head of school the following conditions may apply:

- The student cooperates fully with a School counselor.

- The student submits to periodic drug testing, the results of which must be negative in order that the student remain at St. Anne's-Belfield School.
- The student is under the care of a counseling professional approved by the School. This option does not apply if the student has been involved in a substance-related infraction subsequent to the seeking of help.

If the above conditions are met, then the School may determine that the student will not be subject to disciplinary action or the School's participation rules.

SMOKING, VAPING, AND TOBACCO PRODUCTS

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses or other School vehicles, adjacent properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Major School Rules and reportable to law enforcement.

PARTICIPATION RULES

Participation in co-curricular and extracurricular activities is a privilege afforded to all students. Students who represent St. Anne's-Belfield School as elected school or class officers, Honor Council members, on athletic teams, or in a play are expected to respect the School's rules concerning drugs, alcohol, and tobacco (the "participation rules"). Anyone who violates the participation rules may be removed from the office, team, and/or play, temporarily or permanently. The participation rules are an acknowledgment in writing by the parent(s)/guardian(s) that will cover the entire school year.

If a student is found to be in violation of said rules, then:

1. The student will be suspended from the office and/or team for a period of time to be determined by the head of school after the violation has been reviewed by a group appointed by the head of school.
2. The student will be allowed to retake the office or rejoin the team after meeting certain conditions set forth by the head of school. These conditions will include the student's full cooperation with the school counselor, chaplain, or educational psychologist, and may include satisfactory drug testing and professional counseling.

A second violation in any given school year will result in the student's inability to participate in extracurricular activities for the remainder of the school year. A class or school officer, Honor Council member, or athlete is considered to have violated the participation rules when:

1. The student is seen by a School official, teacher, or coach clearly exhibiting behavior indicative of intoxication.
2. The student is seen purchasing or attempting to purchase, possessing, or consuming alcohol, drugs, or tobacco by a School administrator, coach, faculty member; or a law enforcement agent.
3. The School is notified by the student and/or the student's parent(s)/guardian(s) that the student has violated the rules.

When a violation of the participation rules has occurred, the School, prior to initiating the disciplinary procedures set forth above, shall first make reasonable efforts to notify the parent(s)/guardian(s) of the student involved.

PHYSICAL EDUCATION AND ACTIVITY REQUIREMENTS

For athletic policies, further clarification and more information with regard to athletic expectations, policies, and protocols, please download and read through the curriculum guides for Middle School and Upper School.

BACKPACKS, TOTE BAGS, AND LOCKERS

All students are required to bring a backpack or tote bag large enough to hold art projects, folders, binders and a lunch container. All items must be clearly labeled with the student's name. Please do not send backpacks with wheels due to limited space. All student lockers are the property of the School.

COUNSELING AND ACADEMIC RESOURCES

SCHOOL COUNSELORS

Counselors are available to Grades K – 12 students who may need support and guidance. Students may drop in or set up a mutually-convenient time to talk about issues including, but not limited to, peer relationships, depression, eating issues, school problems, or substance abuse. Unless, in the School's judgment, the nature of the communication reveals the immediate risk of harm to the student or others or a violation of child abuse laws, all discussions between the counselor and the student will remain private. The counselors' primary role is to listen to and provide support for students; they do not engage in psychotherapy. If it is clear that a referral to an outside therapist is necessary, the student, and if appropriate, the student's parent(s)/guardian(s), will meet with a counselor to discuss the options available.

Students and parents should be aware that the school counselor may be required to report communications from students to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of child abuse laws.

In addition, if a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm themselves or others, please report such information to a school employee.

The School may require evaluation and/or therapy along with a reciprocal release so that the School can openly communicate with the therapist as a condition of continued enrollment if the School deems an evaluation or therapy to be necessary.

Our counselors are trained health professionals who, in addition to being a resource for students and their families, provide in-service training for faculty members so that they can more effectively communicate and work with their students. In addition, counselors provide parenting and health seminars throughout the school year for parents and teachers. They also at times teach in the health program for Grades 5 – 8 and the Life Skills in Grades 9 and 10.

ACADEMIC AND LEARNING SUPPORT SPECIALISTS

Each division of the School is also supported by an academic and learning support specialist. The learning specialists interpret the results of psychoeducational evaluations for parents, faculty, and students in order to implement appropriate accommodations and modifications based on findings; engage faculty in the latest research about differentiation and academic diversity; and provide targeted support to students.

For those students who require additional academic support, the School offers a variety of approaches. In cases of academic difficulty, we believe that the first step should always be a conference with parent(s)/guardian(s), advisor, and/or teachers. If possible, any problem should be resolved within the context

of the classroom. If necessary, the divisional learning specialist will assist parents/guardians in developing appropriate awareness and systems of support. Referrals for assessment will be made through the respective divisional learning specialist.

FAMILY MATTERS

The School requires that all parents/guardians (married, unmarried, divorced, widowed, or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents/guardians to cooperate with one another in such a manner may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. The School may at any time require parents/guardians to seek a court order pertaining to any school matter as a condition of continued enrollment.

If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the school with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child(ren). If a situation arises in which the custody or possession of a child is in question, a school representative will call 911 to request an officer arrive at the school to resolve the dispute.

If a School employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the school is not a party, the School shall be entitled to recover from, at the school's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School such as those associated with collecting documents and hiring substitute teachers or staff.

FIELD TRIPS

Day and overnight field trips are part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct will be permitted to attend.

Proper behavior during the trip continues to be of utmost importance. Parents/guardians of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

A condition of a student's or parent's participation in any field trip is the execution of the school's standard Participation Release. For any students whose parents have not executed the release, the student may have the option of attending an alternative class for the period of the field trip or remaining at home.

Students must have signed permission slips executed by a parent or guardian in order to participate in a field trip.

Field Trip Behavior: In addition to trip-specific policies set forth by the School or the sponsors and chaperones of any trip, all of the School's regular policies and procedures, including those set forth in this handbook, apply while a student is on school related travel of any kind. Discipline will generally be handled through the School's regular disciplinary process. The School may at any time require parent(s)/guardian(s), at their own expense, to arrange for return travel for a student due to injury, illness or behavior.

Parent/Guardian Chaperones: Parents/guardians who are interested in volunteering with our students, including to assist on field trips, must submit to a background screening through Raptor. Potential volunteers

must submit their government issued identification that will initiate a check against a national sex offender registry. This process is for the protection of all students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety.

HEALTH AND MEDICAL GUIDELINES

Virginia law requires that parents/guardians file proof of immunization with the School on or before the first day of school. A student may not attend classes until the requirements have been met. Please check with your child's pediatrician for up-to-date vaccination requirements for the Commonwealth of Virginia. As a general guide, refer to [Virginia's School & Day Care Minimum Immunization Requirements](#).

SCHOOL NURSES

There are two full-time nurses, one for PS – 8 located at the Belfield Campus and one for Upper School at the Greenway Rise Campus. The Upper School nurse also serves as the all school health coordinator. The nurses' services are available during the school day from 7:30 a.m. – 3:30 p.m. and on occasion after school hours. The nurses work closely with students and their families and collaborate with the School to ensure the wellbeing of our students, and are also responsible for ensuring that all student medical forms are current and on file.

All students in Grades K – 12 may visit a nurse during school hours with consent from their teacher, who will provide the student with a pass, unless it is an emergency. The nurse will evaluate students who become ill or injured during the school day and will contact their parents/guardians as appropriate. If the student's illness requires them to go home, the nurse will make the appropriate arrangements with the student's parent/guardian. If a parent/guardian cannot be reached, then the emergency contact will be called.

Students must be picked up within the hour of the School's request that the child be sent home due to illness. The school nurse will sign the student out. Teachers will be informed of the student's dismissal for illness. The Department of Health may also be notified when a student is sent home because of a communicable disease (see *Communicable Diseases section below*).

The nurse will notify the student's parent or guardian and the School divisional administration if there are more than ten visits to see a nurse in a grading term.

ATHLETIC TRAINERS

St. Anne's-Belfield School has two full-time athletic trainers who work with our student-athletes. They oversee all sports clearance; provide injury evaluation, treatment, and rehabilitation plans; conduct prevention programs in conjunction with the Athletics Department staff; oversee the concussion education program and conduct concussion baseline testing; provide coverage for home and travel games when available; and coordinate with faculty to create a return-to-learn program. They share time on the Belfield and Greenway Rise campuses and are available by appointment from 10 a.m. – 3 p.m.

ADMINISTERING MEDICATION

Students may not carry any medications, including over-the-counter cold/sore throat/cough remedies while at School. In order for medications to be administered at school, parents/guardians must complete the Medication Authorization form and the Authorization for Over-the-Counter Medication form, both of which are available through Magnus Health. All medications must be delivered to a school nurse in the original packaging. Authorized members of school staff may dispense medication provided that:

- The School has updated, current authorization on file

- The medication is in the original container with a label affixed stating: patient's name, name of prescription, dosage, and time(s) to be administered

Please note that school personnel cannot administer medication, including pain relievers, without explicit parent/guardian permission granted in the above forms.

Exception for Self-Carry: With the permission of the School, a student may be permitted to self-carry and administer inhalers for asthma and severe allergy medications (EpiPens). A doctor's order and a parent/School agreement must be on file with the school nurse, and the student must demonstrate they understand how and when to self-administer the medication.

Pre-School and SAS: Only emergency medications such as inhalers or EpiPens are administered in the Pre-School and Saints After School (SAS) program. If the student will be attending SAS and require emergency medications, the program is required to house its own supply of emergency medications separate from the School and the school nurses.

STUDENT ILLNESS

We rely on our parents/guardians as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. Students who are sick cannot benefit from participation in School and are likely to spread illness if they attend. Please be considerate of your child's classroom friends and teachers when making the decision about sending your child to school.

Please note: children must be kept home if they do not feel well enough to participate in all of our indoor and outdoor activities. Students may not attend school if they have a fever (of 100° F or higher) within the previous 24-hour period. The child may return to School when:

- The student has been free of fever for 24 hours without the aid of a fever reducer
- The student has been free of symptoms of nausea, diarrhea and vomiting for at least 24 hours without the aid of medication

The School may also require a Return to School form be completed for students who are absent for the following reasons:

- | | | |
|--|--|--|
| • Acute diarrhea (e.g., salmonella, shigella, E. coli) | • Mononucleosis | • Scabies |
| • Conjunctivitis (pink eye) | • Methicillin-resistant Staphylococcus aureus (MRSA) | • Scarlet Fever |
| • Hand, foot, and mouth disease | • Mumps | • Strep Throat |
| • Hepatitis | • Pertussis (whooping cough) | • Tuberculosis |
| • Impetigo | • Pinworms | • Typhoid Fever |
| • Influenza | • Polio | • Varicella (chicken pox) |
| • Lice | • Ringworm | • Extended illness or surgery |
| • Measles | • Rubella | • Other diseases of concern declared by health authorities |
| • Meningitis | • SARS-CoV-2 (COVID-19) | |

The Return to School form includes a note from the child's medical provider with the diagnosis, treatment plan, and window of contagion. Students may not participate in sports or physical education classes following an extended illness or surgery without written medical authorization from the student's treating physician, detailing any necessary restrictions or limitations. In the Return to School form, parents/guardians also grant

permission for the School to share information with the Blue Ridge Health District and Virginia Department of Health.

COMMUNICABLE DISEASES

The School has a responsibility to provide a safe and healthy environment for students, employees, families, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate.

Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation: a determination that no risk exists or that no action is required, immunization programs, mandatory health screenings or exams, and mitigation steps such as enhanced housekeeping, utilizing masking or other barriers, cancellation of field trips, and additional medical releases. Depending on the event, the School may require parents/guardians to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During these communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to others in the School community or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show signs or symptoms, such as coughing, sneezing, fever, or joint aches, or when they know that they have been exposed to someone with a known communicable disease. For the health and safety of the School community, parents/guardians should report to the school nurse or divisional office if their child has a confirmed communicable disease that poses a risk to others in the School community.

In case of student absence due to the reportable communicable disease, a release card from the Department of Health or Return to School form signed by the student's healthcare provider may be required indicating the student is no longer infectious.

The School will generally not identify an infected student to School employees or other students or their families, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our students, employees, parents/guardians, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

Students are reminded that anyone who takes deliberate action which endangers the health or safety of the school community, including coming to the School campus with a dangerous viral infection, will face disciplinary action, up to and including expulsion.

REMOTE LEARNING FOR MEDICAL ABSENCES

Remote learning is designed to mitigate the academic impact of anticipated medical absences that require students to remain at home when they are well enough to resume learning. It is not to replicate the on-campus student experience.

Remote learning is only available for medical absences that must extend for more than three days of school. Remote learning is not offered for family travel or times when children miss school due to brief illness of an unanticipated duration. In the latter case, teachers will work with students to catch up when they return to school.

In the context of a Pre-School – Grade 12 school, the needs of the student, the on-campus classroom, and the program vary by age and grade level. As a result, the School's approach to remote learning also varies:

Pre-School – Grade 2: Due to the developmental needs of young children and the requirements of the on-campus classroom, parents/guardians of students in Pre-School – Grade 2 should communicate with the teacher, and the teacher will determine whether there are appropriate materials to send home.

Grades 3 – 6: In Grades 3 – 6, remote learning will be primarily asynchronous (at home work that can be completed by the student independently before a return to school) based on the developmental needs of the students. The homeroom teacher or advisor will coordinate with students and families to provide materials for at-home work and develop a plan for reviewing essential concepts during and following the absence. Teachers will indicate if Zoom/synchronous participation would be appropriate to support ongoing learning.

Grades 7 – 12: In Grades 7 – 12, as the pace of coursework and student independence increase, access to either asynchronous or synchronous (students log on to Zoom at the same time as the class) engagement supports the continuity of learning. Course content and resources will be available on Canvas, the School's learning management system (LMS), and synchronous learning via Zoom may be offered depending on what is happening in classes on a given day. Students are required to be on campus for graded assessments.

In the event of a medical absence that will extend for more than three days, a student's family should contact the division head for approval and specify the cause of the extended absence and its anticipated duration. Medical documentation may be required for approval. Once an extended absence is approved, a family can expect to receive communication about support within 24 – 48 business hours.

MEDICAL LEAVES OF ABSENCE

The treatment of some medical and psychological conditions is best managed outside of a school setting. Severe depression, concussions, eating disorders, and attempts at self-harm are examples of conditions that generally require more treatment, support and supervision than the School can provide. Medical leave of absence will be considered when the management of physical or emotional illness interferes with a student's ability to participate in the School's program, has an undue negative impact on others, and/or is beyond the practical limits of the care that the School can provide. In some cases, families may wish to approach the School to discuss the possibility and wisdom of the School granting the student a medical leave of absence; in other cases, the School will determine and require that the student be placed on medical leave of absence.

A medical leave of absence may be granted only by the divisional administration, in consultation with a school counselor and head of school. The family of a student on medical leave is expected to fully disclose all

information and to authorize the external professionals providing their child's care to share information and engage in ongoing consultation with the school counselor, the division head, and any School-contracted medical professionals. The School will determine the minimum length of absence and all parameters pertaining to the student's return to school, depending on the student's diagnosis and symptoms; typically, two weeks is the minimum length for a medical leave of absence. Ultimately, the School retains the sole right to determine whether, under what conditions, and/or when to allow a student to return from a medical leave of absence. A student on a medical leave of absence is not allowed to be on campus until or unless the student has explicit permission from the division head.

The School reserves the right to require a student returning from a medical leave of absence to be evaluated by a School-contracted medical professional or another professional of the School's choosing. Academic matters are handled through the division head, both during the medical leave of absence and in preparation for the student's return to classes. The division head will consult with the academic and learning support specialist, the academic departments, and the student's classroom teachers to determine what work will be required of the student to meet the academic requirements of the course(s) or grade level. Once the student completes the work as arranged by the division head, a student who has returned from a medical leave of absence will receive grades and credits as determined by the academic department.

All of the aforementioned applies when a Residential Life student is placed on a medical leave of absence, with the addition that the School will make a determination as to whether that student can or cannot continue to reside in the residence hall. When it is determined that a Residential Life student cannot reside in the residence hall for the duration of a medical leave of absence, that student's parent or guardian must assume responsibility for and provide supervised lodging off campus. In such cases, the student is not allowed to be on campus until explicit permission is provided by the head of the Upper School. In cases when a Residential Life student returns to the School but not the residence hall, the head of the Upper School and the director of Residential Life will set behavioral expectations for the student during this time.

INSURANCE

The School does not carry accident and health insurance on students. All students should take the necessary precautions to protect their personal property since the School's insurance does not cover personal losses.

SPORTS PHYSICALS

Each year, all students in Grades 7 – 12 are required to have full physicals before participating in the athletic program. Students with injuries should have a physical before participating in an upcoming season. During the summer, the athletic department sends a letter to students in Grades 7 –12 informing them of their sports physical requirements for the upcoming school year.

INSPECTION AND MONITORING POLICY

Students should have no expectation of privacy in hall or gym lockers, desks, cubbies, or school-owned electronic devices. The School reserves the right to inspect property for inappropriate materials at any time, to remove them if found, and to take other appropriate action if deemed necessary, including notification of parents/guardians.

The School may also search personal property brought onto campus such as bags, purses, backpacks, and any personal electronic devices. Searches will be conducted in the sole discretion of the School and with or without notice to the student or family. In the case of electronic devices, students must provide any passwords to

inspect the device upon request by a School administrator. Students should not assume that any messages or materials on their computers or the School's systems are private.

SURVEILLANCE AND MONITORING

The School may conduct monitoring to help ensure employee and student safety and security, including video surveillance of non-private areas to identify safety concerns, maintain security, detect theft and misconduct, and discourage and prevent acts of harassment and violence.

K – 12 SCHOOL UNIFORM DRESS CODE AND PHILOSOPHY

St. Anne's-Belfield School believes that students' attire is a visual representation of their participation in a shared purpose: learning. Like an athletic team in uniform, a chorus in formal black attire, and a cast in period costume, each student is expected to be dressed appropriately in attire that enhances each school day. We do not believe a student's school attire is an opportunity for individual expression. The uniform dress code exists to deepen our sense of community while allowing students the freedom to focus on their educational passions and pursuits.

UNIFORM DRESS CODE BY DIVISION

Please refer to uniform dress code sections for [Lower School](#), [Middle School](#), and [Upper School](#). Pre-School students do not wear uniforms. *View the [School Stores section](#) below for information on purchasing new or used uniforms from Lands' End and Saints' Closet.*

LEAVING CAMPUS

Students are not allowed to leave campus with a driver other than a parent or guardian unless they have written permission from the parent or guardian stating the conditions under which the student may leave. *View the [Upper School section on Attendance, Absences, and Tardiness](#) for exceptions.*

PARENT/GUARDIAN ORGANIZATIONS

PARENTS' ASSOCIATION

The Parents' Association (PA) seeks to enhance the vision and goals of the School through volunteers by providing opportunities for parents to connect and by various fundraising activities. All parents/guardians are members of the PA by virtue of having a student enrolled at the School. The association is served by a board whose role is to coordinate many, varied activities. These activities include: the Fall Family Picnic, an afternoon of sports, fun and food for the entire family co-sponsored by the Athletics Boosters; Parents' Nights; Grandparents' and Special Friends' Day; Class Days; other special School events; and finally, the many classroom and divisional volunteer opportunities that abound at the School, coordinated by the division representatives, grade level representatives (GLRs), and volunteer coordinators. Parents/guardians are strongly encouraged to check their email and the School website often for updates and information.

The Parents' Association hosts many fundraising activities throughout the year. In the past, these have included Saints' Closet consignment sales, class photo sales, and auctions. Through these activities, parents and guardians provide many benefits to the School.

The Parents' Association board urges all parents at the School to get involved. It is easy – just complete the online volunteer form. Board meetings are held monthly and are open to all.

ARTS BOOSTERS

Part of the Parents' Association, this is a group of parents/guardians who support the arts programs of the School through fundraising activities and other supportive activities. The Arts Boosters hosts multiple major fundraising activities each year: the Wearable Arts Runway Show, A Cappella Fest, and the spring plant sale, in addition to providing assistance for other student performances. Parents/guardians interested in being members should contact the president of the Arts Boosters or the chairs of the Arts Department, or complete the online volunteer form.

ATHLETICS BOOSTERS

The Athletics Boosters is a part of the Parents' Association which supports the athletic programs of the School through fundraising activities and other supportive activities, including serving as team parents, staffing the concession stand at athletic events and assisting with the spring athletic awards ceremony. A board is elected annually from members present at the meeting. Parents/guardians interested in being members should contact the club chair or the director of athletics, or complete the online volunteer form at stab.org/athletics.

Additional groups and organizations of parents/guardians may be formed at the discretion of each division head or the head of school.

RELIGIOUS ACCOMMODATIONS

As an inclusive community that values students' religious beliefs and traditions, we provide students uninterrupted time for significant religious observances. We ask teachers to be flexible and adjust due dates as necessary with no penalty. Faculty members will collaborate with the student to create a plan so that students should not be put at a disadvantage relative to the rest of their peers.

The responsibilities of the advisors and homeroom teachers are:

- To make students comfortable in asking for accommodation to observe holidays and religious practices
- To be responsible for gathering pertinent family information during conferences at the beginning of the year
- To send email reminders to the teachers of those students who wish to honor a holiday holiday and/or observance of an important religious practice to their family

REQUESTS FOR TRANSCRIPTS

No transcripts, written or verbal recommendations, or acknowledgment of a student's performance at St. Anne's-Belfield School may be sent to another school without final approval from the Business Office. In the event that a student needs a transcript and records sent to another institution, please contact your divisional office to be connected to the person who can assist you with your request via Parchment, the School's digital credentialing service.

RESIDENCE

It is the School's position that in order for students to have the foundation necessary to excel in school and other endeavors, students must have appropriate living accommodations, support, and supervision. As a result, the School requires that all students, regardless of age, continuously live with a parent or court-appointed legal guardian of at least 25 years of age so long as the student is enrolled at the School. Failure to do so will result in the student's dismissal from the School. Living with friends, distant relatives, nannies, by themselves, etc. is not acceptable. There will be no refund of tuition where such enforced withdrawal occurs. A parent or legal guardian must immediately notify the School should a student's living arrangements change during the school year. The School reserves the right to request at any time and from time to time, satisfactory proof (in the

School's sole discretion) of a student's living arrangements, including, without limitation, verification of with whom the student lives and where the student is living.

RIGHT TO INVOLVE GOVERNMENT AGENCIES

The School has a duty to report certain situations to The Department of Child Protective Services and/or law enforcement. The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

SCHOOL CLOSINGS, DELAYS AND EMERGENCY NOTIFICATIONS

On days which present bad driving or emergency conditions, the head of school or their representative will determine whether or not to delay or close School. In order that a full day of classes not be lost, a delayed opening schedule will be used whenever possible. If School is closed early or for the entire day, afternoon activities will be canceled, including Saints After School (SAS), rehearsals, and athletic practices. If there is no announcement, a regular schedule will be followed.

School closings, delayed openings, and other emergency notifications will be announced on the School's website and through some combination of email/voice message/text alert. Please ensure your information is up-to-date in your parent portal to receive these important notifications.

SCHOOL COMMUNICATIONS

WHOM TO CONTACT

Find a school directory and charts on whom to contact in each division at stab.org/connect/contact-us.

Faculty and staff emails and phone numbers can be found in your [Veracross Parent Portal](#) in the directory and on the School website. Generally, faculty and staff emails will follow this formula: firstinitiallastname@stab.org. Example: Sam Stannes = sstannes@stab.org.

STUDENT AND FAMILY PORTALS

School news, announcements, events, and important documents such as handbooks and forms, are updated frequently in our Veracross student and family portals. Upper School students and parents/guardians are strongly encouraged to check the homepage and login to their portals often for new information. The portals may be accessed at portals.veracross.com/stab

BELFIELD BULLETIN WEEKLY EMAILS

Every Sunday afternoon (or Monday if there are no classes on Monday) around 4 p.m. EST, families and Upper School students will usually receive a weekly digest email. These newsletters contain recent announcements, upcoming events, and many important links, and are a must-read every week. Subscribers may opt out using the unsubscribe button at the bottom of each email.

OTHER WAYS TO CONNECT

- School website: stab.org
- Social media: [Facebook](#), [Instagram](#), [SmugMug](#) (photos), and [LinkedIn](#). Links to all accounts may be found in the footer of all School webpages.
- Campus signs: Look for event reminders and announcements at the entrance to each campus.

- School calendars: You may subscribe to various calendars of interest in your portal, such as your child's divisional calendar or athletics. Some publicly-available events may also be viewed at stab.org/calendar.

LANGUAGE TRANSLATIONS

When possible, major school announcements are translated into those languages spoken by non-English-speaking members of the St. Anne's-Belfield community using Google Translate software. Reasonable efforts are made to provide an accurate translation, however, no automated translation is perfect. Some content may not be accurately translated due to the limitations of the software. Automated translations of the stab.org website are also provided for convenience. This is found at the bottom of each page using the Select Language button.

STUDENT PUBLICATIONS

The yearbook staff, made up of Upper School students and a faculty advisor, produces an all-School yearbook every year. Yearbooks are offered as an optional charge, to be paid at the same time as yearly tuition. Other student publications such as the Belfield Banter newspaper and Plum art magazine are published periodically.

SCHOOL STORES

ATHLETICS STORE

The Saints Athletics online store sells sports-specific wear for all members of our community, with a portion of the proceeds supporting the athletic program. The store is only open at specific times of the year, with dates announced in the Belfield Bulletin weekly emails.

MBS DIRECT

Textbooks are available for students in Grades 5 – 12 through an account with MBS Direct, our online bookseller. Use of this provider is not mandatory; however, St. Anne's-Belfield has a secure account through which parent(s)/guardian(s) and students can select and purchase used and new books for their classes.

LANDS' END

Lands' End has a custom website for St. Anne's-Belfield School to purchase clothing items that have been approved by the School. It is available all year, so families may purchase items as children grow and as the seasons change: landsend.com/stab (school ID number: 900144775)

SAINTS' CLOSET

The Parents' Association (PA) operates Saints' Closet, a gently-used uniform sale in late summer and throughout the school year. Many items will be priced at more than 50% off retail. Dates for shopping and donating or consigning items are announced in the Belfield Bulletin weekly emails.

SCHOOL STORE

The School Store is located in the Conway Convocation Center (CCC) on the Belfield Campus. The store sells a variety of clothing, healthy snacks, and novelty items to meet the needs of students and faculty. The store typically operates during the school year when classes are in session. Store hours may be found online at stab.org/connect/stab-store. Changes to the schedule and other special announcements from the store such as sales, discount days, and new inventory, are announced in the Belfield Bulletin weekly emails.

SECURITY

The School is dedicated to providing a secure and safe environment for students. With a full time, professional security staff, all doors on both campuses are secure throughout the day and may only be opened with a security key fob provided to employees. Parents visiting the School during normal school hours will be asked to press the buzzer and be helped by one of our divisional administrative assistants. Upper School students also receive picture IDs to allow them to easily go between Upper School academic buildings throughout normal school hours. After school, all doors are locked. Students are not to be in academic buildings after hours unless participating in athletics, supervised by faculty, or taking part in an approved School-sponsored activity.

SEMESTER OR SCHOOL YEAR AWAY REQUESTS

St. Anne's-Belfield believes that academic opportunities beyond the School's campuses can be rich cultural and educational experiences for students. There are a number of academic qualifications and details that students, families, and the School must attend to far in advance of a student's time away. Communications about a student's interest in a quarter, semester, trimester, or year away should begin as soon as possible, at least by the January preceding the academic year of the proposed time away. The request should be in writing to the division head. All students must be in residence and enrolled at St. Anne's-Belfield for their senior year in order to earn a diploma from the School. *For medical leaves of absence, see the [Health and Medical Guidelines section](#).*

SERVICES FOR STUDENTS WITH DISABILITIES

We understand that there may be circumstances in which a parent/guardian may request that the School provide an adjustment or accommodation for a student's medical needs, physical or mental health, or learning disability. In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not pose a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained.

Request and Documentation: For any type of accommodation, the parent/guardian must provide documentation, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time the accommodation(s) will be needed. Sometimes, the documentation received from the student's physician or specialist may raise questions or be unclear as to the recommendations. For that reason, the parent/guardian must sign a release of information form permitting the School to contact the healthcare professional, when necessary. If there is any cost associated with the healthcare provider's cooperation (e.g., to answer a set of questions submitted), the family must agree to bear the cost of such process.

- For medical accommodations, including administration of medication at school, the parent/guardian should contact the school nurse. See the [Health and Medical Guidelines section](#) on *Administering Medication for more*.
- For diagnosed learning disorders, parents/guardians should reach out to the division's academic support & learning specialist or the division head to receive further guidelines on the type of documentation needed.

Once the request and documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested.

Limitations on Requests: We ask parents and guardians to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

TECHNOLOGY

CELL PHONES AND OTHER ELECTRONICS

To the extent that a student brings any electronic devices to school (computers, cameras, mobile phones, tablets, smart watches, headphones/ear buds, etc.), the student does so at their own risk. The School will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school must comply with all rules and regulations regarding the same.

RULES FOR ELECTRONIC DEVICES BY DIVISION

Rules around electronic devices vary by division. Please refer to your child(ren)'s division sections of the handbook for specific expectations.

Students who violate these rules will have their cell phones or electronics confiscated. In such cases, the School reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by a school administrator. Parents/guardians will be required to come to the School office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

COMPUTER AND SYSTEMS ACCEPTABLE USE POLICY

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, mobile phones, tablets, smart watches, headphones/ear buds, etc.) on School property or at a School-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers and devices should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege: The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The School community – students, faculty, administrators and staff – have the privilege of full access to the internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive email, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the Schools local or network hard drives.

Filtering: Internet traffic for all devices on campus that are connected to our Wi-Fi is filtered through a firewall to restrict access to a number of potentially offensive, illegal, and pornographic materials. No filtering system

is foolproof, however. We expect users to act responsibly in their searches, immediately disengage from any materials that are inappropriate, and to report the situation to the faculty member or administrator in charge of the activity. Obtaining material that is explicitly labeled as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety: Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the internet. Students also should not meet with someone that they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term “pirated software” refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student’s own software brought to School for personal use.

Network Access/Passwords: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School’s website is prohibited. Obtaining another’s password or rights to another’s directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else’s password or posting a message using another’s log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Guard your password. You will be responsible for any activity done on the school’s system under your password.

Email: Students are expected to use their school provided email for all school related work and communication. Students are expected to check their email daily. Neither email nor text messaging may be used to harass or threaten others. The School reserves the right to randomly check email or text messages. Email messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted emails can be undeleted.

Any person who believes that they have been harassed or threatened by an email or text communication should immediately report the concern in accordance with the School’s No Harassment/No Bullying policy.

Viruses: Every effort is made by the School to keep our system virus free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the internet, receives harassing, threatening, or inappropriate materials via email, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the assistant head or dean of students for the student's School so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this policy will be subject to appropriate discipline and loss of computer or internet privileges.

Reporting Lost Devices: Students must immediately report the loss or theft of any School devices, or electronic devices that may contain School related information. Lost or stolen devices should be reported to the Office of Information Technology at helpdesk@stab.org.

TRANSGENDER AND GENDER-NONCONFORMING STUDENTS PHILOSOPHY

St. Anne's-Belfield School believes that only individuals can determine their appropriate gender identity. As such, the School shall accept, respect, and welcome all students according to the gender identity that they assert. Moreover, the School will not require medical, legal, or other "proof" of any student's claimed gender identity. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected by the School. Finally, the School believes that students who contemplate their gender identity each travel a unique path. As such, the School will endeavor to customize support to optimize each student's understanding of their gender identity.

PRIVACY

All students have a right to privacy, and this includes the right to keep one's transgender and gender-nonconforming status private at school. No School employee or volunteer shall disclose any information that may reveal a student's transgender status to others, including to parents or guardians, unless legally required to do so or unless the student is exhibiting symptoms of being a danger to themselves or to others. In the rare instance that the School is legally required to disclose a student's transgender status or there exists a concern for that the student is a danger to themselves or others, the School will provide the student an opportunity to make that disclosure first. Additionally, the School will seek to provide the student with any support that the student would need to make the disclosure in a safe and supportive environment. The School will endeavor always to maintain the safety and welfare of the student, and assess the best path for the health of the student.

Transgender and gender-nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information. The fact that a student chooses to use a different name, to transition at School, or to disclose their transgender status to adults or other students in the School community, does not authorize the School to disclose a student's personally identifiable or medical information.

COMMUNICATION AND DOCUMENTATION

When contacting the parent or guardian of a transgender or gender-nonconforming student, the School will use the student's legal name and the pronoun corresponding to the student's gender assigned at birth and/or on file unless the parent or guardian has specified otherwise. If the student has previously been known at School by a different name, the administration will direct personnel to use the student's chosen name and appropriate pronouns at School, even as official communications continue to use the student's legal name. For transcripts and other official school documents, the School will maintain the student's legal name and gender unless the student's name has been legally changed. When the student's chosen name and appropriate pronouns do not align with the student's legal name and gender, it is assumed that this will trigger conversations between the student and the trusted faculty member in the student's life, who agree to keep the administration current.

ATHLETIC PARTICIPATION

In order to remain eligible to participate in conference (League of Independent Schools and Virginia Prep League) and Virginia Independent Schools Athletic Association play, the School will adhere to the established rules of these organizations as it relates to gender. Those guidelines and rules may not be in accordance with the School's stated philosophy. For example, the VISAA guidelines read:

"If a school maintains separate teams in the same sport for girls and boys during the school year, regardless of the sports season, girls may not compete on boys' teams, and boys may not compete on girls' teams. If a school maintains only a boys' team in a sport, girls may compete on the boys' team. Boys may not participate on a girls' team in any sport other than cheerleading and crew. In the sport of crew, as permitted by the U.S. Rowing Rules, a male coxswain may compete in events for girls, and a female coxswain may compete in events for boys. Notwithstanding the foregoing, if the Executive Committee determines that boys' opportunities for participation in athletics have been limited in the past, boys may participate on a girls' team, unless the sport involved is a contact sport." (last updated in 2021-22)

FACILITIES

With respect to restrooms, locker rooms or changing facilities, students shall have access to facilities that correspond to their gender identity. In all buildings, the School will endeavor to maintain as many individual (gender-neutral) restrooms as is practical. The School may continue to maintain separate restrooms, locker rooms and changing facilities for male and female students, and students should determine which facilities are consistent with their gender identity. Any student who is uncomfortable using a shared, gender-segregated facility, regardless of the reason, shall, upon the student's request, be provided with a safe and non-stigmatizing alternative as the School's facilities will allow.

RESIDENTIAL LIFE

Students who reside in the residence hall will be placed in facilities that correspond to their gender identity (including rooms, restrooms, showers, and changing facilities). Students must give the School ample lead time in order to accommodate the student's wishes, and the School will make every effort to offer accommodations that align with the student's gender identity.

The School will make every effort to accommodate transitioning transgender students and gender-nonconforming students according to their gender identity, but structural and facilities constraints (i.e., availability of a residence hall room) may render the School incapable of fulfilling this request until another residence hall room is made available, the timing of which is often beyond the School's control.

VISITORS TO CAMPUS

For the safety of our students, our visitor policy includes parents, guardians, family members, alumni, and visitors from outside of the School community. Upon arrival, all visitors must check in at the divisional office to obtain a visitor's badge. The visitor's badge should be worn at all times while on campus. Adults are required to provide valid government identification, preferably a state driver's license, for use in Raptor, our visitor management system.

Special events for an entire class, all School meetings, and athletic spectator events are exceptions to this policy.

PRE-SCHOOL PROGRAM

ACADEMICS

The Pre-School Program (PS), which is part of the Lower School division, provides periods of independent play, student-directed group activities, teacher-directed group activities and individual and group instruction in foundational literacy and language arts; mathematics; science; and social studies.

HOMEROOM TEACHERS

Each family will have a homeroom teacher. This teacher will be the special link between School and home and will be the person parents and guardians see for conferences. Arrival and dismissal times are usually unprofitable times to engage teachers in conversation. Rather, parents/guardians should set up a specific time to discuss issues or concerns with the homeroom teacher. We ask that parents/guardians do not request a particular teacher, as this restricts flexibility in meeting individual and group needs.

ASSESSMENT

All students in the Pre-School program are generally evaluated individually three times a year. Parent-teacher conferences are scheduled to coincide with the end of two of the marking periods. At these times, students do not attend classes so that teachers may schedule uninterrupted discussions with parents/guardians.

PROGRESS REPORTS AND COMMUNICATIONS

For our youngest learners, it is vital that families and the School communicate regularly to meet the needs of students. The School encourages families to speak directly to their students' teacher whenever there is a question or concern.

ACADEMIC COMMUNICATION CALENDAR

- August: Parent Partnership Meetings
- September: Curriculum Night
- December: Parent Partnership Meetings
- December: Trimester 1 Observations Posted
- March: Trimester 2 Observations Posted
- June: Trimester 3 Observations Posted

PARENT PARTNERSHIP MEETINGS

Parent Partnership Meetings are held periodically (please refer to the [School calendar](#) for specific dates) and are extremely important forums for teachers and parents/guardians to exchange information about student progress. Students may sometimes participate in these conferences when specifically agreed upon by the teacher and parent/guardian in order to maintain effective, direct communication among teacher,

parent/guardian, and student. Additional conferences may be scheduled at the request of parents or teachers at any time during the school year.

PROMOTION AND RETENTION

We recognize that rates of progress and development can vary greatly from child to child, and we attempt to provide for this variation in our classrooms. In some cases, however, after a careful review of a child's physical, social, emotional, and educational progress and development, further thought and conversation may need to be given regarding proper grade placement.

During the Pre-School 4 year, families, homeroom teachers, and the director of the Pre-School Program will discuss the best placement decision for the following year, choosing between Junior Kindergarten (JK) or Kindergarten. Conversations regarding placement typically take place in January or February, and the School may hold a family's contract in order to wait until the spring before making a final placement decision. It is our practice to consult with parents/guardians in making a decision that will best serve the needs of the child, but the final decision is made by the School.

DAILY SCHEDULES

EARLY MORNING DROP OFF

- Pre-School and Junior Kindergarten students may arrive as early as 8 a.m.
- Two-Year-Olds who have siblings in Pre-School – Grade 8 may arrive as early as 8:15 a.m.
- Classes for Two-Year-Olds, Pre-School, and Junior Kindergarten begin at 8:35 a.m. All students are expected to be in their classrooms by the time classes start.

CLASS TIME

- Two-Year-Olds: 8:35 – 11:45 a.m.
- Pre-School: 8:35 a.m. – 12 p.m.
- Junior Kindergarten: 8:35 a.m. – 2:55 p.m.

DISMISSAL

- Two-Year-Olds: 11:45 a.m.
- Pre-School: 12 p.m. for any student not participating in after-school programming
- Junior Kindergarten: 2:55 p.m. for any student not participating in after-school programming

AFTER-SCHOOL PROGRAMMING (PS 3 & 4 AND JK ONLY)

- PS Lunch Bunch: 12 – 1:30 p.m.
- PS Extended Day: 1:30 – 2:55 p.m.
- PS & JK SAS: 3:00 – 5:30 p.m.

After-school care is located in the Pre-School Building and at Saint's Meadow. Pre-School after-school programming will be operational the first day of School in which all students are in attendance and each day thereafter on which regular classes meet, as well as the last day of School. *For more information please see the Pre-School After School Programs section. These programs are only available for families who signed up by April 1, 2022.*

ATTENDANCE, ARRIVAL, AND DISMISSAL

ATTENDANCE EXPECTATIONS

Students are expected to be present at school. Although illness and emergencies are clear reasons for absence, any disruption to daily school routines impacts learning and the school community. Therefore, unnecessary absences are discouraged. Students who are not in their classrooms by 8:35 a.m. are marked absent. The assistant director of the Pre-School Program will call families after 9 a.m. if the reason for your child's absence is unknown. This practice is for your student's safety and is a requirement of the Virginia Department of Social Services.

ABSENCES

If your child is not attending school due to illness or an emergency situation or if a child will arrive late to school, please call or email the divisional office at **(434) 963-4858** or lvattendance@stab.org. The Director of the Pre-School Program Kathy Carpenter can be reached at (434) 981-4626 for emergencies.

Extended Absences: If a family's plans will take a student out of school for an extended time, please contact the Director of the Pre-School Programs in advance.

EARLY DISMISSALS

If a student must leave school before the regular dismissal time, parents/guardians should send an email to lvattendance@stab.org before 9 a.m. Included in the note should be the exact time the student is to be picked up, who will pick up the student, and the estimated time the student is expected to return if applicable. Please note only those on the Pickup Authorization list may sign a student out. You may add people to this list in your [Veracross Parent Portal](#) by clicking the "Update Family" button. A parent or designated adult must sign the student out and in at the divisional office whenever they leave school and return before the regular dismissal time. Students may not wait outside unattended to be picked up and may only be picked up by people approved in advance by the parent/guardian. Individuals not known to the School will be asked for identification the first time they are picking up a student.

SCHOOL DELAYS OR CANCELLATIONS

Morning care/supervision will not be offered in the event of a delayed opening. Please do not drop off your child until the delayed opening time. See the all school [School Closings, Delays, and Emergency Notifications section](#).

SNACKS AND LUNCHES

TWO-YEAR-OLDS AND PRE-SCHOOL 3 & 4

The School furnishes a daily morning snack. We serve a variety of fruits, vegetables, grains, cheeses and breads.

PRE-SCHOOL LUNCH BUNCH

Lunch Bunch is held from 12 – 1:30 p.m. Lunch Bunch is an enrichment program that allows enrolled children to eat lunch together while adding to their day with activities based on quality children's literature themes. Only Pre-School students enrolled in programs after noon, including Lunch Bunch, Extended Day, or Full Day, eat lunch at School. Students who stay for these programs must bring a lunch from home. *Please see the Pre-School After School Programs section for more details on Extended Day and Full Day programs. Lunch Bunch is only available for families who signed up prior to April 1, 2022.*

JUNIOR KINDERGARTEN LUNCH

Students bring lunches from home, and they eat in their cottages or classrooms. These lunches must follow the guidelines and nut-free policies as noted below.

LUNCH AND DRINK GUIDELINES (LUNCH BUNCH AND JUNIOR KINDERGARTEN)

- For space and safety reasons, please use soft nylon lunch containers rather than hard lunch boxes.
- Please pack items that do not need heating or refrigeration. To keep food cold, please include an ice pack.
- Please send food in containers that students can open independently.
- NO glass containers. Please, send reusable containers when possible.
- Remember to pack spoons or forks as needed.
- Pack water, milk, or 100% fruit juice for your student's drink (No Kool-Aid, soft drinks, or Gatorade-type drinks).
- Water bottles with pull-up tops are easy for the students to handle.
- Juice boxes are okay to use if your student can manage the straws independently.
- NO glass, cans or carbonated drinks.
- Students may not bring candy for lunch or snack.
- NO peanuts or tree nut products (see below).

PEANUT AND NUT-RELATED ALLERGIES

We have children with allergies to peanuts and nut-related products. These allergies can be potentially life threatening. Please DO NOT pack peanut and tree nut products in the lunches and snacks you send to School with your child. Many items that contain peanuts might surprise you. Please check food labels to determine whether they contain peanuts or were processed in a facility that processes peanuts. For example, some pretzel manufacturers indicate no peanuts or tree nut residues, while others indicate that they have been cooked in a plant that also processes nuts. We ask that, for the protection of our students, you always double-check ingredients.

STUDENT BEHAVIOR

To promote the child's well-being, Pre-School faculty will respect the personal privacy of the child; will respect differences in cultural, ethnic, and family backgrounds; will encourage decision-making abilities, independence, and self-direction; will promote ways of getting along; and will use consistency in applying expectations.

Guidance will be constructive in nature and age appropriate to serve as a form of redirection and a means of conflict resolution. At this age, the School is constantly working with students and families to gauge developmental readiness and growth regarding all programs and activities. We understand that some students might not be ready for the long day that Pre-School and PS after school programming entails.

Parents/guardians will be informed about repeat or notable incidents, and faculty will assist children in making better choices. Continued inability of a child to successfully participate in the School's program, however, may result in the School terminating their participation.

DAILY LIFE

BIRTHDAYS

In order to avoid misunderstandings and hurt feelings, invitations to private parties must be sent through the mail and not distributed at School. Also, gifts must be exchanged outside of School. For the same reasons, children who are forming groups to attend a party or another event must arrange a meeting place other than the School premises.

If parents/guardians would like to furnish drinks, special napkins, and cups for their child's birthday, they should bring them to the Pre-School ahead of the child's birthday. The School will provide the snack. In addition, in Pre-School 3 & 4 classes, the Birthday Fairy arrives; a much beloved School tradition. So that all children have a visit from the Birthday Fairy, those with summer birthdays are celebrated according to their half birthday date.

FIRE ALARMS AND SCHOOL EMERGENCIES

When the fire alarm sounds, if students are in the building, students and teachers should leave their classrooms without talking and leave the building through the specified exits. Students should stay with their own classroom groups and teachers while leaving the building. Once in the designated safe area, teachers will take roll. Additionally, students learn and practice procedures to follow in the event of a tornado or intrusion.

In the case of an emergency involving one child: Staff will notify the child's parent/guardian of the situation as soon as practicable via phone.

In the case of a school-wide emergency: A text, voicemail, and email alert will be sent to all parents/guardians. Please ensure your contact information is up to date in your [Veracross Parent Portal](#) to be able to receive these notifications.

GIFT GIVING

Gifts from individual families to teachers are in no way required or expected. Collection of cash for these gifts needs to be organized by parents/guardians and not rely on school facilities or personnel for the collection.

Gift giving among students at School can lead both to hurt feelings. We discourage students from exchanging gifts at School.

GUM CHEWING

Students are not permitted to chew gum anywhere on campus.

HOMEROOM AND GRADE COORDINATORS

Every year, the Parents' Association solicits volunteers to serve as homeroom and grade level representatives (GLRs). The Pre-School seeks volunteers from all three levels. Coordinators begin their tenure in August, and generally assist the class and the School in the following ways:

- Assist with and coordinate class activities and parties.
- Maintain a current volunteer list for their teacher's classroom.
- Report to and meet with the GLRs as needed.
- Serve as homeroom coordinator no more than once in any three-year period in each division.

MISS DOLLY'S STORYBOOK GARDEN LIBRARY

Miss Dolly's Storybook Garden was named in honor of Dolly Johnson, a beloved faculty member who retired in 2017 after 30 years with the School. Miss Dolly was renowned for her nurturing and loving connection with our youngest learners through her love of books and music. The library is a cozy spot befitting of her legacy, welcoming both parents, students and siblings while they are visiting the Pre-School building. Located at the front entrance of the Pre-School building, books may be signed out on a weekly basis by parents for students younger than Junior Kindergarten. Junior Kindergarten students may check out a book once a week during their library time. No food or drink should be brought into the library.

LOST AND FOUND

All property brought to School, including clothing and lunchboxes, should be clearly marked with the student's name. The School cannot accept responsibility for the personal belongings of the students. Items marked with a name will be taken to the child's homeroom. If not marked, these belongings will be placed on the lost and found box in the Pre-School office or outside in the lost and found box. Items which are left unclaimed will be donated to a local charity immediately following winter break and at the end of the school year. Students should not bring valuable items to school. Toys and items that are dear to a child may be lost and can be distracting at School.

TOILET TRAINING

In the Two's classes, the students are supported while toilet training. Some come to School in the process of learning and the teachers and staff assist this process. No child is asked to use the toilet before they are ready and this training is done with the support of family and School. If the students are not toilet trained, the School follows the guidelines of diaper changing as outlined by the Virginia Department of Social Services. Parents provide diapers, pull-ups, and wipes as needed.

Students in the Pre-School classes and beyond are expected to be toilet trained. We do understand that our youngest children have occasional accidents, so we ask that extra clothing be supplied. A child in these grades should not wear pull-ups or diapers to school as the cottages and the classrooms do not have diaper changing areas. If a child consistently has accidents and is not adequately toilet trained, a plan for ensuring this level of self care will be developed between the director of the Pre-School Program and the parent(s)/guardian(s).

DRESS CODE

Pre-School students are not required to follow the School uniform dress code. However, clothes must be free of large graphics such as animated characters, logos, etc. In addition, no Croc-type or slip-on shoes may be worn, and all shoes must be closed toed. In addition, clothes should be easily managed by those students who are just learning self-help skills. Elastic waist bottoms and Velcro shoes are ideal for the youngest students. As the greater part of the morning is spent outdoors, children's clothing should follow the suggested weather gear to support their learning in comfort at the meadow.

SUNSCREEN POLICY

Pre-School faculty and staff are the only adults who can apply sunscreen to your child while participating in the program. Parents/guardians will supply this sunscreen to the school. The "Authorization to Administer Sunscreen" form (available in the Pre-School office) must be completed before sunscreen may be applied.

PRE-SCHOOL AFTER SCHOOL PROGRAMS (PS 3 & 4 AND JK)

The School offers students in Pre-School 3 & 4 and Junior Kindergarten supervised activities beyond the regular school day in the Pre-School Building. These after-school activities are not offered to the Two's Program. The options include, Lunch Bunch, Extended Day and Full Day.

SNACK

The Pre-School faculty will provide snack at 3 p.m. each day.

SIGN OUT

All students must be signed out of Pre-School after school programs each day. The following guidelines apply:

- Authorized Person(s): Students can only be signed out and picked up by parents/guardians and by those listed under the section "Person(s) Authorized to Pick-Up Child" on the Child Registration Form.

- Parents/guardians should list their emergency contacts from the section “Two People To Contact if Parent(s) Cannot Be Reached” in the “Person(s) Authorized to Pick Up Child” box as well as babysitters/nannies, relatives, and so forth.
- **Late Pick Up:** If your child is not picked up promptly from the Pre-School by 5:30 p.m., you will be charged a late fee of \$1.00 per minute per child. This fee needs to be paid upon request.
 - If you are running late for any reason, please call the director of Pre-School program at (434) 981-4626. If you have not picked up your child by 5:30 p.m. and the director is unable to contact you, your emergency contacts will be called to pick up your child.

Other pick up logistics will be shared during PS Orientation in August.

LOWER SCHOOL (GRADES K – 4)

HOMEROOM SECTIONING/CLASS PLACEMENT

In arranging class placement each year, teachers and administrators create class lists with careful consideration given to students’ academic and behavioral strengths. Previous years’ teachers make recommendations with regard to students who work well together as well as students who may work better when separated. We work to create class lists that are balanced in terms of gender, new/returning students, and academic and behavioral strengths

It is School policy that the faculty and administration will make all class placement decisions and that parent/guardian requests for class placement are strongly discouraged. If a parent/guardian chooses to make a teacher request for the coming school year, it should be sent in writing to the division head prior to June 1.

ACADEMICS

HOMEWORK

All students in Grades 1 – 4 are expected to read each evening. Additionally, students may be asked to practice math facts using the adaptive and individualized program, Reflex Math. The following is the amount of total time expected for homework each evening.

- Grade 1: 10-15 minutes
- Grade 2: 10-15 minutes
- Grade 3: 15-20 minutes
- Grade 4: 20-25 minutes

REPORT CARDS AND COMMUNICATION

Regular communication is essential to a healthy partnership between the School and home. Throughout the year, telephone calls are made and reports are posted for parents/guardians in their portal with an email notification sent at the time of posting. In Grades K – 4, we use a non-graded system which assesses progress in academic and social skills.

ACADEMIC COMMUNICATION CALENDAR

- August: Parent Partnership Meetings
- September: Curriculum Night; Homeroom Calls
- December: Parent Partnership Meetings; Trimester 1 Comments Posted;
- March: Trimester 2 Comments Posted; Grades K – 4 Parent Partnership Meetings
- June: Trimester 3 Comments Posted

PARENT PARTNERSHIP MEETINGS

Parent Partnership Meetings are held periodically (please refer to the [School calendar](#) for specific dates) and are extremely important forums for teachers and parents/guardians to exchange information about student progress. On conference days, students do not attend classes so that teachers may schedule uninterrupted discussions with parents/guardians, although on rare occasions students may sometimes participate in these conferences when specifically agreed upon by the teacher and parent/guardian. Additional conferences may be scheduled at the request of parents/guardians or teachers at any time during the school year.

PROMOTION STANDARDS

We recognize that rates of progress and development can vary greatly from child to child, and we attempt to provide for this variation in our classrooms. In some cases, however, after a careful review of a child's physical, social, emotional, and educational progress and development, further thought and conversation may need to be given regarding proper grade placement. For our older students, consideration may be given to the potential value of spending a second year in the same grade. Conversations regarding placement typically take place in January or February, and the School may hold a family's contract in order to wait until the spring before making a final placement decision. It is our practice to consult with parents/guardians in making a decision that will best serve the needs of the child, but the final decision is made by the School.

TUTORING AND OTHER SUPPORT

When students experience academic difficulty in Grades K – 4, it is our belief that parents and teachers can usually work together to alleviate the problem within the regular classroom and at home. If this is not successful, tutoring and/or referral to professionals within or outside the School might be recommended by the academic and learning support specialist in partnership with the homeroom teacher. In Grades K – 4, tutoring is scheduled after school. Tutoring is arranged at the family's expense.

STANDARDIZED TESTING

Kindergartners complete the Measure of Academic Progress (MAP®) in January and May. Students in Grades 1 – 4 complete the MAP in September, January, and May. Together with classroom performance, teachers use this information to consider growth in reading and math over time. Please reach out to the Lower School academic and learning support specialist if you have any questions regarding your student and standardized testing.

DAILY SCHEDULES

Regular daily schedules may be obtained from homeroom teachers.

- Lower School students may arrive as early as 7:30 a.m.
- Classes begin at 7:55 a.m. All students are expected to be in their classrooms by the time classes start.
- Dismissal 3:15 p.m.
- Saints After School (SAS)
 - Grades K – 4: 3:15 – 5:30 p.m., located in the 1 & 2 Commons
 - Grades 5 – 8: 3:35 – 5:30 p.m., located in the Legner Library

Saints After School will be operational the first day of School and each day thereafter on which regular classes meet, as well as the last day of School. *For more information please see the [Saints After School section](#).*

ARRIVAL AND DISMISSAL

Students should be dropped off for school each morning at the main Lower School entrance. Please do not let your student out on the road or in any other undesignated spot where safety could be an issue. Students who arrive between 7:30 – 7:55 a.m. (before the opening of classrooms) must report to morning care situated in the 1 & 2 Commons.

Morning Meetings begin at 8:05 a.m. each day. If children arrive in their homerooms after that time, they are marked tardy.

Students are dismissed at 3:15 p.m. each day. On those occasions when a late pickup in the afternoon is unavoidable, we ask parents to contact the School. All students still at the School at 3:35 p.m. will be taken to Saints After School (SAS) at that time. See *the Saints After School section*.

For students under age eight, you must comply with the Virginia Child Passenger Law with regard to required child safety seats and boosters. Due to licensing regulations, we can not allow a student leave in a vehicle that does not have the proper child restraint installed.

There is a fair amount of traffic at arrival and dismissal times, and we ask your cooperation in adhering to these procedures:

- Parents/guardians of students in Grades K – 4 will drop off and pick up students at the main K – 4 entrance.
- Parents/guardians who wish to park their cars, rather than wait in the dismissal line, must pick up their child at their child's assigned dismissal area and accompany the child back to the car. Students may not wait for parents at any other unassigned area.
- Name cards are distributed each year and should be clearly displayed in the front window of the car at dismissal time. They are crucial for the efficiency of the dismissal process.
- Failure to adhere to this policy compromises our ability to ensure the safety of the children.

SCHOOL DELAYS OR CANCELLATIONS

Morning care/supervision will not be offered in the event of a delayed opening. Please do not drop off your child until the delayed opening time. See *the all school [School Closings, Delays, and Emergency Notifications section](#)*.

ATTENDANCE, ABSENCES, AND TARDINESS

ATTENDANCE EXPECTATIONS

Students must be present and on time for all scheduled classes, activities, events, Chapel services, and assemblies. Frequent or sustained absences, including repeated late arrivals and early dismissals, may seriously hamper academic progress. For this reason, parents and students need to be diligent about school attendance.

Excused absences are those which arise from sickness or emergency. Absences for reasons other than illness or family emergency are strongly discouraged and are considered unexcused. All absences impact students' growth – academic, social, and emotional. If a student earns more than five absences in total or five tardies in a trimester, the family may be contacted by the School to discuss how the student's attendance record may be improved.

If a student is present for less than 80% of the total school days for a year, they may not be eligible for promotion to the next grade level or enrollment in the School the following year.

Homeroom begins each morning at 7:55 a.m. Students who are not in their homeroom are marked absent. The Lowe School divisional assistant will contact families after 8:45 a.m. if the reason for the student's absence is unknown. This practice is for your child's safety. Absences that are not reported by the family will be marked as unexcused until the divisional office and the family connect.

ABSENCES

If your student is not attending school due to illness or an emergency or will be late for any reason, please inform the divisional assistant by 8 a.m. You may either call 434-295-0106 or email lvattendance@stab.org.

Pre-Planned Absences: An anticipated absence form is required for any pre-planned absence of a day or more. This form is available on the [Veracross Parent Portal](#), should be submitted at least 48 hours in advance, and will be reviewed by the assistant head of the Lower School. Families should connect with homeroom teachers regarding expectations for completion of missed work.

Please note remote learning is logged as absent. See the all school [Health and Medical Guidelines section](#) on Remote Learning for Medical Absences for more information.

SNACK AND LUNCH PROGRAM

School lunch is a great option to provide a freshly made, well-balanced meal throughout the school year. Our mission is to create healthy, nutritious, and great tasting food. We seek to establish the foundation for a life of healthy food choices to the benefit of our students and the community in which we live. If your child has special dietary needs, you are encouraged to speak to our director of dining services so that we may work with you and your child to provide a safe dining experience.

LUNCH PROGRAM

Each student in Grades K – 4 may take one of the following three lunch program options, offered by SAGE Dining Services®:

1. A student may purchase lunch through a prepaid meal plan or à la carte.
2. A student may bring their lunch to school and purchase milk or
3. A student may bring their entire lunch to school.

GUIDELINES FOR PACKED LUNCH/SNACK

- Please make sure your student's lunch box and water bottle are clearly labeled.
- Students who choose to pack a lunch should strive for a balanced meal and families are asked to avoid sugary treats or dessert-like foods.
- NO peanut and tree nut products. Please double check ingredients.

NUT-FREE CAMPUS

The School has students with allergies to peanuts and nut-related products. These allergies can be potentially life threatening. Please DO NOT pack peanut and tree nut products in the lunches and snacks you send to school with your child. Many items that contain peanuts might surprise you. Please check the labels to find out whether they contain peanuts or were processed in a facility that processes peanuts. For example, some pretzel manufacturers indicate no peanuts or tree nut residues while others indicate that they have been cooked in a plant that also processes nuts. We ask that, for the protection of our students, you always double check ingredients.

SNACK

There is a designated snack time for students each day. Parents/guardians should provide their children with a healthy snack. All snacks should follow the guidelines noted previously, including avoiding peanuts and tree nuts. We encourage students to use a reusable water bottle, containing water, milk, or juice, for their drink. Students do not have access to refrigeration, so please include an ice pack. Students also do not have a way to heat food for their snack. Healthy snack options include fruit, veggies, cheese and grains. Please avoid sending in sugary snacks or desserts.

FUNDING SCHOOL MEAL ACCOUNTS

You can fund your child's account before the first day of school or any time throughout the year in the following two ways:

1. Credit card payment online: myschoolbucks.com
2. Check payment made out to "St. Anne's-Belfield Dining Services" and given to the Business Office or divisional office. If you chose to send in checks, a myschoolbucks account is not needed.

Please do not send cash with students. Note that accounts must have a positive balance to be used by your child. Notices of low balances or negative balances will be sent to the email address provided in your [Veracross Parent Portal](#). Myschoolbucks accounts can be monitored online to review funding and balances.

STUDENT BEHAVIOR

The School seeks to support young children in learning how to function as responsible citizens in a caring community. Throughout their time in the Lower School, students experience the individual and collective benefits of positive behavior. In partnership with families, teachers, administrators, and other adults in the building help support and guide students as they navigate different situations. All students are expected to learn and abide by School and classroom rules and expectations. Rules are designed to promote honorable, honest, respectful behavior and interactions. Students are expected to be courteous and civil toward each other and adults both in and out of the classroom. Behavior or conduct which is disruptive will be addressed by classroom teachers. The assistant head of the Lower School and the school counselor may also support students who are having difficulty meeting expectations regarding conduct and safety. Repeated or ongoing behavior which, in the opinion of the School, disrupts learning or endangers the health and safety of a student or others may necessitate a meeting with the student, the family, and administration, and/or a period of separation from school. Any act of physical aggression will first result in a meeting with the assistant head of the Lower School. Ongoing or repeated physical aggression may result in suspension. The School reserves the right to determine the appropriate discipline process at its discretion.

In all grades, a serious disciplinary offense or frequent behavioral incidents may result in the division head placing a student on disciplinary probation. Once on probation, a student who continues to violate school rules may be dismissed from the School.

K – 4 UNIFORM DRESS CODE

The St. Anne's-Belfield School uniform dress code deepens our sense of community while allowing students the freedom to focus on their passions and pursuits.

In addition to the guidelines in the K – 12 School Uniform Dress Code and Philosophy section, the following apply to Grades K – 4:

- All students are required to wear clothing in the same visual style to items that appear on the School's Lands' End website (landsend.com/stab), and they may do so in any combination that they choose.
 - Students are not required to have any particular items, and are not required to have all of these items.
 - You may elect to have Lands' End print the School's logo on many of the items that you purchase, but doing so is not a requirement.
 - You may elect to purchase from a store other than Lands' End, but must use the clothing that appears on the School's Lands' End site as a visual guide for both style/cut and color. No logos or other marks, other than the School's logo, may be visible.
- Please make sure to clearly label all items!
- The first Thursday of each month is "Blue Denim Day." Students may wear blue denim jeans only (not shorts nor colored denim) that are in good condition without holes or tears.
- Leggings and tights must be School colors only: maroon, white, black, or gray. In addition, leggings may not be worn alone. They may be worn under a uniform skirt or shorts.
- Socks must also be one of the School colors: maroon, white, black, or gray.
- Skirts and dresses cannot be more than four inches above the knee.
- K – 6 students do not change clothes for PE. Cartwheel shorts are recommended under skirts and jumpers.
- Students may wear sweatshirts, fleeces, and sweaters in solid colors in maroon, white, black, or gray or those with "St. Anne's-Belfield" or "Saints" in writing.
- Jackets and outerwear may be any variety, but such attire may not be worn inside buildings during the school day.
- Students in Grades K – 6 should wear athletic shoes or sneakers to school each day for participation in recess and PE. All shoes should be closed toe and have backs. Pre-School – Grade 8 students may not wear sandals, flip-flops, Crocs, or shoes with wheels.

STUDENT LIFE

BIRTHDAY PARTIES AND CLASS PARTIES

Students' birthdays are recognized every-other week in Chapel. Policies regarding birthday and class parties are as follows:

- Private Parties: In order to avoid misunderstandings and hurt feelings, invitations to private parties must be sent through the mail and not distributed at school. Also, gifts must be exchanged outside of school; this includes cards and presents. For the same reasons, children who are forming groups to attend a party or another event must arrange a meeting place other than the School's premises. Picking up a group of children at school, during the day or at dismissal, to take to a party results in hurt feelings and embarrassment unless all of the children in the class have been invited.
- School Birthday Parties: Students may celebrate their birthdays in school by bringing in a simple snack on or near that day. Parents/guardians should consult with their child's homeroom teacher to make arrangements. Please remember the peanut and nut-related allergies policy. We also discourage food items with food coloring due to allergies.

- Valentine's Day Cards: If children wish to give Valentine cards, they must bring cards for all of the students in their homeroom.
- Class Parties: Small, informal class parties may be held with the homeroom teacher's permission and under the parent homeroom coordinators' supervision at special times (Halloween, Christmas, etc.) during the year. Surprise parties for faculty are not to be held during the school day.

CELL PHONES AND ELECTRONIC DEVICES

Lower School students may not bring cell phones or other electronic devices to school. Wearable electronic devices, such as FitBits and Apple Watches are allowed, as long as their communication and internet connectivity remain disabled during the day. In the event a student needs to contact family, they may use the school phone located in the divisional assistant's office. Cell phones and electronic devices brought to school will be held and returned to the student at the end of the school day, and the family will be contacted and reminded regarding this rule. *Please see the all school [Technology section](#) for more information.*

COMMUNITY SERVICE PROGRAM

The St. Anne's-Belfield Community Service Program is designed to educate students about their responsibility as members of a community, to empower the students to make a difference, and to introduce students to the possibilities for gratuitous service. Community service efforts are typically coordinated through homeroom teachers, grade levels and occasionally FAB Lab groups.

FIRE ALARMS AND SCHOOL EMERGENCIES

When the fire alarm sounds, students and teachers should leave their classrooms without talking and leave the building through the specified exits. Students should stay with their own classroom groups and teachers while leaving the building. Once in the designated safe area, teachers will take roll.

In the case of an emergency involving one child: Staff will notify the child's parent/guardian of the situation as soon as practicable via phone.

In the case of a school-wide emergency: A text, voicemail, and email alert will be sent to all parents/guardians. Please ensure your contact information is up to date in your [Veracross Parent Portal](#) to be able to receive these notifications.

GIFT GIVING

Gifts from individual families to teachers are in no way required or expected. Collection of cash for these gifts needs to be organized by parents/guardians and not rely on school facilities or personnel for the collection.

Gift giving among students at school can lead both to hurt feelings. We discourage students from exchanging gifts at School.

GRADE LEVEL REPRESENTATIVES

Every year, the Parents' Association solicits volunteers to serve as grade level representatives for each Lower School grade. This list is compiled so the coordinators (two per grade) can begin their tenure in August. In general, these parents/guardians assist the grade and the School with activities including field trips and parties.

GUM CHEWING

Students are not permitted to chew gum anywhere on campus.

LOST AND FOUND

All property brought to School, including clothing and lunchboxes, should be clearly marked with the student's name. The School cannot accept responsibility for the personal belongings of the students. Items marked with a name will be taken to the child's homeroom. If not marked, these belongings will be placed on the lost and found rack in the Lower School office. Items left unclaimed will be donated to a local charity immediately following winter break and at the end of the school year. Students should not bring money or valuable items to school. Toys or personal electronic devices should not be brought to school without the teacher's permission.

LEGNER LEARNING VILLAGE LIBRARY

The Legner Learning Village Library was named for Etta Legner, who served as the head of Pre-School and Kindergarten from 1980 to 2007. Ms. Etta was a well known leader in child development and was beloved by all of the many families and children that benefited from her wisdom and guidance. Ms. Etta started the Pre-School in a cottage located on the Belfield Campus.

Students in Grades K – 4 visit the library weekly. This provides an opportunity for students to work, read independently, and check out books. Students should read and work while respecting the right of others to do the same. The library may be used for group projects under the direct supervision of a faculty member. The circulation policy operates on the honor system: students check out books on their own and may borrow them for a two-week period. At the end of the two-week period, books must be either returned or renewed. Students are responsible for the care of the books they check out, and for returning them promptly. Families will be charged for all books which students lose or fail to return to the library.

RECESS

Teachers supervise each break or recess. At recess children play on the playground, blacktops, and specified playing fields. Students must obtain permission from a teacher on duty to return to any building while the class is outside. Students should observe all safety rules communicated to them by their teachers.

SCHOOL SUPPLIES

Families will be provided with a supply list in the summer mailing.

SAINTS AFTER SCHOOL CLASSES (SAS CLASSES)

A variety of after-school activities are available for students who want to pursue interests or passions. Offerings will be communicated to parents/guardians and students as they become available throughout the year. Students participating in after-school activities must be picked up by their parents after the meeting or practice in accordance with the procedure for dismissal specified by the advisor of the organization. Students may not go outside unattended by an adult to wait to be picked up. *For more information please see the [Saints After School section on SAS Class](#).*

MIDDLE SCHOOL (GRADES 5 – 8)

HONOR CODE

The School is dedicated to the introduction and instruction of honorable behavior as defined by our Honor Code. At assemblies and smaller-group talks throughout the year, the head of the Middle School and the dean of students address the students about the Honor Code and the importance of honor in our community.

What follows are some examples of standards of conduct, the violation of which might implicate the Honor Code:

- A student is not to lie, cheat, or steal. A student signature is a pledge of honor.
- A student's work on tests, and oral and written class work should be their own, except in cases where teachers give students specific permission to work together.
- Written pages should be the original work of students except when credit is given, using proper documentary procedures, to the source. Plagiarism is an honor violation. When in doubt, students should ask the teachers to clarify this concept.
- The personal property of an individual is just that and may not be removed or used in any way without the permission of the owner. Any use or disruption of another person's property will be considered a violation of the Honor Code. This includes entering a student's locker or backpack, disturbing a teacher's desk or files, or any action involving a student's or faculty member's possessions which is done without the express permission of the owner.
- The standards of honorable behavior extend to the use of computers and electronic devices. Passwords, email, and files are forms of personal property. Accessing, using, or tampering with them without explicit permission is theft. In addition, the use of computers or electronic devices for any deliberate misrepresentation or cheating constitutes a violation of the Honor Code. Students must attach their own names to any message they send, to misrepresent one's identity in digital correspondence is considered a breach of the Honor Code.

HONOR VIOLATION PROCEDURE

A Middle School student may be accused of an honor violation by another student, a faculty member, or a staff member. In the Middle School, offenses should be reported directly to the dean of students. The dean of students works directly with the student, the student's advisor, and the individual who reported the concern to explore the nature of the accusation, interview the parties concerned, and determine an appropriate response to the possible honor violation. The final decision in all cases rests with the head of the Middle School.

ADVISORY/CLASS PLACEMENT

ADVISORY

All students are assigned an advisor who is, in turn, assigned the responsibility for monitoring their academic and social well being. The advisor serves as a first point of contact for parents/guardians and meets regularly with the advisee to cultivate a meaningful and supportive relationship.

CLASS PLACEMENT

In arranging class placement each year, teachers and administrators create class lists with careful consideration given to students' academic and behavioral strengths. Previous years' teachers make recommendations with regard to students who work well together as well as students who may work better when separated. We work to create class lists that are balanced in terms of gender, new/returning students, and academic and behavioral strengths. Many times the School schedule or course requirements dictate class placement.

It is School policy that the faculty and administration will make all class placement decisions and that we will not be able to accept parent/guardian requests for class placement.

ACADEMICS

HOMEWORK

The discipline and responsibility of homework are important components of the Grades 5 – 8 program. Attending to daily lessons, careful reading, clear writing, and useful note taking are all essential skills for the successful student. The purpose of homework is to reinforce learned material and to prepare students for the next day's class. Students are asked to write their nightly assignments, long-term projects and other reminders in their school-required planner. Assignments are also posted online in Canvas, the School's learning management system.

Increasingly, the work assigned each night seeks to ask the student to consider, evaluate, explore, and ponder, as much as it presents a series of tasks to be mastered. Parents/guardians can help by providing the student with a well-equipped work space and by guiding their child to develop a consistent and efficient study schedule. With regard to drill exercises, such as learning math facts or vocabulary words, a parent/guardian can quiz the child and offer encouragement. If a child seems to be struggling with the material at home, urge the child to meet with the teacher for extra assistance. Showing an interest in what a child is learning and listening to their explanations offer a positive model. Should your child have continuing difficulty with school work, either managing study time or understanding the material, parents/guardians are encouraged to contact the advisor or specific teacher to devise a homework plan.

Grade 5: Students in Grade 5 are assigned nightly homework. Families should anticipate on average an hour a night, sometimes more, sometimes less. The expectation is that students will complete all assignments. If a student is not meeting homework expectations, the parents/guardians will be notified.

Grades 6 – 8: Families should anticipate on average an hour to an hour and a half a night, sometimes more, sometimes less. These amounts vary depending on each student's concentration and work habits, and include time for independent reading. Major tests and projects may require more preparation time. Weekend homework gradually increases, beginning in Grade 5 with regular weekend reading and occasional work on long-term projects. The discipline and routine of study time are vital habits to develop at this age level.

Faculty members are sensitive to the fact that major assignments of a long-term nature are common at the end of a term, but students must be aware of the need to plan ahead. Students are responsible for preparing homework assignments on time and for obtaining assignments promptly when they are absent from class.

Academic obligations take precedence over other School activities. Participation in plays, athletic events, etc., does not relieve the student of responsibility for academic work. Students who repeatedly do not complete homework assignments may be asked to do their work during break or lunch.

REPORT CARDS, PROGRESS REPORTS, AND COMMUNICATION

Regular communication is essential to a healthy partnership between the School and home. Throughout the year, telephone calls are made and written evaluative reports and grades are sent to parents/guardians. Parent Partnership Meetings and Parent-Advisor Conferences occur in August, December, and March.

On conference days, students do not attend classes so that advisors may schedule uninterrupted discussions with parents/guardians. Students whose grades fall to the level of C or below may be placed on a weekly report until their grades improve.

ACADEMIC COMMUNICATION CALENDAR

- August: Parent Partnership Meetings
- September: Advisor Calls to new families, Curriculum Night
- October: Mid-Trimester 1 Progress Reports Posted As Needed
- November/December: Parent-Advisor Conferences; Trimester 1 Grades & Comments Posted
- January: Mid-Trimester 2 Progress Reports Posted as Needed
- March: Trimester 2 Grades & Comments Posted; Parent-Advisor Conferences
- April: Mid-Trimester 3 Progress Reports Posted as Needed
- June: Trimester 3 Grades & Comments Posted

GRADING

The School believes that letter grades at the beginning of Grade 5 generate undue academic pressure and tend to disregard the special needs of young adolescents. Therefore, coursework is not graded until the third trimester of Grade 5.

Teachers may elect to assign numerical marks before calculating a letter grade. In all courses for Grades 5 – 12, the letter scale corresponds to the following numerical values:

A 93 – 100	B- 80 – 82	D+ 67 – 69
A- 90 – 92	C+ 77 – 79	D 63 – 66
B+ 87 – 89	C 73 – 76	D- 60 – 62
B 83 – 86	C- 70 – 72	F 59 or below

PROMOTION STANDARDS

In order to be assured of an invitation to return to St. Anne’s-Belfield School and to be assured of promotion to the next grade level, a student must meet certain requirements. At the option of the School, a student who fails to meet either of the following criteria may not be permitted to proceed to the next grade or allowed to return to the School. The decision in each case will be made by the administration in consultation with the faculty. To progress to the next grade, a student must:

- Maintain a satisfactory achievement in course work
- Maintain a satisfactory citizenship record and attendance record.

Given a clear vision for academic and comporment expectations, we have consequences for breaching such standards.

For below-standard academic performance, deficient Trimester 1 or Trimester 2 Interim can bring a student’s status to the level of official warning and probation. Typically, the appearance of two or more C- grades during a reporting period raises concern and can place a student on “warning.” The appearance of a D+ (or below) and a C- or lower performance over the above reporting periods may bring a student to “probation,” which generally places a student’s status at the School on “hold” for the next school year, and such probationary status may involve withholding a contract until the student’s performance, including behavior, is examined by the

administration in the spring. A student who is not able to successfully perform academically may be dismissed from the School at the School's discretion.

SUMMER WORK

Language and math skills are essential components of all disciplines. Students may need to do summer work for a variety of reasons, including reinforcement and remediation; therefore, summer work may be recommended by the faculty. If a student has a grade below C in English, French, Spanish, and/or mathematics, they may be required to complete summer work satisfactorily in order to proceed to the next level. If a course is retaken in summer school or work is done through individual tutoring, the student may be asked to demonstrate competence on an assessment given by the School in August.

TUTORING

When students experience academic difficulty in Grades 5 – 8, it is our belief that parents/guardians and teachers can usually work together to alleviate the problem within the regular classroom and at home. The schedule in Grades 5 – 8 provides specific times for students to work closely with teachers, during office hours and study hall, and it is our belief that students should work directly and primarily with faculty. Therefore, students are not allowed to be tutored during office hours or study hall periods.

If this is not successful, tutoring (individual or small group), referral to professionals within or outside the School, and/or remediation within the classroom might be recommended by the Middle School academic support and learning specialist. Any tutorial work needs to be coordinated with the School so that the assistance can directly support the student in the academic setting. Tutoring is arranged at the family's expense.

Parents/guardians who wish to have outside tutors come to campus must first sign a waiver with the school. The outside tutor must also complete a background check (paid for by the family) with the Business Office in advance of any tutoring sessions.

STANDARDIZED TESTING

Students in Grade 5 take the Measure of Academic Progress (MAP®) in September, January, and May. Together with classroom performance, teachers use this information to consider growth in reading and math and over time. All children in Grades 6 – 8 are given ERB standardized tests each year. These tests give a profile of the child's intellectual growth and academic achievement over the years and complement a broader profile, which includes a child's trimester work and teacher feedback. Please reach out to the Middle School academic and learning support specialist if you have any questions regarding your student and standardized testing.

DAILY SCHEDULES

The daily schedules for Grades 5 – 8 can be found within the [Veracross Parent and Student Portals](#).

- Middle School students may arrive as early as 7:30 am. Classes begin at 8:15 a.m. All students are expected to be in their classrooms by the time classes start.
- Office Hours: 7:50 a.m. – 8:15 a.m.
- Advisory: 8:15 a.m.
- Dismissal:
 - Grades 5 & 6: 3:35 - 3:55 p.m. Monday – Friday.
 - Grades 7 & 8 (participating in Athletics): 4:10 p.m. Monday – Thursday and 3:35 p.m. on Friday.
 - Grades 7 & 8 (Non-School-Sponsored Activity or Season Off): 2:45 p.m. Monday – Thursday and 3:35 p.m. on Friday.

- Saints After School (SAS)
 - Grades K – 4: 3:15 – 5:30 p.m., located in the 1 & 2 Commons
 - Grades 5 – 8: 3:35 – 5:30 p.m., located in the Legner Library

Saints After School will be operational the first day of School and each day thereafter on which regular classes meet, as well as the last day of School. *For more information please see the [Saints After School section](#).*

ARRIVAL AND DISMISSAL

Arrivals must be dropped off in front of the Middle School entrance. Please do not bring students to school before 7:30 a.m., as no supervision is provided before then.

- Afternoon pick-up for Grades 5 & 6 will take place in front of the Middle School entrance at 3:35 p.m.
- Afternoon pick-up for Grades 7 & 8 will take place in front of the Conway Convocation Center (CCC) at 4:10 p.m. Monday through Thursday, and 3:35 p.m. on Friday.
 - The School provides intercampus transportation in front of the CCC for students who need to travel to the Greenway Rise Campus for athletic practices.
 - Grades 7 & 8 students not participating in school-sponsored athletics should be picked up at 2:45 p.m. in front of the CCC main entrance. For families with students in multiple grades, students may dismiss with their youngest Grade 5 – 8 sibling.

Students may not be on the campus after school unless they have checked into the Saints After School (SAS) program. Students who have left campus after school may not return without parental supervision.

There is a fair amount of traffic at arrival and dismissal times, and we ask your cooperation in adhering to these procedures:

- All drivers should follow the traffic patterns, always be aware of pedestrians, and park only in designated parking areas. Signs are posted in the “no parking” areas.
- Name cards are distributed each year. Please have your name cards prominently displayed on your car’s dashboard.
- Dismissal is congested; therefore, it is important to stay with your car and to move forward with the traffic flow.
- During arrival and dismissal times, never park and leave your car along the roadside, even for a short period of time. This causes traffic backups and an irregular flow of traffic which can be dangerous to pedestrians. Parking in undesignated areas could also prevent the passage of emergency vehicles.
- Faculty and staff are available daily to help facilitate a safe and efficient dismissal process. Families are expected to follow any additional instructions that they offer.

SCHOOL DELAYS OR CANCELLATIONS

Morning care/supervision will not be offered in the event of a delayed opening. Please do not drop off your child until the delayed opening time. See the all school [School Closings, Delays, and Emergency Notifications section](#) for more information.

ATTENDANCE, ABSENCES, AND TARDINESS

ATTENDANCE EXPECTATIONS

Students must be present and on time for all scheduled classes, activities, events, Chapel services, assemblies, or assigned appointments. Frequent or sustained absences, including repeated late arrivals and early dismissals, may seriously hamper academic progress. For this reason, parents and students need to be diligent about school attendance.

Excused absences are those which arise from sickness or emergency. Absences for reasons other than illness or family emergency are strongly discouraged and are considered unexcused. All absences impact students' growth – academically, socially, and emotionally. If a student earns more than five absences in total or five tardies in a trimester, the family may be contacted by the School to discuss how the student's attendance record may be improved.

If a student is present for less than 80% of the total school days for a year, they may not be eligible for promotion to the next grade level or enrollment in the School the following year.

Advisory begins each morning at 8:15 a.m. Students who are not in their advisory are marked absent. The Middle School divisional assistant will contact families after 9:15 a.m. if the reason for the student's absence is unknown. This practice is for your child's safety. Absences that are not reported by the family will be marked as unexcused until the divisional office and the family connect.

ABSENCES

If your student is not attending school due to illness or an emergency or will be late for any reason, please inform the divisional assistant by 8 a.m. You may either call 434-295-0106 or email lvattendance@stab.org.

Pre-Planned Absences: An anticipated absence form is required for any pre-planned absence of a day or more. This form is available on the [Veracross Parent Portal](#), should be submitted at least 48 hours in advance, and will be reviewed by the Middle School dean of students. The student is expected to complete coursework and assignments missed during the absence. Students should confirm with their teachers both the materials needed before departing and the completion of assignments upon return.

Make-Up Work: When students are absent, their homework will generally be accessible via their class Canvas pages. A parent/guardian may request that any paper handouts will be collected in the Middle School office and may be picked up before 3:45 p.m. The following guidelines should help students upon returning to School:

- Long-term assignments are due as previously scheduled.
- Tests and papers scheduled for the first day of absence are due on the first day of return.
- It is the student's responsibility to connect with each of their teachers upon return to confirm missed work. Students may need to get class notes from classmates.
- Each student should be careful to follow the individual teacher's instructions concerning how much help in making up work they may get from classmates.
- Students should not ask permission to make up work for one course during another class period.

Of course, in cases of illness or emergency (i.e. excused absences), each of these provisions may be modified on an individual basis. In general, a student who misses school unavoidably will be given time to make up work equal to the time missed. *Please note remote learning is logged as absent. See the all school [Health and Medical Guidelines section](#) on Remote Learning for Medical Absences for more information.*

EARLY PICK UP

When a student must leave early from school, an official note, email, or phone call stating the reason for the departure and departure time must be received by the Middle School Divisional office before 9 a.m. Please be aware there may be a delay while we locate your student if you do not call ahead to arrange early release. A student with permission to leave school grounds must sign out at the office before departing. Students who return to school must sign in at the divisional office before returning to class or school activities.

AFTER SCHOOL PARTICIPATION

Students must be present for the school day in order to participate in after school activities.

ATTENDING A YOUNGER SIBLING'S EVENT

If a student in Grades 5 – 8 would like to attend a Pre-School or Lower School sibling's event during the school day:

- Parents/guardians must get permission from the teacher of the class that their child will be missing before allowing the student to attend.
- Students must sign out of the Middle School office before attending the event and sign in once again once the event concludes.
- Parents/guardians must escort the student to the event.
- Students must sit with their parents/guardians during the event.

PERFORMING ARTS ATTENDANCE POLICY

Beginning in Grade 5, students involved in performing arts classes (choir, orchestra, theatre) may have required performances outside of normal school hours (8 a.m. – 3:30 p.m.). The School understands the importance of clarifying the responsibilities of the students and their families, as well as those of the teacher in regards to communication about these performances. Please see below the consequences of missing a required performance, and the procedure for handling conflicts created with School sports.

Responsibilities of the Student And Family: The student or the student's family is responsible for notifying the teacher via email at least four weeks in advance of any conflict. Failure to communicate in this manner about a conflict will automatically result in an unexcused absence. Illness and emergencies will always be treated as an excused absence.

These reasons would typically constitute an excused absence from a required performance:

- Illness
- Family emergency (death, illness, accident)
- Family wedding or graduation

The following are a list of some reasons that generally do not constitute an excused absence:

- Birthday party
- Family trip
- Non-School sports game, practice, or tryout
- College visit

Most performances are already set at the beginning of the school year and will be communicated at that time.

Consequence for Missing a Required Performance: Any student with an unexcused absence from a required performance will have his or her semester grade deducted one full grade level. For example, an A- would become a B-.

Conflicts with School Athletics: While the School does its best to avoid any conflicts between school athletics and required performances, the occasional conflict does arise. The following are the guidelines the School will use to resolve the conflict:

- Athletics practice: Performance takes precedence.
- Regular season game: In general, performance takes precedence. In the event of a regular season game that has a direct impact on whether a team will make the playoffs or not, that game should be treated as a playoff game.
- Varsity playoff game: Coaches and teacher, with appropriate division head(s) as mediator, will decide which the student should attend. The role of the student in both the team and the ensemble will be considered.

The appropriate division head, in consultation with the performing arts department chair, director of athletics, faculty member, and coach will make the final call in any unusual or exceptional circumstances.

SNACK AND LUNCH PROGRAM

School lunch is a great option to provide a freshly made, well-balanced meal throughout the school year. Our mission is to create healthy, nutritious, and great tasting food. We seek to establish the foundation for a life of healthy food choices to the benefit of our students and the community in which we live. If you have special dietary needs, you are encouraged to speak to our director of dining services so that we may work with you and your child to provide a safe dining experience.

The School serves students with allergies to peanuts and nut related products. These allergies can be potentially life threatening. DO NOT pack peanut and tree-nut products in the lunches and snacks you send to school with your child. Many items that contain peanuts might surprise you. Please check the labels to find out whether they contain peanuts or were processed in a facility that processes peanuts. For example, some pretzel manufacturers indicate no peanuts or tree nut residues while others indicate that they have been cooked in a plant that also processes nuts. We ask that, for the protection of our students, you always double-check ingredients.

LUNCH PROGRAM

Each student in Grades 5 – 8 may take one of these two lunch program options, offered by SAGE Dining Services®:

1. A student may purchase lunch through a prepaid meal plan or à la carte.
2. A student may bring their entire lunch to school.

SNACK

All students in Grades 5 – 8 have a daily morning snack break and recess. Snacks are provided to all students in the dining hall during morning break. Students may also bring their own snack(s) from home.

GUIDELINES FOR PACKED LUNCH/SNACK

- No food is to be eaten in the academic building without teacher permission and supervision.
- We ask that parents pack well-balanced and healthy lunches and/or snacks for their child.
- Students should not bring candy or soft drinks for lunch or snack.
- NO peanut and tree nut products. Please double check ingredients.

FUNDING SCHOOL MEAL ACCOUNTS

You can fund your child's account before the first day of school or any time throughout the year in the following two ways:

1. Credit card payment online: myschoolbucks.com
2. Check payment made out to "St. Anne's-Belfield Dining Services" and given to the Business Office or divisional office. If you chose to send in checks, a myschoolbucks account is not needed.

Please do not send cash with students. Note that accounts must have a positive balance to be used by your child. Notices of low balances or negative balances will be sent to the email address provided in your parent portal. Myschoolbucks accounts can be monitored online to review funding and balances.

STUDENT BEHAVIOR

The School seeks to promote disciplined, civil behavior within a compassionate system. The purpose of the School's disciplinary system is twofold: to ensure an environment in which students and faculty can attend to the rigors of the academic schedule without unnecessary interference and to direct children toward honorable and responsible behavior. All students are expected to be respectful and courteous toward adults and each other both in and out of the classroom. Discourteous behavior or conduct which continues to be disruptive will be addressed by the School administration, as shall any behavior, which in the opinion of the School, endangers health, safety, or personal property. Students receive warnings when they have violated general school rules or when their behavior conflicts with the philosophy of the School. Students meet with their advisor and/or the dean of students and are guided toward responsible and self-disciplined behavior. If a behavior becomes repetitive, a student may meet with the Middle School dean of students or the head of the Middle School.

Families participate in a joint role that helps students grow and mature. A parent/guardian conference may be called to discuss the issue. Any act of physical aggression may result in a suspension on the first offense. The School reserves the right to determine the appropriate discipline process at its discretion.

In all grades, a serious disciplinary offense or frequent behavioral incidents may result in a suspension or in or in a student being placed on disciplinary probation. Once on probation, a student who continues to violate school rules may be dismissed from the School.

CELL PHONES AND ELECTRONIC DEVICES

Students may not use their cell phones in the School building at any time unless given explicit permission by a supervising teacher. Cell phones should be turned OFF and placed in lockers at the beginning of the day and taken home at the conclusion of the day.

Students should only use their laptops in spaces occupied by teachers. This means students should limit laptop use to classrooms only and Commons areas with explicit teacher permission only. Students may not stream audio/video for non-academic purposes (YouTube, Spotify, TikTok, Netflix, etc.). No online gaming, social media, or texting. Failure to comply with these rules may result in confiscation of a student's cell phone or laptop. See the all school [Technology section](#) for additional guidelines.

GUM CHEWING

Students are not permitted to chew gum anywhere on campus.

PUBLIC DISPLAYS OF AFFECTION

The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

Students who are overly affectionate in School create an environment that is not conducive to concentration and learning; therefore, students should refrain from inappropriate, intimate behaviors at School or at any school-related events and activities. Students are expected to conduct themselves respectfully at all times. Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent/guardian meeting and possible suspension if inappropriate behavior should continue after being warned.

MIDDLE SCHOOL UNIFORM DRESS CODE

The St. Anne's-Belfield School uniform dress code deepens our sense of community while allowing students the freedom to focus on their passions and pursuits.

In addition to the guidelines in the K – 12 School Uniform Dress Code and Philosophy section, the following apply to Grades 5 – 8:

- All students are required to wear clothing in the same visual style to items that appear on the School's Lands' End website (landsend.com/stab), and they may do so in any combination that they choose.
 - Students are not required to have any particular items, and are not required to have all of these items.
 - You may elect to have Lands' End print the School's logo on many of the items that you purchase, but doing so is not a requirement.
 - You may elect to purchase from a store other than Lands' End, but must use the clothing that appears on the School's Lands' End site as a visual guide for both style/cut and color. No logos or other marks, other than the School's logo, may be visible.
- Leggings and tights must be solid and School colors only: maroon, white, black, or gray. Leggings should only be worn as tights under a uniform skirt or jumper and may not be worn alone as uniform pants.
- Skirts and dresses cannot be more than four inches above the knee.
- K – 6 students do not change clothes for PE. Cartwheel shorts are recommended under skirts and jumpers.
- Students may wear sweatshirts, fleeces, and sweaters in solid colors in maroon, white, black, or gray or those with "St. Anne's-Belfield" or "Saints" in writing.
- Jackets and outerwear may be any variety, but such attire may not be worn inside buildings during the school day.
- Students in Grades K – 6 should wear athletic shoes or sneakers to school each day for participation in recess and PE. Grades 7 & 8 students may wear sneakers or boots. All shoes should be closed toe and have backs. Pre-School – Grade 8 students may not wear sandals, flip-flops, Crocs, or shoes with wheels.

BLUE DENIM DAYS

Kindergarten – Grade 8 Blue Denim Days are the first Thursday of every month, unless otherwise announced. Students may wear a uniform top with jeans of their choosing that are in good condition without holes or tears. No jean shorts, skirts, or colored denim.

DRESS DOWN AND SPIRIT DAYS

On Dress Down and School Spirit days, students should adhere to guidelines regarding footwear, skirt or short length. Clothing should cover the midriff, and tank top straps should be a minimum of 3 inches in width.

STUDENT LIFE

BIRTHDAYS AND PARTIES

Students may bring in cupcakes or doughnuts to celebrate their birthday but please remember that there are some students who are seriously allergic to nuts and all peanut products. Inform your child's advisor in advance if you plan to bring in a celebratory snack.

Advisors are able to have two advisory parties per year. The parties will be scheduled for a specific week in December and May. Aside from advisory lunches together where students bring lunch from the dining hall or from home and a specific student's birthday treats, these should be the only advisory parties during the year. Students may volunteer to bring in items, but all students do not have to volunteer, and advisors will make sure students ask for permission/notify their families ahead of time.

COMMUNITY SERVICE

The St. Anne's-Belfield Community Service Program is designed to educate students about their responsibility as members of a community, to empower the students to make a difference, and to introduce students to the possibilities for gratuitous service. Community service efforts are typically coordinated through the Advisory program. Many teachers also incorporate service components into their classes, where appropriate.

DANCES

The grade-level representatives for Grade 7 & 8 students host three seasonal dances throughout the year. Dates and information will be shared via the Belfield Bulletin. The following rules apply at all School-sponsored dances:

- Once they arrive at a dance, students are required to stay in the designated area where the dance is being held.
- School representatives will be present at all dances.
- Students may not leave the dance before it is over unless accompanied by a parent/guardian or other authorized person.
- If a student does leave the dance early, they may not return.
- Parents are encouraged to pick up students on time.

FIRE ALARMS AND SCHOOL EMERGENCIES

When the fire alarm sounds, students should leave their classrooms without talking and leave the building through the specified exits. Students should stay with their own classroom groups and teachers while leaving the building. Once in the designated safe area, teachers will take roll.

In the case of an emergency involving one child: Staff will notify the child's parent/guardian of the situation as soon as practicable via phone.

In the case of a school-wide emergency: A text, voicemail, and email alert will be sent to all parents/guardians. Please ensure your contact information is up to date in your [Veracross Parent Portal](#) to be able to receive these notifications.

LEGNER LEARNING VILLAGE LIBRARY

The Legner Learning Village Library was named for Etta Legner, who served as the head of Pre-School and Kindergarten from 1980 to 2007. Ms. Etta, as she was called, was a well known leader in child development and was beloved by all of the many families and children that benefited from her wisdom and guidance. Ms. Etta started the Pre-School in a cottage located on the Belfield Campus.

Students in Grades 5 – 8 often visit the library with their English and/or History Humanities classes. No food or drink should be brought into the library under any circumstances. Students should read and work while

respecting the right of others to do the same. The library may be used for group projects under the direct supervision of a faculty member. The circulation policy operates on the honor system: Students check out books on their own and may borrow them for a two-week period. At the end of the two-week period, books must be either returned or renewed. Certain reference books and magazines may be checked out for overnight use. Students are responsible for the care of the books they check out and for returning them promptly.

LOCKERS AND VALUABLES

Students are provided with individual lockers. Personal materials are to be stored in lockers. The area around lockers is the student's responsibility and should be kept clean.

Trust is one of the pillars of our community, and lockers remain unlocked. A student should never open another student's locker; however, school officials may open lockers if necessary. All items brought to School (books, uniforms, coats, calculators, laptops) should be clearly marked with the student's name. Valuable items should not be brought to School, or if they must, should be kept in the Middle School office. The School cannot be held responsible for loss of any items.

LOST AND FOUND

All property brought to School, including clothing and lunchboxes, should be clearly marked with the student's name. The School cannot accept responsibility for the personal belongings of the students. Items marked with a name will be taken to the child's advisory. If not marked, these belongings will be placed in the Middle School office. Items which are left unclaimed will be donated to a local charity immediately following winter break and at the end of the school year.

SCHOOL SUPPLIES

Families will be provided with a supply list in the annual summer mailing.

SAINTS AFTER SCHOOL (GRADES K – 8)

Saints After School (SAS) for students in Grades K – 8 takes place on the Belfield Campus in the 1 & 2 Commons for Grades K – 4 and the Legner Library for Grades 5 – 8. Trained SAS leaders provide a natural extension to the School program. Our day begins outdoors with supervised free play on the Belfield Campus playground for all students, after which we break for a school-provided snack. We then transition to our two indoor spaces where we participate in activities such as games, projects, arts and crafts, and opportunities to complete homework.

FEES

All children planning to attend SAS must be registered as students at St. Anne's-Belfield School. Payments may be made by check or money order delivered to the divisional office or Business Office, or via credit card payment through ProCare Connect, our attendance and billing software for SAS. Checks should be made out to St. Anne's-Belfield School.

Any child not picked up at the end of the school day will be sent to SAS and charged a one-day visit fee of \$24. The fee will be invoiced through ProCare Connect the Monday following attendance.

DAILY SCHEDULE

Mondays – Fridays

- Lower School Grades K – 4: 3:15 – 5:30 p.m.
- Middle School Grades 5 – 8: 3:35 – 5:30 p.m.

SAS will be operational the first day of school that all students are in attendance and each day thereafter on which regular classes meet, as well as the last day of school.

DAYS CLOSED

On days that school is closed for holidays or inclement weather, SAS will not operate. These days along with any additional closings are communicated in the [Veracross Parent Portal](#) and in the Belfield Bulletin emails.

ARRIVAL AND DISMISSAL

Children MAY NOT remain on the Belfield Campus without supervision. School personnel are unable to supervise your child once school is over. The safety of your child is the School's top priority.

SIGN-IN PROCEDURES

All students will be guided to the Belfield Campus playground after their respective dismissal time, where they will be signed in by a SAS staff member. If there is inclement weather or we are otherwise unable to start our day outdoors, Grades K – 4 students will meet in the 1 & 2 Commons and students in Grades 5 – 8 will meet in the Legner Library.

SIGN-OUT PROCEDURES

Dismissal for SAS is facilitated by the PikMyKid app and occurs at the Lower School entrance. Those picking up students from SAS may arrive at any point between 3:35 and 5:30 p.m. When your child's pickup arrives to the K – 4 entrance, that adult must announce via the PikMyKid app that they are ready for your child to be dismissed. The SAS team will be notified and will escort the child out to their car.

Any adult who will be regularly picking up a child from SAS must be registered in PikMyKid. Only those who are designated in PikMyKid will be permitted to pick up that child. If there is an emergency, last minute change, or you experience problems with PikMyKid, please contact the school office or the SAS director at (434) 981-1369 to discuss changes to dismissal.

Late Pick Up: If your child is not picked up promptly from SAS by 5:30 p.m., you will be charged a late fee of \$1.00 per minute per child. This fee will be invoiced via ProCare Connect the Monday following attendance. If you are running late for any reason, please call the SAS director at (434) 981-1369. If you have not picked up your child by 5:30 p.m. and the SAS director is unable to contact you, your emergency contacts will be called to pick up your child.

DAILY LIFE

COMMUNICATING DURING AN EMERGENCY

In the case of an emergency involving one child: If a crisis occurs during the SAS hours that necessitates immediate dismissal, parents/guardians will be informed when to pick up their child. If parents/guardians do not pick up their child at the announced time and cannot be reached during the crisis, emergency contacts will be called and alternate arrangements for pick-up will be made.

In the case of a school-wide emergency: A text, voicemail, and email alert will be sent to all parents/guardians. Please ensure your contact information is up to date in your [Veracross Parent Portal](#) to be able to receive these notifications.

STUDENT BEHAVIOR

To promote the child's well-being, the SAS staff will respect the personal privacy of the child; will respect differences in cultural, ethnic, and family backgrounds; will encourage decision-making abilities, independence, and self-direction; will promote ways of getting along; and will use consistency in applying expectations. Guidance will be constructive in nature and age appropriate to serve as a form of redirection and a means of conflict resolution.

Children demonstrating poor behavior while attending SAS will be taken aside and counseled by the SAS staff about making better choices. Parents/guardians will be informed about repeat or notable incidents, including frequent or habitual tardiness. If a child receives three warnings about inappropriate behavior, it will be documented in written form and a copy will be given to the parents/guardians. In the event of a suspension from SAS, the number of days of suspension will be determined by the director of SAS based on the severity of the misbehavior. Children who are suspended from SAS or the regular school day will not be allowed to attend SAS while suspended. No money or days will be refunded when a child receives a suspension.

MEDICATION POLICY

SAS staff are not permitted to administer any over-the-counter medications to children while attending any SAS programs. Faculty and staff are only to administer *emergency* medications, such as inhalers, Benadryl, or EpiPens. The School must have documentation on file for any student who may need emergency medications, completed through Magnus Health (section B of the Medication Authorization Form, which requires a physician's signature).

All parents/guardians must complete section A of the Medication Authorization Form and the Authorization and Consent to Medical Treatment Form, both available through Magnus Health. Children will not be allowed to attend SAS until these forms are completed and uploaded to Magnus Health.

SNACK

SAS will provide snack once a day (fruit and a grain) for the children attending the program.

SUNSCREEN POLICY

SAS staff members are the **ONLY** adults that can apply sunscreen to your child while participating in the program. A form entitled Prior Authorization to Administer Sunscreen (which can be obtained from the director of SAS) must be completed before SAS staff can apply sunscreen.

USE OF PLAYGROUND & SCHOOL FACILITIES

The same guidelines and rules for use of playground equipment and School facilities during the school day also apply during SAS. Any time SAS is using the St. Anne's-Belfield playgrounds or school facilities, any unsupervised children using the same playgrounds or school facilities will be asked to leave the area by SAS staff. The safety of SAS children is our priority. Pets are not allowed in areas that SAS children are occupying.

VISITING SAS

Parents/guardians are always welcome to visit and tour the SAS facilities. Please call for an appointment with the SAS director so we can adequately plan for your visit. You are welcome to bring your child. You will be required to obtain a visitor's badge from the Lower School divisional office.

SAS CLASS

The School offers supplemental enrichment after the school day known as Saints After School (SAS) Class, including language, computer science, chess, arts, and more. These classes are independent of the SAS program and are offered on a first-come, first-served basis.

SAS Class topics, dates, fees, and registration information will be communicated in the Belfield Bulletin weekly emails. Online registration, including payment in full, is required to complete the registration.

At the conclusion of each SAS Class session, students who are not picked up by their parents/guardians will be taken to SAS. Any child *not* planning to attend the SAS for that day will be charged a one-day visit fee of \$24. Children *may not* remain on the Belfield Campus without supervision. Supplemental class instructors are not available to look after children that are left for any length of time after the SAS Class has concluded. The safety of your child is our top priority.

Children who exhibit unacceptable behavior during a SAS Class may forfeit their right to participate for the remainder of the session, depending on the nature of the conduct. Parents/guardians will not be reimbursed for missed classes.

UPPER SCHOOL (GRADES 9 – 12)

Upper School should be a time during which intellectual, physical, and social skills begin to be almost entirely student-directed. As students fulfill their requirements for graduation, we hope they will find challenges that will engage their energy and interest for life. We offer the following policies and procedures to ensure for our students a safe, engaging, and fulfilling experience at St. Anne's-Belfield Upper School.

HONOR CODE

The Honor Council, composed of students in Grades 9 – 12, interprets the Honor Code and enforces the Honor System. It is responsible for investigating possible honor violations and for recommending appropriate measures to the head of the Upper School. The Honor Council is also charged with the responsibility of maintaining the Honor System as an important part of School life and with making each student aware of the ways in which personal honesty ought to be demonstrated.

Election to the Honor Council is a high honor. Honor Council members are responsible for educating all students about the Honor Code. They also assume a great responsibility for leadership and for personal integrity. They are to be good examples to the community.

HONOR COUNCIL PROCEDURE

When concerned that an honor violation has arisen, the Honor Council convenes to explore the nature of the accusation and to interview the parties concerned. The faculty advisor to the Honor Council is present during the interviews. After careful investigation and deliberation, the Honor Council makes a judgment as to whether a violation has occurred. The Honor Council's position is advisory, not absolute. The final decision in all cases rests with the head of the Upper School.

What follows are some examples of standards of conduct, the violation of which might implicate the Honor Code:

- A student is not to lie, cheat, or steal. A student signature is a pledge of honor.
- A student's work on examinations, tests, and oral and written class work should be their own, except in cases where teachers give students specific permission to work together.
- Written pages should be the original work of students except when credit is given, using proper documentary procedures, to the source. Plagiarism is an honor violation. When in doubt, students should ask the teachers to clarify this concept.
- Because a student's signature is their pledge, signing in or out of School or any school activity with the intent to deceive is an honor violation.
- The personal property of an individual is just that and may not be removed or used in any way without the permission of the owner. Any use or disruption of another person's property will be considered a violation of the Honor Code. This includes the resale or attempted resale of books, entering a student's locker, disturbing a teacher's desk or files, or any action involving a student's or faculty member's possessions which is done without the express permission of the owner.
- The standards of honorable behavior extend to the use of computers and electronic devices. Passwords, email, and files are forms of personal property. Accessing, using, or tampering with them without explicit permission is theft. In addition, the use of computers or electronic devices for any deliberate misrepresentation or cheating constitutes a violation of the Honor Code. Students must attach their own names to any message they send, to misrepresent one's identity in digital correspondence is considered a breach of the Honor Code.

HONEST SCHOLARSHIP

At St. Anne's-Belfield School, we try to encourage honesty in all aspects of a student's life. Whether a student is talking to a faculty member or friend, writing a paper or presenting a speech, the student is ultimately responsible for the validity of their word. Every faculty member is asked to establish clear policies about these issues and report any students who violate the guidelines once they have been explained.

Under obvious infringements of honest scholarship, we include:

- Any deliberate falsification of data. This includes falsifying scientific results as well as "padding" a bibliography or citing sources unread
- Deliberate copying of another student's work
- Deliberate copying of a copyrighted computer program

PLAGIARISM

Under issues subject to the interpretation of the individual faculty member, we include:

- "Collaboration" on homework
- "Collaboration" on laboratory work. This includes work in both the science and computer laboratories
The use of SparkNotes or the equivalent
- The editing of a final draft for an English assignment

- The use of translations in a foreign language class

WHAT IS PLAGIARISM?

The word plagiarism comes from the Latin word *plagiarius* meaning “kidnapper.” To plagiarize is to kidnap the words of another person or to take and use as one’s own the writing and ideas of another. Plagiarism gravely violates the academic integrity on which education depends and destroys the trust essential between a student and a teacher.

The thing to keep in mind is the debt that you owe to the fellow scholars who wrote the sources you are using. Footnoting is not a sadistic game designed to trap you or unnerve you: it is rather a simple courtesy that you extend to the people who “helped” you write your paper. Various uses of a source are possible: you may quote a passage (use its exact words), paraphrase it (put it into your own words), summarize it, or adopt its line or argument. Whatever the use, with or without quotation, each borrowing must be documented. Common knowledge need not be documented, however.

Any quotation, even one or two words, if distinctive, must be identified as a quotation. Ordinarily this is done by using quotation marks. A longer quotation (more than four lines of prose or two of verse) should be set off as a block quotation, indented. (With block quotation, quotation marks are omitted as redundant.)

Quotations must be reproduced with letter perfect accuracy, any additions or changes being carefully placed within brackets [like this] and any deleted matter being replaced by an ellipsis (...).

DOCUMENTATION

While a parenthetical citation is the most familiar, acceptable form, there are a number of others, including footnotes. Proper documentation must show a book’s author, title, city of publication, publisher, and date of publication, as well as the page(s) where the borrowed material occurs. For a periodical article, documentation will indicate article author, article title, periodical title, volume number, year of publication, and the page(s) containing the borrowed matter. Documentation of online sources should include the URL. Intentional false documentation is, of course, dishonest. Some of these examples of quotation and paraphrase are acceptable; some are not. If a raised numeral concludes an example, assume that a proper footnote is appended.

- **A direct quotation** when documented is acceptable. For example: “In *Pilgrim at Tinker Creek*,” Annie Dillard describes a moment of epiphany as suffused with light: “I saw the backyard cedar where the mourning doves roost charged and transfigured, each cell buzzing with flame. I stood on the grass with the lights in it, grass that was wholly fire, utterly focused and utterly dreamed” (36).
- **A quotation without quotation marks** is unacceptable even though documented. For example: An epiphany is often described in terms of light, on enlightenment, as, for example, in Dillard’s memoir (36).
- **A partial paraphrase** documented with the brief quotation properly identified is acceptable. For example: An epiphany can be suffused in light, leaving the ordinary “charged and transfigured” (Dillard 36).
- **A half-baked paraphrase**, i.e., the original with a few words changed around, is unacceptable even though documented. For example: The tree where the mourning doves nest changed and metamorphosed, every part shining with light (Dillard 36).
- **A complete paraphrase when documented** is acceptable. For example: Annie Dillard portrays epiphany in a moment when she sees a cedar tree suffused with light, and everything in and around the tree seems aflame. She sees the light and is enlightened.
- **Undocumented paraphrasing** is unacceptable: For example: An epiphany is like seeing a tree suffused with light, and everything in and around the tree seems aflame. You see the light and are enlightened.

When paraphrasing, taking an author's idea and putting it entirely in your own words, you still owe the author credit for the idea itself. You do not need to use quotation marks because you haven't used any of the author's actual words, but you must footnote your paraphrase. Paraphrasing can be tricky. The following guidelines should help you to use another's ideas honestly:

- Read the author's sentence or paragraph several times until you think you have a clear understanding of the author's meaning and can restate it in your own words.
- When you understand the author's meaning and can restate it in your own words, put aside the author's version which you have been reading.
- Now, to the best of your ability, write your restatement of what you have read.
- Reread what you have written to see if it makes sense and if it clearly restates the author's idea.
- Finally, and perhaps most importantly, compare your paraphrased version with the author's version. Note all repetitions in your paraphrased version. Do not be surprised to find that you have repeated words and phrases. This can easily happen. However, you must now change the repeated words and phrases or put quotation marks around the irreplaceable word or phrase.

Remember to cite the source of the paraphrased idea. It is still that author's idea, not your own idea, and you must give him or her credit.

ADVISORY

Upon entering the Upper School, each student is assigned an advisor. The advisor is the faculty member who is assigned the responsibility for monitoring a student's academic and social development during the student's years at the School. Students gather in advisory group meetings, and advisors meet with advisees on an individual basis. Considering advisors see their advisees most frequently, parents/guardians should generally first contact a student's advisor with any questions about their child. Students will stay with the same advisor throughout their time in the Upper School.

ACADEMICS

GRADUATION REQUIREMENTS

For a full list of graduation requirements, as well as information on both Independent Study and Capstone Thesis projects, please visit the Upper School Curriculum Guide found on the [US Academics page of stab.org](#).

HOMEWORK AND TESTS

Though the length of homework assignments will vary, in general, students will be expected to engage in independent work during or after class that affords them additional practice and/or priming for a future class. Students are responsible for obtaining assignments promptly when they are absent from class. Faculty will be sensitive to the fact that major assignments of a long term nature are common at the end of a term, but students must be aware of the need to plan ahead. **Academic obligations take precedence over other activities.** Participation in plays, athletic events, etc., does not relieve the student of responsibility for academic work of any kind, though extensions may be granted at the discretion of the faculty in extenuating circumstances.

GRADING SYSTEM

Faculty members may elect to assign numerical marks before calculating a letter grade. In all Upper School courses, the letter scale corresponds to the following numerical values:

A 93 – 100

B- 80 – 82

D+ 67 – 69

A- 90 – 92	C+ 77 – 79	D 63 – 66
B+ 87 – 89	C 73 – 76	D- 60 – 62
B 83 – 86	C- 70 – 72	F 59 or below

Incomplete or “INC” is a temporary designation that may appear on the report card. Incompletes are appropriate when personal circumstances beyond the student’s control make it difficult – if not impossible – for that student to complete the requisite work of the curriculum within the timeframe of a grading period. Unless a student is ill and incapable of doing so, all Incompletes must be made up within one week from the end of a grading period. If at that time work has not been completed, the missing work will receive a failing grade and the final grade will be determined based on other evidence of learning.

GRADE POINT AVERAGE (GPA)

The GPA of an Upper School student is computed by dividing the sum of numerical grades received by the number of credits taken. Advanced Placement (AP) and Honors courses are weighted an additional 0.5 in computing GPA. The GPA is determined by strict mathematical computation and is not rounded. Only grades for St. Anne’s-Belfield Upper School courses are included in the GPA. Grades will be assigned numerical values as follows:

A (4.0)	B- (2.7)	D+ (1.3)
A- (3.7)	C+ (2.3)	D (1.0)
B+ (3.3)	C (2.0)	D- (0.7)
B (3.0)	C- (1.7)	F (0.0)

REPORT CARDS, PROGRESS REPORTS, AND COMMUNICATION

Regular communication is essential to a healthy partnership between the School and home. Canvas, our learning management system, is the primary vehicle for teacher-to-student feedback. Additionally, both teachers and advisors communicate to the student and parent or guardian via email or phone. Written evaluative reports and grades are shared with the parent or guardian via the parent portal. Advisors or teachers will be in contact with the parents of those students whose performance has dropped significantly since the previous marking period. Parents and guardians are invited to conference with the advisor three times during the school year.

PROMOTION AND RETENTION OF STUDENTS

In order to be assured of an invitation to return to the Upper School at St. Anne’s-Belfield School, and to be assured of promotion to the next grade level, a student must meet the following requirements:

- Demonstrate satisfactory engagement and performance in all courses.
- Demonstrate appropriate progress toward graduation by earning credits in required courses at appropriate grade levels.
- Maintain a satisfactory citizenship and attendance record.

Typically, the appearance of two or more C- grades during a reporting period raises concern and can place a student on “warning.” The appearance of a D+ (or below) may bring a student to “probation,” which generally places a student’s status at the School on “hold” for the next school year, and such probationary status may involve withholding a contract until the student’s performance, including behavior, is examined by the

administration in the spring. If there remains at year's end an academic or citizenship deficiency which threatens normal progress toward graduation, the School may:

- insist that the student repeat a class or grade level
- require that he or she withdraw from the School.
- require the student to eliminate an academic deficiency with summer work. In order to receive credit for summer work, the student must receive, in advance, approval from the head of the Upper School for the course or plan of study.

SUMMER SCHOOL COURSES

Students who have not received a passing grade for a course or have not attained a grade sufficient for advancement to the next level in sequential courses may ameliorate poor grades by participating in summer remedial work in a program approved by St. Anne's-Belfield School. This program may be an approved summer school or may be specific tutorial work as outlined by the School. All summer school programs or special tutorial situations must be approved, in advance, by the head of the Upper School.

Students will receive credit for approved courses passed during the summer; they must, however, achieve an overall grade of C- or better in order to progress to the next level of sequential courses such as mathematics, world language, or Humanities. At the discretion of the head of the Upper School and the department chair for the given subject, a student may be administered a re-exam to evaluate proficiency achieved during the summer. The grade achieved after factoring the re-exam into the student's overall grade during the previous year will be recorded on the student's transcript and computed into the GPA.

STUDENTS INTERESTED IN REPEATING A YEAR (APPLICABLE TO BOTH NEW AND RETURNING STUDENTS)

On rare occasions, students may be allowed to repeat a grade level during their high school years. The decision to repeat is made at the sole discretion of the School. In order for a student to be considered for reclassing, the following conditions must be met:

- The reason for repeating must be based on compelling academic and/or social-developmental issues.
- For students currently enrolled at the School, the request to repeat must be submitted in writing by the parent(s) or guardian(s) to the head of Upper School by April 1 prior to the "repeat year."
- For applicants, the request must be made as part of the initial application.
- The request must include a viable, productive, and challenging course load for the remaining years in the Upper School.
- A student may not have reached 18 years of age by the first day of classes of the student's junior year.
- The student must retake all grade-based classes associated with the repeat year (i.e., if a student repeats Grade 9, that student must repeat Humanities 9: English and Humanities 9: History). In other words, a student will not be granted permission to repeat in order to accelerate.
- Families receiving tuition assistance or awards from the school will have their financial aid recalculated and prorated over five instead of four years.

RECOGNITION OF EXCELLENCE

The School commends students who have demonstrated superior academic achievement. The faculty recognizes superior scholarship through the academic prizes presented at Class Night. The Cum Laude Society is a national honor society for secondary schools. Each year, a select group of outstanding seniors may be initiated into the Chapter, and each is awarded a pin and certificate in recognition of this honor. Membership in the Society rewards the highest level of scholarship and outstanding character.

TRANSCRIPTS AND GPA

The St. Anne's-Belfield School transcript represents all courses taken by a student while matriculating at St. Anne's-Belfield Upper School. Courses completed at other institutions are listed separately on the transcript. Grades from such courses are not calculated into a student's GPA. No transcripts, written or verbal recommendations, or acknowledgment of a student's performance at St. Anne's-Belfield School may be sent to another school without final approval from the Business Office.

The School presents to colleges and universities a "St. Anne's-Belfield School Profile" which includes St. Anne's-Belfield School courses only. Courses taken at other schools prior to matriculation at the School are not included on the School's transcript and are not included in the School's Profile calculation. They are reported to colleges and universities as part of the Secondary School Report. Courses taken at other schools after matriculation at the School are listed on the School's transcript, but are not calculated in the St. Anne's-Belfield School Profile.

Should a student receive permission to take a required course for graduation at an institution other than St. Anne's-Belfield School, the grade in that course will be calculated, using the School's grading scale, in an overall GPA. Only some courses completed at St. Anne's-Belfield during Grades 5 – 8 may appear on the transcript.

COLLEGE COUNSELING PROCESSES

In order to facilitate the college admissions process on behalf of students, it is the policy of the Office of College Counseling to obtain written permission from each Upper School senior and family to prepare essential materials for each college to which a student applies, including:

- The student's transcript listing all final course grades, GPA calculations for each academic year and a cumulative GPA
- The St. Anne's-Belfield School Profile which details the school's history, curriculum, grading scale, standardized testing profile, and the college enrollment of recent graduates
- Two teacher letters of recommendation (will remain confidential and students/families waive their rights to access these documents)
- A comprehensive letter of recommendation written by the College Counseling Office (will remain confidential and students/families waive their rights to access this documents)
- In consultation with the family, the Office of College Counseling may also disclose the following in letters of recommendation if deemed relevant to the student's application:
 - A diagnosed disability and related school accommodations
 - Relevant medical conditions

In addition, students and families will signify their understanding that in accordance with the principles of the National Association of College Admission Counselors (NACAC) Guide to Ethical Practice in College Admission, that the School subscribes to, students and families understand and agree that each student may apply to only one college under an Early Decision (binding) program, will follow any published restrictions for any Restrictive Early Action (non-binding) program, and may submit an enrollment deposit to only one college. Members of the senior class and their families will be asked to complete a waiver granting these permissions in the fall.

UNIVERSITY COURSES

St. Anne's-Belfield School students may pursue course work at the University of Virginia and at Piedmont Virginia Community College. However, students and their parents are responsible for all tuition, fees, and book expenses incurred by matriculation at either institution. The only exception is if a student exhausts all courses within a specific academic department at St. Anne's-Belfield School. In that case, the School will, with prior

approval of the head of school and the head of the Upper School, and upon completion of the course(s) with a minimum grade of B, refund the cost equivalent to the tuition for in-state Virginia residents for the class(es) taken by the student. Students anticipating course work outside of St. Anne's-Belfield School should speak with the head of the Upper School as far in advance of registration at the University of Virginia or Piedmont Virginia Community College as possible in order to determine the impact on a student's required course work at St. Anne's-Belfield School. Students should be aware of the requirements for matriculation placed on high school students by the University of Virginia and Piedmont Virginia Community College.

TUTORING

When students experience academic difficulty in the Upper School, it is our belief that students, parents/guardians, and faculty members should partner within the contexts of the classroom and support at home. The Upper School schedule provides significant time for students to work closely with faculty members, and it is our belief that students should work directly and primarily with faculty. The Upper School additionally has a robust peer tutoring program. If a student is experiencing difficulties in one or more courses, the student may enlist the aid of a peer tutor. Peer tutoring is free to all students and is arranged during a mutually-available time within the school week.

If this is not successful, tutoring (individual or small group), referral to professionals within or outside the School, and/or remediation within the classroom might be recommended by the Upper School academic support and learning specialist. Tutoring is arranged at the family's expense.

It is also our belief that community times are defining aspects of a student's St. Anne's-Belfield School experience. As such, tutoring sessions may only be held during a student's unscheduled class period. Tutoring sessions may not take place during faculty office hours for these are excellent opportunities for students to seek out their teachers, nor during any community time, such as Advisory, Community Forum, Chapel, or lunch.

Tutoring sessions held during a student's free class period may take place only in a designated tutoring area. Parents/guardians who wish to have outside tutors come to campus must first sign a waiver with the school. The outside tutor must also complete a background check (paid for by the family) with the Business Office in advance of any tutoring sessions.

DAILY SCHEDULE

The Upper School operates on a rotating Monday – Friday cycle. Student schedules can be found in the [Veracross student and parent portals](#).

SCHOOL DELAYS AND CANCELLATIONS

A late start in the Upper School will push each student's first academic obligation by the duration of the late start. If a student's first academic obligation was to begin at 8:45 a.m., for example, and a one-hour delay is called, that class will meet at 9:45 a.m. Special schedules will be crafted to preserve as much academic time as possible on late start days.

In the event of a School cancellation, the Upper School schedule may be adjusted. The School will communicate the schedule with students and families accordingly.

UNSTRUCTURED TIME

Students in the Upper School enjoy some portion of unstructured time each day. We believe that responsible use of unscheduled time indicates a mature and productive student. It is understood that students in the Upper School employ their unstructured time to good effect, and that students in the Upper School are capable of using their time wisely.

During a student's free time, students who are not seniors must remain on campus. Students are not to disturb classes or meetings in progress. All Grade 9 and 10 students are assigned to at least one study hall during a free period.

Students who show themselves unable to make responsible and productive use of their free time, or who are in serious academic trouble, will be assigned to a study hall. While the decision to assign a student to study hall normally comes at the end of a marking period, the head of the Upper School, the dean of students, a class dean, or a student's advisor may place a student in monitored study at any time.

Day students are welcome to spend time in the common spaces of the residence halls as long as a) they are the invited guests of and in the company of a residential life student and b) during after-school hours. Hosting students must check in with the dorm parent on duty before the day student enters the dormitory. Under no circumstances are day students or other guests allowed in the dorm rooms at any time unless they are approved for an overnight visit. Day students must leave the dorm by 7:30 p.m. on weeknights (Sunday – Thursday) and by 10 p.m. on Fridays and Saturdays.

The parking lots are off limits during the school day. Only students who have been granted specific permission from the dean of students may go to the parking lots during the academic day.

DRIVING PRIVILEGE

Licensed drivers may, with written parental permission, bring their cars to school. Students who will be parking at School must complete the Student Driver Form to register their vehicle and receive a parking decal, which must be displayed on their vehicle. They should park in the student parking lots, not in areas designated for faculty, visitor, or handicapped parking. The speed limit on both of the School's campuses is 15 mph. Students must enter and leave either campus mindful of the safety of the School's neighbors. A student who operates his or her car unsafely should expect that the School will suspend or revoke the driving privilege. Students who are chronically late to school may also have their driving privileges revoked.

ATTENDANCE, ABSENCES, AND TARDINESS

ATTENDANCE EXPECTATIONS

Attendance is essential to the fulfillment of the mission of St. Anne's-Belfield School, and learning in community is central to our program. Missing class denies students the opportunity to practice core skills and receive real-time feedback from teachers. Academic work is often done in collaboration. Certain learning activities like Harkness discussions, paired lab exercises, and group problem-solving are difficult if not impossible to replicate. As a result, a student's academic performance and progress may suffer as a result of an absence.

Excused absences are those which arise from sickness or emergency. Absences for reasons other than illness or family emergency are strongly discouraged and are considered unexcused. All absences impact students' growth – academically, socially, and emotionally. If a student earns more than five absences in total or five tardies in a quarter, the family will be contacted by the School to discuss solutions for the behavior to be remedied. Absences (excused and unexcused) and tardies will be reported on the report card.

Students must be present for at least 80% of their class meetings to be eligible for a letter grade. Students must be present for at least 70% of their class meetings to be eligible for credit. Students who attend less than 70% of their classes may not be eligible for promotion to the next grade level or enrollment in the School the following year.

The school day begins promptly at **8:45 a.m.** All students, even those who are not scheduled for a class, must arrive at school by 8:45 a.m. Students who are not accounted for by 8:45 a.m are marked absent. The Upper School divisional assistant will contact families after 9:15 a.m. if the reason for the student's absence is unknown. This practice is for your child's safety. Absences that are not reported by the family will be marked as unexcused until the main office and the family connect.

ABSENCES

If your student is not attending school due to illness or an emergency or will be late for any reason, please inform the divisional assistant. You may either call 434-296-2430 or email attendance@stab.org.

Pre-Planned Absences: An anticipated absence form is required for any pre-planned absence of a day or more. This form is available at the divisional office, should be submitted at least 48 hours in advance, and will be reviewed by the Upper School Dean of Students.

The student is expected to complete coursework and assignments missed during the absence. Students should confirm with their teachers both the materials needed before departing and the completion of assignments upon return.

Make-Up Work: When students are absent, their assignments will generally be communicated and resources made accessible via their class Canvas pages. Print materials may be required, and the student is responsible for having the necessary materials with them. However, absence does not excuse a student from being unprepared for class. The following guidelines should help students upon returning to School:

- Long-term assignments are due as previously scheduled.
- Tests and papers scheduled for the first day of absence are due the first day of return. The consequence for not turning in the assignment or sitting for the assessment will be a letter grade deduction. A student who earns an A- will have a B- entered in the grade book, for example.
- It is the student's responsibility to connect with each of their teachers upon return to confirm missed work. Students may need to get class notes from classmates.

- Each student should be careful to follow the individual teacher’s instructions concerning how much help in making up work they may get from classmates.
- Students should not ask permission to make up work for one course during another class period.

Of course, in cases of illness or emergency (i.e. excused absences), each of these provisions may be modified on an individual basis. In general, a student who misses school unavoidably will be given time to make up work equal to the time missed.

LATE ARRIVALS In the event that a student has the first period free, the student must still arrive at School by 8:45 a.m. (or by the first period of the day in the event of a special schedule). Exceptions to this expectation are only made for seniors who qualify for senior leave privileges.

Late students must sign in. If a student is late due to a medical appointment, a note from the provider must be turned in to the office upon arrival.

Students who arrive late to class by more than 15 minutes are considered absent from that class; students who arrive late to class by 15 minutes or fewer are considered tardy. Repeat tardies may result in disciplinary consequences.

AFTER SCHOOL ACTIVITIES

If not at school by 10 a.m. with an excusable reason like a medical appointment, the student will not be able to participate in after-school activities. Additionally, if a student misses an assessment from arriving late to school, they will be required to complete the assessment at the end of the day of the tardy arrival, potentially missing after-school activities.

EARLY DISMISSALS

When a student must leave early from school, an official note, email, or phone call stating the reason for the departure and departure time must be received by the Upper School divisional assistant before 9 a.m. A student with permission to leave school grounds before the end of the academic day must sign out at the office before departing. These students must sign in at the divisional office before returning to class or school activities. Students who request to be dismissed early from school for any reason (doctor’s appointment, extracurricular event, etc.) must submit work that is due on that same day, even for classes that are missed. In other words, being dismissed early does not grant an extension to work that is due that same day.

EXCUSED VS. UNEXCUSED ABSENCES

Significant family obligations (e.g., funerals, weddings, sibling graduations, hospitalization, etc.) will be deemed excused. Students will receive up to two days of excused absences per event. With regard to other absences, families should keep these policies in mind:

- Students must follow the anticipated absence protocol for any pre-planned absence to be classified as excused. Failure to follow this published protocol may result in the absence being classified as unexcused.
- Students are allowed five days for college visits to use as they and their parents/guardians see fit throughout their time at St. Anne’s-Belfield School. These absences will be designated excused. Days beyond these five excused absences will be designated unexcused, even if used for college visits.
- In highly exceptional cases, the Upper School administration may consider appeals from students who have been invited to compete or participate at an event of national or international prominence. Students will be required to assemble relevant materials that detail the significance and unique

circumstances of the event(s) that will pull them away from their academic and communal obligations, and to share their appeal with the dean of students. Upper School administration will consider these materials in deciding whether or not to grant the exception; but may factor into the administration's decision should a future appeal be filed. No appeals will be heard or granted post facto.

Please note remote learning is logged as absent. See the all school [Health and Medical Guidelines section](#) on Remote Learning for Medical Absences for more information.

AFTER SCHOOL EXTRACURRICULAR PARTICIPATION

Participating in after school activities is a privilege, which must be earned daily. If certain daily expectations are not met, students will not be allowed to participate in any after school activities, including, but not limited to: Sports practices and games (as a player or spectator); rehearsals, plays or concerts (as participant or spectator); club trips and meetings; dances; school events, etc. Reasons for exclusion are detailed in our policies, and they include, but are not limited to:

- Failing to arrive at School by 10:00 a.m.
- Failing to fulfill academic obligations as determined by the head of the Upper School
- Violating school rules

PERFORMING ARTS ATTENDANCE POLICY

Students involved in performing arts classes (choir, orchestra, theatre) may have required performances outside of normal school hours (8 a.m. – 3:35 p.m.). The purpose of this document is to clarify the responsibilities of the students and their families, as well as those of the teacher in regards to communication about these performances. It also outlines the consequences of missing a required performance, and the procedure for handling conflicts created with School sports.

Responsibilities of the Student/Family: The student or the students' family is responsible for notifying the teacher via email at least four weeks in advance of any conflict. Failure to communicate in this manner about a conflict will automatically result in an unexcused absence. Illness and emergencies will always be treated as an excused absence.

These reasons would typically constitute an excused absence from a required performance:

- Illness
- Family emergency (death, illness, accident)
- Family wedding or graduation

The following are a list of some reasons that generally do not constitute an excused absence:

- Birthday party
- Family trip
- Non-School sports game, practice, or tryout
- College visit

Most performances are already set at the beginning of the school year and will be communicated at that time.

Consequence for Missing a Required Performance: Any student with an unexcused absence from a required performance will have his or her quarter grade for the class deducted one full grade level. For example: An A- would become a B-.

Conflicts with School Athletics: While the School does its best to avoid any conflicts between athletics and required performances, the occasional conflict does arise. The following are the guidelines the School will use to resolve the conflict:

- Athletics practice: Performance takes precedence.
- Regular season game: In general, performance takes precedence. In the event of a regular season game that has a direct impact on whether a team will make the playoffs or not, that game should be treated as a playoff game.
- Varsity playoff game: Coaches and teacher, with appropriate division head(s) as mediator, will decide which the student should attend. The role of the student in both the team and the ensemble will be considered.

The appropriate division head, in consultation with the performing arts department chair, director of athletics, faculty member, and coach will make the final call in any unusual or exceptional circumstances.

LEAVING CAMPUS

The dean of students or their designee may give a student permission to leave campus pursuant to the policies and procedures above.

Seniors enjoy the freedom to leave campus during certain times of the school year and school day. With increased freedom comes the increased responsibility to handle the freedom well. Should a senior choose not to meet his or her academic, athletic, or other school responsibilities, or should they commit a serious disciplinary infraction or accumulation of minor infractions, the aforementioned privilege may be suspended or revoked by the head of the Upper School or the dean of students.

After having filled out and returned the Student Car Policy and the Senior Leave Permission forms, seniors leaving campus will honor the following rules:

- Seniors must sign out and sign in at the Upper School office.
- Seniors may not sign out to other people's houses.
- Seniors may sign out during unscheduled time or lunch unless there is a mandatory event (such as advisory lunch).
- Seniors must return to campus in time for any commitment.
- Seniors are under school rules while off campus.
- Seniors may not leave campus with underclassmen.

Failure to abide by these rules will result in the student's appearance before the dean of students to face disciplinary action. The number of times a student may take Senior leave will be determined by the dean of students.

LUNCH PROGRAM

Prepaid lunch plans are required to be purchased through SAGE Dining Services® and the fees are included on the enrollment agreement when it is executed. Our mission is to create healthy, nutritious, and great tasting food. We seek to establish the foundation for a life of healthy food choices to the benefit of our students and the community in which we live. If you have special dietary needs, you are encouraged to speak to our director of dining services so that we may work with you and your child to provide a safe dining experience.

The School has students with allergies to peanuts and nut-related products. These allergies can be potentially life threatening. Please DO NOT bring peanut and tree nut products to school.

The plan provides a mid-morning and afternoon snack in addition to a nutritious lunch. Lunch options include soup, salad, pasta, deli sandwiches, a hot entree and vegetarian entree.

Food deliveries to students are not allowed during the school day without express permission from the dean of students.

STUDENT BEHAVIOR

Discourteous and disruptive behavior and conduct are unacceptable and inappropriate, and the dean of students will deal with any actions which, in the opinion of the School, endanger a student's, faculty or staff member's health, safety, property, or proper execution of their responsibilities. The dean of students is responsible for hearing referrals from teachers and for recommending appropriate disciplinary measures to the head of the Upper School.

DISCIPLINARY COUNCIL

Student Prefects in Grades 9 – 12 comprise the Disciplinary Council. This council, mentored by the dean of students and two faculty advisors, adjudicates non-honor offenses and makes recommendations to the Head of the Upper School. At the discretion of the School, the types of responses the School may employ include, but are not limited to the following (any combination of the items listed): warning, loss of privileges, detention, counseling, suspension, probation or discontinuation of enrollment.

DESTRUCTION OF PROPERTY

Any student who accidentally damages or destroys School or personal property will be expected to pay the replacement cost. In addition, any student who willfully damages school or personal property will face disciplinary action.

PUBLIC DISPLAYS OF AFFECTION

The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

Students who are overly affectionate in school create an environment that is not conducive to concentration and learning; therefore, students should refrain from inappropriate, intimate behaviors at School or at any school-related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent/guardian meeting and possible disciplinary consequences if inappropriate behavior should continue after being warned.

CELL PHONES

We value interpersonal communication and purposeful and mindful use of technology. Our community functions best when we are fully present and engaged with one another or our school work. During unstructured time, we encourage students to limit their cell phone use and prioritize screen-free time with their peers and teachers. During class, Advisory and community gatherings, phones are not permitted. In rare instances, a teacher may permit a student to use a cell phone in that teacher's presence. Students who struggle to engage due to over reliance on their phone will be encouraged to speak to the School counselor.

UPPER SCHOOL UNIFORM DRESS CODE

The St. Anne's-Belfield School uniform dress code deepens our sense of community while allowing students the freedom to focus on their passions and pursuits.

In addition to the guidelines in the K – 12 School Uniform Dress Code and Philosophy section, the following apply to Grades 9 – 12:

- Any student who is found out of dress code will be provided a uniform top to change into. Students who chronically or egregiously violate the letter and spirit of the dress code may be subject to disciplinary action.
- All clothing worn at School must be solid and part of the School color palette: maroon, white, black, or gray. Tan bottoms may be worn.
- Students must wear a collared shirt Monday – Thursday. The only exception is that students are allowed to wear tops that are part of their school team or activity on game or performance days.
- Students may wear sweatshirts, fleeces, and sweaters in solid colors in maroon, white, black, or gray, or those with “St. Anne’s-Belfield” or “Saints” in writing. Leggings and sweatpants are permitted on non-Chapel days.
- Shoes should be safe and secure for any work that a student may do during the school day, e.g., closed-toe shoes for work in a laboratory or outdoors.

CHAPEL DRESS ON FRIDAYS

- All clothes are to be clean and in good repair.
- Students may choose to dress according to the Monday – Thursday dress code or wear dress shirts, dresses, skirts, or dress slacks that are appropriate for a business-type event.
- Sweatpants and leggings, as pants, are not permitted on Fridays.

BLUE DENIM DAYS

- In Upper School, Blue Denim Days are every Thursday, unless otherwise announced.
- Jeans should be in good repair.
- Collared shirts are required.

STUDENT LIFE

COMMUNITY SERVICE

The St. Anne’s-Belfield Community Service Program is designed to educate students about their responsibility as members of their School and community, to empower the students to make a difference, to broaden the students’ education by encouraging their involvement with those in need, and to provide students opportunities for worthwhile and rewarding experiences through service to others.

Students in the Upper School are required to be involved in the Community Service Program. As a requirement for completion of our college preparatory program, 60 hours of gratuitous service must be satisfactorily completed by the end of the senior year by students who enter St. Anne’s-Belfield School at the Grade 9 level. In addition, in order to keep on track toward fulfilling this requirement, students are expected to complete a minimum of 15 hours of service per year. In the event a senior does not fulfill the community service requirement, final transcripts and certification of graduation will not be sent to colleges until the required hours of gratuitous service are completed and documented. Students entering the School after their freshman year will be expected to meet their community service requirements (15 hours per year) from that year on. For example, if a student enters as a junior, they are expected to complete 30 total hours before they graduate.

DANCES

In a typical year, there are usually two to three annual dances in the Upper School: Homecoming Dance, Winter Semi-Formal, and Junior/Senior Prom. Dates and details will be shared via the [Veracross parent and student portals](#) as well as the Belfield Bulletin.

The following rules apply at all School-sponsored dances:

- Once they arrive at a dance, students are required to stay in the designated area.
- Faculty representatives will be present at the dance and will be in charge at all times.
- Students may not leave the dance before it is over unless accompanied by a parent/guardian or other authorized person.
- Students may not leave dances early and then return.
- Parents/guardians are encouraged to pick up students on time.

FIRE ALARMS AND SCHOOL EMERGENCIES

When the fire alarm sounds, students should leave their classrooms without talking and leave the building through the specified exits. All Upper School students must report to the Student Activity Center (SAC) and line up alphabetically with their grade. When the building is cleared, the class deans will take roll.

In the case of an emergency involving one student: Staff will notify the student's parent/guardian of the situation as soon as practicable via phone.

In the case of a school-wide emergency: A text, voicemail, and email alert will be sent to all parents/guardians and US students. Please ensure your contact information is up to date in your [Veracross Parent Portal](#) to be able to receive these notifications.

INTERNATIONAL TRIPS

The School sponsors trips outside the continental United States that align with our mission and values. Cultural and language immersion, as well as engagement with our global community, are valuable learning experiences. Trip leaders and chaperones are faculty members chosen by the School administration. The School is in an official partnership with WorldStrides, and all international travel will be managed through WorldStrides. As leaders in the industry, WorldStrides provides significant resources to families, student travelers and chaperones, in addition to travel insurance and liability coverage. Typically, trip details are announced at least six months in advance of travel. Access to travel for all St. Anne's-Belfield families is a priority. Limited financial aid may be available.

LOST AND FOUND

All property that is worn or brought to school should be clearly marked with the student's name. The School cannot accept responsibility for the personal belongings of the students. Students should inquire about lost items in the main office. Items which are left unclaimed will be donated to a local charity at regular intervals throughout the year. Students should not bring large amounts of money or valuable personal items to school.

MARY WELHAM KNOPF LIBRARY

This collection of digital resources is available via the [Veracross Student Portal](#).

STUDENT SENATE

The purpose of this organization is to promote, through its constitution, student leadership; unity among students, faculty, and administration; and strong moral character. Aided by the dean of students and class deans, it is to be a forum for student expression. The Senate's goal is to develop good citizenship and to

represent the student body as a whole. Each year, students in each Upper School class as well as the Residential Life community elect two representatives to sit on the Senate with the dean of students and class deans.

STUDENT ORGANIZATIONS

Students have the opportunity to join a number of clubs and student organizations each year. Students may establish new clubs by identifying a faculty sponsor and apply via the process set forth by the dean of students.

ATHLETICS PROGRAM

St. Anne's-Belfield recognizes the important balance between academics and athletics, and we believe strongly that regular exercise, development of skills, and interscholastic athletic competition play critical roles in each student's growth. Our sports program does much to contribute to the development of our students' good character and morals, in addition to enhancing our overall school spirit. We gauge athletic achievement not just on the outcome of games, but on the values and experiences our students gain from participation. At St. Anne's-Belfield, our athletic programs are competitive and enriching, stemming from a commitment of our coaches to create a well-rounded athletic experience and a dedication of our students to strive for excellence both inside and outside of the classroom.

The following beliefs guide our effort to provide an enriching and valuable athletic program for students in Grades 7 – 12:

- Athletic participation promotes physical fitness and healthy body awareness.
- Spirited and sportsmanlike competition conducted within the rules honors the sport, the student-athletes, the coaches, the officials, and the spectators; and it encourages pride in the school community.
- Athletic participation should instill valuable personal qualities such as mental alertness, leadership, dedication, perseverance, grace under pressure, learning from disappointment, and humility in victory.
- The student-athletes, coaches, parents/guardians, faculty, and spectators are representatives of St. Anne's-Belfield School before, during, and after athletic contests. As ambassadors of the School, they are expected to model our brand by displaying respect for officials, opponents, and fans from the other school.

PHILOSOPHIES OF DIFFERENT LEVEL TEAMS

The goal of the St. Anne's-Belfield Athletics program is to offer an educational and rewarding athletic experience, one that develops the interpersonal values and athletic potential of all our students based on their attendance, commitment to the program, coachability, effort, and dedication to improvement. We approach this goal through emphasis on team membership, competition, participation, sportsmanship, goal setting, and experience opportunities.

MIDDLE SCHOOL (7/8 TEAMS)

Composed of Grade 7 and 8 students only. The 7/8 teams are considered preparatory and introductory, and every effort will be made to include all who are interested in participating, within reasonable limits, but in some cases, roster limitations may occur. All team members will play in each contest ***provided they have fulfilled practice and team obligations***. At this level, skill building, development, sport knowledge, and teamwork are the main focal points, as well as playing experience for each player.

JUNIOR VARSITY (JV)

Composed of Grade 7 – 11 students. This is the transitional level between Middle School and varsity-level teams. All team members will play in each contest ***provided they have fulfilled practice and team obligations.*** Roster limitations may occur at this level. Emphasis at this level is on process-driven improvement, skill development, rules knowledge, and teamwork.

VARSITY

Composed of Grade 8 – 12 students. At this level, the commitment is to field the best possible team for success in league and state-level competition. Thus, roster limitations may occur, and playing time need not be guaranteed to any player. The emphasis is to continue to improve skill development, obtain a great sense of individual and team strategy, and work as a team to accomplish objectives as set by the coaching staff.

REQUIREMENTS AND ELIGIBILITY

For specific athletic participation expectations, policies, and protocols for Grades 7 – 12, please download and read through the curriculum guides for Middle School and Upper School available at stab.org/academics.

Parents/guardians must provide consent for their student to participate in Saints Athletics, signed each year in Magnus Health via the Athletics Permission And Emergency Authorization Form. Additionally, every student-athlete is required to have a full sports physical and complete concussion baseline testing before participating in the athletic program every year.

ATTENDANCE

Students participating in the athletics program are expected to fulfill all the practice and game commitments. Students are expected to notify coaches in a timely fashion if they cannot go to a game due to a conflict. Notes from parents/guardians, physicians, or teachers are acceptable excuses. An emergency situation should be handled with a telephone call to the coach or director of athletics. In missing a game, however, students must understand that they put their position on the team in jeopardy. Unexcused missed practices and games, repeated lateness, and repeated absences could result in game suspensions, a reduction of playing time, and/or suspension or removal from the team.

INTERSCHOLASTIC COMPETITION

Most of the School's boys' teams compete interscholastically in the Virginia Prep League (VPL). All girls' teams compete in the League of Independent Schools (LIS). For all interscholastic teams at St. Anne's-Belfield School, students will be selected on their skill levels. Parents/guardians will receive information at the beginning of each season concerning try out procedures and required equipment for participation. Rosters for all teams may be limited, and the director of athletics will approve all final rosters.

For some interscholastic sports (Tennis, Squash, Swimming & Diving, Golf, and Softball) we do not field a 7/8 team. We therefore will allow Grade 7 students to try out for the JV teams and Grade 8 students to try out for JV or varsity teams on the first day of those practices. In all other sports, all Grade 7 and 8 athletes must start the season with the 7/8 team even if they aspire to make a JV or varsity team. These tryouts will consist of the JV/varsity coach observing the student during the course of a 7/8 team practice. In the fall, Grade 7 and 8 teams begin practices at a later date, therefore a Grade 8 student-athlete may be invited to tryout as an exception to the above rule.

NCAA ATHLETIC ELIGIBILITY

Some of our students are interested in playing Division I athletics at the collegiate level, and therefore must be declared eligible through the NCAA Clearinghouse. Parents/guardians are responsible for ensuring their child is registered with the Clearinghouse by the start of the junior year and meets all eligibility requirements. Eligibility requirements change every year, so please check the NCAA website for the most updated information.

SPORTSMANSHIP

While we aim to be competitive, sportsmanship is of the highest importance, by word and deed. The following are intended to spur such thinking.

- Good sportsmanship brings credit to the athlete, the coach, the team, the fans, and the school.
- Good sportsmanship builds poise, the perfect complement to the emotion-influenced conduct of athletes in competition. Any athlete's game performance will improve with added poise.
- Petulant, arrogant, or objectionable behavior should not be confused with, and cannot be excused as, athletic aggressiveness and competitive intensity.
- Student-athletes should exemplify good sportsmanship and encourage it from their teammates, their families, and the team's supporters.
 - In moments of triumph, avoid:
 - Taunting or belittling of opponents, by word, by gesture, or game strategy
 - Keep the score respectable and manage minutes of stronger players to ensure the score doesn't run up
 - Excessive celebration
 - Failure to greet, congratulate, or thank opponents
 - In moments of adversity, avoid:
 - Intentional rule-breaking or fouling
 - Excessive displays of anger or frustration
 - Improper exchanges with officials, participants, or spectators, either by word or gesture
 - Use of foul language towards opponents, officials, or spectators
- Good sportsmanship is especially difficult to maintain when it's not reciprocated, and thus even more admirable.

UNSPORTSMANLIKE CONDUCT

Any student-athlete removed from a contest for unsportsmanlike conduct (this can include pre- or postgame conduct) will receive a mandatory one-game suspension. The suspension must be served on the next calendar game. This rule is in effect for league, non-league, and postseason play.

The second time a student-athlete is disqualified in the same sport, or in another sport, the penalty shall double. The third time a student-athlete is disqualified in a year can result in immediate dismissal from the athletic program for the remainder of the academic year. An ejection or disqualification prevents a player from attending the regularly scheduled contest. This includes riding the bus, being in the locker room, being on the sidelines or the bench, being in the stands, or being anywhere at the contest site. All program participants should remember that they are ambassadors and represent not only themselves, but the school and the community as a whole. *Please see the all school [Major School Rules section](#) on Hazing and Participation Rules for more information.*

SPECTATOR CONDUCT

The Virginia Association of Independent Schools strongly endorses a code of conduct for athletes and spectators. Disrespect to officials, players of opposing teams, and spectators is inappropriate behavior. The role of spectators has also been acknowledged as an important part of interscholastic athletics. Taunting, negative cheering, and profanity will not be tolerated. Spectators not complying with these rules will be asked to leave the gymnasium or field.

PREPARATION

SPORTS CLOTHING & EQUIPMENT

All students participating in School-sponsored athletics should wear proper clothing as determined by the coach or supervisor, generally athletic shorts or pants, t-shirts, and sneakers/cleats.

In order to maintain the high quality of the Conway Convocation Center and Tarring Gymnasium floors, to ensure that playing surfaces are safe, and to conform to the recommendations of the manufacturers for the maintenance of the floors, all students are required to wear a separate pair of athletic shoes when participating in activities on both the Conway Convocation Center and the Tarring Gymnasium floors. This policy pertains to physical education classes, practices, games, or any activities in these facilities. When purchasing athletic footwear, it is important that you request shoes with non-marking soles.

COMMUNICATION

Your [Veracross Portal](#) holds your student's athletics schedule, in addition to their class schedule, reports, and other important information. Changes in games and practices, along with dismissal times and travel information, will be reflected there. The Athletics Calendar at stab.org/athletics is also updated regularly with last-minute changes due to weather and daily events. You also have the option to subscribe to your student's sport.

HEALTH AND SAFETY OF STUDENT-ATHLETES

The St. Anne's-Belfield School Athletic Development Program is designed to develop and improve athleticism in every student regardless of the student's level and/or involvement in organized sport. Its goal is to help students reduce injury through increased speed, strength, balance, and flexibility.

Athletic Development: The athletic development staff works in collaboration with the Physical Education Department in Grades 3 – 6 to help design and implement functional movements at an early age. Dynamic warm-up protocols and injury prevention modules are provided for Middle, JV, and varsity teams. Each JV and varsity team is required to train with an Athletic Development coach once a week during its season to promote tools for injury prevention. This training takes place either on the field or in the weight room. Offseason and preseason programs are offered throughout the year, including the summer, and attendance by Grade 7 – 12 athletes is strongly encouraged.

Athletic Training: St. Anne's-Belfield School has two full-time athletic trainers who work with our student-athletes. They oversee all sports clearance; provide injury evaluation, treatment, and rehabilitation plans; conduct prevention programs in conjunction with the Athletics Department staff; oversee the concussion education program and conduct concussion baseline testing; provide coverage for home and travel games when available; and coordinate with faculty to create a return-to-learn program. They share time on the Belfield and Greenway Rise campuses and are available by appointment from 10 a.m. – 3 p.m.

CONCUSSION POLICY

In order to ensure the safety and well-being of our students and athletes, St. Anne's-Belfield School has adopted a Concussion Policy. Students will take baseline tests at the beginning of each season, which will allow the School to comparatively assess any injuries sustained. Visit the [Current Athlete Info section of stab.org/athletics](#) for more information.

RESIDENTIAL LIFE PROGRAM

The St. Anne's-Belfield School Residential Life Program believes our students will thrive when they feel safe, valued, and known. We expect our students to become active citizens of our community by treating everyone, including themselves, with respect and kindness. We provide learning opportunities that transcend the classroom, embrace the value of service, and develop the social skills and self-confidence that lead to a meaningful life.

IN LOCO PARENTIS

While enrolled at St. Anne's-Belfield School, dorm parents strive to make good decisions for students. There may be times when parents/guardians give Residential Life students permission to do something that the faculty and staff feels would not be in the best interest of the student. In cases such as this, the director of Residential Life may contact the parent/guardian to discuss the circumstances or request. Every attempt is made to work with parents/guardians and students so that the best interest of the students is served. St. Anne's-Belfield School faculty and staff take their supervisory responsibilities seriously and will use their best judgment and efforts to ensure the well-being of each student. Parents/guardians do need to be aware, however, that we also rely on students to govern their behavior with good judgment, and that we cannot be responsible for risks that are not reasonably foreseeable.

EXPECTATIONS OF PARENTS/GUARDIANS

Parents and guardians are encouraged to be active in their student's education and life at St. Anne's-Belfield School, and to remain in communication with their student's House parent, other Residential Life staff, and Upper School advisors and faculty. We see ourselves as partners in supporting and parenting residential students while they are in our care. Parents and guardians are also expected to be aware of St. Anne's-Belfield School rules, policies, and educational philosophy, and to support their students in following our expectations. If a parent/guardian has a question about a rule or needs to ask for an exception to a policy, they should contact the director of Residential Life.

Parents and guardians should contact dorm parents or administrators with questions, concerns, and/or helpful information about their student. A dorm parent is available during non-school hours by calling the dorm cell phone (434-962-5802). When needed, St. Anne's-Belfield School uses a professional interpretation and translation service which can be used on short notice as well as for planned conversations.

Parents and guardians are always welcome to provide information to or seek information from dorm parents, the director of Residential Life, academic advisor, medical professionals, Upper School counselor, or the dean of students. Families are also welcome to visit campus and can make arrangements ahead of time to meet with teachers and administrators.

STUDENT BEHAVIOR

A spirit of cooperation and respect are the hallmarks of successful involvement in the Residential Life community at St. Anne's-Belfield School. Students new to Residential Life enter a diverse world that is joined together by the values and goals of the School. A willingness to take personal responsibility for contributing to the greater good and to understanding and abiding by the major rules of the School is important for Residential Life students. As students enter fully into the spirit of the School, they will experience the rewards of support from roommates and adult advisors. Open and honest communication with other students and with dorm parents, full integrity, and a willingness to articulate and share one's values and beliefs are all important for a successful life in our dorms. A Residential Life student carries a significant amount of personal responsibility for following a healthy lifestyle. Students need to remember that the rules governing the Residential Life community have been developed over many years with the aim of creating a supportive environment for adolescents who have taken on a challenging academic, athletic, arts, and extracurricular program.

Major School and Residential Life policies are designed to protect the health, safety, and educational advancement of our students and community. At the core of all expectations regarding student conduct is the simple notion of respect: respect to self and respect for others. Our rules reflect this principle and the values of our school and Residential Life program. St. Anne's Belfield students are expected to live within this structure and demonstrate the discipline to follow our rules.

RESIDENTIAL LIFE RULES

In addition to the school rules listed on the section of the Major School Rules section of the handbook, the following actions are considered violations of Residential Life rules and may result in disciplinary consequences:

- Inappropriate physical intimacy
- Willful destruction of school or personal property, or threatening the safety of others through carelessness. This includes having an open flame in the room
- Hosting a day student in the residence halls without permission from a dorm parent
- Absences from dinner and study hall sign ins
- Failure to follow protocols when leaving and returning from/to campus
- Making another student's experience unpleasant or uncomfortable
- Leaving the residence hall room after goodnights
- Having an electrical appliance that does not have an automatic shut-off mechanism or any cooking appliances

CONTACT BETWEEN STUDENTS

While we recognize students' rooms as their home and personal space while at School, the space is still seen as part of the larger residential community. When having fellow Residential Life students visit in their rooms, students must realize that this space is meant for social privacy and not sexual intimacy.

THEFT

Theft erodes trust within a community, and as members of the St. Anne's-Belfield Residential Life community, we are responsible for ensuring that trust in each other is not lost. It is not acceptable for students to borrow anything from anyone in Residential Life, at any time, without explicit permission. Similarly, it is not acceptable to enter into another student's room without the occupant of the room present.

If theft, or the suspicion of theft, should occur, it should be reported immediately to the director of Residential Life or to one of the dorm parents. In the interest and safety of students and acting in loco parentis and in

partnership with parents/guardians, the School reserves the right to enter and inspect a student's room and personal effects whenever circumstances warrant.

LIFE IN THE DORMS

Rooms are supplied with a twin size bed frame and mattress, desk, 3-drawer dresser, tall dresser with space to hang clothes, shower curtain, and window coverings. Students are advised not to bring additional furniture.

PROHIBITED ITEMS

- Weapons, firearms or explosives
- Knives of any kind
- Clothing Irons
- Cooking appliances
- Candles, incense, lighters or matches
- Hoverboards

WEEKDAY SCHEDULE

- 7:30 a.m. Doors open
- 7:30 – 8:40 a.m. Breakfast
- 8:45 a.m. – 3:30 p.m. Classes
- 3:35 – 6 p.m. Athletics or afternoon activity
- 6:30 p.m. Dinner (everybody must sign in and be seated by 6:45 p.m.)
- 7 p.m. Announcements, medication and package distributions
- 7:30 – 9 p.m. Study Hall
- 10:30 p.m. Goodnights

WEEKEND SCHEDULE

During weekends, dorm doors will be opened at 8 a.m. on Saturdays and Sundays. If a Residential Life student needs the doors to be opened before that time, they must communicate with the weekend team in advance. During the weekend, students who are on campus must sign in by:

- 7 p.m. on Fridays
- 11 a.m. and 6 p.m. on Saturdays
- 11 a.m. and 5:40 p.m. on Sundays

SAFETY AND SECURITY

St. Anne's-Belfield School strives to ensure the safety of all students' personal belongings. Students should not keep more than \$50 cash in their rooms. Students can choose to keep larger amounts of cash in the safe located in the Business Office. Anything of value, including all electronics, sports equipment, camera, stereo and computer equipment must have some kind of permanent identification. St. Anne's-Belfield School cannot be responsible for items lost, stolen or damaged.

Residential Life students should never share the code to their room with other students, including suitemates. When not in the room, Residential Life students are advised to lock the door to the bathroom. Each student has an ID keycard that will grant them access to the dorm during non-school hours. Students are not allowed to prop doors open at any time. If a student loses their key card, they should contact the Upper School divisional administrative assistant to get a replacement.

ORAH

The Residential Life program has partnered with Orah, a student management platform, to ensure the safety of our students and streamline the management of life in the residential life program. Orah allows us to take attendance, coordinate events, access real-time information about the location of all students, executive emergency rolls, and keep a log of all information relevant to the caretaking of each student. All students and parents or guardians will receive an invitation to create an account and take action as needed.

TECHNOLOGY REQUIREMENT

Dorm parents need to be able to reach all students in order to ensure their safety. Consequently, all Residential Life students are required to have a cell phone with a functioning US phone number compatible with Orah's tile system. All Android phones and iPhone 7 or newer are compatible with this system. Phone communication also plays a critical role in case of an emergency. All students are expected to be responsive to communication from the dorm phone.

ROOM TIDINESS

Rooms are expected to be kept neat and clean throughout the week. Beds are to be made daily, waste baskets emptied regularly, clothes and other items put away, and food properly stored in airtight containers. Any uneaten food should not be dumped down the sink drains or toilets.

In order to ensure the health and safety of our students, dorm parents will regularly conduct room checks. Residential Life students who have unreasonably messy rooms will have 7 a.m. work duty in the dining hall. Moreover, any additional furniture will be removed from rooms that are routinely untidy.

All dorm rooms will be inspected for cleanliness once a week at a scheduled date. There will also be an additional weekly room check during school hours on a day chosen by the responsible dorm parent. Failure to have a clean room by then will result in Monday 7 a.m. work duty in the dining hall. Each room meets the following expectations:

- Room trash cans are empty and trash is taken to the outside trash cans
- There are no dining hall items
- The floor has been vacuumed
- The room is clean overall and there are no items or boxes on the floor
- There is no laundry or clothes strewn about
- There is no food sitting out
- The bed is made
- Bathroom countertops are free of excessive items or dishes
- Bathroom is overall clean and there is no hair on the floor, sink or shower

Rooms are also inspected before every major break and at the end of the year and are expected to be cleaned and free of all belongings, trash, and recycling.

EVENING JOBS

Every Sunday evening after study hall, the student leaders on duty that week will gather their assigned group of students to clean their respective dorm building and other communal spaces. The list of evening job expectations is posted in both buildings and the dorm parent on duty will inspect the buildings to confirm the jobs have been completed in a satisfactory manner. Failure to show up or complete evening jobs, or refusal to comply with prefect or dorm parent instructions, will result in disciplinary consequences.

FOOD AND FOOD DELIVERIES

School-provided meals are opportunities for students and dorm families to come together and build a stronger community, and therefore, no food from the dining hall should be taken to student rooms. Students may enjoy takeout, delivery food, or food prepared in the kitchenettes in their rooms, lounges, or kitchenettes as long as trash containing food is discarded immediately after its consumption.

Students may order food for delivery only during the times below. Food deliveries that arrive outside these time windows will be confiscated.

- Monday – Thursday 5:30 p.m. – 9:30 p.m.*
- Friday 5:30 p.m. – 10:30 p.m.
- Saturday 9 a.m. – 10:30 p.m.
- Sunday 9 a.m. – 9:30 p.m.

* Grade 9 and 10 students may not order food during Study Hall.

SPACE HEATERS

The school provides electrical portable space heaters during the winter months. The space heaters may only be turned on when a student is in the room. Space heaters should not be covered with clothes, towels, or any other material or used as a drying device. Irresponsible or unsupervised use of space heaters will result in the student losing privilege of space heater use.

ROOM SEARCHES

St. Anne's-Belfield School recognizes that its students have legitimate privacy interests in their rooms, their belongings, and in their conduct. However, a student's privacy interests are not absolute, particularly when those interests collide with real or perceived dangers to that student or to others, or when they collide with real or perceived violations of the School's rules and regulations, or federal, state, or local laws. St. Anne's-Belfield School accordingly reserves the right to inspect, search, and/or seize any student's room, belongings, or property at any time if any faculty, staff, or other School representatives reasonably believe that conduct violating the School's rules or policies has occurred, or that unlawful conduct has occurred, is occurring, or will occur. St. Anne's-Belfield School may take this action on its own, or in conjunction with law enforcement authorities, as it sees fit under the circumstances. No set guidelines can foresee or describe every situation that might arise, and we cannot limit, in any way, St. Anne's-Belfield School's ability to act as it deems appropriate under the circumstances.

STUDY HALL RULES

Study Hall is a time for Residential Life students to complete their homework, study and work on their overall academic progress. At any time, academic advisors, dorm parents, and/or parents or guardians can request that their child be in Study Hall. The following rules aim to provide space conducive to maximize student focus and productivity.

- Students are expected to do school work
- Everybody should be seated and studying promptly at 7:30 p.m. and stay until 9 p.m.
- Students may not go back to their rooms for books, etc.
- There should not be more than two students per table
- Student computer screens should be facing the dorm parents on duty
- Students may not order food or heat up food during study hall
- Students should clean up after themselves and be sure their spaces are in good condition before they leave
- Sophomores may skip one study hall each quarter
- Freshmen may not skip any study halls

ONLINE CLASSES AND TUTORING

The Residential Life Program recognizes that students may seek academic support or expand their learning through online classes and tutoring. Students are encouraged to schedule these classes at times when they do not interfere with their obligations as members of the Residential Life Program. Students who may need to be

excused from Study Hall due to a conflict with an online class should communicate their class schedule to their House parent before the beginning of each quarter. Students who take online classes during Study Hall hours will be expected to be in the cafe or dining hall conference room. Students will be expected to reschedule their classes whenever there is special programming for Residential Life students.

GOODNIGHTS

Sunday through Thursday, all students must be in their respective rooms by 10:30 p.m. On Friday and Saturday nights, students must be back on campus by 11 p.m., and must be in their rooms by 11:30 p.m. A dorm parent will check in with every student.

Students may not leave their dorm building until the next morning when the doors are opened by a dorm parent. Doors open at 7:30 a.m. on school days and 8:00 a.m. on weekends. Leaving the dorm buildings after goodnights is a serious violation of dorm rules and may result in significant consequences and loss of privileges.

CELL PHONES AND DEVICES

While the School acknowledges that technology has become an important part of student lives, the Residential Life Program believes that students need support in achieving a healthy relationship with their devices, and also developing healthy sleep habits. To help them make good choices for themselves, on school nights, Grade 9 and 10 students must turn in all cell phones, tablets, laptops, and other internet-connected devices to the dorm parents on duty by 10 p.m. Devices will be charged overnight and will be available for pick up after 7:30 a.m. the following morning.

DRIVING AND RIDING PRIVILEGES

Driving Privileges: Grade 9 and 10 Residential Life students are not permitted to drive. Grade 11 and 12 Residential Life students may, with the written permission of their parent/guardian, drive provided that they:

- Have a valid US driver's license
- Provide proof of auto insurance
- Are in good standing with the School
- Receive permission from the Dorm Parent on duty and appropriately sign out for each occasion on which they drive
- Travel within a 20-minute (approximately 15 mile) radius of campus, unless special permission is granted
 - Special permission to travel more than 20 minutes (approximately 15 miles) from campus may be granted, if the student completes the Extended Driving Form and submits it to the director of Residential Life and their parent(s)/guardian(s) communicate their permission (email or phone call) to the director at least 48 hours in advance. To receive permission, a copy of the Transportation Permission Form signed by the student's parent/guardian authorizing the student to drive must be on file.
- Residential Life students are only allowed to drive their own personal vehicles.
- While not in use, student's keys must be stored in the locked cabinet in the dining hall.

Riding Privileges: Any Residential Life student in good standing may, with the written permission of their parent/guardian, ride in a vehicle driven by:

- A School faculty or staff member
- A School parent
- A fellow School student with valid driver's license provided that driving with that fellow student is consistent with Virginia's teenage driving laws

- A hired taxi or car service
- A hired Uber/Lyft driver*
- A designated adult
- The student must follow the appropriate sign-out procedures with the Dorm Parent on duty.

* The School discourages the use of Uber, Lyft and other ridesharing services and advises families to check the terms of agreement before arranging rides or allowing their student to use such services. Many ridesharing services only conduct limited criminal background checks, if any at all, and do not require that their drivers submit to fingerprint based background checks conducted by the government. Although some of these ridesharing services have policies that prohibit minors from using these services, in reality, drivers from these services often do not verify the age of the rider. It is therefore your responsibility as parent(s)/guardian(s) to understand the policies and practices of the ridesharing services that you allow your child to use and to communicate those to your child.

Failure to Follow Guidelines: If any of these guidelines or applicable federal, state, and local laws are not adhered to, privileges may be denied and other disciplinary actions may result.

If a Residential Life student is a passenger in a car without properly notifying the dorm parent on duty prior to getting into the car, the Residential Life student will be considered to have left campus without permission. Leaving campus without permission is a serious violation of School policy and has serious consequences, up to and including an appearance before the Prefect Council.

OFF CAMPUS PERMISSION

The School's policy is designed to achieve a healthy balance between participation in the life of the School community and freedom to be away on one's own. Students are able to sign out off campus during the afternoons on school days if they do not have any athletic or other school requirements as long as they return by 6 p.m.

During the weekend, students may sign out anytime between 8 a.m. – 11 p.m. for periods of time that do not exceed six hours. Students will need to receive permission from the dorm parent on duty, and correctly follow the appropriate sign out protocols prior to leaving campus. If a student receives permission to go to a specific location, but then decides to go to a different location, the student must call the dorm phone and communicate the change of plans. If a student would like to go to multiple destinations, the student must call the dorm phone every time before the student leaves a location to go to the next.

Additionally, students are not allowed to be on their own after dark. Every Residential Life student must be accompanied by another student or adult at all times at night. Ultimately, the dorm parents on duty need to know where every student is at all times, so we can ensure everyone's safety. Dorm Parents, using their discretion, always have the right to withhold permission for signing out.

OVERNIGHT LEAVE

Overnight Leave With a School Family: Residential Life students are allowed to spend Friday or Saturday nights at a St. Anne's-Belfield day student's house. The day student's parent or guardian must call the dorm phone and talk to the dorm parent on duty to discuss the details of the sleepover. The School expects that parents/guardians hosting Residential Life students will share with the School the responsibility for the students in their care. Hosts should provide proper supervision for gathering of students, not allow alcohol or drug use for students or any other violation of School rules. In order to successfully receive permission to leave campus, the student must submit an overnight leave request through Oras. Once the dorm parent on duty has

heard from the day student's parent/guardian, the dorm parent will approve the leave. Dorm parents, using their discretion, always have the right to withhold permission for a sleepover.

Overnight Leave Without a School Family: When students are away from our immediate care, it is our expectation that they spend this time with parents, legal or local guardians, or approved adults over the age of 21. Overnight trips that place students in situations where no adult is present for supervision are strongly discouraged. In these rare cases, including college visits or other situations, parents or guardians are required to approve travel plans through Orah. The director of Residential Life or any dorm parent has the authority to withhold permission to leave campus.

Full Weekend Leaves: At St. Anne's-Belfield School, we pride ourselves on offering excellent, stimulating, and fun weekend programming. The activities we offer are aimed to explore different parts of our area and to build community.

In order to transition into the Residential Life community, all new students may not sign out for a full weekend until the first weekend in October. Returning students may sign out for a full weekend leave starting on the third weekend after classes begin. All students may sign out up to four full weekends between the beginning of the school and winter break, and an additional five weekends from January until the end of the school year.

MAJOR BREAK LEAVE

The dorms are closed for Thanksgiving, Winter and Spring Breaks. In order to accommodate transportation needs to Dulles International Airport (IAD) and ensure student safety for these major breaks, students are required to submit travel plans well in advance through Orah. Parents or guardians are required to confirm and verify student travel plans through Orah and support our policies and expectations. Students should not leave early or return late from these closures. Transportation will not be provided for students who leave early or return late.

TRAVEL AND AIRPORT INFORMATION

To ensure that each student arrives safely at St. Anne's-Belfield School, it is essential that plans be made carefully and that we receive accurate information. St. Anne's-Belfield School will provide ground transportation from the School to the Dulles International Airport (IAD) or vice versa on certain scheduled times. *The School discourages the use of Uber, Lyft and other ridesharing services. See the Driving and Riding Privileges section above for more information.*

MAIL DELIVERY

Mail is distributed daily to the mailroom adjacent to the student lounge each night that mail is delivered. In case of an emergency, the student should contact the dorm parent who will retrieve the package from the mailroom for the student. The School is not responsible for packages sent to the School between June 5 and Aug. 1. Students should plan their purchases accordingly.

LOUNGES

The lounges are a communal space where everyone should feel comfortable socializing and relaxing. Students are responsible for cleaning up after themselves and for making sure the space is inclusive by setting a positive and welcoming tone, using common spoken language, and inviting others to participate in games and activities.

KITCHENETTES

Each dorm building is equipped with a kitchenette that has a sink, microwave, counterspace, and storage. All small kitchen appliances, such as rice cookers and electric kettles, will be provided by the Residential Life program and must be used in this space and not in rooms. Hot plates are available for student cooking use under the supervision of dorm parents. Students who use the kitchenette are responsible for cleaning up after themselves, reporting maintenance issues to the dorm parent on duty immediately, and requesting supplies. Student leaders will facilitate and oversee the cleaning rotation of these spaces on a weekly basis. The use of the kitchenettes is a privilege. If any of the spaces are not used in accordance with posted signs, they will be closed for a period of time to students.

LAUNDRY FACILITIES

In the interest of student health and wellness, students are expected to regularly do laundry to maintain hygiene. Bed linens should be washed weekly or, at minimum, once every two weeks. Students have access to laundry facilities in each dorm building with multiple machines that are free to operate. Students should comply with posted signs about laundry room expectations and immediately report any damages, leaks, or machine issues to the dorm parent on duty. To prevent lost, or – in the rare occasion, stolen – items, students should be mindful of their laundry and return promptly to remove it from machines and the laundry room. Clothing or other belongings left for extended periods of time will be donated. The staff laundry room in the long hall of the Lee-DuVal dorm is not for student use at any time.

IT AND MAINTENANCE REQUESTS

In residence halls with dozens of students and several dorm parents, it is inevitable for things to break or malfunction over the course of the year. Any time an issue requires the attention of our IT or Facilities Departments, the students should fill out the appropriate form in Orah with a detailed description of the issue.

We are grateful to have great support from the IT and Facilities Departments. If an issue is not addressed within five days of the form submission, please contact the director of Residential Life.

BICYCLES, SCOOTERS, AND SKATEBOARDS

We require all students to wear helmets when on a bicycle, scooter, skateboard, or other wheeled recreational device and to comply with all Virginia laws. When riding after sunset, every student must have the appropriate lights and reflectors to make themselves visible to drivers and pedestrians. Students failing to abide by these regulations are subject to disciplinary consequences including but not limited to loss of signout privileges.

TRANSPORTATION FOR TESTING

The St. Anne's-Belfield Residential Life program will only provide transportation to the Covenant School, Albemarle High School, and Charlottesville High School on certain scheduled dates.

PASSPORTS AND I-20S

Students must turn in their passports upon their arrival. All passports and I-20s will be stored in the Residential Life safe. Students will be able to check out passports and I-20s when needed for traveling, test taking, or other reasons. Documentation will be returned to the safe once the student arrives back on campus. This policy is designed to ensure the safekeeping of important documentation.

HEALTH SERVICES

SCHOOL NURSE AND ILLNESS

In order to provide the best physical care and support for students, the Upper School nurse is available for health assessment, education, and treatment during school days and after school. In the event that a student requires further assessment or treatment, the school nurse will assist in scheduling an appointment, communicating with the provider, arranging transportation, and coordinating care. The school nurse will communicate medical concerns with families. St. Anne's-Belfield School has partnered with Charlottesville Pediatric Associates as the primary healthcare provider to our Residential Life students.

Families are responsible for communicating past issues pertaining to social, emotional, mental, and physical health that might impact their student's experience at St. Anne's-Belfield School to the school nurse, counselor, and/or director of Residential Life so that we may best support those in our care. While in our care, students should communicate directly with dorm and/or school staff about day-to-day needs and concerns that arise.

Outside of school hours, dorm parents will monitor and provide for student health needs in consultation with the school nurse and doctors from Charlottesville Pediatric Associates. Urgent care and emergency care are available locally and dorm parents will accompany any student requiring urgent or emergency medical care during evening and weekends. Families will be notified once the student is receiving care.

COUNSELING SERVICES

Our school counselor is available to Upper School students who may need support and guidance in dealing with adolescent concerns. The counselor's office is located in Randolph Hall, and students may drop in or set up a mutually-convenient time to talk about issues such as peer relationships, depression, eating issues, school problems, or substance abuse. Unless the issues presented by the student are considered life threatening, all discussions between the counselor and the student will remain confidential. The counselor's primary role is to listen to and provide support for students; the counselor does not engage in psychotherapy. If it is clear that a referral to an outside therapist is necessary, the student and the student's parent(s)/guardian(s) may meet with the counselor to discuss the options available.

The Residential Life program has partnered with a local clinical psychologist in order to provide counseling to those students who can benefit from it. The therapist will visit our campus once a week to see any students who have been previously referred to her by our pediatrician or the school counselor.

If a parent/guardian anticipates sharing news that will be upsetting (death of a relative, for example) or if they have conversations in which a student is feeling stressed or anxious, we encourage families to reach out to a dorm staff member so we can support the student as necessary here on campus.

MEDICATION

St. Anne's-Belfield School is guided by Virginia regulations and established principles of good practice among independent schools for the administration of prescription medication. Residential Life students taking prescription medication(s) must bring their prescription(s) to the director of Residential Life for review by Charlottesville Pediatric Associates. If parents/guardians send prepackaged medication, the medicine(s) must be properly labeled in English so that the medical staff can easily identify the contents and dosage.

Residential Life students are not allowed to keep any medication in their rooms, with the exception of inhalers, severe allergy medications (EpiPens), diabetes-related supplies and medication, and birth control medication. These require a doctor's order to be on file with the school nurse in order for the student to self administer. All other medications, prescription or over-the-counter, will be dispensed by the Residential Life staff and recorded in the medicine log. Misuse of medication or failure to follow these guidelines may result in disciplinary action

and may lead to disciplinary action including suspension or dismissal from the School. Residential Life students taking prescription medication(s) must bring their prescription(s) to the school nurse. Students may not keep unlabeled packets of medication in their rooms.

In the event of a doctor recommending medication, the director of Residential Life will contact the parents/guardians in order to inform them of the proposed treatment plan. It is important to note that while Virginia law does not require parental consent for teenage students to begin medical or mental healthcare treatment, the School wishes to ensure that the decision is made with the consensus of the doctors and the families. The director of Residential life may facilitate communication between the doctor and the families and if needed, a professional translator may be hired. In the rare case in which families disagree with the advice of the School-contracted medical professional(s), the head of the Upper School may consult with the director of Residential Life and the School-contracted medical professional(s) as to whether or not the student will remain a member of the Residential Life and/or School community.

HEALTH FORM REQUIREMENTS

The School strives to provide the best healthcare available to Residential Life students. Residential Life students upload immunization and physical health forms through Magnus Health prior to their arrival on campus. These forms will be shared with the team at Charlottesville Pediatric Associates and the school nurse so they can design a plan for students who might need to visit a doctor or receive an immunization soon after their arrival to campus.

HEALTH INSURANCE

The School offers an insurance plan with comprehensive coverage through CBG. This plan is mandatory for all international Residential Life students. The school will make sure that domestic Residential Life insurance plans are comparable to the one offered by CBG.

This policy is designed to guarantee the wellbeing of all Residential Life students and to make sure families are protected in case of an unfortunate health-related event. It is worth noting that the CBG plan does not cover any dental work or eye exams. Please feel free to purchase additional coverage if you would like to have your child covered for these types of services.

RESIDENTIAL LIFE CURRICULUM

The Residential Life program at St. Anne's-Belfield School strives to provide educational opportunities that go beyond the classroom. We arrange activities that offer the chance for students to learn about a wide variety of topics ranging from financial responsibility to workshops on how to cultivate healthy relationships. The activities, guest speakers and workshops may include every student, but are sometimes only offered to a particular section of the dorm depending on the topic addressed that week. This program is intended to help students become better prepared for their life beyond St. Anne's Belfield School.

DORM HOUSES

Each student is assigned to a Dorm House led by a dorm parent. Houses eat dinner together four days a week and often take outings together as a group. The House parent will hold an individual, formal check-in with students every quarter and will act as the main point of contact with each student's family or legal guardian, family representatives, academic advisor, and teachers. We highly encourage families to call or email their child's House parent with concerns or questions. Interpretation and translation services are available as needed.

RESIDENTIAL LIFE COUNCIL

The Residential Life Council is essential to the effective running of St. Anne's-Belfield School's Residential Life Program. The Residential Life Council consists of six Residential Life students elected by their peers, and serves as the official bridge between the Residential Life students and dorm parents. The Residential Life Council represents not only the collective voice of the community of Residential Life students to the dorm parents, but also the collective voice of the adults in the Residential Life Program to the students.

In addition to serving on the Residential Life Council, these six Residential Life Council representatives are also integral members of the Upper School's student leadership organization. The two senior members of the Residential Life Council will collaborate with the Student Senate to ensure their unique perspective is part of the decision making of initiatives related to Student Life.

Members of the Residential Life Council are expected to support other students, build community in their dorms, and serve as respected role models in the community. They live alongside fellow students, keep alert to their needs, and help care for them. These student leaders will work closely with dorm parents to create a safe, healthy environment for learning and growth. They are expected to promote, support, and follow all the rules and expectations of the Upper School and Residential Life Programs. In cases where a member of the council is not fulfilling expectations of the position, or if they are in violation of a major school rule, they may be put on probation or lose their status as a student leader.

Responsibilities of the position include:

- Assisting with new student welcome and orientation
- Modeling and enforcing rules
- Facilitating monthly community meetings
- Collaborating with dorm parents and the director of the Residential Life Program
- Coordinating one dorm activity a month that is open to day students
- Organizing hall competitions and community-building activities throughout the year
- Facilitating evening jobs on Sundays
- Being available to students and dorm parents when needed
- Assisting dorm faculty with formal dinners and events, emergency procedures, and other tasks

Privileges:

- Up to 40 hours of on-campus service learning
- Single room (when possible)

SERVICE LEARNING

Community service is an integral part of the Residential Life experience at St. Anne's-Belfield School.

Residential Life students are expected to consistently participate in community service activities throughout the school year. Both mandatory and optional events will be offered by House captains, the weekend team, and individual dorm parents. Because service is a critical component of our Residential Life curriculum, service events may only be missed due to an emergency or illness.

AFTERNOON ENGAGEMENT

St. Anne's-Belfield believes that students thrive when they engage in different ways with and beyond the life of the School. We are fortunate to offer a wide array of athletic and art opportunities for our students to enjoy and participate in. An internship, volunteering, or a paid job may count as an after school activity. Every residential student must be involved in an after school activity at least three days a week during all three seasons (fall, winter, and spring).

WEEKEND ACTIVITIES

Weekend dorm parent teams offer a variety of activities each weekend. These activities may include a hike, attending a play or a concert, a shopping trip, etc. Students are expected to attend, at least, one of these activities each weekend. These activities are an excellent venue to learn about the area, explore new interests, and build community.

In addition to weekend activities, each House captain will organize a mandatory activity for House members. Dorm parents will do their best to offer a wide variety of activities throughout the year to make sure every student has different experiences. During the duration of these activities, the use of cell phones are not allowed unless noted otherwise by one of the members of the Dorm parent team.

All activities are designed to build a sense of community and to help students develop friendships with one another outside the environment of the school. We encourage a positive spirit and a willingness to try new experiences.

OUTDOOR OVERNIGHT TRIPS

St. Anne's-Belfield School and its Residential Life Program believe in the benefit of spending extended time outdoors. During the fall months, all students will be expected to participate in an overnight camping trip with their respective grade level. These mandatory trips are designed to gently push students out of their comfort zones, take a break from technology, and connect with peers and dorm parents. After these initial mandatory trips, additional voluntary overnight trips will be offered throughout the year for students to enjoy.