

St. Margaret's School

**Survival Guide**

For the Dorms

2009 - 2010



Helpful Information and Useful Tips  
For Boarding Students

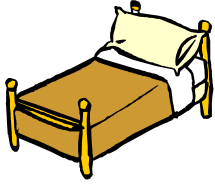
# WHAT' S IN THIS GUIDE?

This guide is designed to serve as a quick source of information about boarding life rules, resources, roommates, laundry, safety, academics, terms and other stuff you may need to know this year!

## How is it organized?

The guide is organized by topic...

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## Your Room



Remember your room is your "home away from home" and we want you to make it comfortable, but we ask that you follow the guidelines below:

### WALLS

- Hang posters, pictures, flags or whatever on the walls BUT remember to use safe materials to affix them. **BLUE DOUBLE SIDED TAPE IS NOT PERMITTED DUE TO THE PERMANENT DAMAGE TO THE WALLS.** It is suggested that you use clear masking tape in Latane, and tacks work best in A-House and McCuan. **YOU** will be responsible for the condition of the walls when you leave next May.

**A WORD ABOUT WHAT YOU HANG...**In a dormitory community one person's choice of art may be offensive to other people. **Posting anything that displays nudity, alcohol, drugs or racial or offensive language is not permitted.** Students will be asked to remove any inappropriate posters or other decorations.

### APPLIANCES

- **REFRIGERATORS** Only Seniors, Prefects and Desk-Aids are allowed to have a small refrigerator in their rooms.
- **STEREOS** Stereos are permitted in the dorm; however, dorm faculty may remove speakers, amplifiers or the stereo if music is played at an inappropriate volume or time.
- **TELEVISIONS, VCRS, AND SUNLAMPS ARE NOT PERMITTED.**
- **HOT POT, STEAMERS AND TOASTER OVENS** Appliances that provide heat can easily start fires in the dorm rooms and **ARE NOT ALLOWED!** Please use the microwave in the kitchens or ask a dorm parent for permission to use her oven.
- **IRONS** Irons may only be used in the kitchen and laundry room.
- **LAMPS** Halogen lamps are extremely dangerous and **are not permitted!** Lamps that use regular light bulbs are allowed.

*'Your Room' continued...*

- **CELLULAR PHONES** A select group of students have earned the privilege to have and use their cell phones. More information concerning the details of earning the privilege will be shared with students at Orientation. If your parents would like for you to have your cell phone when you travel to and from school, you must turn in the cell phone to the School Life Office or the adult on duty and fill out a cell phone card when you arrive at school. You may retrieve it on the day when you leave campus to travel home.

## **FURNITURE**

Furniture should not be removed from your room at any time. If you want to buy a chair, couch or mattress, please ask permission before purchasing it!

**Furniture should not be removed from common rooms for an individual student's use!**

**Remember that you are responsible for maintaining the condition of your room and the school furniture in the room! You will be charged for any damage that has occurred after an assessment of your room in May.**

**Students will be billed for damage to furniture including writing on desks, chairs or beds!**

## **COMPUTERS**

Computers are permitted. St. Margaret's provides Internet access. Because of the size of the dorm rooms, we recommend laptops.



# ROOMMATES



Whether you are new to St. Margaret's and living with a stranger or you are a returning student living with a friend, living with another person in one room requires communication, patience and compromise. You could become best friends. You could dislike each other intensely. You could just comfortably share a room. Whatever the case, it will be an adjustment for both of you.

Here are a few tips to help you have a successful living relationship.

**Communication:** It is important right from the beginning to talk to your roommate about anything that could be a potential problem. Example: your roommate likes to listen to her music at such a loud volume that you are considering purchasing earplugs to be able to survive! Be polite, but get your concerns out in the open so they can be addressed. If not, you will eventually explode and that is not the most effective way to discuss a problem.

**Space:** This is a big issue when you are sharing a small room with another person and you both have brought your most treasured possessions. Reach an agreement with your roommate as to which territory belongs to whom, and be considerate in the living spaces you share. In other words, plugging in your computer in her outlet so that the cords loop over her bed is not a great idea if you want to have a pleasant relationship!

**Borrowing:** The best policy on borrowing is "just say no." This is important to discuss right away - when you first meet. While this is a difficult rule to actually enforce and live with, it will prevent many misunderstandings and hurt feelings in the future. Think of it this way: What's worst? Your saying "no" in the beginning or letting your roommate borrow the sweater you want to wear to the mixer - and then hating yourself for being a doormat, feeling angry, and helpless, making nasty remarks, and jabbing at her with your words like a mosquito? If you still insist on allowing your roommate to borrow things, at least establish clear limits. Be diplomatic by explaining that you know she must feel the same way about a favorite possession.

*'Roommates' continued...*

**Responsibility:** Living with another person gives you many important responsibilities: locking the door when you leave the room; taking accurate messages when your roommate is not available; not allowing your friends or other students to borrow, use, or handle your roommates possessions; sharing the responsibilities of cleaning the room - and replacing food or other items which you have agreed to share.

**Grow up:** Yes, you are still in high school, but boarding school gives you a great deal of freedom to choose your actions. Remember, your roommate and the other students on your floor have rights too - like the freedom not to have to listen to you talking in the room with your friends when she is taking SAT's in the morning, or studying for a test the next day.

**Sensitivity:** One of the most important skills you need to learn to have a successful living relationship is to be compassionate to your roommate's situation and dilemmas. For example: your roommate just flunked a test, her boyfriend dumped her, her \$100 chemistry book is lost (and she has to tell her parents that she charged another one). To top it all off, she overslept and is facing detention this weekend, when she had plans to go away ... she deserves some time alone to think and recover from a bad day or difficult experience. In a dorm, it can be tough to have privacy in tough moments. Being sensitive means giving your roommate the space she needs sometimes. Go visit a friend down the hall or just sit quietly and let your roommate have some peace.

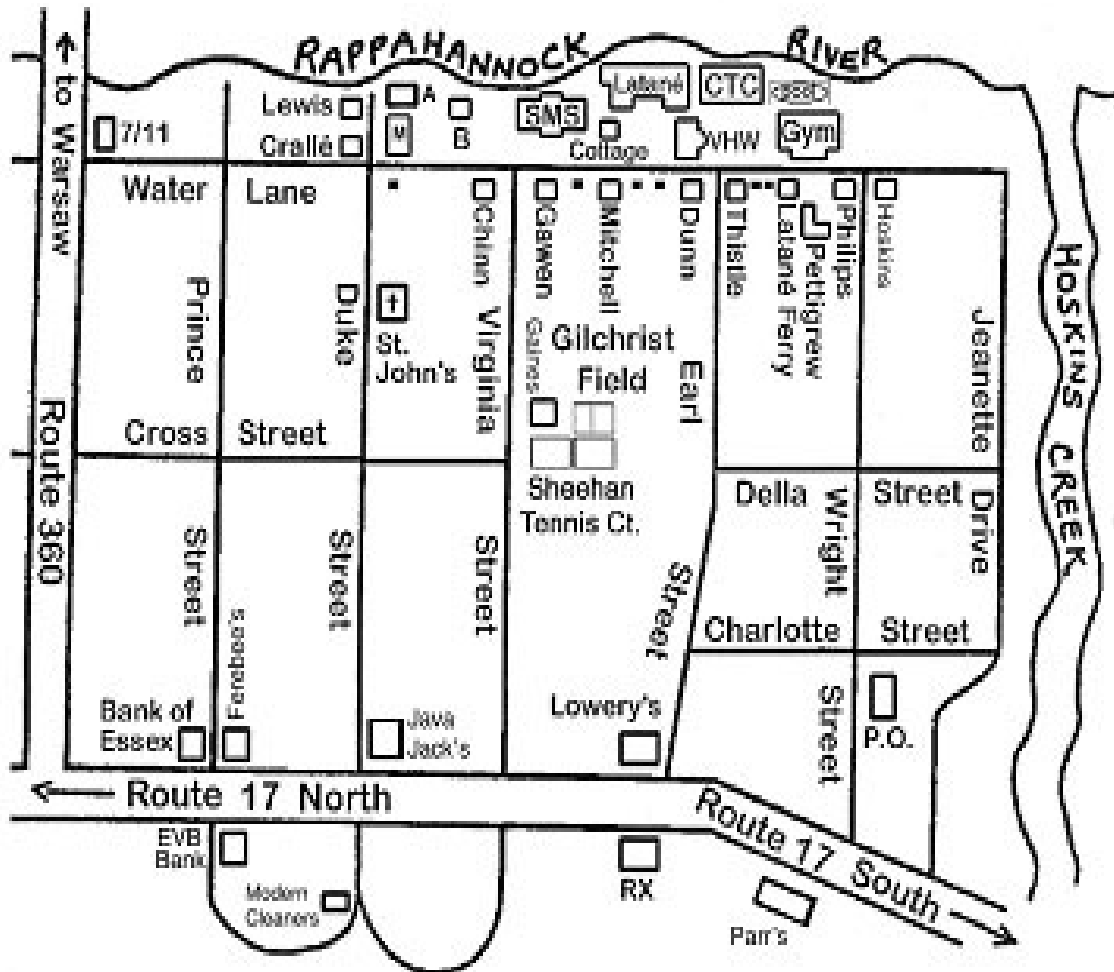
# LAUNDRY



Some tips to help you successfully navigate the dorm laundry room!

1. **Buy a laundry bag.** A bag that can be thrown in with your laundry is a good investment. Not only does it give you a place to keep your laundry...not just stuffed under the bed or in your closet...but also it helps you to organize your wash in the laundry room! **PUT YOUR NAME ON IT!!**
2. **Wash smaller loads more often!** Don't wait until you have worn your last pair of underwear to wash your clothes! With the number of people who use the laundry room, you cannot expect to wash four loads at a time!
3. **Timing is everything!** Sunday night is the **WORST** time to do your laundry! If you stay on campus for the weekend, plan to do your wash on Saturday or Sunday morning...it is worth waking up early so there is no waiting for washers and dryers!
4. **Be considerate...** Don't leave your clothes in the washing machine or dryer after the cycle of the machine is finished. If your clothes are sitting in the machine after it has finished, then someone may be tempted to throw them on top and use the machine...or throw them in the dryer on high and shrink your new shirt! IF you have a laundry bag in with your laundry and you do leave them in the machine, then maybe when that someone takes your clothes out of the machine, she will put them in the bag. On Sunday and Wednesday all clothes left in the laundry room will be bagged up and taken to *Good Will*.
5. **Don't move other people's laundry!** As annoying as it may be to wait for someone's stuff to be moved, or to finish drying, **DO NOT MOVE IT!!** You don't want to be accused of ruining something, or worse, stealing it!
6. **Use COLD water!** If you want to wash your clothes together, **ALWAYS USE COLD WATER!** This prevents "pink" whites. Use warm water for sheets, towels, underwear and socks!
7. **WRITE YOUR NAME IN PERMANENT MARKERS ON ALL OF YOUR CLOTHES OR USE NAME TAGS!!!**

# MAP OF TAPPAHANNOCK (Town Boundaries)





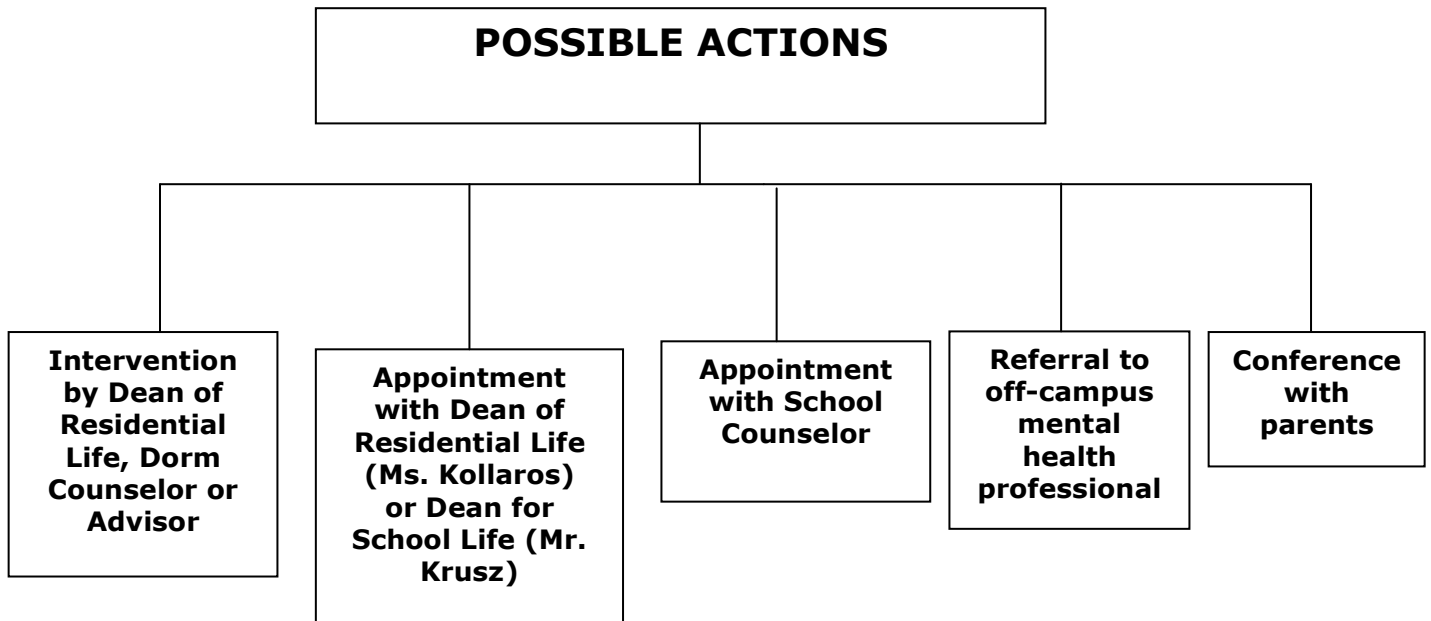
# Homesickness Help

Homesickness affects all boarding students at some time. You may feel particularly homesick the first week of school or you may not feel homesick until much later in the year. Whenever you experience homesickness, remember that it is not a disease. It is a temporary condition. There are many resources available to help you!

1. **Get involved in residential life!** Get to know as many students and faculty as you can. Making new friends will not replace the old ones but they can be a fun addition to your new life at St. Margaret's.
2. **Participate in activities.** Each weekend a variety of activities are offered. Don't just hide in your room; get out of your room and participate in the wide range of activities offered!
3. **Play a sport; join a student organization!** All of these activities are great ways to keep busy and meet a variety of people with common interests.
4. **Talk to your prefect!** The prefects were once new students too! As returning students, they still experience homesickness and can share their survival tips.
5. **Use the telephone carefully.** If you spend all of your free time on the phone with family and friends from home, you will miss the opportunity to make new friends at St. Margaret's. Try writing letters or using E-mail. Both will give you full mailboxes - always a great comfort when far from home.
6. **Reach out to your faculty resources.** Your advisor, dorm counselors and teachers are all available to help.
7. **Highlight vacations or planned family visits in your planner.** You'll look forward to these times, as you become involved in your busy life at SMS - before you know it, those dates will have arrived!
8. **Talk to Ms. Kollaros, Dean of Residential Life.** She has many helpful suggestions for handling feelings of homesickness.

## Counseling Program

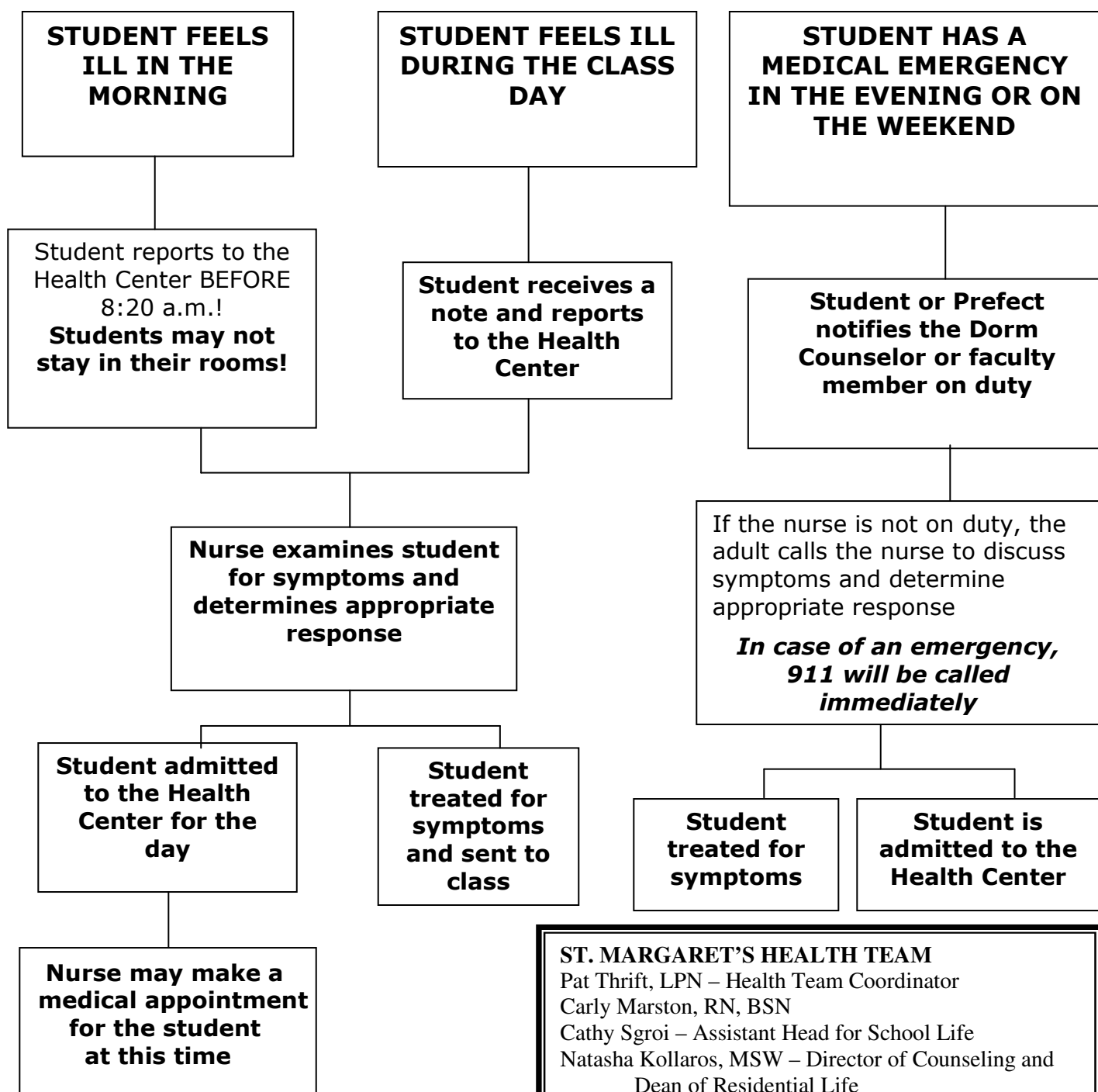
While the view of counseling varies from culture to culture and family to family, St. Margaret's believes firmly in providing our students with the opportunity to explore their feelings and solicit help with problem-solving. We have established many avenues for our students to address their concerns confidentially.



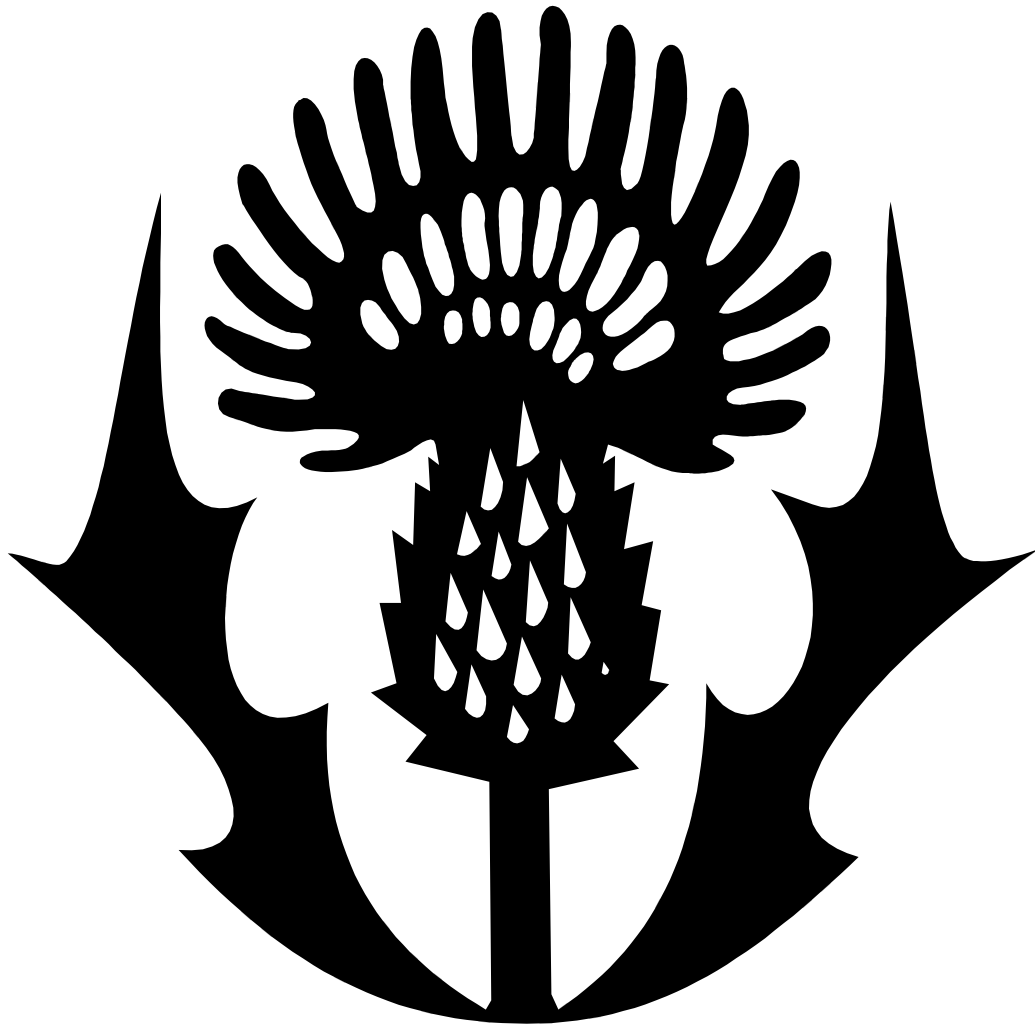
*Please note that the counseling process is kept confidential except in cases where threat to self or others is present. The Dean of Residential Life, Natasha Kollaros, is a resource for parents who have concerns and can be contacted through the main school number or via email at [nkollaro@sms.org](mailto:nkollaro@sms.org). In some cases, St. Margaret's may require an outside evaluation of a student. In these cases, parents are immediately notified. If off-campus-counseling services are recommended, parents are billed directly.*

## Health Program

The St. Margaret's Health team (see box below) oversees the health and wellness of each student, while the School Health Center provides day to day health services for students. The nurses in the Health Center will make appointments for students to see health professionals, physicians or dentists. Parents are responsible for payment of any medical or pharmacy bills incurred by their daughter. Each student must have major medical insurance. A flow chart highlighting Health Center procedures follows as examples of how a student might use this program.



**ST. MARGARET'S HEALTH TEAM**  
 Pat Thrift, LPN – Health Team Coordinator  
 Carly Marston, RN, BSN  
 Cathy Sgroi – Assistant Head for School Life  
 Natasha Kollaros, MSW – Director of Counseling and Dean of Residential Life  
 Keith Krusz – Dean for School Life  
 Health Team Consultant – Mary Williams, LPC, LMFT



Visit the Thistle Shop in SMS!!!  
Hours Posted on Thistle Shop Door



# ACADEMIC SUCCESS

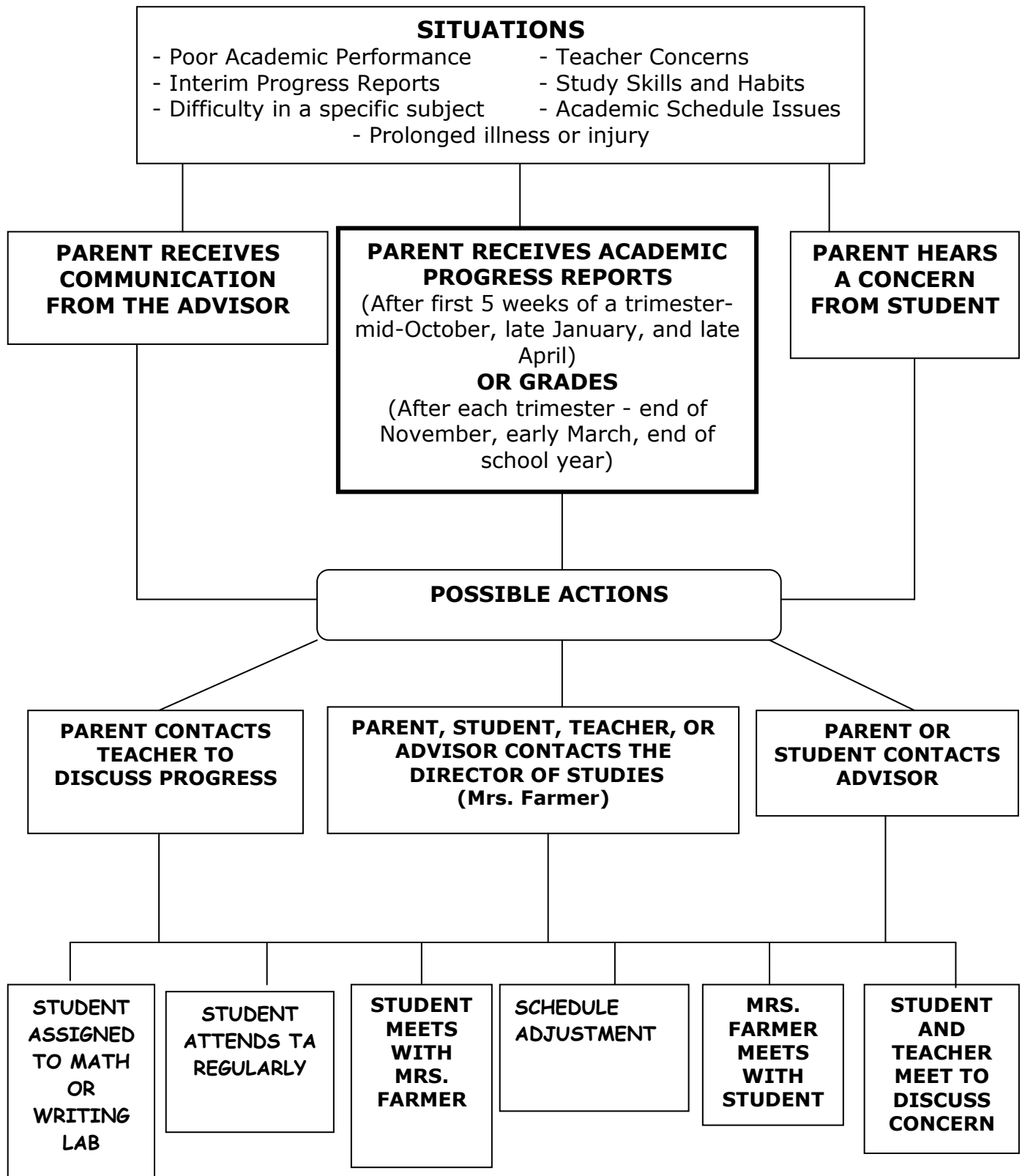
St. Margaret's has a demanding academic program; after all, you are here to study and learn! It may be challenging for you to adjust to our expectations. If English is not your primary language, it may be particularly difficult in the beginning to understand teachers and homework assignments. To help you manage your academics at SMS, please consider the following tips...

- 1. Make sure your advisor gets to know you AND what you need!**  
Your advisor is one of your most important resources at St. Margaret's!
- 2. Communicate with your teachers!**  
Your teachers are incredibly knowledgeable professionals, but they may not be able to immediately notice when you are confused about something. Let them know the first minute you have trouble. If you are intimidated, see your advisor for help!
- 3. Attend TA, Teacher Available!**  
Sounds simple, but so many struggling students don't make it to TA. If you have several teachers to see during one session, schedule an appointment!
- 4. Use your weekly schedule to help you plan your study time!**  
Weekly schedules can be found outside of Chapel or on the SMS intranet. Don't just pick up a weekly schedule, but use it to plan your week! If your teacher does not distribute a weekly syllabus, ask him or her each week for a basic outline (TA is a great time to do this!)
- 5. Use your blue book (planner) to record homework, tests, and projects...**  
And to plan your study time!! Don't like the blue book in the student store? Buy one that you do like! USE IT!
- 6. Consider the unique life of a boarding student** when planning your study schedule. **KNOW WHAT YOU HAVE TO DO!** If you know you will have a large assignment due Wednesday or Friday, but have a field hockey game away the day before...plan to do the assignment during the weekend or schedule extra time during the week.
- 7. Learn how to use the library!**  
Before the term paper is due! Go to the librarian and ask for help!
- 8. Participate in class! Ask questions!**
- 9. Get your rest!** You cannot be a successful student if you are falling asleep in class!

**Refer to Resources Available for Academic Support on the next page for additional information.**

## Resources Available for Academic Support

Listed below are some of the common academic situations and possible results.





## AVOIDING TROUBLE

While St. Margaret's School has many guidelines to help you succeed and protect your safety, you, as a boarding student, will have the opportunity to make many choices about your behavior and use of time. As you make friends and adjust to boarding school life, these choices can sometimes become complicated...and the temptation to break rules can be very appealing.

Boarding student discipline infractions often result in "mark detention" or "breakfast club" or "general restriction." General restriction grounds you to campus and to your dorm and your room for the last part of the evening. You also must sign-in through out the day with a faculty member on duty. Breakfast Club is Saturday detention for the entire morning, starting at 8 a.m. and ending at 12 noon.

Instead of "avoiding the rules"...AVOID trouble by using the following guidelines:

1. **Check-in with your Dorm Counselor at 10 p.m. during the week and 10:45 on weekends.**
2. **Drag yourself to breakfast and dinner each day ON TIME!! and SIGN-IN!!**
3. **CLEAN YOUR ROOM every day!** You will always pass room inspection.\*\*\* - see bottom of next page
4. **Use your "late light" privileges wisely.** You need your rest!
5. **Turn in your overnight forms by 6 p.m. on Wednesday.** Also, make sure your parents send in the permission for you to leave campus. Even if you are going home, you still need permission.
6. **Be honest about where you are signing out to** - include every possible destination. We need to know where you are going in case we need to find you.

*'Avoiding Trouble' continued...*

7. **CARRY YOUR KEYS AND FOB!!** Housekeeping staff, the nurses, and the people in the School Life Office have more important things to do than to let you into your room.
8. **Respect adults and student leaders.** They have a job to do! Ignoring prefects and faculty does not make them disappear...it causes trouble for you.
9. **Use your phone at appropriate times!** Your phone should not be used during study hall or after "lights-out." The Dean of Residential Life can determine rooms in which phones are being used!
10. **NEVER possess or use drugs, alcohol, or tobacco - you face expulsion if you do!**
11. **DO NOT leave the dormitory after the last check-in.** Visiting the other dorm or wandering the campus late at night will result in restriction AND may result in suspension or even expulsion!

For more information about the various disciplinary violations and possible consequences, please see the "Discipline" section of this guide (page 16), or refer to your Student Handbook.

**\*\*\*Neatness and Room Rules.**

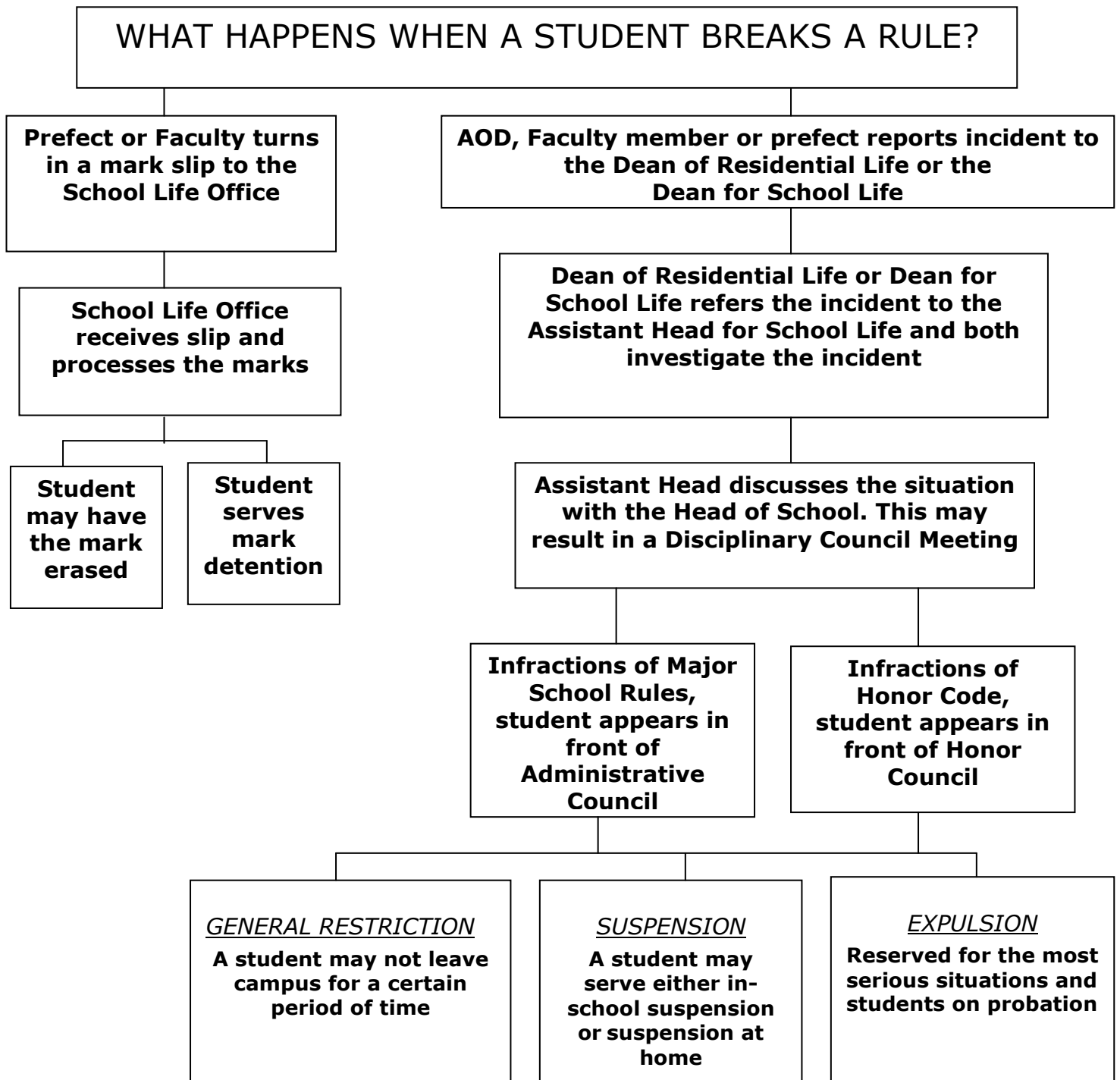
Rooms should be kept clean, neat and orderly. Each student should have her area of the room clean and ready for inspection by 7:45 AM on weekdays. Rooms are inspected any time between 7:45 AM and the last class period daily. A student whose room is in unsatisfactory condition will be restricted to her room after study hall ends until 10 PM, when the Dorm Counselor and/or Prefect will check the room.

If a student fails room inspection twice in one week, she will lose her phone, computer, or other electronic device for three days. Upon a third failed room inspection in one week, the student's card will be pulled for the weekend. Repeated failures will result in the student appearing before Community Council.

The first room inspection of the week will be on Sunday evening at 6:30 PM. The Dorm Counselor on duty will inspect all rooms to ensure that they are "study ready" for the night. If the room does not pass inspection on Sunday night, the student will receive her first failed inspection for the week and is on room restriction as noted above.

## Discipline

Boarding Students can encounter discipline violations for missing meal sign-ins, room inspection failure, showing disrespect to prefects or faculty, missing Chapel or announcements, etc. Please review the Student Handbook for more examples and details. Serious Violations (substance use and possession, leaving campus without permission, lying about weekend plans, theft, etc.) are also discussed in detail.



AVOID THOSE MARK  
SLIPS!!!

# GLOSSARY OF TERMS

What ARE you talking about?

**All communities have their own unique language! The following list includes some of St. Margaret's special words or terms and their definitions.**

**ADVISOR/ADVISEE:** Every student is assigned a faculty member as an advisor. You are the faculty member's advisee. You will sit with your advisor during Chapel and have lunch with her or him on Mondays and Wednesdays. This is your faculty link between you and the school.

**AFTERNOON MEETING PERIOD:** The afternoon meeting period is scheduled every Wednesday from 2:05 - 3:00. Once a month, this period is devoted to class meetings. Afternoon Meeting Periods provide the opportunity for students to explore non-academic topics that are part of the St. Margaret's co-curriculum program through lectures, discussion groups and workshops, or are devoted to class related meetings.

**AOD:** Administrator on Duty. This is a faculty member who is in charge of the campus on the weekend. All major problems and concerns are reported to this faculty member.

**BLUE/GREY:** One of St. Margaret's longest standing traditions, the entire school (including faculty) is split into two teams: The Blue Team and the Grey Team. Throughout the year, friendly competitions are held to determine which team will earn the Blue/Grey Athletic Plaque for the best performance in the year's competitions and the Blue Grey Academic Plaque for the team with the highest cumulative GPA. These plaques are awarded at Commencement.

**BREAKFAST AND DINNER SIGN-IN:** All students except for seniors must sign-in at breakfast on class days and dinner the evenings that we have evening study hall (Sunday through Thursday). We do not want you oversleeping for class, and you need to feed your brain for studying!

**BREAKFAST CLUB:** A special Saturday Detention. It starts with Marks Detention at 8 a.m. on Saturday, followed by breakfast alone for an hour, and then Saturday Study Hall from 10:00 a.m. until noon.

**CHAPEL:** On Mondays and Wednesdays, we have Morning Prayer in the Chapel. On Mondays it begins at 8:30 a.m. and on Wednesday, our late-start day, Chapel begins at 8:50 a.m. All students are required to attend.

**CHECK STUDY HALL:** An extra 15 minutes of required study hall in the evening. A student is placed in this when she misbehaves during evening required study hall.

**CHURCH OF CHOICE:** Once a month, you will be required to attend a local church on Sunday morning. You may choose between the local churches. All students on campus are required to attend no matter their religious beliefs. On the weekends where we have Church of Choice, there is no Compline that evening.

**CLASS SPONSORS:** Two adults are assigned to each grade. These faculty members run the weekly class meetings and help the class organize and execute their various activities such as class chapels, Freshman Christmas, Junior Variety, etc.

**CLOSED WEEKEND:** Closed weekends are weekends that the school asks students to remain on campus. No overnights or day leaves may be taken during closed weekends. These times fall before exams and after breaks, and when we have special events on campus that require student attendance.

**COC:** Cabinet Member on Call. Cabinet Members are top administrators of the school - Head of School (Mrs. Broad), Assistant Head of External Affairs (Mrs. McDowell), Assistant Head for School Life (Mrs. Sgroi), Chaplain (Dr. Candine Johnson), and the Chief Financial Officer (Mrs. Nancy Smith). Each is on call for a week at a time and handles any emergency that arises.

**COMPLINE/AFTER DINNER EUCHARIST:** On Sunday evenings we have Compline, a short evening prayer, or an after dinner Eucharist in the Chapel. All boarding students are required to attend. On the weekends when we have Church of Choice, there is no Sunday evening service.

**CTC:** The nickname for the Community Technology Center. This building houses the dining hall, a computer lab, classrooms, and the science labs.

**DAY LEAVE:** If you want to leave campus on the weekends for more than two hours, you must fill out a day leave form and have permission from your parents. Day leave forms are found in the School Life Office.

**DAY STUDENT OVERNIGHT (ADOPT-A-BOARDER):** You may spend the night at a day student's house during the week no more than twice a month. You must have permission from your parents and an invitation from the parent of the day student. You must fill out an overnight form at least 48 hours before you want to go.

**DORM CHORES:** Tasks in the dorms are assigned to students - cleaning the lounge or kitchen, vacuuming the halls, sorting and folding laundry.

**DORM COUNSELOR:** Faculty member who is responsible for the dormitory. Report all maintenance problems, roommate problems or any other situation that may arise to your Dorm Counselor or to the Dean of Residential Life Natasha Kollaros.

**DRESSY SCHOOL OUTFIT:** This is the formal school uniform worn on field trips, to church, or for any important all-school event. It consists of a plaid kilt (no more than four inches above the knee), white button-down blouse or turtleneck (tucked in), choice between the navy and white sweater or vest, knee socks, and black or navy closed-toe, closed heel shoes (no athletic shoes).

**DUTY OFFICE:** Each dorm has a duty office. The office is near the front entrance of the dorm. Usually the adult on duty can be found there or near by.

**ESL:** English as a Second Language. International students may be assigned to ESL classes as well as other classes. ESL classes will help you build your English skills.

**FRIDAY NIGHT REINFORCEMENT:** Friday night reinforcement is a special study hall from 6:30 p.m. to 8 p.m. held every Friday night during a grading period. Attendance for Friday night is by special invitation from Mrs. Farmer, Director of Studies.

**GENERAL RESTRICTION:** A punishment that is given for more serious infractions - breaking a major school rule or the honor code, repeated mark offenses, etc. When on restriction, social activities are limited. One of the disciplinary councils, the Dean of Residential Life or Dean for School Life assigns GR.

**HEALTH CENTER:** The Office is staffed by the school nurses during school days and during certain hours on the weekends. They will help you with a variety of medical issues, from giving out meds to making a doctor's appointment. **If you feel sick in the morning of a school day, you must report to the infirmary before Chapel or class begins. DO NOT STAY IN YOUR ROOM!!!! Doing so may result in an unexcused absence from Chapel and class.**

**ISP:** During minimester time her senior year, each St. Margaret's student will complete an Independent Study Project. These projects are designed by the student and are intended to help the girls work in a career field that interests them. The Independent Study Project encourages students to look beyond college and think about career choices. The program is directed by our College Counselor, Sheri Gross.

**LATE LIGHTS:** Permission to study for a half-hour after lights out. Late lights are not granted on Sunday night or any night after a vacation, and permission must be obtained from the Dorm Counselor when signing in.

**LATE START:** Wednesday Mornings are designated as "Late Start". Chapel/Announcements do not start until 8:50 a.m. Be careful not to get marks, because mark detention starts at 8:00 a.m. on Wednesdays. This is a great time to use for some extra study or for organizing your room.

**MARKS:** Pink slips of paper that report minor daily disciplinary infractions (not signing in or out, up after lights-out, not signing into meals, late for a required event) which occur in the dorms and other parts of school life. Prefects and faculty members write them. In most cases, you will receive detention for the offense.

**MARK DETENTION:** If a student accumulates a total of three or more marks in a two week period, she will have detention. Detention is usually held Wednesday and Saturday mornings, but may be held at other times during the week. Detention can be anything from sitting quietly and reflecting on the offense, to cleaning the dining room after dinner on weeknights, to cleaning up the campus or the school buses.

**OPEN WEEKENDS:** Each student begins the trimester with five overnights which she may spend off campus. Open weekends are times when she can use these overnights. There are opportunities to earn additional overnights to be taken the next trimester as described in the Student Handbook.

**OVERNIGHT FORMS:** In order to leave campus for a day leave, an overnight, weekend or a vacation, you must fill out an overnight form. For a regular weekend, overnight forms are due in the duty office in Latane by 6 p.m. on Wednesdays. For vacations, they are due by 6 p.m. the Monday of the week before the vacation begins. Blank overnight forms can be found in the duty office in Latane. You must have permission from your parents to leave campus, even if you are going home.

**PEER LEADERS:** Ten to twelve seniors - seven appointed because of their elected positions, President of the School, Vice President of the School, Head of Honor Council, Senior Class President, Head Boarding Prefect, and Head Day Student Prefect. School administrators appoint the remaining seniors. Peer Leaders are the top leaders of the school and serve as mentors to the rest of the student body, especially the 8<sup>th</sup> and 9<sup>th</sup> graders.

**PREFECTS:** Student Leaders in the dorm. Most dorm floors have at least one prefect per floor. The prefects help the dorm counselors run the dorm. They also help students adjust to life at SMS and help with homesickness and roommate issues. Prefects are the link between students and dorm counselors in the dorm.

**PULLED CARDS:** In order to sign off of campus, you must sign out on your card. Your card may be pulled or put away so you may not sign off campus for a variety of reasons - for example, not passing room inspection, too many marks, missing a required event, not attending Chapel or church of choice, or not completing your academic work.

**RESTRICTED SPORTS:** If a student plays a sport and she has below a C- average in one of her classes, she is placed on the restricted sports list. At least two days before an away game, she must obtain the signature of each of her teachers to receive permission to leave school early to play in her game. This way, a student is given a chance to speak to her teacher about her class and where she stands at that moment in class.

**ROOM RESTRICTION:** This is when a student is restricted to her room after study hall ends until 10 p.m. At 10 p.m. the student has 15 minutes to use the phone, bathroom, and kitchen or take a shower; then she is back in her room until the next morning. Room restriction is an option for general restriction, but can also be assigned for other infractions in the dorm - failing room inspection, being in someone else's room after lights out, etc.

**SATURDAY STUDY HALL:** If you do not turn in an assignment during the week or your teacher, advisor, parent and/or Mrs. Farmer feel you need extra study time, you will be placed in Saturday Study Hall. It is every Saturday from 10 a.m. until 12 noon. Your weekend plans or weekend activities that leave during that time period will be canceled for you. **DO YOUR ASSIGNMENTS ON TIME, AND YOU MAY NEVER HAVE TO EXPERIENCE THIS!!!!**

**SEATED LUNCH:** On Mondays, Wednesdays and Fridays, we have required lunch in the dining room where you are assigned to a table with a faculty member. On Mondays and Wednesdays, you sit with your advisor and on Fridays you are assigned to a table with a faculty member, and if you are an 8<sup>th</sup> or 9<sup>th</sup> grader, you sit with a Peer Leader.

**SMS:** This stands for both St. Margaret's School and St. Margaret's Hall, the main building on campus.

**SUPER LATE START:** On certain Wednesdays, the faculty needs to meet for a longer period of time. On these days, Chapel does not begin until 9:50 a.m. This is extra time for you to catch up on work, clean your room, or perhaps work ahead! On Super Late Start days, there is no afternoon meeting period.

**TA:** Teacher Available. Five days a week, the last period of the day is called TA. This is when academic teachers are available for extra help in their classroom or another appointed place. No other meetings or activities are scheduled during this time.

**WAL-MART RUN:** Every Thursday evening around 5:45 p.m. and Sunday afternoon at 3:00 p.m., there is a bus going to Wal-Mart. Space is limited and there is a sign-up sheet in the duty office of Latane.

**WEEKLY SCHEDULE:** The Weekly Schedule is printed and available the Friday before that actual week begins. The printed schedule can be found outside of the Chapel. It lists all activities, sports, special events, and class rotations (classes are rotated on days where there are away games so the players do not miss the same classes over and over again). The weekly schedule is also posted on the intranet.

**WHITE FLAG:** This means, "DO NOT DISTURB." All teachers' desks, computers, and offices are white flagged unless you have permission from a faculty member to use them. If someone has written "white flagged" on an item, then do not touch it! If someone has white flagged her door, then do not enter or even knock.