



**ST.ANDREW'S
SEWANEE**

**Handbook For
Students & Parents
2025-2026**

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The Handbook for Students and Parents is a resource and reference guide that will help answer questions about many of our campus policies and procedures. Teachers and advisors will help all students better understand this document. Questions or concerns can be addressed by one of those listed below.

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HONOR, MISSION and GUIDING PRINCIPLES

HONOR CODE

Honor is vitally important to St. Andrew's-Sewanee School. We encourage honorable behavior and embrace an Honor Code, which states that lying, cheating, and stealing will not be tolerated. At the beginning of the school year, each student and faculty member signs the Honor Pledge.

The St. Andrew's-Sewanee Honor Pledge:

- LEADER** Will you pledge to promote and support the health and safety of every member of this community, including yourself?
- PEOPLE LEADER** I will, with God's help.
- LEADER** Will you pledge to comply with the policies and procedures of this school as set forth in the Student Handbook?
- PEOPLE LEADER** I will, with God's help.
- LEADER** Will you pledge to be diligent in your studies?
- PEOPLE LEADER** I will, with God's help.
- LEADER** As a member of the St. Andrew's-Sewanee community, will you pledge not to lie, cheat, or steal and to be honest in all that you do?
- PEOPLE LEADER** I will, with God's help.
- LEADER** Will you pledge your desire to face with courage, honesty, and integrity those times when you fall short of the standards of this community and to seek those forms of help and assistance as may be most appropriate for your continued growth and development?
- PEOPLE** I will, with God's help.

HEAD OF SCHOOL'S DECLARATION I now pronounce you to be a full member of the St. Andrew's-Sewanee community.

THE CONCLUDING COLLECT O gracious and everliving God, look mercifully upon this community which is now being formed. Assist the members of the school family with your grace, that with fidelity and honor they may keep the promises and vows which they have made. Grant them wisdom in the ordering of their life together that each may be to the other a source of strength and encouragement. And when they shall hurt each other, may they recognize their fault and seek each other's forgiveness and yours. Transform them by your grace so that your will may be done on earth as it is in heaven; where, O Father, with your Son and the Holy Spirit, you live and reign in perfect unity, now and forever. Amen.

The St. Andrew's-Sewanee Academic Pledge:

"I pledge that I will neither give nor receive any unauthorized information on this work."

Middle school and upper school students will write and sign the academic pledge at the beginning of all graded work: quizzes, tests, essays, exams, etc. "Pledged," followed by the student's signature, carries the same meaning as the full pledge.

Implicit in pledging one's work is a recognition that one neither deliberately cheated nor plagiarized on a given assignment. Plagiarism is defined as taking someone else's work without acknowledging the source. That work may either include one's ideas or one's actual words. Generating work by means of Artificial Intelligence (AI), such as ChatGPT, and presenting the work as one's own is a violation of this pledge and Honor Code. Although plagiarism may not be deliberate, any plagiarism detected in the Upper School will be reported to the Associate Head of School and the Honor Council faculty advisors, who will decide how to proceed.

Students accused of violating the Honor Code may be required to appear before the Honor Council, a committee of students and faculty advisors that investigates and deliberates each case and then makes a recommendation to the Associate Head of School and/or Head of School.

Use of the school's official seal, word mark, or logos without consent from a member of the school's Administration or in a manner that is harmful to the school's reputation will be considered an Honor Code violation.

Code of Conduct

Our code of conduct promotes a safe and secure learning environment for our students. Students who violate the rights of others and/or who violate classroom, co-curricular, or campus rules and/or state and federal law shall be subject to appropriate disciplinary measures. Disciplinary actions outlined in the Handbook are designed to deter misconduct, to help students learn self-discipline, to redress wrongs, and to instill in students a sense of their shared responsibility as honorable citizens of our school community.

Sometimes situations arise that must be dealt with on an individual basis by the Head of School and could lead to disciplinary action. The Head of School will exercise this authority when s/he determines that the best interests of the student and school will be served. This would include, but is not limited to, cases in which student behavior, in the opinion of the Head of School, threatens the safety of others, undermines the school community, reflects poorly on St. Andrew's-Sewanee School's reputation, and/or undermines the mission of the school. Examples include, but are not limited to, sexual misconduct, hazing, inappropriate social media posts, violent behaviors, and honor code violations.

St. Andrew's-Sewanee School expects all students to act with honor and follow the standards of our Honor Code. This includes being honest, forthright, kind, and respectful in one's actions, words, and behaviors. The integrity of our campus and community depends on the honesty, trust, and respect we show one another as we embrace the values in our Honor Code.

The Conduct Council may adjudicate major violations or repeated minor violations of the Code of Conduct and provide a recommendation to the Associate Head of School and Head of School. The Conduct Council seeks reconciliation and restorative practices through an honest assessment of a student's past imperfections and an actionable plan for achieving future hopes.

MISSION

The mission of St. Andrew's-Sewanee School is:

- to be an inclusive Christian community in which the Episcopal heritage is central;
- to provide superior preparation for college;
- to provide educational opportunities for those students for whom such experiences might not otherwise be available;
- to bring all members of the community to a richer spiritual, intellectual, social, physical, and aesthetic awareness, that they might lead lives of honor and loving service to God and to others.

VISION

We live out our mission through our vision:

Perspective: We celebrate our place while cultivating "world-wise" connection.

- Communication:** We seek to carefully consider how and what we communicate individually, collectively, and institutionally.
- Preparation:** We seek to foster resourcefulness as we engage in real work in the real world.
- Voice:** We seek to further value and empower the many voices in our community.
- Well Being:** We seek to make every decision with the health and well-being of each individual and our school in mind.

GUIDING PRINCIPLES

St. Andrew's-Sewanee School's Guiding Principles support our Mission Statement

To be an inclusive Christian community in which the Episcopal heritage is central.

- The school is the evolution of a tradition of Episcopal secondary education on the Mountain dating from 1868. The school honors that heritage and affirms it within the school community and in the greater community.
- The school works to create an environment that consciously establishes structures and standards that are at the heart of the Judeo-Christian tradition and recognizes the nature of human sinfulness. Redemption is a primary objective in the life of the school.
- The school believes that it is important for students to understand that life is a religious journey and that it is healthy to raise fundamental questions about life and faith.
- The school is committed to employing a full-time chaplain who is a priest and whose principal function is to serve as pastor to the school community.
- The school requires attendance by faculty and students at regularly planned chapel services based upon the liturgy of the Episcopal Church.
- The school's graduation requirements include a one-year religion course for 12th graders.
- The school's policies and procedures, while welcoming people of other faiths, reflect our Judeo-Christian foundation.
- The school believes that it is important to encourage students to serve their community so that they begin to develop the habit of service and learn how they can benefit from interaction with people beyond the St. Andrew's-Sewanee campus.

To provide superior preparation for college.

- To prepare students for college, the school provides a rigorous academic program and helps students develop the necessary personal skills to function well in a college setting.
- The school serves students with a wide range of academic abilities; therefore, the emphasis in college counseling is to guide students toward a selection of colleges appropriate to their abilities, skills, and interests.
- Students are expected to master essential skills in a learning environment that emphasizes the student as worker. The school's curriculum is based on the traditional liberal arts with active, experiential learning as its foundation.
- Our curriculum is dynamic and will continue to develop. It is the school's responsibility to develop a strong curriculum for all our students; in particular cases, courses at the University of the South are a valuable resource.
- The school recognizes that standardized testing is useful in evaluating a student's individual progress, but greater weight is given to more personal methods of evaluation.

To provide educational opportunities for those students for whom such experiences might not otherwise be available.

- The school is committed financially and theologically to having and supporting a socio-economically, religiously, racially, and ethnically diverse student body and faculty.
- The school is committed to a strong financial aid program.
- The school is committed to continually examining our community life, our curriculum, and other programs to enable the community to live with its diverse components.

To bring all members of the community to a richer spiritual, intellectual, social, physical, and aesthetic awareness, so that they might lead lives of honor and loving service to God and to others.

- The school's primary concern is the growth of each individual in the community. In addition to the pursuit of excellence, students' participation in the arts, athletics, humanities, math, outreach, physical education,

religious life, and science are all integral to the school's mission.

St. Andrew's-Sewanee School's Guiding Principles for Community Life are:

- The school is a boarding and day school which offers a comprehensive education focusing on the development of the whole child.
- Ours is a close-knit community whose inherent nature is informal. Administration and faculty strive to uphold clear boundaries for the safety of students while recognizing that flexibility is sometimes necessary to maintain a caring and forgiving community.
- The school believes that a school-parent partnership provides the most effective education for students and continually looks for ways to develop and strengthen school-parent relationships.
- The school accepts that in order to live creatively it must often operate in tension: for example, the tension between justice and mercy, individual life and community life, the public arena and the private arena, the secular and the sacred.
- The school will exercise responsible stewardship of its resources. It shall operate in a fiscally responsible manner and shall develop and maintain its facilities to appropriately reflect and support its mission.
- The advisor system, which aims at establishing close relationships between faculty and students, is a vital support for student growth.
- The school believes that short-term and long-term planning necessarily involves as many members of the community as possible.
- The school believes it is essential that all programs and personnel be evaluated on a continuing basis and that the school finds the ways and means to encourage improvement of programs and faculty and staff performance.
- The school will hold students accountable for their actions and help them understand and overcome their problems.
- The school is aware of the ways in which students change as they mature. A student's freedom and responsibilities increase as they demonstrate growing personal responsibility and maturity.
- The school recognizes that change coming voluntarily from within the individual is more beneficial than imposed change.

Objectives

As we develop any aspect of our program, we must keep the Mission, Vision, and Guiding Principles in mind. Our objectives are to:

- Strengthen our students' skills in listening, reading, oral, and written expression, computation, and critical observation and to develop creative thinking and intuitive and logical reasoning.
- Encourage and foster thought and reflection.
- Provide an atmosphere in which intellectual activity is valued and promoted.
- Recognize and provide for individual differences in learning styles and academic interests wherever possible within the framework of a curriculum that reflects a strong foundation in the traditional liberal arts.
- Offer opportunities that prepare and encourage students to become informed and concerned world citizens.
- Develop an understanding and appreciation of the founding principles of this country and its system of government.
- Provide a variety of opportunities for participating in and developing an appreciation of the arts.
- Encourage our students to develop and maintain good health and physical fitness.
- Help our students develop the ability and discipline to work independently and collaboratively in pursuit of academic and personal goals.
- Guide our students through the college selection and admissions process.
- Promote personal responsibility by holding our students accountable for their actions and by insisting that they meet their obligations to themselves and to others.
- Provide opportunities for the learning that takes place in healthy athletic competition.
- Help our students develop skills for responsible leadership.
- Increase understanding of issues and problems facing the world today.
- Seek positive interaction with surrounding communities.
- Give students the experience of serving others in and beyond the SAS community.
- Be aware of each individual's needs in all aspects of our community life.
- Promote tolerance and respect for all peoples, starting with members of our community.
- Help our students to be courteous to others and to develop a sense of responsibility for their words as well as their actions.

- Respect one another's property and be good stewards of our campus and our environment.
- Strengthen awareness that a spiritual dimension is integral to the daily life of the individual and the community.
- Promote an understanding of Episcopal history, tradition, liturgy, and beliefs.

History of the School

St. Andrew's-Sewanee School is the proud inheritor of a legacy of 153 years of private college preparatory education in Sewanee. The school is the result of the 1981 merger of St. Andrew's School (est. 1905) and Sewanee Academy (est. 1971). These schools were preceded by the Junior Department of the University of the South (1868-69), the Sewanee Grammar School (1869-1908), St. Mary's School (1896-1968), and Sewanee Military Academy (1908-1971).

St. Andrew's-Sewanee has much of the character prescribed for the University of the South by its Board of Trustees in 1857: a close relationship with the Episcopal Church; a location in the central South (the Sewanee location was said to meet the requirement of "easy and speedy access" by train); a student body drawn from a wider area than the immediate community; distance from any city in order to create its own environment; and a location in a region considered healthy because of its height above sea level, and thus freer from the yellow fever, malaria and cholera prevalent in the lowlands. These factors were principal reasons, along with munificent gifts of lands, that Sewanee was chosen as the site for the parent schools of St. Andrew's-Sewanee.

Collectively, the predecessors of St. Andrew's-Sewanee provided more than 250 years of education to Sewanee, to the South, and to the nation.

UPPER SCHOOL ACADEMICS

At St. Andrew's-Sewanee, each student's curriculum consists of both academic classes and PEAK Programs. We encourage students to seek a balanced curriculum reflecting individual interests and exploring new areas of study. Academic classes and PEAK Programs are considered equally important, as success in one area often helps foster success in other areas.

ACADEMIC ACCELERATION

Academic acceleration in the form of whole-grade skipping at St. Andrew's-Sewanee School requires high academic ability and may be considered for the exceptional scholar whose achievement is significantly beyond their grade-level peers. The student's motivation, social and emotional maturity, and interests are also considered. Upper School students wishing to accelerate must meet the following minimum requirements:

- Completion of six credits for each Upper School year enrolled
- Achievement of High Honors for each Upper School year enrolled
- Written parental/guardian support
- Written advisor support

A student must be enrolled at St. Andrew's-Sewanee their senior year to receive a St. Andrew's-Sewanee diploma. A minimum of 20.5 course credits is required for graduation, and core curriculum courses as outlined in the Course Offerings Handbook must be completed. In addition, the community service requirement of fifteen hours for each Upper School year in attendance must be met. Granting credit for courses taken outside of St. Andrew's-Sewanee School will be considered only from accredited programs.

If a student wishes to place out of a St. Andrew's-Sewanee math or language course by studying on their own or by taking a summer course, they must (1) have earned a 90 or above in their previous year's math/language classes, (2) get approval from the math/language department, and (3) earn an 85 or higher on the St. Andrew's-Sewanee School final exam for the course, or (4) earn an 85 or higher in a One Schoolhouse semester or year-long math course.

Requests for academic acceleration must be made in writing by the student and submitted to the Associate Head of School prior to March 1 of the preceding school year. These requests will be considered by the Administration.

ACADEMIC DISCIPLINE

Failing Grades

Students who earn any course grade below 60 or below 70 in math or language at the end of the quarter are

required in the following quarter to attend the work period for that course and to meet with the Learning Resources Coordinator weekly. Students who have a grade below 60 or below 70 in math or language at the mid-quarter are required to attend work period for that course weekly for the remainder of the quarter. Students who do not attend required work period may receive detention and/or lose check-out privileges during the school day and on the weekend (if a boarding student).

Incomplete Grades

Students with an incomplete for a course at the end of the quarter are required to attend all work periods and/or free periods in the Learning Resources Center until a grade for the course is recorded. Check-out privileges during the school day and on the weekend (if a boarding student) are also suspended until a grade is recorded.

Supervised Study

On the recommendation of the advisor, parent/guardian, or the Associate Head of School, or upon earning any course grade below a 70 for the previous quarter, a boarding student will be placed in supervised study. Boarding students on supervised study are required to attend supervised study hall in the designated area during evening study hours. Students whose grades place them in supervised study can only be removed by permission from the Associate Head of School.

ACADEMIC HONORS

Honor Roll

Students who earn an average of 93 or above with no grade below 83 are named to the High Honors List for academic achievement. Students with average ranges between 83 and 92 and who have received no grade below 80 are named to the Honors List. Satisfactory completion of PEAK Programs is required for students to be eligible for the Honor Roll. Grade changes made more than a week after the end of the quarter will not change Honor Roll or junior/senior privilege status.

Cum Laude Society and Graduation with Honors

Graduation with Honors at St. Andrew's-Sewanee School means that the student involved is the Valedictorian/Salutatorian and/or a member of the Cum Laude Society, a national honor organization that recognizes student scholarship and the pursuit of excellence in the classroom. Students who are eligible for membership have demonstrated academic excellence, good character, honor, and integrity. Membership in the Cum Laude Society is limited to 10% of the junior class and 10% of the senior class. The following criteria are considered when selecting members: grade point average, strength of schedule, and PEAK participation. The seniors in Cum Laude include those who had been inducted as juniors, as well as those who were inducted as second semester seniors. Induction at the end of the junior year has a two year residence requirement (sophomore and junior years at St. Andrew's-Sewanee School). Induction in the senior year has a one and one half year residence requirement (three semesters at St. Andrew's-Sewanee School).

Valedictorian

Valedictorian and salutatorian honors are based on an average of one's eleventh and twelfth grade years, verified by the cumulative average of ninth through twelfth grade years. Students must have attended St. Andrew's-Sewanee for at least their junior and senior years to be eligible for this honor. Only grades earned at St. Andrew's-Sewanee will be considered.

ACADEMIC MONITORING

St. Andrew's-Sewanee provides an academic environment that supports a fundamental expectation that each student will work to the absolute best of their ability. An integral component of this is a *proactive* and *supportive* process of academic monitoring that has the following goals:

- to enhance and encourage communication at all levels, including faculty, administration, students, and parents/guardians
- to establish clarity of procedure
- to set out structured guidelines to ensure consistency in approach

ACADEMIC CONCERN

Any student who finished the semester or year with an average between 70 and 73 is considered a student of **academic concern**. SAS approaches these students and their families in the following way:

- The student's attendance record is monitored for absences, lateness, etc. The student's pattern of handing in homework and other assignments, as well as their work habits, is also monitored.
- The Associate Head of School hosts a meeting, which includes the student and the student's advisor, teachers, coaches, the Learning Resources Coordinator, (and Chaplain, School Nurse, Counselor, and/or

house parent, if appropriate), to discuss the student's academic performance and progress as well as their future prospects for academic success at SAS.

- This meeting is followed by a letter from the Associate Head of School to the student, parents/guardians, and the Learning Resources Coordinator (also copied to the student's advisor, and house parent, if appropriate) setting out the conditions of the review.
- At the end of the next semester, the Associate Head of School decides on the next course of action. Options include placing the student back in "good standing" or extending the period of academic concern.

ACADEMIC PROBATION

Any student who finished the semester or the year with an average below 70 is placed on academic probation.

Any student who is on the academic concern list and who has not demonstrated the required academic improvement (i.e., has not moved above the minimum standard) may be placed on **academic probation**.

Subsequently:

- The student's attendance record is monitored for absences, lateness, etc. The student's pattern of handing in homework and other assignments, as well as their work habits, is also monitored.
- The Associate Head of School hosts a meeting, which includes the student and the student's advisor, teachers, coaches, the Learning Resources Coordinator, (and Chaplain, School Nurse, Counselor, and/or house parent, if appropriate), to discuss the student's academic performance and progress as well as their future prospects for academic success at SAS.
- This meeting is followed by a letter from the Associate Head of School to the student, parents/guardians, and the Learning Resources Coordinator (also copied to the student's advisor and house parent, if appropriate) setting out the conditions of the review.
- The student's re-enrollment contract for the following school year is held, pending academic improvement.
- At the end of the academic year, the administration meets to discuss the students on academic probation. Individual grades and comments for these students will be completed and available for this meeting, as well as attendance records, etc.
- The probationary period lasts for a minimum of one year. Failure to meet the conditions of the probation can lead to the student not being issued a contract for the following school year.

ACADEMIC REQUIREMENTS FOR GRADUATION

Academic requirements at St. Andrew's-Sewanee are designed to ensure a broad distribution of courses and areas of study while allowing the individual student to pursue special interests. These goals are achieved by requiring each student to successfully complete a core curriculum of coursework before planning the remaining course of study.

Each student is expected to take English, math, history, science, language, Health and Fitness, Technology and Information Literacy, arts, and religion, and to complete the physically active PEAK requirement. Through completion of this core curriculum, students will be exposed to each academic discipline and will be prepared to pursue advanced courses in those disciplines. In order to ensure adequate preparation for advanced work in math, students must earn a minimum grade of 70 in the current math course in order to advance to a higher level course. Moreover, students must earn a minimum grade of 85 in Algebra II to advance to Advanced Statistics or Pre-Calculus, and they must earn a minimum of 80 in Pre-Calculus in order to advance to Calculus. In order to be prepared for advanced work in language, students must earn a minimum grade of 70 each year to progress to the next level. Students who earn less than a 70 in their St. Andrew's-Sewanee math or language course and choose to complete study during the summer must earn a minimum grade of 75 on the St. Andrew's-Sewanee math or language exam from that class in order to move on to the next level. Cumulative courses are all year-long courses. No credit is given for completion of only one semester of a year-long course. **Failure of the second semester of a cumulative course will result in failure for the year.**

Freshmen and sophomore students are expected to take six classes throughout the year at St. Andrew's-Sewanee. Juniors and seniors are expected to take a minimum of five classes throughout the year, but six is encouraged. All students must successfully complete nine full classes in the ninth and tenth grade years to be eligible to enter the eleventh grade. With the advice of the student's advisor, Director of College Counseling, and the Associate Head of School, each student will plan a complete course of study for each year that satisfies academic requirements for college admission and develops individual interests and skills.

Specific class requirements for each grade level in the Upper School include the following:

- 9th grade: Literary Studies, Historical Studies, science, math, language, Health & Fitness, and art or Technology and Information Literacy

- 10th grade: Global Literature, Global History, science, math, language, and Technology and Information Literacy (if not already completed)
- 11th grade: English, history (United States History or Place-based American Studies), science, and math
- 12th grade: English, Introduction to Religious Studies

In order to be eligible for graduation, students must complete:

- 4 years of English
- 3 years of math in Upper School, including Algebra I, Geometry, and Algebra II. If Algebra I is taken in the eighth grade, then a course beyond Algebra II is required. **All students are strongly advised to take at least four math courses in Upper School. If a student plans to enter the University of Tennessee state system, four years of Upper School math, with one course more advanced than Algebra II, are required. Several other states have similar requirements.**
- 3 years of history, including U.S. History or Place-based American Studies (which must be taken in either the junior or senior year)
- 3 years of science, including Conceptual Physics, Chemistry, and Biology
- 2 sequential years of the same language taken in Upper School (may be satisfied by two sequential years of Latin or Spanish or by two sequential years of English Language Learners; students who test out of ELL before the sophomore year must pursue the usual language requirement)
- 2 semesters of arts classes
- 1 year of Introduction to Religious Studies
- 1 semester of Health & Fitness
- 1 semester of Technology and Information Literacy
- 5 semesters of elective classes
- In addition, students must (1) successfully complete nine full classes in the eleventh and twelfth grades, (2) pass all classes taken during the twelfth grade year, (3) complete all PEAK requirements, and (4) fulfill the school's community service requirement of 15 hours per Upper School year.

ACADEMIC LEAVE

School absences are detrimental to the student's academic progress and are strongly discouraged. Upper School students who need to be absent during the school week for extraordinary family situations or unique situations must obtain an Academic Leave Request form from the Associate Head of School, who gives approval for academic leave. This form must be completed at least one week in advance of the planned absence. Family vacations are not considered unique family events and are generally not approved, which may result in loss of credit for missed work. The day preceding and following breaks: Fall Long Weekend, Thanksgiving Break, Christmas Break, and Spring Break are required school days (see Vacation Travel for more information). Once approval for the absence is granted, the form is then signed by the student's teachers, PEAK sponsor, advisor, and house parent (if a boarding student). The student is responsible for all assigned work missed during their absence and is expected to submit missed work promptly upon return or according to the teacher's requirement.

ADVISORS

In the Upper School, new and returning students are assigned an advisor, as part of the school's Compass Program. The advisor attends to all areas of the student's school life and communicates regularly with the student's parent/guardian. Students will meet with their advisors during weekly Compass meetings to seek guidance, discuss issues, and develop personal connections with their Compass group.

Upper School students wishing to change advisors must speak with their Grade Level Lead or the Associate Head of School..

ATTENDANCE

All students are expected to meet commitments promptly and faithfully. These include classes, chapel, advisory, PEAK Programs, grade level programming, study halls, and all other official commitments.

If a child is sick or injured, or if there is a family emergency that will result in a student absence, it is the responsibility of day students' parents/guardians to call the school by 8 a.m. or email studentinfo@sasweb.org to explain their child's absence. No more than four absences per semester may be excused with a parent note/call. We ask that parents schedule medical appointments for outside of the school day if at all possible. Doctor excuses must be brought in for all medical related appointments. Students are responsible for all work missed and are generally allowed the same number of school days as days absent to complete their work.

All unexcused absences or extreme lateness (**more than 10 minutes**) from classes, chapel, advisory, or PEAK activities will result in a two-hour detention (see below). Unexcused absences from class may result in a zero for any work completed in class or due in class that day, in addition to a two-hour detention. A student may be required to complete the missed work for no credit. Extensive absences from classes, chapel, advisory, or PEAK activities (more than five absences in any one area, or more than ten absences from all commitments) indicate that a student is not functioning successfully within our system and, therefore, the following steps will be taken:

- The student will meet with the Associate Head of School to discuss the problem.
- The student will be placed in one-day in-school suspension from 8:45 a.m. to 4:30 p.m and a \$50.00/day charge will be assessed for this supervision.
- The student may be required to have a drug screening.
- The student may lose driving and/or riding privileges.
- The student may be put on at-home suspension at the expense of the parents/guardians.
- The student may be asked to leave the community.

Students who do not respond to any of these measures may be required to meet with their advisor, parent/guardian, an administrator, counselor, and the Associate Head of School to determine the next response.

A student must attend 90% of scheduled classes and 80% of scheduled PEAK meetings in order to earn credit for a given PEAK activity. Any exception to this rule, such as extended illness or medical leave, would require the approval of the Associate Head of School. If more than 10% of a scheduled class or 20% of a scheduled PEAK activity is missed, it may result in suspension of weekday/weekend check out privileges, loss of credit for the course, and/or a hold on the re-enrollment contract.

COLLEGE LEAVE

Seniors and second semester juniors may apply for college leave. In planning college visits, students and their families are asked to pay careful attention to SAT and ACT test dates, academic, athletic, and other school-related commitments and to avoid conflicts wherever possible. Students are encouraged to limit academic leave to no more than two or three days at a time.

Students who wish to go on college leave must obtain a College Leave Application Form from the College Counseling Office. This form must be completed and submitted at least two weeks in advance of the planned absence in order for permission to be granted. Failure to meet this deadline will result in an unexcused absence, resulting in up to 6 hours of detention for each day missed. College leave will not be approved the day prior to or following major school breaks, including Fall Long Weekend, Thanksgiving, Christmas, and Spring Break. In addition, college leave may be denied if it is inappropriately timed or the student is not in good academic standing. The Director of College Counseling will help students with arrangements for interviews and campus tours, if necessary, and will authorize each student to seek permission from teachers for that leave. The Associate Head of School must give final approval for college leave. Please reference the National Test Date Calendar.

COLLEGE ADMISSIONS AND DISCIPLINARY RECORDS

Colleges and universities may request disciplinary information from the student as well as from the Director of College Counseling as part of the college application process. Suspensions or probation resulting from an Honor Code violation or from a major violation of the Student Code of Conduct (even if the infraction occurs AFTER a student has been admitted to an institution) must be reported if this information is requested on the application.

COMPASS

The SAS advisory and grade-level program, known as Compass, is designed to address the holistic needs of students, including their physical, spiritual, social, emotional, and educational well-being. This comprehensive model combines collective experiences and individual mentorship to support students in building resiliency, establishing interpersonal connections, and acquiring the skills necessary for healthy and joyful living. By promoting a sense of belonging, Compass aims to create a supportive environment for students, fostering a deep sense of place and purpose along their path.

COURSEWORK AT THE UNIVERSITY OF THE SOUTH

One of the benefits of being a St. Andrew's-Sewanee student is the ability to take classes at the University of the South, with no additional tuition charge. Seniors taking University classes must have an excellent attendance record, a minimum average of 85, and an 87 average both for the previous semester and in the specific subject

area. Juniors taking University classes must have an excellent attendance record, a current minimum average of 90, and minimum average of 90 both for the previous semester and in the specific subject area. Students new to St. Andrew's-Sewanee in the 11th or 12th grade year may be eligible to take University Classes in the second semester. All students wishing to take a University class must contact the Assistant Dean. Requests for University classes must be made before the class begins and be approved by the Associate Head of School. Students may not drop or add a University class after the first two weeks of that class. Students must take at least half of their course work at St. Andrew's-Sewanee to be considered St. Andrew's-Sewanee students. English and Religion are considered requirements of the senior year, to be taken at St. Andrew's-Sewanee.

DAILY SCHEDULE

The Daily Schedule can be found on the SAS Learning Management System, CORE, under "Resources."

EXAMS

All students will take exams according to the published examination schedule. Students should not ask to take exams early or late in order to accommodate travel plans. At the discretion of the teacher, seniors in a yearlong course may earn exemption from the final exam if they enter the exam period with an average of 90 or above for that course. Students are not exempt from exams for semester-long courses.

During exam week, all students not in an exam may remain on campus but must not disturb other students who are in exams or preparing for them. Day parents/guardians may elect to take their children off campus when finished with exams. Middle School students remaining on campus are required to be in a supervised study hall when not taking an exam. Upper School day and boarding students who earned any course grade below a 70 for the previous quarter are considered to be on Supervised Study. Boarding students on Supervised Study are required to attend a supervised study hall when not taking an exam. Day students on Supervised Study are required to attend a supervised study hall when they are on campus and not taking an exam. Weekday check out privileges remain in effect.

EXTENDED TIME TESTING

Any eligible student is allowed extra time accommodation commensurate with their psychological-educational testing for all timed assessments. Any request for extra time accommodation on external standardized examinations, such as AP, SAT, or ACT, must be submitted directly to the College Board and/or American College Testing. The process of applying for such an accommodation requires the collaborative effort of the parent/guardian, the College Counseling Office, the Associate Head of School, and the Learning Resources Coordinator. Concerned parties are advised to contact the Learning Resources Coordinator for further details and guidance.

GRADING SYSTEM

The grading system at St. Andrew's-Sewanee consists of numeric grades ranging from 100 to 0. In addition to numeric grades, teachers write narrative comments to parents/guardians four times per year addressing student's progress, ability, effort, and attitude. Numeric grades are averaged to determine the Honor Roll.

The letter grade scale range is as follows:

97-100 = A+	87-89 = B+	77-79 = C+	67-69 = D+	59 and below = F
93-96 = A	83-86 = B	73-76 = C	63-66 = D	
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-	

Only courses taken at St. Andrew's-Sewanee school in grades 9-12 appear on the transcript and are calculated in the student's Grade Point Average (G.P.A.). The only exception to this policy is One Schoolhouse courses. Courses taken at the University of the South appear on the transcript but are not included in a student's cumulative G.P.A.

HOMEWORK

Homework reinforces instruction, allows for extended engagement in a subject, teaches responsibility, perseverance, self-discipline, and time management, and fosters a sense of intellectual independence. When assigning homework, teachers consider the purpose of the homework and the quantity of homework, ensuring that the type and amount of homework is developmentally appropriate for their students.

Students should anticipate the following approximate daily expectations:

9th-10th grade: 90 - 100 min.
11th-12th grade: 110 - 120 min.

Homework assignments are communicated to students in two ways:

1. Posting to Core by 3:30 p.m. on the day on which the class meets
2. Providing oral, written, or other electronic communication by the end of the class period

Work periods are a valuable tool and, when used effectively, provide students time during the school day to complete out of class work. Should students encounter particular days when the amount of homework seems disproportionate, they should ask faculty for an extension as far in advance as possible.

HONOR

Membership in the SAS community carries with it a commitment not to “lie, cheat, or steal.” An Honor Code violation is defined by any act involving lying, cheating, or stealing, in either academic or non-academic contexts:

- Lying: intending to deceive or misrepresent the truth
- Stealing: taking another’s property or claiming as your own with dishonorable intent
- Cheating: giving or receiving unauthorized aid on academic work; submitting another’s work as one’s own
- Plagiarism is a form of cheating because the plagiarist uses another’s work without giving proper credit and passes the result off as original work. Plagiarism includes paraphrasing, imitating, or copying another’s work without citation or using another’s ideas without giving proper credit. Generating work by means of Artificial Intelligence (AI), such as ChatGPT, and presenting the work as one’s own is considered plagiarism.

At the opening of each year, students in both the Upper School and Middle School, as well as the faculty/staff, affirm their commitment to the school community by signing the Honor Pledge.

If an honor violation is reported, the accused student may be required to appear before the Honor Council, which is comprised of 5 seniors, 3 juniors, 1 sophomore, and 2 faculty advisors. The Honor Council faculty advisors will conduct an investigation into the infraction, discussing the accusation with the individual reporting the violation followed by the accused student, and gathering any relevant materials. The faculty advisors will determine if a hearing is warranted. If the violation requires a full hearing, the Honor Council faculty advisors will inform the student, parents, advisor, and house parent (if applicable). Students appearing before the Honor Council will have their advisor (or other adult) present at the hearing. The advisor or other adult is meant to serve as a support for the student. After the hearing and deliberation, the Honor Council makes a recommendation to the Associate Head of School and/or Head of School. Possible penalties include:

- Warning (not reported to colleges)
 - Warnings typically carry additional action, such as an apology letter and/or grade penalty.
- Probation (reported to colleges)
 - A student found to have committed an honor violation during probation will likely result in an automatic suspension or dismissal from school.
- Suspension
- Dismissal

The Associate Head of School will send a letter detailing the infraction and penalties to the parents/guardians, the student, and the student’s advisor.

INDEPENDENT STUDY

Students interested in pursuing independent study should be advanced students (the guideline is a minimum average of 85, and an 87 average for the previous semester) who have exhausted other courses in the particular discipline. The independent study program should reflect both the student's interest and an experienced faculty sponsor's willingness to supervise the program. In order to pursue independent study, students should, with the faculty sponsor, design an independent study project proposal to present to the Curriculum Committee for approval at least four weeks prior to the semester in which the course would begin. This proposal must be signed by student, teacher, advisor, and parent/guardian, and approved by the Curriculum Committee. The proposal should include a statement of the goals of the study, meeting times, and means of assessment for each quarter, including the project or paper that will serve as the culmination of the independent study. Students should plan time for at least one significant meeting period with the sponsor each week, and any independent study proposal should require 4-6 hours per week of study. The final project for an independent study ideally should involve a public presentation. Independent study can only be taken as a sixth class in a student's schedule.

LEARNING RESOURCES CENTER

The Learning Resources Center, located in Bishop Bratton Hall, provides academic support to St. Andrew's-Sewanee students. The Learning Resources Center is open during school days from 8:00 a.m.- 4:30 p.m. Students may receive support through the Learning Resources Center at their own request, through the recommendation of the teacher, advisor, Associate Head of School, Middle School Coordinator, or at the request of the parent. The Learning Resources Center offers support to students in the following ways:

- Provides individual or small group help with time management, organization, and other study skills
- Coordinates extra help for students in math, science, and writing through the Writing Center and Math & Science Lab
- Creates Student Action Plans for students with learning differences
- Submits College Board and ACT accommodation requests for students with diagnosed learning differences
- Communicates with teachers regarding student work plans and classroom needs
- Provides a quiet study area or test-taking environment in a supervised space for students with accommodations
- Monitors the progress of Upper School students on Academic Concern or Probation, as well as any upper or middle school student experiencing academic difficulty
- Communicates with parents regarding the academic progress of students using the services of the Learning Resource Center
- Monitors the progress of students pursuing additional academic challenge
- Coordinates peer or outside tutoring for students needing course specific help
- Provides resources and suggestions for successful exam preparations to all students
- Provides peer tutoring opportunities

LIBRARY HOURS

Regular Hours: Monday-Friday 8:00 a.m.- 4:30 p.m.

Books may be checked out for two weeks or longer through special arrangement with the librarian. Reference and reserve materials should remain in the library. Students may be charged for the replacement of any books not returned before the end of the school year.

Students and faculty are welcome to use the library for quiet study or reading during the academic day. The library maintains a group study room in which small groups may work together quietly. Groups or individuals who disrupt the quiet atmosphere of the library will be asked to leave.

OUTREACH/COMMUNITY SERVICE REQUIREMENT

SAS students must complete 15 hours of community service/outreach per year to graduate, with at least 50% (30 hours) of this requirement completed off campus. Seniors must complete this requirement by May 1 of their senior year. The school provides regular opportunities that students may participate in to help fulfill this requirement, but non-school affiliated service is accepted and encouraged. Students may submit documentation by completing the Outreach/Community Service Form found on the Student Essentials page of our

website. It is not necessary to complete a form each time one volunteers. A comprehensive documentation of a student's volunteer work may be submitted at one time by the adult supervisor of that work. Work for which a student has been paid or work that has been done to satisfy a legal obligation or to earn credit for an organization outside of St. Andrew's-Sewanee does not count toward meeting our outreach requirement hours. Contact the Service Coordinator with questions regarding outreach requirements.

SCHEDULING

The Assistant Dean is ultimately responsible for all students' schedules. The Assistant Dean and the Director of College Counseling work together to help each student to formulate an individual schedule, taking into account the requirements of the school and the abilities and interests of the student. The student's advisor is an additional source of guidance.

With the approval of instructors involved and the Associate Head of School, students may drop and add classes within the first week of the semester without having dropped classes recorded on their transcripts. After the initial week of the semester, no class should be added. Any class dropped after that date requires permission of the student's advisor, teacher, and the Associate Head of School. The dropped course will be noted on the transcript as Withdrawn/Failing or Withdrawn/Passing. A student who withdraws from a year-long course at the semester will not receive credit for the semester completed.

Juniors and seniors must take a minimum of five classes, but six classes are strongly encouraged. A junior or senior with five classes and an overall average less than 80 for the previous semester (or any grade under 70) must be in a supervised study hall as their sixth class. Juniors and seniors with an overall average of 80 or above for the previous semester (and all grades above 70) may have an unsupervised free period.

SUMMER SCHOOL

Summer school courses from other schools are not normally accepted for credit at St. Andrew's-Sewanee and typically may not be used to complete minimum core curriculum requirements. Exceptions must be approved by the Associate Head of School. Students who fail English and history during the school year must repeat that grade and retake that particular level of English and history. All credit recovery courses must be approved by the Associate Head of School. Summer credits earned after completion of one's senior year at St. Andrew's-Sewanee will not be counted towards a St. Andrew's-Sewanee diploma.

TECHNOLOGY

A "**Bring Your Own Technology**" (BYOT) program is in place for upper school students. St. Andrew's-Sewanee School utilizes Google Workspace to extend classroom technology to any device. Upper school students are responsible for providing their own devices, compatible with Google Workspace for school. See the Handbook section BYOT for more information and minimum specifications for devices.

VACATION TRAVEL

See the Handbook sections **Break Information** for more information. Students may not leave for vacation earlier than the departure time prescribed by the school. Students may depart from school on the afternoon of the final day of classes, but only after classes and PEAK Programs have been completed and residential house rooms have been properly cleaned and inspected. We ask parents/guardians not to seek permission for students to leave earlier than the prescribed time. For the vacation breaks of Fall Long Weekend, Thanksgiving, Christmas, and Spring Break, any absences in the Upper School for either leaving early or returning late from vacations are unexcused and will result in the student having to make up the academic time they missed. This includes each class as well as their PEAK activity (up to 6 hours per missed day).

NOTE: RESIDENTIAL HOUSES CLOSE AT 3:00 P.M. FOR ALL STUDENTS ON THE DAY OF COMMENCEMENT.

WORK PERIODS

The schedule at St. Andrew's-Sewanee allows for individual and/or small group tutorial time for students and teachers during work periods. Work periods provide students time to gain a better understanding of work that has been covered in class, to work on homework, to complete make-up work, or to work on collaborative projects.

Teachers, advisors, the Associate Head of School, the Middle School Coordinator, or the Learning Resources Coordinator may require work period attendance in order to encourage wise use of time during the school day.

WRITING, MATH, and SCIENCE SUPPORT

The Writing Center and the Math & Science Lab are available for students who need extra help in these areas. Writing and math help are available one evening per week during study hours (upper school day students may attend). Students may make appointments or drop in. At SAS, Writing Across the Curriculum is central to our academic beliefs, and the Writing Center serves this endeavor by creating opportunities for students to hone their writing skills in all genres. Students may receive help on assignments at any stage of the writing process, from idea development and organization to revision and editing. The Math & Science Lab supports all students in developing a broad range of math skills and understanding concepts in life, physical, and chemical sciences.

MIDDLE SCHOOL

At SAS, each student's curriculum consists of both academic classes and PEAK Programs. We value the middle school years as a time for our youngest students to learn and grow, explore their passions, and discover new areas of interest. Middle school students are the future leaders of St. Andrew's-Sewanee. As such, we encourage middle school students to seek a balanced curriculum and engage in community activities as much as possible while also preserving time for play and rest.

ACADEMIC ACCELERATION

Middle School requests for academic acceleration will be considered based on a student's intellectual ability, academic performance, motivation, social and emotional maturity, and interests. Requests for academic acceleration must be made in writing by the student and submitted to the Associate Head of School prior to March 1 of the preceding school year. These requests will be considered by the Administration.

ACADEMIC SUPPORT PLAN

The emphasis of academic monitoring and support in the middle school is to encourage academic responsibility, provide consistent and timely support on an as-needed basis for the struggling student, ensure that all students are developing the organizational skills necessary for academic success, and provide the administrative oversight necessary to equitably identify struggling students. The ultimate goal of the academic support plan is to help students be as successful as possible at SAS. The Learning Resources Center may also provide middle school students assistance with organization, time management, and prioritization, as well as writing, math, and science extra help. More information on the services provided by the Learning Resources Center can be found in the handbook.

6th-8th Grade:

If a middle school student at the mid-quarter or end of quarter is displaying a pattern of missing, incomplete, or poor quality work or has a class average of 70 or below in their 8th grade Math or Language class, the student will begin attending required work periods for the requisite classes. If the pattern continues after the quarter, the student will meet with the Middle School Coordinator and their advisor to discuss the problem area(s) and work together to develop an appropriate academic support plan. This plan might include, but is not limited to, a parent meeting, a required work period schedule, daily 3:15 pm check-in appointments with the Middle School Coordinator, after school Learning Resources support, and weekly academic monitoring notifications sent to families. The academic support plan will include concrete, attainable, and measurable goals and will remain in place until the next reporting period ends or until such time as the goals are met and the student is more successful at completing work in a developmentally appropriate, independent manner.

COMPASS

The SAS advisory and grade-level program, known as Compass, is designed to address the holistic needs of students, including their physical, spiritual, social, emotional, and educational well-being. This comprehensive model combines collective experiences and individual mentorship to support students in building resiliency, establishing interpersonal connections, and acquiring the skills necessary for healthy and joyful living. By promoting a sense of belonging, Compass aims to create a supportive environment for students, fostering a deep sense of place and purpose along their path.

There are two to three advisors per grade level in the Middle School. Each child is assigned an advisor for the school year; sometimes the advisors meet as small groups and sometimes as teams by grade level. The Middle School Advisory Program is centered loosely around themes developed from Daniel Pink's *A Whole New Mind* of Play and Story (6th), Empathy and Design (7th), and Symphony and Meaning (8th). The advisor's role in the Middle School is to be the child's advocate and support system at school, provide a "bird's eye" view of the child's school life for parents, and maintain awareness of the child's overall well-being based on their daily roles and responsibilities at SAS. Students are encouraged to bring problems or concerns to their advisor, and parents are strongly advised to see the advisor as their first point of contact at the school for any issue, question, or concern. The advisory program culminates in the writing and public presentation of individualized "This I Believe" essays delivered at the end of the 8th grade year.

Developmental needs, advisory themes, and grade level curriculum influence and shape the grade level programming. The goal of Compass is to create class cohesion through the exploration of a year-long theme. In the Middle School, 6th graders pursue the theme of "Building Community," while 7th graders focus on "Strengthening Community," and 8th graders delve into "Deepening Relationships and Exploring Leadership." Compass days in the fall and spring provide opportunities to build, develop, and nurture a sense of community among the students. Given the integral nature of these days as part of the Middle School curriculum, attendance is mandatory.

ATTENDANCE

All students are expected to meet commitments promptly and faithfully. These include chapel, PEAK, classes, grade level programming, study halls, and all other school commitments. The school day runs from 8:45 a.m. to 3:15 p.m. Any time a Middle School student comes late to school or leaves during the school day, their parent/guardian should sign them in/out in the Bishop Bratton Academic Offices with the Academic Administrative Assistant. Students are expected to attend a minimum of 90% of their classes in order to receive credit. If a student does not attend a minimum of 90% of a class, the student and parents will meet with the Associate Head of School and Middle School Coordinator to develop an appropriate academic plan for progression to the next grade level. Chronic absenteeism may result in a hold on the re-enrollment contract and/or failure to progress to the next grade level. Exceptions to the attendance policy require approval of the Associate Head of School.

ABSENCES

Due to Illness, Injury, or Family Emergency

If a child is sick or injured, or if there is a family emergency that will result in a student absence, we ask that Middle School parents call the school or email studentinfo@sasweb.org by 8:00 a.m. to explain their child's absence. No more than four absences per semester may be excused by a parent note/call. Homework is posted on Core by 3:30 p.m. each day, so students can complete homework if they are feeling well enough. Students should be fever-free for 24 hours before returning to school.

Medical Appointments

We ask that parents schedule appointments for outside of the school day if at all possible. When not possible, parents should notify the Academic Administrative Assistant in advance of the absence. A note from the doctor or dental office is to be brought into school following the absence in order for the absence to be excused. Students are responsible for all assignments and class activities missed due to the absence and should communicate proactively with their teachers

Planned Absence

See the handbook under **Break Information** for more details. Missing school is difficult for students. Given the collaborative, hands-on nature of the Middle School academic experience most classroom situations and activities cannot be recreated independently. Middle School parents are strongly encouraged to plan all out of town trips and other discretionary absences for regular school holidays when school is not in session. Absences from school the day before or after a school holiday are considered unexcused. If an absence of this nature is unavoidable, parents should communicate with the Middle School Coordinator as soon as possible to provide the reason for the absence and the dates of the absence. Students are expected to communicate directly with their teachers and

the Middle School Coordinator by email in advance of the absence to obtain assignments. They are responsible for work missed during the absence, however, it is possible that some assignments will not be eligible for credit

CELL PHONES & MOBILE DIGITAL DEVICES

It is integral that we provide an opportunity for our Middle School students to engage in learning free from the stresses of social media, texting, and digital communication. As such, the cell phone and mobile device policy limits use based on developmental readiness for technology use.

6th, 7th, and 8th grade students may not have cell phones visible, audible, or in use at any time between 8:45 a.m. and 3:15 p.m. or during PEAK activities Monday through Friday. Parents and guardians are asked to remind students to turn their cell phones off before entering the school campus in the morning. Middle school students must store their phones in their backpack, locker, or the Middle School Coordinator's office between 8:45 a.m. and 3:15 p.m. **Chromebooks may not be used outside of class unless a student has teacher permission.**

All Middle School cell phone/device behavior should meet the expectations established in the School Honor Code and Middle School Code of Conduct found in the handbook. Students who break the guidelines for cell phone/device behavior will lose their phones for the following duration:

- 1st offense: Remainder of day
- 2nd offense: One week
- 3rd offense: One month
- 4th offense: Remainder of semester
- 5th offense: Remainder of year

Parents should always call the Academic Administrative Assistant at (931) 598-5651 if they need to contact their student within the school day. We will get a message to your child. We ask that parents not attempt to contact their student by either texting or calling the student's cell phone between 8:45 a.m. and 3:15 p.m.

CODE OF CONDUCT

Middle School students at St. Andrew's-Sewanee School are expected to use the Honor Pledge signed at the beginning of the school year to guide their actions and behavior at all times, meet obligations, care for school property, and care for others. As a member of the community, they will:

- Promote the health and safety of every member of the community, including self.
- Be honest and truthful in all that they do, and not lie, cheat, or steal.
- Arrive at school obligations in a timely and prepared manner.
- Care for school property.
- Be a good classmate.
- Put forth their best effort.
- Face with courage, honesty, and integrity the times they fall short of our community standards and seek appropriate forms of help and assistance.

Additionally, Middle School students are held to all specific school community life policies as set forth in the Community Expectations and Daily Life section of the **Handbook for Students and Parents**.

CURRICULUM REQUIREMENTS

Students are expected to participate actively in our entire curriculum: humanities (English and history), science, mathematics, physical education, Adventure Education, theater, music, visual arts, Ethics, and IDE8. In 6th grade, students take a year of Latin, and in 7th grade they take a year of Spanish. Students then choose one of the two languages to pursue in 8th grade. Throughout the year, students will be expected to participate in various activities (field trips, meetings, concerts, and performances) that play an essential role in our curriculum.

DISCIPLINE

Middle school teachers manage their classrooms to maximize student learning and ensure well-being. Teachers

redirect students whenever possible and engage in conversations with students about behavior that contradicts our school community's Code of Conduct. An infraction system is used to keep track of situations such as unexcused class tardies or absences, damage to school property, disruption of class, or inappropriate behavior. This is not intended to be a comprehensive list, rather it simply provides examples of the type of behaviors that do not meet our community expectations and thus a basis for reflective dialogue on decision-making.

All infractions are visible to students and parents on CORE under the student conduct tab. Students, advisors, and parents will receive an email when 3 infractions are received. Students who receive 3 infractions will be expected to serve 1 hour of detention. Students who exceed 6 tallies in one semester OR are consistently struggling to meet our community expectations will meet with an administrator. At this time, an appropriate consequence and/or strategy for success will be determined.

Sometimes, Middle School students make unusually poor decisions or have chronic trouble meeting community expectations. The Associate Head of School will involve the student, advisor, Middle School Coordinator, and others as necessary in conversations to determine the most appropriate natural consequence given the specific circumstances. The Associate Head of School will contact parents/guardians and may require a student-parent-advisor meeting. In rare, more serious situations, the Associate Head of School may choose to refer a case to the Head of School.

Middle School students are also held accountable for any Major School Violations (see Major School Violations in the handbook) and will be disciplined according to policy. Middle School boarding students are held accountable to the standards of the residential community, and they will be disciplined according to those corresponding policies, too.

The goal in all discipline situations is to build stronger relationships with students, allowing for personal accountability and growth in future decision making.

EVALUATION SYSTEM

Our goal in the Middle School is to place an emphasis on developing and encouraging a love of learning. To paraphrase educator, speaker, and writer Alfie Kohn, our goal is to encourage the development of a learning orientation as opposed to a grading orientation.

To this end, we use narrative evaluations at the end of each quarter to give parents and students a comprehensive summary of student progress. These narratives include comments, descriptions, judgments, suggestions, and quantitative data designed to give parent and child a sense of student progress. Narratives are designed to highlight a child's strengths and accomplishments and alert parents/guardians and the student to growth opportunities. While Middle School students do not receive cumulative numeric grades, this does not preclude failure of an assignment, test, or even a year-long course. In that case, teachers' comments will always provide specific information about how a child has failed to meet minimum requirements of the course.

Sixth and seventh graders receive entirely narrative evaluations. Given that Eighth grade is considered a transition year, students are enrolled in two Upper School classes -- a math course and a language course. These courses employ the Upper School numerical grading scale, and as such, eighth graders will receive numerical grades and narrative comments in math and language courses.

EXTENDED TIME/DISTRACTION-FREE TESTING

Any eligible student is allowed extra time and/or distraction-free environment accommodation commensurate with their psychological-educational testing for all timed assessments both within the classroom and in standardized testing situations. Concerned parties are advised to contact the Learning Resources Coordinator for further details and guidance.

HOMEWORK

Homework reinforces instruction and allows for extended engagement in a subject. It also teaches responsibility, perseverance, self-discipline, and time management, while fostering a sense of intellectual independence. When assigning homework, teachers consider the purpose and nature of the assignment, ensuring that the type and amount of work is developmentally appropriate for the students' grade level.

Middle School students should anticipate the following approximate daily expectations:

- 6th grade: 60 minutes
- 7th/8th grade: 70 - 80 minutes

Should students encounter particular days when the amount of homework seems overwhelming, they should ask faculty for an extension as far in advance as possible. In these instances, students are encouraged to ask their advisors for insight on time management and task completion.

Homework assignments are communicated to students in two ways:

1. Posting to Core by 3:30 p.m. on the day on which the class meets.
2. Providing oral, written, or other electronic communication by the end of the class period.

TECHNOLOGY

As digital citizens, we expect that today's students will be familiar and comfortable with a variety of computing devices. Increased access to devices and the internet means that teachers have more flexibility when using various technologies and devices in their classrooms. SAS has met this expectation, in part, by implementing a 1:1 Chromebook program in the middle school along with explicit instruction in educational applications in middle school courses. It is our goal that a student entering high school would know both how to use a computing device for learning and be able to choose the type of device most suited for their particular needs. Middle school students are provided a Chromebook to use for academic purposes in their classes throughout the academic year. Use of the Chromebook for non-academic purposes during the school day will result in a technology infraction (see Discipline, p. 19). **Chromebooks may not be used outside of class unless a student has teacher permission.** Care of the Chromebook is the middle school student's responsibility. They are expected to treat the Chromebook as school property. If the Chromebook is damaged due to carelessness or misuse, the student will pay a repair or replacement fee as indicated on the Chromebook Agreement that students and parents sign. The Chromebook, charger, and cable must be returned in working order by the last day of the academic year.

WORK PERIODS AND ACADEMIC SUPPORT

The schedule at St. Andrew's-Sewanee allows for individual and/or small group tutorial time for students and teachers during work periods. In the Middle School, three work periods per week of 25 or 30 minutes are built into the schedule. When students are having difficulty in a class, every effort is made to resolve the situation through extra help sessions in work periods. Work period attendance is required of all 6th graders, and may be required of some 7th and 8th graders depending on individual academic performance. Individual teachers, advisors, and the Middle School Coordinator may require work period attendance. The goal of required work period attendance is to enable students to be as successful as possible by encouraging wise use of time during the school day.

CO-CURRICULAR PROGRAMS

PEAK (Performance, Exploration, Athletics, Knowledge)

The PEAK curriculum is an integral part of the school day that provides a unique opportunity to learn. While risk-taking is part of any educational endeavor, in PEAK activities students are free to learn as much from struggle as from success; the experience, not a grade, is the focus. We value fitness and healthy physical activity and require Upper School students to be physically active during at least one of the PEAK seasons each year. We encourage students to engage in new experiences. We value careful decision-making and dedication and require students to remain in a PEAK activity once they have committed to it (though the first week of each season is a drop/add period).

Sixth, 7th, and 8th grade students are strongly encouraged to participate in the PEAK curriculum but are not required to do so. In 6th grade, we encourage students to participate in a PEAK activity at least one season. In 7th and 8th grades, we encourage students to participate in a PEAK activity for two or three seasons, one of which would ideally include an athletic team offering. Middle School boarding students must participate in a PEAK activity each trimester. While Middle School participation in PEAK is not required for day students, choosing to participate in a PEAK activity does involve an important commitment to the sponsor/coach and other participants in that program. Once the drop-add period of one week is over, Middle School students may not drop out of or change their PEAK activity.

No direct adult supervision is provided after 3:15 p.m. for Middle School students who are not in a PEAK activity. Middle school students who are not enrolled in PEAK must leave campus by 3:30 p.m. each day.

All Boarding students and Ninth and Tenth grade day students must participate in a PEAK activity during each of the three seasons, including one physically active program.

Eleventh and Twelfth grade Day students must participate in a PEAK activity during at least two of the three seasons, including one physically active program. For new students, one of these seasons must be in the fall.

PEAK activity changes may be made during the first week of the season only, and requests must be made to the Assistant Dean. Athletes who wish to drop an athletic program must first discuss the decision with their coach. After the first week of the season, students will not normally be allowed to drop or add PEAK activities.

ATHLETIC PHILOSOPHY

SAS offers all students the opportunity to develop their athletic skills, to reach their athletic potential, and to enjoy sports through team membership, competition, and participation. Athletics are a means by which students build character, exercise leadership skills, develop self-esteem, and learn the value of discipline, teamwork, and sportsmanship. The athletic program is an integral part of the total school curriculum.

SAS offers a well-rounded program of interscholastic athletics for all of its students. Opportunities for participation vary according to the sport and the level of competition. At the Middle School level, coaches emphasize the development of athletic skill and meaningful participation. At the varsity level, performance and team success become more primary objectives. However, in any athletic endeavor, the final measure of success lies not in winning or losing, but in how our athletes prepare for and play the game. The health and well-being of SAS student athletes come first; winning comes second.

ATHLETE RESPONSIBILITIES

All athletes and managers should expect to attend each contest, unless stated otherwise by the coach. If athletes must miss classes for athletic obligations they should:

- Notify teachers at least two days in advance of any early dismissal;
- Before leaving for the event, complete and submit any work due that day;
- Get homework assigned during the missed class;
- Complete the homework and be ready to submit it when it is due.
- Make arrangements to take a test or complete a major project in advance or as soon as possible after the event.

SAS recognizes the important role that interscholastic sports plays in the emotional, social, and physical development of adolescents. However, just as athletes have a responsibility to their athletic team to work hard and demonstrate commitment and discipline, they have a responsibility to uphold these same high standards in the classroom. Athletes who fall short of these academic standards may lose the privilege to uphold these same high standards in the classroom. Athletes who fall short of these academic standards may lose the privilege to participate in athletic competitions. Athletes who have a failing grade and who have a pattern of missing assignments or not attending work periods will be suspended from competition until progress toward passing grades or improved work habits are made (progress may include attending work periods consistently, making up missed assignments, completing test corrections/essay revisions, improving grades, etc.). The Associate Head of School will determine the student's eligibility to compete in an athletic contest based on grades and demonstrated work habits.

Additionally, the TSSAA states that "To be eligible to participate in athletic contests during any school year, the student must earn five credits the preceding school year."

ATHLETE-COACH-PARENT-GUARDIAN RELATIONSHIPS

Students involved in athletics experience some of the most rewarding and challenging moments of their lives. In athletic competition, success and accomplishment are sometimes tempered by disappointment and frustration. When athletes are experiencing difficult times in their sport, it is important that they initiate a discussion with the coach. Positive coach-athlete relationships and clear communication can help athletes overcome obstacles and learn valuable life lessons.

Coaches will strive to communicate clear expectations for team membership to both athletes and

parents/guardians. Coaches should also communicate to the athlete and parent/guardian any disciplinary action resulting in the denial of participation and the reasons for that action. Coaches make decisions based on what they believe is best for the team and all athletes involved. The judgment and authority of the coach to make decisions regarding strategy and playing time should be respected.

Parents/guardians are encouraged to discuss with the coach any concerns about their child's emotional or physical health. Parents/guardians may also request suggestions about ways their child might improve their performance. It is inappropriate for a parent/guardian to discuss with a coach the status of another athlete.

Parents/guardians should make an appointment with the coach to discuss any concerns about their child. It is inappropriate to approach a coach with such issues after a contest or practice, as these can be emotionally charged times for all concerned, and such conversations rarely produce satisfactory results. If the concerns of parents/guardians remain unresolved after discussion with the coach, an appointment may be made with the Director of Athletics.

INDEPENDENT PEAK PROGRAMS

Students interested in pursuing an independent PEAK activity should be advanced students who have particular interests that require a significant level of commitment and discipline, that include competition or performance, and that the school cannot offer. Any independent PEAK activity must meet a minimum of 8 hours per week. The guidelines include good academic and behavioral standing and a minimal number of absences and tardies. Students must enroll in at least one regularly scheduled SAS PEAK activity each year.

In order to pursue an independent PEAK activity, students should submit a proposal to the Associate Head of School for approval at least three weeks prior to the beginning of the season. The Associate Head of School coordinates athletic and non-athletic PEAK activities and will act on those proposals in consultation with the Curriculum Committee. The Director of Athletics will provide input on any proposals for athletic independent PEAK activities.

The independent PEAK proposal should include a statement of goals, description of the program, meeting times, and a means of assessment/evaluation, including performance/competition dates. All proposals must meet the approval of the student's advisor, a program sponsor who is employed by the school, and the house parent (if applicable), as indicated by signatures from each. The proposal form is found on the Student Essentials page of the website. Students must complete a detailed weekly log of their activity to be reviewed regularly by the Assistant Dean. Failure to fulfill the requirements of the independent PEAK activity will result in a loss of credit for the program and inability to request future independent PEAK activities. By agreeing to allow their child to pursue an independent PEAK activity, parents understand that SAS is not providing supervision to their child, cannot guarantee their safety, and is not liable for accident or injury.

LATENESS AND ABSENCES

A student who misses 20% of a PEAK activity will receive an "Unsatisfactory" (no credit) whether the absences are excused or unexcused. PEAK participation is recorded on student transcripts.

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN ATHLETICS

SAS recognizes the important role that interscholastic sports plays in the emotional, social, and physical development of adolescents. However, just as athletes have a responsibility to their athletic team to work hard and demonstrate commitment and discipline, they have a responsibility to uphold these same high standards in the classroom. Athletes who fall short of these academic standards may lose the privilege to participate in athletic competitions. Athletes who have a failing grade and who have a pattern of missing assignments or are not attending work period will be suspended from competition until progress toward passing grades or improved work habits are made (progress may include attending work period consistently, making up missed assignments, completing test corrections/essay revisions, improving grades, etc). The Associate Head of School will determine the student's eligibility to compete in an athletic contest based on grades and demonstrated work habits.

Additionally, the TSSAA states that "To be eligible to participate in athletic contests during any school year, the student must earn five credits the preceding school year."

SPORTSMANSHIP AND FAIR PLAY

SAS will conduct its athletic program with utmost integrity and will follow the rules of the TSSAA, TISCA and NICA. The practice of good sportsmanship and fair play is expected of the SAS athletic community both in athletics and in the way students and coaches conduct their lives.

TEAMS - JUNIOR VARSITY

Junior varsity teams concentrate on developing skills and improving overall athletic ability. All JV athletes will participate in JV contests unless there are disciplinary or physical impediments to participation.

TEAMS - MIDDLE SCHOOL

Middle School teams concentrate on learning and developing skills for a particular sport. The objective of Middle School athletics is to instruct and coach athletes in order to prepare them for appropriate competition at the Middle School level and, if they have the desire and ability, to go on to compete at the varsity level. Although games are scheduled in competitive leagues, the element of competition for Middle School is decidedly less a factor than for varsity sports.

All Middle School athletes receive meaningful participation in Middle School athletic contests during the regular season. Although this does not mean equal playing time in competitions, SAS is dedicated to providing our Middle School athletes with equal opportunities to further their learning and development in practice so they can improve their performance during competitive situations. During tournament play, the emphasis may shift to a more competitive approach.

Middle School students will play only on Middle School teams. The exception may be when an 8th grader on a Middle School team can start for the varsity team. This exception is initiated by the varsity coach and is made in consultation with the Director of Athletics, the parents/guardians, the Middle School coach, and the Middle School Coordinator.

TEAMS - VARSITY

The primary objective of a varsity team is to test its skills in competition and to compete at the highest level. Coaches use what they consider to be their best players to achieve this objective. All coaches will strive to reward varsity athletes with the opportunity to play, but this opportunity should never be taken for granted.

UNIFORMS AND ATHLETIC APPAREL

Student athletes will have common practice gear among as many sports as possible to minimize the cost to parents/guardians and to ensure that teams look like teams during practice. Some athletic teams will be required to buy their own uniforms, and when this is the case, coaches will plan for the team to use the same uniform style and practice gear for a minimum of three years as long as the style remains available. Practice gear is sold in the school store.

It is the responsibility of each athlete to care for and return school issued uniforms. If a uniform is lost, the student will be charged 1½ times the cost of the original uniform because individual uniforms are more costly to replace than when ordered in quantity.

COMMUNITY EXPECTATIONS AND DAILY STUDENT LIFE

St. Andrew's-Sewanee assumes that all students enroll with the desire to contribute in a positive way to the social, emotional, and academic life of the school. In order to be a member of the St. Andrew's-Sewanee community, one must be attentive to the needs of self and others. Actions will be guided by the Honor Pledge all students sign at the beginning of the school year and governed by honesty, courtesy, and concern for the health, safety, and well-being of all members of the community. Students are expected to abide by school expectations whether on or off campus and are expected to conduct themselves with appropriate manners and consideration for others. When students fall short of the expectations

of the community, discipline is handled in such a way that the mistake becomes a learning experience for the student, and in a manner that is appropriate for the student's age and development stage.

Chronic problems will be reported to the advisor, who will be free to counsel, reprimand, or penalize in order to encourage change. The Associate Head of School, Counselor, and Chaplain will be available to lend support to advisors. Students who do not respond to the efforts of teachers and advisors may be brought to the Associate Head of School who may issue strong warnings and penalties.

While St. Andrew's-Sewanee does not seek to enforce school rules while school is not in session, any action on the part of an enrolled student which may damage the reputation of the school and/or undermine the school's standing in the community may result in disciplinary action, including suspension or dismissal. Students are expected to be alcohol/drug free while enrolled in St. Andrew's-Sewanee.

BOUNDS (see Campus Map at the end of this handbook)

All students are to remain on campus and within school bounds (see Boundary Map). Students must be placed on a pass by a faculty or staff member in order to be out of bounds.

The Res and Piney Point

The St. Andrew's-Sewanee Reservoir and Piney Point are "off bounds." An upper school student must secure permission before going to those areas and must go with at least two other persons or one other person and a cell phone (**see the handbook for Check-out Procedures**). Middle School students may not go to the Reservoir or Piney Point without an adult. Permission may be secured for leaving bounds for specific reasons. Swimming or boating in campus lakes without permission is a major violation.

BOUNDS VIOLATION include:

- Improper check-out/check in
- In car without permission
- In residential houses during the academic day without authorization from the administration.

Penalties for Bounds Violations

1st offense:	1 week of campus confinement/restriction and possible alcohol and/or drug test
2nd offense:	Campus confinement/restriction (normally two weeks) and possible alcohol and/or drug test
3rd offense:	At-home suspension (normally three days)

CHARGES

Blackbaud's tuition management system, Tuition Management, sends enrolled families monthly invoices for tuition, allowance, and activity fees, and other incidental charges. Incidental charges may include athletic charges, required supplies, store purchases, clinic charges, haircuts, replacement keys/fobs, trip fees, or other miscellaneous charges. Additional charges such as ELL and medical insurance are also billed through the Tuition Management account. Payments can be made directly to Tuition Management via bank drafts or credit card payments. In-school payments can be made by check, cash, ACH bank draft, credit card, or Flywire. There is a 2.75% service charge for credit card payments that are processed at SAS. Account holders may contact the Business Office for a copy of the monthly statement. If you have questions regarding your Blackbaud Tuition Management account, please contact the Business Office at 931-463-2115.

COMMUNITY STANDARDS

In order to maintain an atmosphere conducive to learning, students are expected to maintain certain standards of decorum.

- Students are expected to behave appropriately in any public displays of affection, considering the discomfort such displays may cause observers, particularly younger peers and visitors on campus. Any public display of affection exceeding hand-holding is inappropriate for our community. These beliefs are consistent with our Community Standards.
- If a teacher finds it necessary to send a student out of the classroom, that student must report to the Bishop Bratton Academic Offices and remain there until dismissed by an administrator. A letter or email concerning the offense may be sent home.
- Music-playing devices and head/earphones/earbuds may not be used or visible in any academic building (Simmonds, Wade, and McCrory Halls) or the Chapel from 8:45 a.m. to 3:15 p.m., nor in the Robinson Dining Hall

during meals. The only exception to this rule is if an individual student wants to use them during quiet study in the library, study room, or classroom with explicit permission from a faculty member. Consequences for violations will be similar to the cell phone policy.

CELL PHONES AND MOBILE DEVICES

Upper School students are allowed to have and use cell phones during the school day when appropriate, except in the cell phone/mobile device-free spaces listed below.

Cell phone/mobile-device free spaces:

- McCrory Hall
- St. Andrew's Chapel
- Robinson Dining Hall
- ALL classrooms and teaching spaces (unless explicit permission is given by a teacher)

Cell phone/mobile-devices may not be visible or in use during organized activities, including, but not limited to Advisory meetings, PEAK Programs, weekend activities, special events, and grade level programming unless explicit permission is granted by the teacher or program leader. Permission may be granted to call parents/guardians for check outs.

Students who break the guidelines above will lose their phones for the following duration:

1st offense:	Remainder of day
2nd offense:	One week
3rd offense:	One month
4th offense:	Remainder of semester
5th offense:	Remainder of year

DINING HALL BEHAVIOR

Students must behave in a civil manner in the dining hall. After eating, students should always take their dishes and silverware to the dish window and make sure their table is clear of trash and food. Dishes, glasses, cups, bowls, and silverware may not be taken out of the dining hall unless eating on the picnic tables in the quad. Anything removed from the dining hall must be returned immediately after use. Cell phones/mobile devices should not be visible and/or in use unless being used for check-outs.

DRESS CODE

Philosophy: SAS dress and appearance expectations emphasize neatness, cleanliness, and purpose, while still allowing a wide range of clothing choices. Different occasions, whether work, school, worship, athletics, or play, have varying expectations. Clothing choices should convey a sense of intentionality and respect. Because SAS students spend considerable time outdoors, we encourage students to dress appropriately for the weather and outdoor activities. Clothing choices may signify the importance of some occasions, such as Chapel services, or satisfy the specific needs of other occasions, such as athletic practices.

Student Dress & Appearance Expectations: The goal of this section is to help students learn how their appropriate appearance conveys respect for their teachers, their classmates, and the learning environment. With that in mind, students are expected to dress in the manner described below.

Class Dress: is worn everywhere on campus on school days from 8:45 a.m. to 3:15 p.m. Class dress is required in PEAK Programs or as specified by the leader or coach. Students should prepare for the possibility of outdoor activities and active learning.

Bottoms: Unfrayed/unripped khakis/chinos, dress pants, jeans, skirts, dresses, or non-athletic shorts. Shorts, skirts, and dresses must be no shorter than mid-thigh length. No camouflage or yoga pants are permitted.

Tops: Collared shirts (polo or button-down type collar), blouses, t-shirts (non-collared shirts), or dresses should be solid colored, although they may have stripes or a modest pattern. A top may have a brand logo on the front provided it is smaller than the palm of your hand. Logos other than a brand logo are not permissible. College-branded t-shirts are also permitted. SAS graphics are permitted on tops. Tops must cover the abdomen, back,

and chest at all times, and must have sleeves. Undergarments should not be visible.

Overwear (outer clothing): graphic-free coats/sweaters/jackets/pullovers/sweatshirts/hoodies. SAS or college-branded sweatshirts and hoodies are permitted.

Footwear: Closed-toed shoes, Chaco/Teva/Birkenstock-style sport or hiking sandals are permitted (as long as they are in good repair). No slippers, slides, flip-flops, or Crocs.

In addition, the following six guidelines regarding appearance are expected to be observed at all times except in the residential houses:

- All clothing must be clean, fit properly, and appropriate for the occasion. Skin-tight or overly large clothing is not permitted.
- Hats and other head coverings (except those for religious reasons) are not permitted indoors.
- Visible piercings are limited to the ears and/or a single, small stud or small loop in the nostril. Septum piercings and lip piercings are not to be worn.
- Faces must be clean-shaven.
- Distracting hairstyles and unnatural hair colors are not permitted.
- Gauges, face/body paint, and visible tattoos are not permitted.

If a student is found to be in violation of these expectations, they will be sent to the Bishop Bratton Office and will not be permitted to return to class or other SAS activities until they abide by the Student Dress & Appearance Expectations, which might include: borrowing a garment from Lost and Found, a boarding students being sent to change, or a day student having appropriate clothes brought to them from home. If a prolonged absence from class is unavoidable, a student may be required to wear Formal Dress the next day. Repeated dress code violations will result in Formal Dress for a week or more (see Formal Dress expectations below).

Athletic Teams on Accommodation: With specific permission from their coach, on game days, student-athletes are permitted to wear their team uniform or other SAS-branded athletic wear. Team members should all dress the same.

Formal Dress: Formal Dress is worn for special chapel services, formal occasions, academic and athletic celebrations, and other events as prescribed by the Head of School.

Formal Dress will be required on these occasions and any occasion announced by the Head of School, Dean of Students, or Chaplain:

- Signing of the Honor Code
- All Saints' Eucharist
- Christmas Pageant and Eucharist
- Ash Wednesday
- Good Friday
- Easter Eucharist

Students may choose one of the following traditions for Formal Dress:

- Choice 1: Dress or skirt/dress pants with blouse and dress shoes (sneakers, running shoes, Chuck Taylors, Chacos, Tevas, hiking boots, and other boots (like Doc Martens) are not considered dress shoes for SAS Formal Dress)
- Choice 2: Coat and tie, dress shirt, dress pants, belt, socks, and dress shoes (sneakers, running shoes, Chuck Taylors, Chacos, Tevas, hiking boots, and other boots (like Doc Martens) are not considered dress shoes for SAS Formal Dress)

Spirit of the Dress Code: Because rules cannot be written to describe all clothing styles and options, the school will determine if any questionable article of clothing should not be worn. Students not living within the spirit of the Dress & Appearance Expectations will be given a very specific set of guidelines to be determined at that time.

Questions about clothing choices and requirements may be referred to the Associate Head of School.

INCLEMENT WEATHER POLICY

St. Andrew's-Sewanee School makes every effort to be in session on regularly scheduled school days. In the event that there is inclement weather or another event requiring a delay, closing, or a switch to an on-line schedule, a decision will usually be made by 6:30 a.m. and will be texted and emailed to students, faculty, and staff, and posted to the school's website, Facebook page, and Instagram account. Bus service will run according to the delay.

No day student will be penalized for an absence from school on a day when parents/guardians feel it is unsafe to travel to school. Should parents/guardians make the decision to keep their child at home because of the weather, they should call the school by 8:30 a.m. or email studentinfo@sasweb.org to report the absence.

LOCKERS

All students will be assigned lockers in the academic building. Students involved in athletics may also be assigned lockers in the gymnasium. Lockers are provided with combination locks which students are encouraged to use at all times. Permanent stickers should not be placed on the outside or inside of lockers. It is unacceptable to write messages anywhere directly on lockers, even though the markers used may be erasable. Students should not leave their lockers unlocked by jamming the locks. All lockers should be cleaned out no later than the last exam day at the end of the school year.

LOST AND FOUND

Lost items such as books, notebooks, backpacks, and clothing will be kept in "Lost and Found" in the Bishop Bratton Hall reception area. We encourage students who have lost anything to check "Lost and Found" often. At the end of every quarter, we donate unclaimed items to charity. Please be sure all personal items (musical instruments, laptops, calculators, coats, etc.) are labeled.

CAMPUS POLICIES AND PROCEDURES

CAMPUS VEHICLES

- Domestic boarding juniors and seniors may keep a vehicle on campus.
- International boarding students and underclassman boarding students may not keep a vehicle on campus or in the surrounding area.
- All vehicles must be registered with the Assistant to the Academic Administrators as soon as the car arrives on campus and clearly display a SAS parking permit.
- All vehicles must be parked in the gym parking lot (the school assumes no responsibility for theft or damage to vehicles).
- Vehicles may not be parked in short-term/drop-off parking or in handicap spaces.
- Vehicles can only be used with parent/guardian permission or permission granted by the Administrator on Duty (AOD) or Teacher in Charge (TIC).
- Vehicles may not be loaned to other students.
- Vehicles cannot be moved from one parking lot to another.

Both day and boarding students parking anywhere else on campus or transporting students from one campus location to another, will receive the following penalties:

1st offense:	1 hour detention
2nd offense:	2 hours detention
3rd offense:	lose privilege to drive to or from campus for one week
4th offense:	lose privilege to drive to or from campus for one month

DRIVING AND RIDING PRIVILEGE

Driver/Rider Permission allows boarding students to leave campus bounds after they have received permission from the TIC or AOD, provided the driver and rider both have permissions on file and have the proper permissions

in their Orah pass. Boarding students in the Middle School and 9th grade are not allowed this permission and must have parent approval in an Orah pass if they wish to ride in another student's car. Only juniors and seniors with proper privileges may transport other students.

DRIVING EXPECTATIONS

Students are expected to accept this privilege with maturity and responsibility by adhering to all of the following conditions:

- Parent/guardian permission (for seniors and juniors) must be received in writing (Permissions & Consent Form) for both driver and rider.
- If, in the opinion of the school, a student's general driving performance is considered dangerous, the school reserves the right to deny or revoke driving permission.
- When transporting students, drivers must go directly to the allowed destination and remain there until leaving to return to campus. Failure to comply with these boundary restrictions will result in suspension of the riding and driving privilege and a bounds violation.
- When day students are transporting boarding students, school rules apply for both.

DRIVING ON AND OFF THE MOUNTAIN

On the Mountain

If a senior or junior has rider's permission on file and the driver has driver's permission on file, they may ride in cars to destinations on the Mountain.

Off the Mountain

To drive and ride off the mountain, parent/guardian consent must be communicated for both the rider and driver for every request (NO BLANKET PERMISSIONS ACCEPTED).

Parents/guardians should notify the school if they do not want their child riding with adults (including other parents) in the community.

LOSS OF DRIVING PRIVILEGE

Students may lose driving privilege if they drive a vehicle at inappropriate times, drive a vehicle with improper passengers, or drive recklessly:

1 st offense:	Loss of driving privilege for one week
2 nd and 3 rd offense:	Loss of driving privilege for one month
4 th offense:	Loss of driving privilege for remainder of the year

CHECK OUT PROCEDURES

BEFORE SCHOOL: CHECK OUTS ON CAMPUS

- Check outs to destinations on campus (e.g., gym) and that are out of bounds (including but not limited to biking, hiking, walking, fishing, skateboarding, etc.) may only occur between 6:30 a.m. and 8:15 a.m.
- To check out, students are required to create an on-campus pass in Orah and then call or text the TIC phone asking them to approve and activate the pass. Upon returning from the pass, students should call or text the TIC phone and check in at breakfast with a proctor.
- Day students should also check in with the TIC, although they do not need to make a pass.

SCHOOL DAY: CHECK OUTS ON CAMPUS

- Check outs to destinations on campus (including but not limited to biking, hiking, walking, fishing, skateboarding, etc.) must allow time to get to the destination and back before darkness falls without using another mode of transportation.
- Must include at least one other person and a cell phone.
- Must wear protective gear on all trails when mountain biking or skateboarding.
- Must not conflict with other obligations, including PEAK Programs.
- Must check out and check in with the Academic Administrative Assistant before 4:30 p.m. or with the TIC/AOD between 4:30 and 5:30 p.m.

SCHOOL DAY: CHECK OUTS OFF CAMPUS

- During the lunch time, seniors on the Honors or High Honors lists may check out to specific destinations off campus on the Mountain with proper driver or rider privileges AND if they have less than five (5) detention hours. Students may also leave campus for the day after their last school obligation if they sign out properly in Bishop Bratton with the Academic Administrative Assistant. For example, when they have a free period for the last period of the day and they do not have a PEAK.
- For scheduled appointments off campus, students and parents/guardians must check out and back in immediately upon return to campus on the sign-out sheet located at the Academic Administrative Assistant's desk in Bishop Bratton Hall.

AFTER SCHOOL: CHECK OUTS OFF CAMPUS

- Boarding seniors (regardless of academic standing) may check out to specific destinations off campus (on the Mountain) from 3:15 p.m. until 7:00 p.m. Check-outs before 4:30 p.m. are done in Bishop Bratton with the Academic Administrative Assistant. Check-outs between 4:30 and 7:00 p.m. are done with the TIC/AOD.
- Boarding seniors may check out to locations off the Mountain only with parent permission. Other boarding students may check out to locations off campus only with a parent or guardian.
- No students can check out if it conflicts with their PEAK activity.
- Students must check back in immediately upon return to campus with the TIC/AOD or the house parent by 7:00 p.m. in time for floor checks and study hours.

WEEKENDS: CHECK OUTS ON CAMPUS

On weekends (starting on Fridays at 5:30 p.m.), boarding students may check out to specific destinations on campus in the Robinson Dining Hall during meals or in the Lulu Owen Student Union during afternoon and evening duty shifts. To end an on-campus pass, boarding students are required to check in face to face with the TIC in the Student Union or in the Dining Hall.

- Check outs to destinations on campus that are out of bounds (including but not limited to biking, hiking, walking, fishing, skateboarding, etc.) are required to have a pass.
- To check out, students are required to create an on campus pass in Orah and check out in person with the TIC in the Robinson Dining Hall during meals or in the Lulu Owen Student Union during afternoon and evening duty shifts.
- Upon returning from the pass, students should check in with the TIC in person.

WEEKENDS: CHECK OUTS OFF CAMPUS

On weekends (starting on Fridays at 5:30 p.m.), boarding students may check out to specific destinations off campus in the Robinson Dining Hall during meals or in the Lulu Owen Student Union during afternoon and evening duty shifts. Students are responsible for creating their own passes in Orah. Upon returning to campus, boarding students are required to check in face to face with the TIC in the Student Union or in the Dining Hall.

- Boarding students may leave campus during the weekend provided the student follows the proper check out procedure, including creating a pass on Orah and receiving parent and host permission when needed.
- All boarding students that are not on an overnight pass must be back on campus on Friday and Saturday nights by 11:00 p.m.
- Boarding students with detention will be unable to check out on a pass that includes Sunday afternoon.
- Boarding students must be checked back on campus by Sunday at 6:45 p.m. for Compline in the Chapel. Absence from Compline will be treated the same as an absence from an academic class (2 hour detention).
- See below for specific procedures and policies regarding weekend check outs.

PERMISSIONS

Any SAS faculty checking students out on a pass, reserves the right to check the Permissions and Consent Form, completed by parents/guardians and may deny requests that do not follow the students' permissions. If a parent/guardian wishes to change their students' permissions, contact the Academic Administrative Assistant.

WEEKEND POLICIES

CLOSED & RESTRICTED WEEKENDS

The following weekends are CLOSED to overnight check outs and check outs that conflict with residential

activities and events:

- Opening Weekend
- First full weekend after the opening of school
- Commencement weekend

The following weekends are RESTRICTED, which means students are not allowed on the Domain (University land) unless they are with their parent/guardian or a faculty/staff member, and there are absolutely no overnight check outs to homes on the Domain (University land):

- University Family Weekend
- University Homecoming
- Fraternity/Sorority Bid Days
- University Spring Festival Weekend
- University Commencement

LEAVE CONSENT

Leave consent allows boarding students to leave for homes after they have created a pass in Orah. This pass must have parent/guardian host permission AND parent/guardian permission. There should be an adult present at the location where the boarding student has been invited to visit. This consent can be for day leaves or overnight leaves. International students that have Leave Consent permissions from their parent/guardian do not necessarily need their parent/guardian to approve the Orah pass. The AOD has authority to grant permission in these cases.

PROCEDURE FOR AN OVERNIGHT STAY OFF CAMPUS

For a boarding student to stay off campus on Friday or Saturday night, the boarding student must obtain permission in Orah from their parents/guardians AND the host parent/guardian by 7:00 p.m. Upon returning, students must check in immediately with the TIC. Boarding students must return to campus by 6:45 p.m. on Sunday for Compline in the Chapel.

PROCEDURE FOR AN OVERNIGHT STAY ON CAMPUS

For an Upper School day student to stay on Friday or Saturday nights (in the residential houses)

- The boarding student extends an invitation.
- The boarding student's Lead House Parent gives permission and conveys this to the Associate Head of School before Friday at noon and to the AOD/TIC before 7 p.m. of the night wishing to stay.
- The day student's parent/guardian gives permission and conveys this to the Academic Administrative Assistant or the Associate Head of School before Friday at noon or to the AOD/TIC by 9 p.m. of the night wishing to stay.
- While on campus, day students are under the same rules as boarding students. Middle School students may not stay overnight on campus.

Additional Check out Information

- Checking students out by college-age students is treated like an **off the Mountain** check out. The current student's parent/guardian should give permission for the student to ride in the car with the college-age student.
- Overnight and weekend leaves will be granted only to destinations at which the school is assured there will be adequate adult supervision.
- Advisors, Assistant Dean, Dean of Students, or the Associate Head of School may restrict leaves for students who are having academic, disciplinary, or attendance problems.
- The school reserves the right to restrict leaves of students for any reason for the health, safety, and wellness of the student. Examples of this include but are not limited to: dangerous weather conditions (storm, fog, etc.), locations that are believed to be unsafe or not appropriate for students, and previous behavior by a student or group of students that is not in keeping with the school's community standards.

SHORT-TERM CHECK OUTS

Students must provide precise information in the Orah pass as to where they are going (not just "Sewanee"), and the destination must be one acceptable to the school. [Examples of those not acceptable are the Bishop's Common, fraternities, dormitories, and academic buildings (unless attending a class) at the University.] Our hope is that students will embrace the beauty of the mountain; therefore, the Memorial Cross and local views **on the Mountain** are acceptable during the day and for a limited time frame. For example, students may not check out there all day but must specify an acceptable amount of time, preferably not exceeding four hours. Students may attend a University social function only when participating in an official St. Andrew's-Sewanee activity with a

designated chaperone.

By following normal check out procedures with the TIC or AOD, students may obtain permission to hike or ride their bikes off campus. Permission for a hike or bike excursion in the woods must be obtained beforehand and a specific destination stated at that time. A minimum of two students and a cell phone is required for hiking or biking in the woods. Students must wear helmets on biking excursions. For safety reasons, students should bike into Sewanee or Monteagle only by way of the Mountain Goat Trail.

In order to engage in recreational activities that involve a significant degree of physical danger, students must have both parent and school permission and adult supervision. Students may never go in the water at the Reservoir unless supervised by a certified lifeguard and an adult approved by the school. If students are wearing a life jacket they just need to be in the presence of an adult approved by the school. Failure to follow this policy is considered a Major Violation (see Major Violations). Nor may students ever go rock climbing or rappelling without a qualified adult supervisor and permission from the school.

WEEKEND ACTIVITIES

EVENTS

School faculty will regularly sponsor activities requested by students.

All Upper School students and Middle School boarding students are welcome to participate in weekend activities, unless otherwise indicated. The weekend activity schedule is posted by Thursday on the Simmonds bulletin board, in Daily Announcements, and to the school calendar. Parents/guardians may access this information on the School Calendar. Occasionally, there will be weekend activities specifically for Middle School students.

Events will occur both on and off campus. The majority will be scheduled for weekends, but there will be occasional activities during the week. While the school believes that such activities are a crucial component of student life, we also believe that a vital activities program results primarily from activities initiated by the students themselves.

WEEKEND ACTIVITIES ACCOUNTS

All upper school students start the school year with an activities deposit account. Day students have \$300 in the account, and boarding students have \$1,400. Students may use these funds for regular weekend trips. More expensive trips may need to be paid for separately. The Business Office will inform any student whose activity account starts running low. Money can be added to the account by contacting the Business Office. At the end of the year, parents/guardians are given the option to have any remaining money refunded, applied to their bill, or donated to the school. Students who sign up for a trip but fail to show will be charged for the activity transportation and/or pre-purchased tickets unless the student is able to get another student to take the spot.

BOARDING STUDENT POLICIES

DAILY WELLNESS CHECK-IN

In order to ensure boarding students are safe, healthy, and accounted for, they are required to check in face-to-face in the Dining Hall in what the school calls a wellness check. On school days (Monday-Friday), boarding students must complete a wellness check at Robinson Dining Hall for breakfast between 7:30 and 8:30 a.m. and for dinner between 5:30 and 6:30 p.m. On weekends (Saturday-Sunday), boarding students must complete a wellness check at Robinson Dining Hall for brunch between 10:30 a.m. and 12:00 p.m. and for dinner between 5:30 and 6:30 p.m.

INTERNATIONAL STUDENTS

In addition to a regular faculty advisor, the International Student Coordinator will help international students with problems concerning visas, contact with agencies, and personal matters.

Automobiles: International students may not keep a car on campus or in the surrounding area.

Weekends: International students who wish to take long-term leave (such as overnight or weekend leaves) must obtain permission from their parents/guardians or request in advance special permission from the Dean of Students or the International Student Coordinator.

Vacations: Parents/guardians are responsible for their children during long vacation breaks. Students may be invited to visit families of our day or boarding students on weekends and extended vacations. Parent/guardian permission for vacation plans is required for all international students before extended vacations. If an international student decides to travel in the U.S. during vacations, the student must have an adult (non-college student who is 21 years old or older) who lives in the U.S. to act as their guardian during the vacation period. This guardian will be expected to provide for the student's needs during the vacation, including those arising from emergencies. The student's parents/guardians must approve the choice of guardian, and the parents/guardians will need to provide written permission to the school.

LAUNDRY

Laundry facilities are provided in each residential building. Washers and dryers are free of cost. Students need to provide laundry detergent.

NIGHT STUDY HOURS FOR BOARDING STUDENTS

On Monday through Thursday, students should be in their residential houses at 7:00 p.m. for Study Hours. On Sunday, students should be in their residential houses for floor checks by 6:55 p.m. to walk to Compline.

Boarding students will study in their residential houses, house study/common room, or the Tucker room. Students on supervised study (see Supervised Study in the Upper School Academics section) may be required to study in a designated area. The house parent will be present during study hours to maintain quiet in the residential house and assist students as needed and able.

Bed Checks and Lights Out are at 10:30 p.m. Students are expected to stay in their room after Lights Out. Students who are diligent during study hours but who still have work to do (or who may be returning from athletic competitions) may ask the house parent on duty for Late Lights, an extra hour of study time lasting until 11:30 p.m.

Students who do not use study hours productively or responsibly may be placed on Supervised Study.

Repeated misuse of computers, cell phones, or other forms of technology during study hours will result in loss of technology privileges for an extended period. Students may not sleep during study hours unless they are ill and/or have been given special permission to sleep by the house parent.

Use of cell phones during study hours (without special permission) is not allowed. Cell phones may not be visible, audible, or on vibrate (for use in text messaging) at this time. If a student breaks this rule, the phone will be confiscated. The only exception to this rule is for 11th and 12th grade students not assigned to Supervised Study Hall. House Parents may confiscate any cell phone at their discretion.

RESIDENTIAL LIFE

House parents are responsible for residential house life and are available to help with residential problems as they may arise.

Except for approved special events, girls' residential houses are off-limits to a student assigned to a boys' residential house and vice versa. Students may not sit in residential house windows.

- All rooms are furnished with beds, dressers, and desks which should not be removed from the student's room.
- Students are encouraged to bring posters and other items to decorate their rooms.
- There will be a room inspection once a week to see that all rooms are neat.
- Students are urged to lock their rooms when they leave (but may never lock themselves in -- this will be treated as a bounds violation).
- A television and microwave oven are provided for student use in the common room of each residential house.
- Common room furniture must remain in that room.
- Music is welcome in residential house rooms but may not be played at a volume that disturbs others in the community. Headphones/earbuds are encouraged.
- Students are not allowed to have televisions or monitors over 34 inches in their rooms.
- Students may not arrange their rooms or hang items in such a way as to obstruct the full view of the room

from the door.

- Pets (including fish) are not permitted in the residential houses.
- Beer cans and bottles, wine or liquor bottles, and pornographic materials are not allowed in the residential houses.
- Posters or symbols displaying tobacco products, alcohol, illegal drugs, anything of an explicit sexual nature, or anything deemed inappropriate, offensive, or distracting by the house parent or Dean of Students are not allowed.
- No cooking appliances, such as hot plates, toaster ovens, or microwave ovens, or candles are allowed in residential house rooms.
- Piercing guns, tattoo guns, or similar items are strictly prohibited

Each student is responsible for all furniture and fixtures in their residential house room, as well as for the condition of the room itself. Furniture may not be stacked in or removed from the room to which it belongs. Students should not remove screens from their windows and will be charged for rehang/replacing screens. If two students are living in the room, the charge to rehang or replace the screen will be split between the two students unless one of them accepts responsibility for the screen being removed or damaged. Breakage or damage to the room or any school property in the room should be immediately reported to the house parent, and students will be charged for the damage. Students may not write or draw on walls or other surfaces; nor may they use nails and screws or tamper with light fixtures or smoke detectors. Rooms will be checked periodically for damage, and occupants will be charged for any repairs that are needed. At the beginning of each vacation and at the end of the school year, students will be expected to clean their rooms thoroughly. Those who do not do so will be placed on campus confinement until the room is acceptably cleaned and/or be charged a cleaning fee of \$50. Graduating seniors should take all their belongings with them when they leave after Commencement. The student storage lockers are only for returning international students. These lockers are not climate controlled.

Parents are advised that personal property/furniture is not covered by school insurance. Please confirm that your renter's/homeowner's insurance covers your student's belongings.

Room keys are issued to all boarding students. Students will also be issued fobs for the residential houses. Keys and fobs are for the strict use of the individual student that they are assigned to and are not to be shared with anyone else for any reason at any time. Misuse of keys and fobs, including sharing them amongst other students will lead to disciplinary action. Key replacement will cost \$25 and fob replacement will cost \$40. There will be a \$100 charge for rekeying doors. These fees will be charged to the student's account.

Upper School residential students typically cannot be in the dorms during the academic day, but may be permitted to return to their residential house during the academic day at the discretion of the administration.

BREAK INFORMATION

Boarding students who cannot leave for vacation on the final day of classes may remain in residence until the following day but must leave campus by 9:00 a.m. at which time the houses will close and there will be no supervision. During this time all normal school rules and procedures are in effect for both boarding and day students. Residential houses re-open at noon on the last day of break.

SAS offers transportation to and from Nashville International Airport (BNA) for boarding students at the beginning and end of the school year as well as when the residential houses close and open for a break. Buses depart SAS for the airport at 4:00 PM on the last day of school and at 6:45 AM on the first day of break. Buses depart the airport for SAS at 4:00 PM on the last day of break. Students may sign up to use this service by completing the Transportation Request Form at least two weeks in advance of the date transportation is needed. For all other transportation needs, students can use the Groome Shuttle, a third-party service.

NOTE: RESIDENTIAL HOUSES CLOSE FOR THE YEAR AT 3:00 P.M. ON THE SUNDAY OF COMMENCEMENT.

Transportation for all other leaves is the responsibility of the student.

DAY STUDENT POLICIES

BASIC RULES

Day students are accountable to school rules while they are on campus, on school-sponsored trips, or on leave during the school day. **They are also subject to school rules whenever they are in the presence of a boarding student anywhere on the Mountain or in the surrounding area, including those times when a boarding student is on leave with the day student.**

BOUNDS

Day students are not allowed in residential houses except for pre-approved overnight stays.

MEALS

Day student tuition includes lunch Monday through Friday. Day students who wish to eat breakfast or dinner may sign-in in Robinson Dining Hall. Parents/guardians will be charged for these additional meals.

STUDENT LEADERSHIP

Criteria for HONOR COUNCIL

In order for a student to be nominated and selected by the faculty for the Honor Council, the student must be a sophomore, junior, or senior in the Upper School. Candidates must display responsible academic behavior and demonstrate concern for fellow students and a willingness to serve the St. Andrew's-Sewanee community. The applicant must abide by school rules and be supportive of these rules. Criteria for Honor Council include:

- No major disciplinary violations or violations of the Honor Code resulting in Probation
- No violations of the Honor Code resulting in a Warning after the 9th grade year
- Compliance with the school's dress code
- No campus confinement/restriction or suspension for excessive absences
- No pattern of violations that lead to detentions
- No academic concern or academic probation issues

Criteria for CONDUCT COUNCIL

In order for a student to be nominated and selected by the faculty for the Conduct Council, the student must be a sophomore, junior, or senior in Upper School. Candidates must display responsible academic behavior and demonstrate concern for fellow students and a willingness to serve the St. Andrew's- Sewanee community. The applicant must abide by school rules and be supportive of these rules. Criteria for Conduct Council include:

- Compliance with the school's dress code
- No campus confinement/restriction or suspension for excessive absences
- No pattern of violations that lead to detentions
- No academic concern or academic probation issues

Criteria for PROCTORSHIP

In order for a student to be selected for proctorship, the student must be a senior and display responsible academic behavior and demonstrate concern for fellow students and a willingness to serve the St. Andrew's-Sewanee community. The applicant must abide by school rules and be supportive of these rules. Criteria for proctorship include:

- No major disciplinary violations or violations of the Honor Code during their sophomore or junior years
- Compliance with the school's dress code
- No campus confinement/restriction or suspension for excessive absences
- No pattern of violations that lead to detentions
- No academic concern or academic probation issues

Proctors who do not exhibit high standards may be required to forfeit their position. Any major violation of school rules, chronic minor violations which include but are not limited to five unexcused absences or ten detentions will be grounds for loss of proctorship.

Proctor Selection Process: Students apply to be a proctor by submitting a letter of intent to the Associate Head of School in the spring term. Applicants then interview with a small group consisting of current proctors and members of the Proctor Selection Committee. (The Proctor Selection Committee is chaired by the Dean of

Students and typically consists of 5-7 members of the faculty.) After these two steps, all applicants are voted on by faculty/staff and students on separate ballots. Finally, the Proctor Selection Committee convenes to consider all of the information collected, namely the letter of intent, interview notes, and vote from faculty/staff and students, to then make a final decision.

Note about Student Leadership Positions: A student cannot serve on both the Honor Council and Conduct Council simultaneously. However, a student is eligible to serve as a Proctor AND on one of the councils in the same year.

SHOW (Students Helping Out Weekly)

Responsibility for daily services and upkeep of the physical campus belongs to every member of the community. All Freshman and Sophomore students are assigned to help with the maintenance of the Dining Hall during lunch. A roster and rotation will be posted. A student will receive a one-hour detention for an unexcused absence from their SHOW job. Any Upper School student may receive service hours if they help a member of faculty or staff in the maintenance of their space.

MAJOR RULES AND VIOLATIONS

AUTHORIZED INVESTIGATION

The school reserves the right to search a residential house room, vehicle, locker, or backpack, or to require students to reveal what they have in their personal possession. Any administrator, a house parent, or TIC may authorize a search which may include assistance from law enforcement. Students will be held responsible for anything found in their room, vehicle, locker, backpack, clothing, etc.

CAMPUS CONFINEMENT/RESTRICTION

For certain infractions of school rules, a student may be required to serve penalties involving campus restriction.

For day students, campus restriction requires that the student leave campus after all obligations are met. For boarding students, campus restriction means not being able to leave campus (no van runs, no trips, no weekend leaves).

For both boarding students and day students, lateness or failure to check in or adhere to these rules will increase the time of restriction. For boarding students it may result in restriction to the Student Union on weekends. Repeated abuse of campus restriction and not meeting obligations can be interpreted as refusal to follow school policy and may result in in-school suspension or suspension away from school. More information is available under the section, In-School Suspension in the Handbook.

If in the event of an emergency, a boarding student who is on campus restriction must leave campus and cannot serve for the weekend, the week's restriction continues on return to campus. A pre-arranged entertainment event, such as tickets to a sporting event, concert, etc., does not constitute an emergency; should a boarding student on restriction decide to attend such an event, the week's restriction starts over on return to campus. No days served earlier in that week will count for that particular restriction.

DETENTION

Students will serve detention hours based on the severity of the infraction, for example:

- One (1) hour: unexcused tardiness,
- Two (2) hours: unexcused absence.

Students may be assigned detention hours for other minor infractions of school policy, but unexcused tardinesses and unexcused absences historically constitute the vast majority of total minor infractions.

Students are assigned to serve their detention hours on designated weekday mornings 7:30 - 8:30 a.m. in Bishop Bratton, and/or on Sunday, 1:00 - 3:00 p.m., meeting at the Lulu Owen Student Union or place designated by the AOD. If a student is assigned to detention and is late or absent, they will be served with an additional detention hour.

During detention, students are not permitted to eat (no food allowed), use electronic devices, or sleep. Students

should complete school work that does not require electronic devices, read, write, or sit quietly.

During Sunday detention, students will “work off” their hours under the direction of a student member of the Conduct Council, a Proctor, a Teacher in Charge (TIC), or the Administrator on Duty (AOD). The goal is to ensure that meaningful work (weeding in the farm, helping the facilities team, etc.) is performed by the student as a way to repay the community for the student’s transgression.

Students who accumulate ten or more detention hours may be required to appear before the Conduct Council.

RESPONDING TO ALCOHOL OR DRUG USE

Philosophy: The response by SAS to the use, or the possible use, of alcohol or drugs (including vaping) by students is guided by our concern for the health, safety, and education of young people. The school’s response therefore, is focused on what is best for the individual student and the community as a whole. While SAS recognizes that popular opinion and even some laws have shifted on the use of certain controlled substances, we are equally aware of the harm that these substances pose for developing brains and for young people whose decision-making abilities are still in formation.

Suspicion of Alcohol or Drug Use: Students suspected of alcohol or drug use (including vaping), will be approached with this concern by an appropriate member of the SAS faculty member. Because it is often difficult to determine if someone is involved with alcohol or other drugs (including vaping), SAS may require, without prior notification, that a biochemical test for drugs and alcohol be performed on a student at any time, *with or without parental permission*. Refusal to take an alcohol or drug test, or tampering with the results of an alcohol or drug test will be considered a positive test result. **After receiving the test results**, SAS will inform parents/guardians in a timely manner and/or request other specific tests.

If a student tests positive for drugs, alcohol, or other illegal substances (including vaping) or is in possession of alcohol, drugs, drug paraphernalia, vaping paraphernalia, or any other illegal or prohibited substances (including certain plants, certain seeds, or synthetic cannabinoids) that student is subject to a 3-day suspension from school on the first offense. A second offense will likely result in the student being dismissed from school.

In situations where a student is suspended for alcohol or drug use, the following will apply:

- The student must leave campus and remain off campus for the duration of the required leave. In the event that an international student cannot leave campus, they may serve an in-school suspension. More information is available under the section, In-School Suspension in the Handbook.
- The Associate Head of School will advise the student and teachers how to complete assignments and assessments. There will be no academic penalty.
- The Associate Head of School will make adults in the SAS community aware of the suspension.
- Upon return to school, a boarding student will be confined to campus for seven days.
- The student is subject to future unannounced testing at the family’s expense.
- The student is subject to future unannounced room searches.

After the suspension, a reentry meeting is **required**. SAS will arrange this meeting, which in addition to the student, should include parents/guardians, the Head of School, the Associate Head of School, the Advisor, the School Mental Health Counselor, the School Nurse, and other individuals closely connected to the student. The Wellness Programming Coordinator will recommend actions for the student intended to promote healthy decisions moving forward. In consultation with the student, the Dean of Students and the School Mental Health Counselor will assemble a support team to help the student take responsibility for future actions.

Note:

- The repeated use of drugs and alcohol while a student is enrolled at SAS from year-to-year may result in dismissal, medical leave, or a referral to a higher level of care.
- The accumulation of two major violations in the same school year (even for unrelated offenses) may result in the student’s permanent separation from the school.
- Like other major violations, this offense will be communicated by the Associate Head of School to the full faculty and staff.

Overcoming Alcohol or Drug Use: SAS will work with students overcoming alcohol or drug use on a case-by-case basis by coordinating appropriate medical, mental health, and pastoral care. Costs arising from this care will be charged to parents/guardians.

Chronic Use and Distribution of Alcohol or Drugs: Chronic use of alcohol or drugs will result in a student's separation from school through a medical leave or dismissal. Behavior that is deemed to constitute an extreme physical or emotional danger to self or others (for example, the distribution of drugs, etc.) may result in immediate dismissal.

Health and Wellness Intervention Policy

The Health and Wellness Intervention program is part of the School's efforts to assist our students who are struggling with drugs/alcohol on or off-campus. If a student voluntarily comes forward and admits to having a problem or if a student refers someone she or he suspects or knows is having a problem, the School will not refer the issue to the disciplinary process. Instead, the Associate Head of School, the Mental Health Counselor, and/or the School Nurse will meet with the student and the student's parents or guardian to develop an individual plan for evaluation and treatment. In certain cases, the Health and Wellness plan may require a student to take a leave of absence from the School.

Individual programs may include an evaluation by an approved counselor, on or off-campus, required treatment, and drug testing. The cost of the program will be borne by the parents or guardian. The results of any assessments will be shared with the student, his or her parents or guardian, the School's counselor, and the Associate Head of School.

As a school that prioritizes community, SAS expects students to support each other in making positive and healthy choices. If a student fears that a peer is under the influence of drugs or alcohol and is concerned for that student's safety, he or she may report his or her peer to a teacher or staff member.

Students under the influence may voluntarily and proactively self-report under the wellness intervention program as well if they are concerned about their health and well-being on or off-campus. It is important to note that the wellness intervention policy only applies when assistance is sought voluntarily but not after an offense has been uncovered or while the student is already in the process of a disciplinary proceeding. Students who provide or sell drugs to other students are ineligible to seek wellness intervention.

Students in the Health and Wellness program following wellness intervention would be under the authority of the discipline process if they violate or fail to meet the terms of the wellness remediation. Students in the Health and Wellness Intervention Policy process would be subject to school disciplinary action for any use of illegal substances on or off campus. All matters in cases of wellness intervention are subject to the discretion of the Head of School.

IN-SCHOOL SUSPENSION

In-school suspension lasts from 8:45 a.m. to 4:30 p.m. Students are not allowed to have electronics and should bring materials to study and complete assignments. A \$50 a day charge will be assessed to provide in-school supervision. Students are not allowed to participate in any PEAK activities or events the afternoon/evening of their in-school restriction.

SUBSTANCE ABUSE

St. Andrew's-Sewanee is acutely aware of the serious danger posed by the use of alcohol and other drugs among teenagers and seeks to be a place of healing for students struggling with issues involving substance abuse. The school will work with students on a case-by-case basis to coordinate appropriate medical, mental health, and pastoral care. Costs arising from this care will be charged to the parents/guardians of participating students.

USE OF TOBACCO

Tobacco use in any form is prohibited at St. Andrew's-Sewanee School. In keeping with this policy and the acceptance of the school's Honor Code, all students agree not to use tobacco or electronic cigarettes whether on campus, on school-sponsored trips, or during check outs in the surrounding area.

Violations of the tobacco policy include being caught using a tobacco product or electronic cigarette, being in possession of a tobacco product or electronic cigarette (including a spit can, a lighter, etc.), and smelling strongly of tobacco. Steps will be taken when a student violates the tobacco rules, including restrictions, possible suspensions, loss of privileges, and rehabilitative educational components.

MAJOR VIOLATIONS

Behavior that is deemed to constitute an extreme physical or emotional danger to self or others may result in immediate dismissal. Students accused of committing a major violation may be required to appear before the Honor Council or Conduct Council. Recommendations from this committee are conveyed to the Associate Head of School, and the Head of School, who will make the final decision.

Major violations may result in the student being placed on probation, suspended, or dismissed. Offenses include but are not limited to:

- Deliberate non-compliance with health and safety protocols
- Lying
- Stealing
- Cheating
- Use, possession, or distribution of alcohol/drugs or misuse of medications
- Vaping/Smoking/Tobacco use
- Deliberate physical or mental hazing, bullying, or harassing (includes using racial or demeaning slurs, and sexual or sexualized comments and language)
- Unwelcome and inappropriate physical advances or sexual remarks (including actions that may be made in-person or online)
- Inappropriate sexual behavior, as defined below under “Sexual Conduct”
- Extreme disrespect to adults in the SAS community
- Vandalism
- Leaving campus or out of bounds without properly checking out
- Students in a residential house, bathroom, or locker room without permission (this includes anyone acting as host to that student)
- Being out of residential houses after bed checks
- Swimming or boating in campus lakes without permission
- Physical aggression, e.g. fighting, harassing of a physical nature
- Deliberate tampering with any of the fire safety or security equipment (such as fire extinguishers, smoke and heat sensors, the manual fire alarm in the hall, or security alarms).
- Unauthorized use of fire (including smoking cigarettes, e-cigarettes or pipes, and burning candles or incense) inside any campus building
- Possession of any dangerous items, as defined below under “Dangerous Items”
- Failure to participate and cooperate in an investigation, in a timely manner, including making misrepresentations or withholding relevant information.

Students will be held accountable for these violations whenever school is in session, during pre-season athletic programs, and during periods when any boarding students are still housed on campus.

Major violations will be reported immediately to the Associate Head of School, who will make certain that parents/guardians and faculty advisors are informed in a timely manner.

Any resulting suspension away from school should be served with the student’s family at home. The school is not responsible for making alternative arrangements. The Head of School’s office will schedule a re-entry meeting for suspended students.

Students who are withdrawn from school during the academic year should take their belongings with them at the time of departure. The school is not responsible for any belongings left on campus.

STUDENTS IN THE PRESENCE OF A MAJOR VIOLATION

Students who are present when a drug violation or other major violation occurs (and aware of what is happening) may be charged with the same violation even if they do not commit the violation themselves. Students in this situation should try to discourage the violation and/or remove themselves physically from the scene as quickly as possible and notify an adult immediately. Students who are concerned for the safety of other students are encouraged to remove themselves from the scene and contact a responsible adult. Students in the presence of a major violation who seek adult support may be given amnesty from a discipline response.

HONESTY MITIGATION POLICY

As a school that values and encourages honorable behavior, St. Andrew's-Sewanee School's discipline and honor policies rely upon and expect student honesty in all disciplinary or honor investigations. Accordingly, students who lie in the course of an investigation may face more serious consequences than would have been the case following the original violation of school policy. Alternatively, we encourage students who have made mistakes or poor decisions to come forward with that information **before** any disciplinary or honor report is made to the Associate Head of School. Students who offer information about their responsibility for a policy violation **before** the investigation may have their disciplinary or honor consequences reduced at the discretion of the Head of School.

HEALTH AND WELLNESS

COUNSELING

The Counseling Department is staffed by professionally trained counselors who are Licensed Clinicians. Counselors are available to help students and parents with a student's personal, social or mental health concerns that may arise from time to time, and which affect the student's academic performance or social conduct. The enrollment of a student by the parents is consent to allow the student to receive services through the School's counseling office. The School does not provide students with therapeutic intervention but instead refers them to outside medical providers and sometimes partners with those medical providers to support the student at school.

PRESCRIPTION MEDICATIONS

Boarding students will report the use of any prescription drug to the school nurse. Parents/guardians are asked to inform the nurse about prescription drugs brought to the campus from home. Prescribed drugs must be kept in the Wellness Center. Any prescriptions that have been sent home, given at night, given on the weekend, that are not taken, must be returned to the Wellness Center within one week of distribution. Any such drugs, when mailed to the school, must be mailed directly to the Wellness Center. The school nurse will assess the medication needs of students, and in situations where the medication protocol is complex students may be referred to a medical professional in order to monitor that medication. In those situations, it will be important that the school's physician and the individual student's physician at home are in collaboration regarding medication protocol for the student.

Students who take daily prescribed medications need to report to the Wellness Center NO LATER THAN 8:30 A.M. for morning medications. Picking up medication should not cause a student to be late to another obligation such as class, chapel, or advisory meetings. As a reminder, misuse of medications is a major violation.

SEXUAL CONDUCT

SAS recognizes that romantic relationships are a normal and healthy part of adolescent development. We also recognize our responsibility to ensure the well-being of students who range in age, maturity, sexual orientation, and cultural background. We believe that most teenagers are not equipped to handle the responsibilities and potential consequences of sexual intimacy. For this reason, at St. Andrew's-Sewanee School sexual abstinence among students is preferable and desirable. We encourage students to seek the counsel and guidance of their parents, our Wellness Center staff, our chaplains, and/or trusted adults to discuss their personal values, decision-making, community concerns, and emotional and physical well-being regarding sexual conduct. Consistent with our Honor Code, students are expected to "promote and support the health and safety of every member of this community." Students are never permitted to engage in activity or behaviors that violate their own or another person's safety or dignity.

Students are expected to behave appropriately in any public displays of affection, considering the discomfort such displays may cause observers, particularly younger peers and visitors on campus. Any public display of affection exceeding hand-holding is inappropriate for our community. Engaging in sexual behavior on campus or during school sponsored trips or events is not permitted. These beliefs are consistent with our Community Standards.

Students engaging in behavior that is not in keeping with our community values of safety, respect, and personal responsibility will be reported to the Dean of Students and the students' parents/guardians and may be subject to disciplinary consequences.

SICKNESS and BED REST

Students who are sick should report to the nurse in the Wellness Center no later than 8:30 a.m. before classes begin. The nurse will then determine what course of action is best. In some cases the student will be referred for

examination by a medical professional. When this occurs the family will be billed for this service by the physician's office. When appropriate, the nurse or doctor will assign students to "bed rest" (normally in the Wellness Center). Students on bed rest must follow the nurse's orders so they can recover as quickly as possible. Those who miss class or who are late to a commitment without following these procedures will be held accountable.

BED REST RULES

The nurse will evaluate the student to determine if bed rest will be for a half-day or all day. **Bed rest will be in the Wellness Center.**

Monday-Friday: Often the nurse will send students to lunch and to afternoon classes if their symptoms show improvement. If these instructions are not followed, students will not be excused from afternoon classes.

Afternoons: Students on all day bed rest will be excused from PEAK Programs and will be required to rest in the Wellness Center until 3:30 pm. Students with illnesses after school will follow the same rules as those who have been ill all day. Students may not be on porches, in the Quad, or at events.

Weekends: All day bed rest on Friday may result in weekend or 24-hour bed rest as determined by the nurse. The nurse will communicate weekend bed rest to the AOD on Friday so the information may be passed on to those in charge during the weekend. When an illness continues into the weekend, students may be required to remain in their room to recuperate. Any planned activities must be postponed. Approved activities include studying and watching TV while resting all weekend. The goal of bed rest is to safeguard not only the person who is sick, but also to protect the health of other students. The nurse will help students to know when it is acceptable to be in the company of others. If students are not well enough to go to the dining hall, they should contact the TIC for assistance. They should avoid close contact with other students to prevent the spread of illness. The TICs and/or the AOD are notified of any sick students who will require their care. These students should not hesitate to contact the TIC and/or the AOD anytime if the illness gets worse so the nurse or doctor can be contacted.

SKATEBOARDING REGULATIONS

All SAS students and faculty/staff are required to wear a helmet while skateboarding on campus. This policy applies to all longboards, scooters, penny boards, etc. We strongly encourage students to label their skateboard and helmet with their first and last name. Hoverboards or the like are not permitted on campus.

Parents do not have the option to override this policy. A student who violates this rule will have the skateboard they are riding confiscated and will not be allowed to ride a skateboard on campus for the following duration:

1st offense: 3 days

2nd offense: 1 week

3rd offense: 3 weeks

4th offense: The privilege to skateboard on campus is lost for the remainder of the semester

SAFETY AND SECURITY

ASBESTOS MANAGEMENT PLAN

The management plan for asbestos containing building materials required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for St. Andrew's-Sewanee School in Franklin County, Tennessee. The management plan is on file at the school and is available for public inspection. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost. For information, please contact the Facilities Manager.

DANGEROUS ITEMS

Firearms, pellet guns, b.b. guns, paintball guns, airsoft guns, sling shots, fireworks, explosives, and all other dangerous items are prohibited by the school and may not be brought to campus. Middle School students may not possess any type of knife while at school or on school trips. Upper School students may not have a knife in their possession with a blade three (3) inches or more in length. Upper school students that carry appropriate lengthed knives are expected to handle them responsibly and use them only as a tool.

EMERGENCY PROCEDURES

Fire

Fire drills will be conducted once a month in campus residence halls and other buildings. At the sound of the fire alarm students are to remain quiet and follow the instructions of their teacher. Students will be directed to walk single file to a designated exit and move as a group (class, residence hall, team...) to a predetermined area. There is to be no talking or running during the drill. Students are to stay with their group until the "all clear" signal is sounded, at which time students will return to their scheduled classes or activities.

Tornado

In the event of a tornado warning, students are to follow the instructions of teachers or administrators who will direct students to the nearest predetermined safety zone. Those designated safety zones are the west corridor of Simmonds Hall and the basements of Langford Hall, St. Mary's Hall, and the gymnasium, and the hallways/study rooms in other residential houses. Students are to stay with their group until the "all clear" signal is sounded, at which time students will return to their scheduled classes or activities.

Lockdown

When a lockdown has been issued, students will be directed to the nearest securable safety zone and issued specific instructions. Students must not use cell phones during a lockdown drill.

Because proper execution of these drills is critical for the safety of this community, students are cautioned to follow the directions of teachers, staff, and administrators quickly and precisely. The school will consider it a serious disciplinary matter if a student does not offer full cooperation.

FIRE REGULATIONS

These regulations, which are necessary for the personal safety of all those living in residential houses, are based on the recommendations of the Sewanee Fire Department and fire safety experts:

- No flame burning devices such as matches, lighters, candles, lanterns, or incense will be permitted.
- Rooms may never be locked when students are inside.
- No cooking appliances, such as hot plates, toaster ovens, rice cookers, coffee pots, or microwave ovens may be used in residential house rooms. Rice cookers, coffee pots, and microwaves (used appropriately) may be used in the common rooms with proper supervision.
- No space heaters are allowed in residential house rooms.
- Large pieces of flammable cloth may not be hung in residential house rooms.
- No fireworks or highly flammable substances may be kept anywhere in the residential house.
- Hair dryers and curling irons must be unplugged when not in use.
- Extension cords will be limited to one nine-foot cord per outlet.
- NOTHING, including bicycles, may be kept in residential house hallways or stairwells.

HARASSMENT

St. Andrew's-Sewanee School is committed to providing an environment where community members and visitors are treated with respect, dignity and courtesy. It is our policy to prevent and correct all instances of disrespectful behavior and harassment based on sex, race, color, age, religion, disability, socioeconomic background, national origin, sexual orientation, gender identity, or marital status.

Before considering the specific issue of harassment, it is to be clearly understood that any sexual relationship between faculty, staff, or volunteers and students is forbidden.

Harassment is hurtful to the victim and to others in the community. In many cases, it is unlawful. The determination of what constitutes harassment will depend upon the specific facts and the context in which the conduct occurs. Harassment may be subtle and indirect or blatant and overt. Bullying and hazing are harassment and will not be tolerated.

In this community, it is important that we live in mutual respect. Actions or words that may be acceptable outside of St. Andrew's-Sewanee School may not be acceptable in this community.

Sexual Harassment: Sexual harassment consists of unwanted sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature. It may involve:

- suggestions that submission to or rejection of the conduct will influence academic decisions (grades, for

- example) or evaluations or permission to participate in any activity; or
- conduct that has the purpose or effect of unreasonably interfering with an individual's academic or PEAK performance by creating a hostile or intimidating environment; or
- conduct that has the purpose or effect of creating a hostile or intimidating living environment.

Other Forms of Harassment

Like sexual harassment, visual, verbal, or physical harassment of individuals based on race, color, age, religion, disability, socioeconomic background, national origin, sexual orientation, gender identity, or marital status is prohibited. Bullying is harassment and will not be tolerated. Even if the motivation behind the action is good-natured and without meanness, remarks or gestures about individuals' personal characteristics to which they may reasonably take offense are unacceptable. Examples of harassment might include:

Verbal: Foul or offensive language; jokes of an offensive nature; suggestive comments; degrading words to describe someone's anatomy, clothing, appearance, or "bad reputation"; repeated flirting with someone who is not interested; "rating" an individual; asking for sexual favors.

Non-Verbal: Displaying offensive or degrading pictures or symbols, circulating offensive or sexually suggestive objects, drawings or pictures; suggestive, insulting or obscene sounds; leering; offensive body language; graffiti or other writings, or music of an insulting or offensive nature; leaving unwanted notes or love letters.

Physical: Unwanted contact which may include touching, pinching, hugging, or brushing up against someone's body; preventing someone from leaving the area; pulling at clothing; playing sexual games.

If a student feels that they have been harassed by an adult, the student is strongly encouraged to discuss the matter with the Chaplain, the Head of School, or any other trusted adult. That person will then follow procedures as outlined in the employee handbook. Every effort will be made to protect the student's privacy.

If a student feels they are being harassed by another student, the offended student should initiate the procedure described below. If a student witnesses a harassment incident, the student should take action (tell a trusted adult or proctor, for example) or encourage the victim to take action. To the extent reasonably possible, harassment situations will be investigated and remedied in a way that respects the privacy concerns of the individuals involved.

Informal Action: The student should tell the person to STOP. This may be done in person or in writing. (The student may want to keep a copy of the written request.) The student may do it at the time of the action, or may do it later when the person is not with a group of people. The student should tell the person what was (is) offensive and insist that it stop. If the person understands and the student trusts the behavior will stop, the matter could end there. The student may prefer to tell a teacher, house parent, advisor, another trusted adult, or a proctor. That person will make every effort to protect the student's privacy and will work to resolve the problem.

Formal Action: If the student feels that any informal discussion is inadequate or unsuccessful or if the offense is severe, the problem should be communicated to the Chaplain, School Counselor, the Head of School, or any other trusted adult. Any investigation will be handled in a way that respects the privacy concerns of the individuals involved.

- Parents/guardians may be notified.
- The appropriate administrator will investigate allegations and will have discussions with the students involved and any other individual who may have information.

When a student has been found to be in violation of this harassment policy, formal disciplinary action may take place.

No reprisals will be taken against any individual who in good faith makes a complaint about a behavior that is in violation of this policy. Intentionally false complaints, however, are grounds for disciplinary action.

Nothing in this policy is intended to discourage open discussion of controversial subjects and the free expression of views.

SECURITY

- Report suspicious cars and people to a house parent, the AOD, or the TIC immediately.
- Do not prop open residential house entrance doors.
- Do not remove residential house window screens.
- Lock unoccupied residential house rooms and do not leave the key in the door.

SEXUAL MISCONDUCT POLICY

The school's Sexual Misconduct Policy can be found here: [Sexual Misconduct Policy](#).

VISITORS ON CAMPUS

For the safety and security of our students, all visitors must sign in with personnel in either Langford, Bishop Bratton Hall, or the Owen Student Union on weekends, unless they are on campus to attend an event that is open to the general public (athletic contest, theater production, etc.). Visitors are not permitted to participate in student activities or eat in Robinson Dining Hall without express permission from the Associate Head of School or the AOD. All visitors are expected to comply with school rules and policies while on campus.

In those instances when an SAS student would like to invite a visitor to campus - including an SAS alumnus - for a particular event that is not open to the general public, that student must ask for permission from the Associate Head of School or the AOD. The visitor is expected to leave campus within 30 minutes of the end of the event. Any visitor wishing to stay on campus must get permission from the Dean of Students in advance of making travel and accommodation plans. No guests are allowed during Opening Weekend, exam periods, and/or Commencement Weekend.

TECHNOLOGY

BRING YOUR OWN TECHNOLOGY (BYOT)

At St. Andrew's-Sewanee School, technology is used to support, enhance, and enrich teaching and learning both in and out of the classroom. Our approach regarding technology is informed by our Mission and the five components of our Vision: Perspective, Communication, Preparation, Voice, and Well-Being. Technology is used to encourage creativity, collaboration, cooperation, and critical thinking.

We acknowledge the important and changing role of technology in our students' lives. We put an emphasis on responsible and respectful use of technology. We expose students to a wide variety of technologies as appropriate for different grade levels, disciplines, and functions. We foster technological competence that transcends any one application and encourages adaptability and facility in the future technological landscape. Our goals are to inspire innovative thinkers with "nimble" technological skills; produce responsible, literate, and confident digital citizens who are courteous, respectful, and appropriate in their technological communications; teach students to leverage technology effectively for research and to evaluate information critically for validity and quality; encourage and enable collaboration and communication among students and among students and faculty; and create students who can utilize technology as a learning platform and as a tool for design, production, problem-solving, presentation, and collaboration.

The St. Andrew's-Sewanee School technology program utilizes Google Workspace to extend classroom technology to any device. Via Google Workspace, students can access their SAS Google account for email, documents, spreadsheets, and other resources. Google Workspace provides collaboration opportunities for faculty and students.

St. Andrew's-Sewanee employs a "**Bring Your Own Technology**" (BYOT) program for Upper School students. Upper School students will be responsible for providing their own devices, compatible with Google Workspace for school applications.

Minimum Hardware Requirements

The minimum hardware requirement for an Upper School student at St. Andrew's-Sewanee is a computer that can run the Google Chrome browser. For many students, the most cost-effective way to meet that requirement is a Google Chromebook.

A wide variety of Chromebooks are available with a range of price points. SAS requirements are minimal, and families will find multiple reasonably priced models. Chromebooks operate efficiently, and it is not necessary to purchase expensive devices. However, it may be worth spending a little bit more on a “ruggedized” model. Ruggedized systems are more capable of withstanding the daily wear-and-tear of being carried to and from classes. Note that Chromebooks are not sufficiently powerful for use in particular courses (examples may include: Film, Photography, Songwriting) and SAS will provide access to alternate devices for students enrolled in those subjects.

- 11” display
- 4GB Ram
- 32GB eMMC storage
- Built in camera/webcam
- 802.11ac Wi-fi is recommended. 802.11g is a minimum
- Minimum 5 hours battery life
- Ruggedized models are recommended

Windows or MacOS laptops are acceptable, but generally have a higher purchase cost. The following system specifications are recommended:

- Minimum Operating System: Windows 10 or Mac OSX 10.12+
- Current antivirus software installed and enabled.
- The Google Chrome browser must be installed and operable.
- Minimum 8GB Ram is recommended.
- Minimum 128GB hard disk/SSD is recommended.
- Processor: Dual Core (or comparable) Processor 2.0 GHz or better.
- 802.11ac Wi-Fi is recommended. 802.11g is a minimum.
- SAS offers students free access to Office 365; contact the Tech Department for access.
- Printers are available in the Technology Lab and Agee Library for student use.

Suggested Additions

- USB Flash Drive 8GB or More

Apple iPads and similar tablets are NOT sufficient for classroom requirements.

Maintenance support for the expected life of the device is recommended. If possible, accidental damage support is also recommended. Most vendors have 2 and 3 year maintenance support and accidental damage support available for an additional cost.

Expectations for Student BYOT Devices

Technology can be used to enhance classroom instruction and student learning. Students are expected to have their devices available every day. Technology use during instructional time is at the discretion of the classroom teacher. Devices must be charged and ready for use. If a student forgets the device at home, one day loaner devices may be available on a first-come, first-served basis. Loaners are assigned at the discretion of the teacher. Teachers may elect to assign a consequence to students who arrive to class unprepared.

Support for BYOT Devices

It is the responsibility of the student and his or her family to ensure that their device(s) are in working order. St. Andrew's-Sewanee School faculty or staff may assist a student in connecting to the school network. However, troubleshooting student-owned devices will be limited to an initial assessment to help provide direction to the student in resolving the issues. Direction may include a recommendation of local repair shops. SAS employees will not attempt a repair of student hardware or software.

If a student's device is not functional for class, SAS may provide a loaner for temporary use. This is not intended to be a long-term solution to an unusable device, and the student should make appropriate arrangements to repair or replace the device as soon as possible.

COMPUTER NETWORK AND INTERNET USE POLICIES

- The goal of the SAS Technology Department is to help create a mission-appropriate teaching and learning environment which includes safe and secure technology use. It is the policy of SAS to comply with the Children's Internet Protection Act (CIPA) [Pub.L.No.106-554 and 20 U.S.C. § 9134 and 47USC 254(h)]
- In support of the goals of acceptable Internet use outlined by the U.S. Dept of Education, SAS encourages and educates students on the responsible use of computers and web-based technologies.
- It is the policy of SAS to keep staff and students safe and to maintain an environment that promotes ethical and responsible conduct in all online network activities.
- It is the policy of SAS to prevent user access to, or transmission of, inappropriate material over its network.
- It is the policy of SAS to prevent unauthorized access to online information.
- It is the policy of SAS to prevent unauthorized online disclosure, use, or dissemination of personal identification information.

ACCEPTABLE and APPROPRIATE USES of SAS TECHNOLOGY

- SAS provides its users a Google Workspace account, which includes email, drive, sites, calendars and other features. It is strongly encouraged that students do not use their SAS email for personal use and keep it for school use only.
- If requested, users will be provided with a Microsoft Office 365 account, which includes Word, Powerpoint, Excel, and other applications.
- In addition to network access and Google Workspace accounts, users will also be given a username and password to log in to the CORE Portal. This is where student users can see schedules, grades, comments, assignments, and other important information.
- Wireless internet access is available to all individuals with a SAS email account.
- Wired network access is strictly prohibited for all students unless implicitly authorized by the Technology Department.
- Users are responsible for and strongly encouraged to back up school work and other personal data on their computers through a thumb drive or an external hard drive. It is recommended that users utilize Google Docs for the creation and storage of school related documents. This will enable users to access their files from any Internet enabled computer and easily share their work with others, and will remove the need for keeping backup documents. SAS owned devices utilize Google Drive FileStream as an additional cloud based backup.
- All users, including students, should check their email at least twice a day. SAS uses its email system to disseminate important community and personal messages as well as school related work.
- SAS subscribes to a managed web filter. This filter was not created by SAS; there may be some websites that are appropriate which are blocked, and some inappropriate content that is not blocked. Faculty are encouraged to open a trouble ticket with requests to unblock sites suitable for educational purposes. All student requests to unblock a site must be approved by a faculty member.

UNACCEPTABLE USES of SAS TECHNOLOGY

- Dishonest or deceitful behavior -- including any attempt to accuse, use, or harm other users' account or data.
- Violation of confidentiality -- including unauthorized communication of another person's personal information, such as name, address, phone number, credit card numbers, passwords, etc.
- Intentional use of invasive software such as viruses, worms, or other detrimental activities.
- Trespassing in another user's folders, email, or work files. Using, or attempting to use, another person's

- account and password to access information on the network is considered a violation of the Honor Code.
- Hacking, Flooding, Sniffing Network, Cracking and Spoofing--this includes using someone else's user-name and password to gain access to email, voicemail, or other stored information. Users may not use passwords or access codes which prevent access by the System Administrator. Users are prohibited from "hacking" into other systems or "cracking" other passwords or access codes. No electronic communication may be created, transmitted or stored which attempts to hide the true identity of the creator or sender "spoofing". Users are strictly prohibited from flooding the network or other networks over the internet.
 - Vandalism -- including any attempt to harm or alter the functioning of the network, attempts to bypass restrictions, deliberate abuse or destruction of computer equipment, destruction of data or misuse of the network resources, telephones, fax/copy machines, voice-mail system, computers, network hardware, wiring or wireless devices. At no time should there be food, candy, or drinks in any of the SAS computer areas, including the Tech Lab, Agee Library, Film Classroom, StorySpace, or Recording Studio.
 - Harassment, Cyber Bullying, Sexting--including threatening, abusive, or sexually explicit language, profanity, vulgarity, obscenity or other language or images which are offensive or degrading to others. (See Cyber Bullying and Harassment under Safety and Security)
 - Pornography -- including viewing, storing or transferring obscene, sexually explicit or pornographic materials.
 - Inappropriate Content--viewing, storing, or transferring materials promoting drugs, alcohol, tobacco, or other illegal activity are all unacceptable uses of technology. Images which are considered "gore" or show violence or death are also considered by SAS to be inappropriate to view or show others. Legitimate news sources are an exception.
 - Plagiarism--This includes using, writing or images created by another person without proper citation or permission; transferring, utilizing, or storing material in violation of copyright laws or license agreements; and intentionally infringing upon the intellectual property rights of others.
 - Profit and Promotion -- including use of the SAS network or internet-based resources for solicitations, advertisements, or promotions (whether charitable, political, religious or other) for any purpose that is not an official SAS endeavor.
 - Flaming -- which includes sending or posting content that contains offensive material directed at others or negatively represents SAS.

ONLINE INSTRUCTION EXPECTATIONS

Students using video conferencing platforms (i.e. Zoom or Google Meet) on or off, should follow the etiquette guidelines provided by each instructor and also:

- Use (@sasweb.org) school accounts to log in to the designated video conferencing platforms.
- Turn on the video feed during the session. Students must ask for video exceptions from the instructor.
- Use and display their first and last names that are recognized by SAS for the whole session.
- Never share meeting login info with anyone else.
- Never capture, record, or distribute images or videos of the video conferencing classroom without teacher permission..

CYBER CITIZENSHIP

- Use of the school's computer network is a privilege, not a right. As a member of the SAS school community, you are responsible for adhering to the policies outlined in the document, regardless of whether you use our school network, a cell phone, iPod or iPad, 3G or LTE network connection or any other internet connection.
- Use of the internet should be limited to academic pursuits during school hours and evening during study periods.
- Users accessing the SAS network, the internet, email or other messaging programs (IM chat, blogging, texting, etc.) are considered to be representatives of SAS school at all times and should behave appropriately.
- If you are on a community computer and find an account that is still logged in, be considerate and log out that person. Do not look at others' email or files, as this would be considered trespassing and is an invasion of privacy.
- Cyber Bullying and Harassment--SAS School endeavors to provide a safe, positive learning environment for everyone. It is our policy to maintain an educational environment in which cyber bullying and harassment in any form is not tolerated. Each person at SAS shall be responsible for respecting the rights of his/her fellow community members and help to ensure an atmosphere free from all forms of cyber

bullying and harassment.

- Cyber Bullying is the use of the internet, cell phones or other devices to send, post or share text or images intended to hurt, embarrass or intimidate another person.
- Cyber Harassment is repeatedly sending hurtful, embarrassing and intimidating messages.
- Any member of the community who engages in cyberbullying or harassment in violation of this policy may be subject to disciplinary response up to and including suspension, expulsion or termination.
- Anyone who has been cyber bullied or harassed shall immediately report the incident to an administrator. Do not delete any evidence that can be used to investigate an incident.
- Complaints of cyber bullying or harassment shall be investigated promptly, and corrective action shall be taken when a complaint is verified.

PRIVACY AND SAFETY

- The SAS Technology Department has the right to and does monitor all uses of technology. Web connections are logged and filtered. Users cannot expect privacy rights to extend to the use of school-owned equipment. Users have individual passwords for their Google Workspace, CORE, and other resources that utilize the network. However, communications created, stored, sent or retrieved on such systems are not confidential, as these systems are accessible at all times by the school.
- SAS reserves the right to review, audit, intercept, monitor, access, print and disclose all messages created, received, stored or sent using the school's information and communication systems.
- Users may be required to disclose their password to the Network Administrator.
- For your safety, you should not share personal information such as your full name, address, telephone number, social security number, or other information to unknown individuals which may lead them to you or use your information.

ARTIFICIAL INTELLIGENCE (AI) POLICY

Publicly available applications driven by artificial intelligence (AI) and generative artificial intelligence (GenAI), such as text, image, video, and sound generators are readily available and rapidly being added to software which are regularly used by students. At St. Andrew's-Sewanee School, we recognize the transformative impact of Artificial Intelligence (AI) on various aspects of society, and we are committed to preparing our students to navigate and contribute to an AI-driven future. This policy outlines guidelines for the use of AI within our school community, emphasizing ethical considerations, responsible behavior, and the development of essential skills for engaging with AI technologies.

In alignment with St. Andrew's-Sewanee School's technology philosophy which seeks to produce responsible, literate, and fluent digital citizens, SAS curriculum may explore the use of AI and GenAI tools so that our students can be aware of and understand the appropriate and acceptable use of these tools in support of their learning. Use of AI and GenAI by SAS faculty, staff, and students will support ethical and responsible usage of these tools, and members of the community are expected to use these tools intentionally, purposefully, safely, ethically, and appropriately.

Generative AI may be useful for the purposes of deepening understanding, for study, and for personal inquiry. However, use of AI to complete assignments on behalf of the student infringes on our Honor Code. **Students should not use AI to plan, organize, produce, or refine material for any assignment unless such use is specifically noted as permissible in the assignment guidelines or on the course syllabus or explicit permission is granted by the teacher.** Any unauthorized use of AI is considered plagiarism.

Students are expected to develop their own understanding and knowledge of the subject matter and demonstrate their mastery in their own voice. AI tools should never be used as a substitute for original ideas and/or thinking. Teachers should emphasize thinking and problem solving unaided by technology. Writing is an irreplaceable method of self-expression and means of critical thinking. Students must never present AI generated content as their own original work.

Additionally, it is important to be aware of AI's substantial impact on the environment. Training and running AI models are energy intensive processes resulting in a significant carbon footprint. Potential environmental costs of

AI include increased consumption of electricity and freshwater and increased carbon emissions, as well as E-waste production in the form of hazardous chemicals. These energy demands are expected to increase significantly as AI technologies advance.

Responsible Use Expectations for Students

- Students should never share their personally identifiable information or images, information or images of peers, or materials identifying SAS, its staff and/or faculty. Once information is entered into AI programs, it is no longer protected or confidential and may be used by the AI or GenAI programs to continue their evolution process. This can be a potential target for hacking or other cyberattacks. Treat any information entered into AI or GenAI as if it could go viral and be attributed to you or the school.
- Students must fact check and verify the output from the AI or GenAI tools that they may be using. AI and GenAI programs often produce inaccurate or incomplete information, and results can include fictional people, places, facts, or events (“hallucination”).
- Students must use AI tools and resources in an ethical and responsible manner, following all relevant laws, regulations, and school policies, and avoiding any actions that may cause harm or offense to others.
- Students must provide proper citations according to an accepted [Citation Guide](#).

GENERAL RULES

- School computers are intended for educational use.
- No software of any kind will be downloaded or installed on the computers other than by the Technology Department. This includes software that falls into the category of shareware, freeware, public domain, open source, or commercial software.
- No wireless access points, repeaters, or extenders are allowed to be brought to campus. These devices can seriously interfere with the campus network, diminishing wireless security and functionality for everyone. If found with one of these devices, could result in a major violation.
- Copyright laws must be respected. Copying from books to computer-generated reports and presentations without giving proper credit is prohibited.
- Illegal use of the computers or the Internet is strictly forbidden. Illegal use includes any activities that break any local, state, or national laws. This includes harassment of other users, the spreading of misinformation, use of the network for commercial purposes, and transmission of threatening information.
- Do not copy or transfer software that is registered to the school or to someone else.
- Do not copy, rename, change, or delete files belonging to another person.
- Do not change the password(s) on any SAS community computer.
- Email, texting, and social media abuse is prohibited. This includes sending threatening or degrading messages, sending global messages to all students without obtaining proper authorization, sending misinformation, and sending messages using another person’s identity.
- St. Andrew’s-Sewanee School recognizes the value of social media in allowing our community to strengthen and maintain connections. We are also aware of how the misuse of social media can cause embarrassment and harm. Each year the school requests permission from parents/guardians for the use of their child’s images, words, and work. Those permissions do not extend beyond officials of the school. While the law is still unclear as to whether someone can use another person’s image without their permission, SAS policy encourages students to obtain permission from a friend, classmate, or SAS employee before posting their image. A student is required to respond immediately by taking down an image when requested to do so. It will be considered a serious discipline violation to use photographs in a negative or demeaning way, electronic or otherwise.
- Information stored on school equipment or passing through our technology infrastructure is the property of the school.

SCHOOL COMPUTERS IN LABS, CLASSROOMS, AND THE LIBRARY

- No food or drink of any type is to be taken into the Technology Lab, Film Lab, or into classrooms where SAS computers are being used.
- Destruction and defilement of electronic equipment is prohibited. This includes all abuse of equipment including writing on equipment, removing parts from equipment, and damaging equipment in any fashion.
- Computers in the labs, library, and classrooms are for use by all students. Please be considerate of others when using computers in these areas. Keep the areas around the computers clean. Pick up all

- garbage and place all scrap paper in the recycling bins. Place all non-paper garbage in the trash cans.
- Students will be held responsible for any damage they inflict on machines due to misuse and abuse.
 - Students using music programs, with permission, in the Technology Lab, Agee Library, Film Lab, or other classrooms must provide their own headphones. Music shall not be played through the computer speakers.
 - Any damage, including accidental damage, to computers in the labs, library, and classrooms must be immediately reported to the Technology Department.
 - Recreational use of school computers/personal devices:
 - Games cannot be played on school computers or personal devices in Simmonds Hall or Wade Hall: 8:45 a.m. - 3:15 p.m. or during study hours. Games cannot be downloaded or stored on school machines, this includes BattleNet or Steam.
 - Neither students' personal music files nor music that has been obtained illegally may be placed on school computers. Students found loading such music to school-owned computers will be banned from using school-owned computers in the Agee Library, the Film Lab, and Tech Lab. If a student has personal music files, they should remain on the student's personal storage device. In addition, mature rated music may not be shared over our network.

Consequences

The use of the computers, the SAS network, and the Internet is a privilege. Inappropriate use will result in loss of privileges.

DRONES AND REMOTE CONTROL AIRCRAFT

Any student interested in flying drones/remote control aircraft must get permission from the Associate Head of School. Failure to get proper permission may violate Federal Aviation Administration Laws.

CONTACT INFORMATION

Office Hours and Phone Numbers

All numbers will provide you with the option to dial by name or to reach an emergency contact.

Main Number 931.598.5651
M.-F. 7:30 a.m. - 4:30 p.m. academic year, except on holidays.

Teacher-in-Charge 931.636.1377

Administrator-on-Duty 931.636.4720

Attendance	Jana Barnett, Academic Administrative Assistant	studentinfo@sasweb.org
Academic Testing/Accommodations	Charles Houston Beaumont, Learning Resources Coordinator cbeaumont@sasweb.org	
Admissions	Robert Black, Director of Enrollment Management	rblack@sasweb.org
Advisor System (COMPASS)	John Phillips, Interim Associate Head of School	jphillips@sasweb.org
PEAK Programs	John Phillips, Interim Associate Head of School	jphillips@sasweb.org
Art Gallery	Kinion Asmus, Art Gallery and Visiting Artist Coordinator	kasmus@sasweb.org
Athletics	Rob Zeitler, Director of Athletics	rzeitler@sasweb.org
Billing	Jane Brown, Chief Financial Officer	jbrown@sasweb.org
Class Schedules	Sandy Glacet, Assistant Dean	sglacet@sasweb.org
College Counseling	Bob MacLellan, Director of College Counseling	bmaclellan@sasweb.org
Commencement	Lizzie Duncan, Auxiliary Program Coordinator	eduncan@sasweb.org
Communications	Lucy Rudman, Communications	lrudman@sasweb.org
Community/Outreach Service	Rachel Malde, Service Coordinator	rmalde@sasweb.org
Computers/Network/Technology	Dele Odusote, Technology Coordinator	tech.help@sasweb.org
Counseling	Paige Lowe, School Mental Health Counselor	plowe@sasweb.org
Curriculum & Faculty Concerns	John Phillips, Interim Associate Head of School	jphillips@sasweb.org
Discipline & Dress Code	John Phillips, Interim Associate Head of School	jphillips@sasweb.org
Exam Schedules	Sandy Glacet, Assistant Dean	sglacet@sasweb.org
Farm	Fhae Long	flong@sasweb.org
Financial Aid	Robert Black, Director of Admissions & Financial Aid	rblack@sasweb.org
Health Issues	Melissa Gilliam, Head Nurse & Director of Wellness Center	nurses@sasweb.org
International Students	Ashley Close, International Student Coordinator	aclose@sasweb.org
Insurance	Jane Brown, Chief Financial Officer	jbrown@sasweb.org
Learning Resources/Tutoring	Charles Houston Beaumont, Learning Resources Coordinator cbeaumont@sasweb.org	
Library	Katie Gibson, Librarian	kgibson@sasweb.org
Lost and Found	Jana Barnett, Academic Administrative Assistant	studentinfo@sasweb.org

Math and Science Lab	Tracy Terry, Science and Technology Department	tterry@sasweb.org
Middle School Concerns	Katie Gibson, Middle School Coordinator	kgibson@sasweb.org
School Store	Linsay Shattuck, Business Office Clerk	lshattuck@sasweb.org
Student Life/Residential Program	John Phillips, Interim Associate Head of School	jphillips@sasweb.org
Testing Coordinator (SAT, PSAT, ACT)	Bob MacLellan, Director of College Counseling	bmaclellan@sasweb.org
Transcripts	Sandy Glacet, Assistant Dean	sglacet@sasweb.org
Transportation	Kathie McLellan, Transportation Coordinator	kmclellan@sasweb.org

SCHOOL CALENDAR 2025-2026

Class attendance is mandatory the day before a break begins and the day classes resume after a break.

The complete calendar, including airport bus schedules, is available at <https://www.sasweb.org/quicklinks/school-calendar>

August 5	Pre-season Athletic Camp Begins
August 17	Opening Weekend & Orientation
August 18	First Day of Classes
August 29	Compass Programming
*Note: September 1 (Labor Day) - no classes	
September 9	Middle School Family Night
September 26-28	Upper School Fall Family Weekend
October 18 - 21	Fall Break
October 27-31	Spirit Week
November 22 - 30	Thanksgiving Vacation
December 1	Classes Resume
December 19 – January 5	Christmas Vacation
January 6	Classes Resume
March 5 - 15	Spring Vacation
March 16	Classes Resume
April 3	Good Friday ½ Day
April 17	Compass Programming
May 15 - 17	Commencement Weekend
May 29 - 31	Alumni Weekend



Boundary Map

During the school day for day students and at all times for boarders, students are to remain on campus and within School Bounds (**boundary**) unless given permission by a faculty or staff member. Permission (a pass) must be granted through Boardingware. Day students are not to be in the residential houses during the academic day.

1 Entrance

Academic & Arts Facilities

- 2 Bishop Bratton Hall
- 3 McCrory Hall for the Performing Arts
- 4 Reishman-Chamberlain Wing
- 5 Simmonds Hall (SAS Gallery, Agee Library, and College Counseling Office)
- 6 Theatre
- 7 Wade Hall for the Sciences

Athletics & Recreational Facilities

- 8 Baseball Field
- 9 Bouldering Cave/Mountain Biking Shed
- 10 Gunn Lake
- 11 The "Res"
- 12 Tennis Courts
- 13 Varsity Field/Track
- 14 Wood-Alligood Gymnasium

Student Life Facilities

- 15 Owen Student Union
- 16 Robinson Dining Hall
- 17 SAS Farm
- 18 St. Andrew's Chapel
- 19 Tucker Dining Room

Student Residences

- 20 Colmore House
- 21 Harvey House
- 22 Watts House
- 23 Woods House
- 24 St. Mary's Hall/Warner House

Administration & Faculty Residences

- 25 Admission & Administrative Offices/Langford Hall
- 26 Ayres House (Headmaster's Residence)
- 27 Card House
- 28 Martin House (Chaplain's Residence)
- 29 Other Faculty Residence



**ST. ANDREW'S
SEWANEE**
290 QUINTARD ROAD
SEWANEE, TENNESSEE 37375-3000
931.598.5651 WWW.SASWEB.ORG

Updated 5/29/25