

## APPENDIX 7

# GLOSSARY OF TERMS

What ARE you talking about?

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

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

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

**ANNOUNCEMENTS:** We have announcements after chapel on Wednesday and at lunch on Monday and Friday. All students required to attend.

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

**BACK CAMPUS:** The grounds from the river side of Latane, SMS Hall, B-House, A-House to the river (including the dock). Students are not permitted on back campus after dark.

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

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

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

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

**CHURCH OF CHOICE:** Once a month, you will be required to attend a local church on Sunday morning. Often, you may choose among services at the local churches listed in the weekly schedule. On some special Sundays, the entire school attends services at the Episcopal church, St. John's. All students on campus are required to attend no matter their religious beliefs. On the weekends where we have Church of Choice, there is no Compline that evening.

**COC:** Cabinet Member on Call. Cabinet Members are top administrators of the school – Head of School (Mrs. Broad), Assistant Head (Mrs. Sgroi), Chaplain (Dr. Candine Johnson), and the Chief Financial Officer (Mrs. Nancy Smith). They are on call to handle any emergency that arises.

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

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

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

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

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

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

**DRESSY SCHOOL OUTFIT:** This is the formal school uniform worn on field trips, to church, or for any important all-school event. It consists of a plaid kilt (no more than four inches above the knee), white button-down blouse or turtleneck (tucked in), choice between the navy sweater or vest, appropriate socks or tights, and black or navy closed-toe, closed-heeled shoes (not athletic shoes).

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

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

**FACULTY/STUDENT CENTER:** Located in the basement of the Viola Woolfolk Center. "The Student/Fac" is where day students lockers are located. Each student has a mailbox there. Additionally, it's a great place to hang out with a pool table, fooseball table and TV.

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

**GENERAL RESTRICTION:** A punishment that is given for more serious infractions – breaking a Major School Rule or the Honor Code, repeated mark offenses, etc. When on restriction, social activities are limited. One of the disciplinary councils, the Dean of Residential Life, or Dean for School Life assigns GR.

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

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

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

**LIGHTS OUT:** Unless granted late lights, a student must go to bed at this time. Times are set 11:00 p.m. for underclass women and Seniors are permitted to stay up until midnight.

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

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

**OVERNIGHT FORMS:** In order to leave campus for a day leave, an overnight, weekend or a vacation, you must fill out an overnight form. For a regular weekend, overnight forms are due in the Duty Office in Latane by 6 p.m. on Wednesdays. For vacations, they are due by 6 p.m. **two weeks** before the vacation begins. Blank

overnight forms can be found in the Duty Office in Latane. You must have permission from your parents to leave campus, even if you are going home.

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

**PREFECTS:** Each dorm has at least one prefect per floor. These student leaders help the dorm counselors run the dorm. They also help students adjust to life at SMS and help with homesickness and roommate issues. Prefects are the link between students and dorm counselors in the dorm.

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

**QUIET HOURS:** After hours until lights out everyone is asked to maintain a certain level of quiet.

**RESIDENTIAL MERIT PROGRAM:** This program is designed to recognize boarding students who have shown the ability to live well within our community. Assessment in recognition of merit status is based on two week intervals. This cumulative achievement is recognized with both on campus privileges and off campus events.

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

**ROOM BELL:** This is the time a student must be in her room. If a student is caught out of her room after room bell, she may get marks.

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

**SATURDAY STUDY HALL:** If a student does not turn in an assignment during the week or her teacher, advisor, parent and/or Mrs. Farmer feel she needs extra study time, she may be placed in Saturday Study Hall. It is every Saturday from 10 a.m. until 12 noon. A student may not be able to attend weekend plans or weekend

activities that leave during Saturday Study Hall. It's also a great time for a student to get ahead in her classes because it provides a quiet, distraction-free study setting.

**SCHOOL LIFE:** The hub of all campus happenings! The School Life Office, located in Latane, is where you sign up for weekend activities or walmart run, pick up your mail, turn in overnight and travel forms as well as sign in and out. Day students also sign out from the School Life Office at the end of the day.

**SEATED LUNCH:** On Mondays, Wednesdays and Fridays, we have required lunch in the dining room where you are assigned to a table with a faculty member. On Mondays and Wednesdays, you sit with your advisor and on Fridays, 10<sup>th</sup>-12<sup>th</sup> graders are assigned to a table with a faculty member. If you are an 8<sup>th</sup> or 9<sup>th</sup> grader, you sit with a Peer Leader on Fridays.

**SECURITY:** St. Margaret's employs a team of security personnel who monitor campus between the approx. hours of 7 pm-after midnight.

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

**TA:** Teacher Available. Five days a week, the last period of the day is called TA. This is when academic teachers are available for extra help in their classroom or another appointed place. No other meetings or activities are scheduled during this time, and sign-out for the weekend does not begin until after TA on Friday.

**THISTLE SHOP:** Located in the basement of SMS Hall the Thistle shop is a place to purchase SMS merchandise as well as basic school supplies.

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

**WEEKLY SCHEDULE:** The Weekly Schedule is available the Friday before that actual week begins. The schedule is posted on the intranet and lists all activities, sports, special events, and class rotations (classes are rotated on days when there are away games so the players do not miss the same classes over and over again). A link to the weekly schedule is provided in the weekly parent e-mail,

***CrossCurrents.***

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