

St. Margaret's School

Dorm Survival Guide

2010 - 2011



Helpful Information and Useful Tips
For Boarding Students

WHAT'S IN THIS GUIDE?

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

How is it organized?

The guide is organized by topic...

Your Room	pages 2 - 3
Roommates	pages 4 - 5
Laundry	page 6
Map (Town Boundaries)	page 7
Important Phone Numbers	page 7
Homesickness Help	page 8
Counseling Flowchart	page 9
Health Program Flowchart	page 10
Thistle Shop	page 11
Academic Success	page 12
Academic Life Flowchart	page 13
Room Study Expectations	page 14
Avoiding Trouble	pages 15 - 16
Disciplinary Flowchart	page 17
Mark Slip	page 18
"SMS Speak" (Glossary of Terms)	pages 19 - 22



Your Room



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

WALLS

- Hang posters or pictures on the walls BUT remember to use safe materials to affix them. **BLUE DOUBLE SIDED TAPE IS NOT PERMITTED DUE TO THE PERMANENT DAMAGE TO THE WALLS.** It is suggested that you use clear scotch tape in Latane, and tacks work best in A-House and McCuan. **YOU** will be responsible for the condition of the walls when you leave next June.
- Also note that you may **NOT** hang tapestries, flags, or Christmas lights. You may **NOT** hang anything from the ceiling, and curtains may be no longer than 2 feet.

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

APPLIANCES

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

'Your Room' continued...

- **CELLULAR PHONES** A select group of students have earned the privilege to have and use their cell phones. More information concerning the details of earning the privilege will be shared with students at Orientation. If your parents would like for you to have your cell phone when you travel to and from

school, you must turn in the cell phone to the School Life Office or the adult on duty and fill out a cell phone card when you arrive at school. You may retrieve it on the day you leave campus to travel home.

FURNITURE

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

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

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

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

COMPUTERS

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



Roommates



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

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

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

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

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

'Roommates' continued...

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

Grow Up: Yes, you are still in high school, but boarding school gives you a great deal of freedom to decide your actions. Remember, your roommate and the other students on your floor have rights too - like the right to not be woken up by you and your friends at 6 a.m. on a Saturday morning.

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

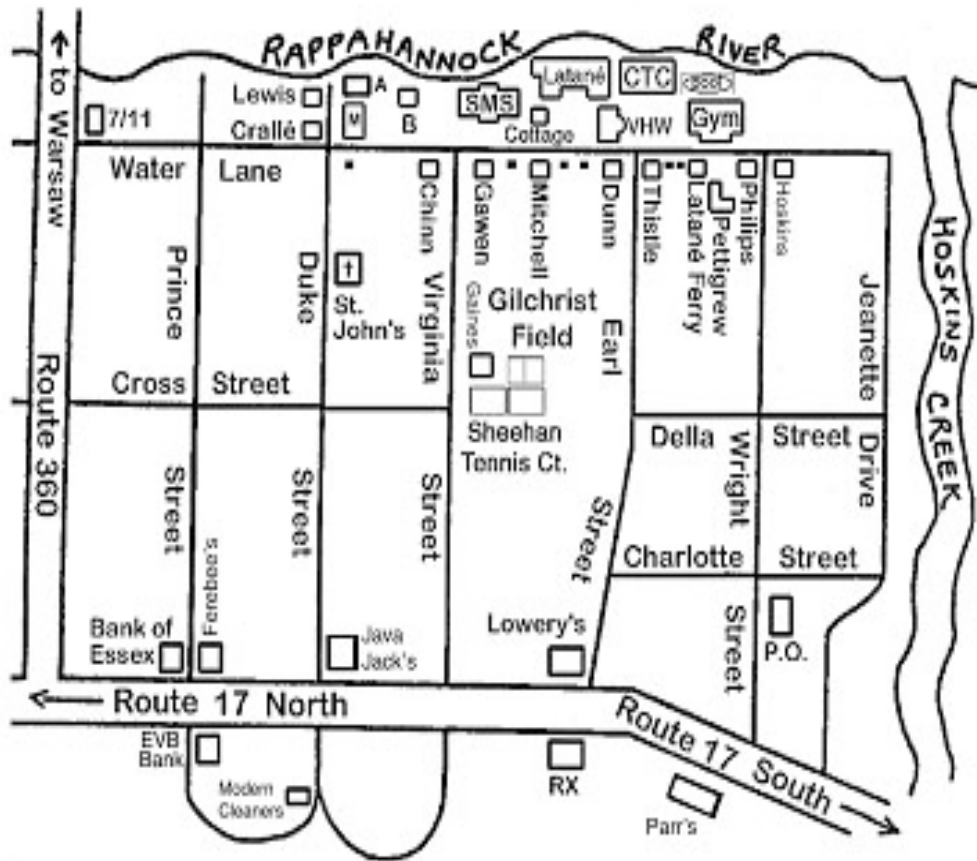
Laundry



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

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

MAP OF TAPPAHANNOCK (Town Boundaries)



Important Phone Numbers

Food Delivery

- Domino's (804) 443-6585
- China Inn (804) 333-9333

SMS Extensions

Latane Front Desk	3030
Latane 2 nd Floor	5019
Latane 3 rd Floor	5020
A-House Duty Office	3024
A-House 1 st Floor	5021
A-House 2 nd Floor	5022
McCuan Duty Office	3082
McCuan 2 nd Floor	5016



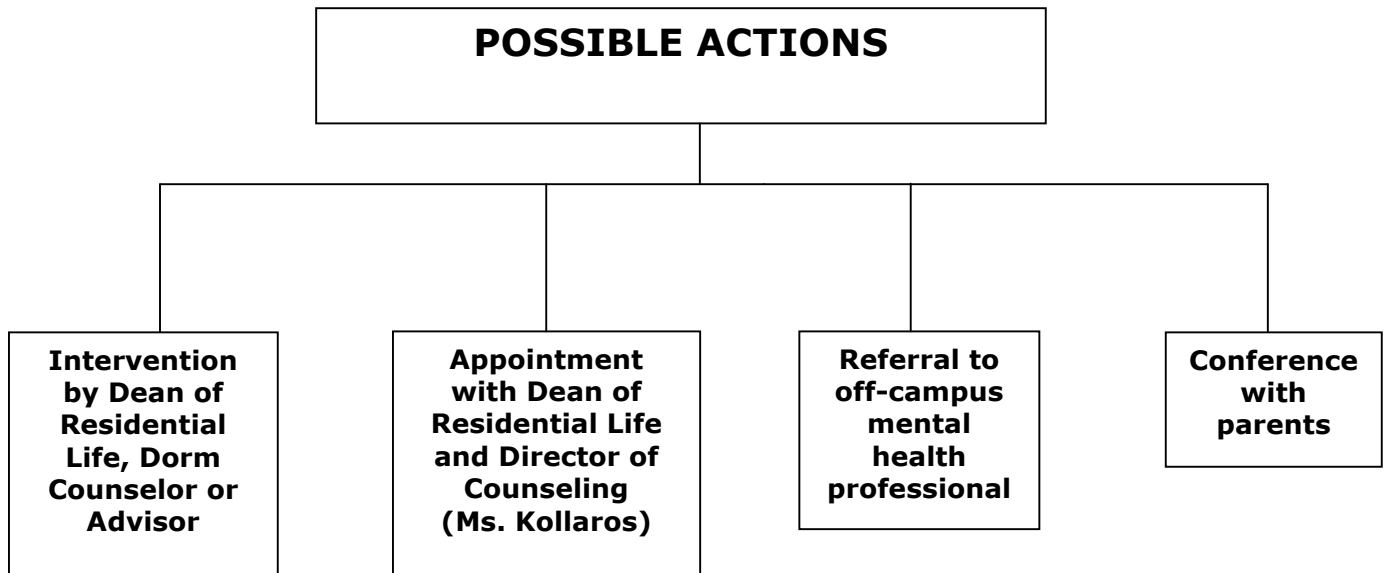
Homesickness Help

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

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

Counseling Program

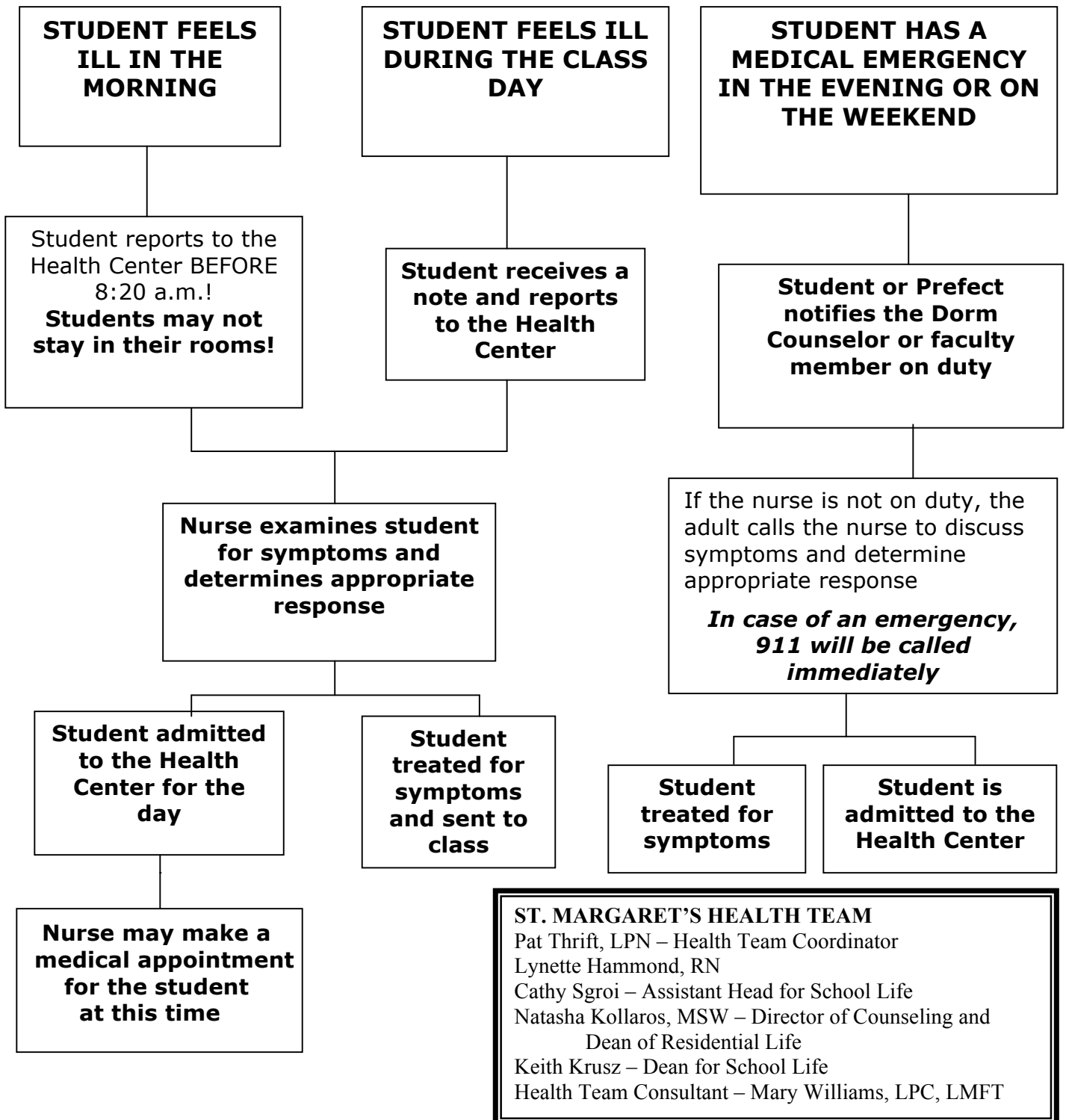
While the view of counseling varies from culture to culture and family to family, St. Margaret's believes firmly in providing our students with the opportunity to explore their feelings and solicit help with problem-solving. We have established many avenues for our students to address their concerns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

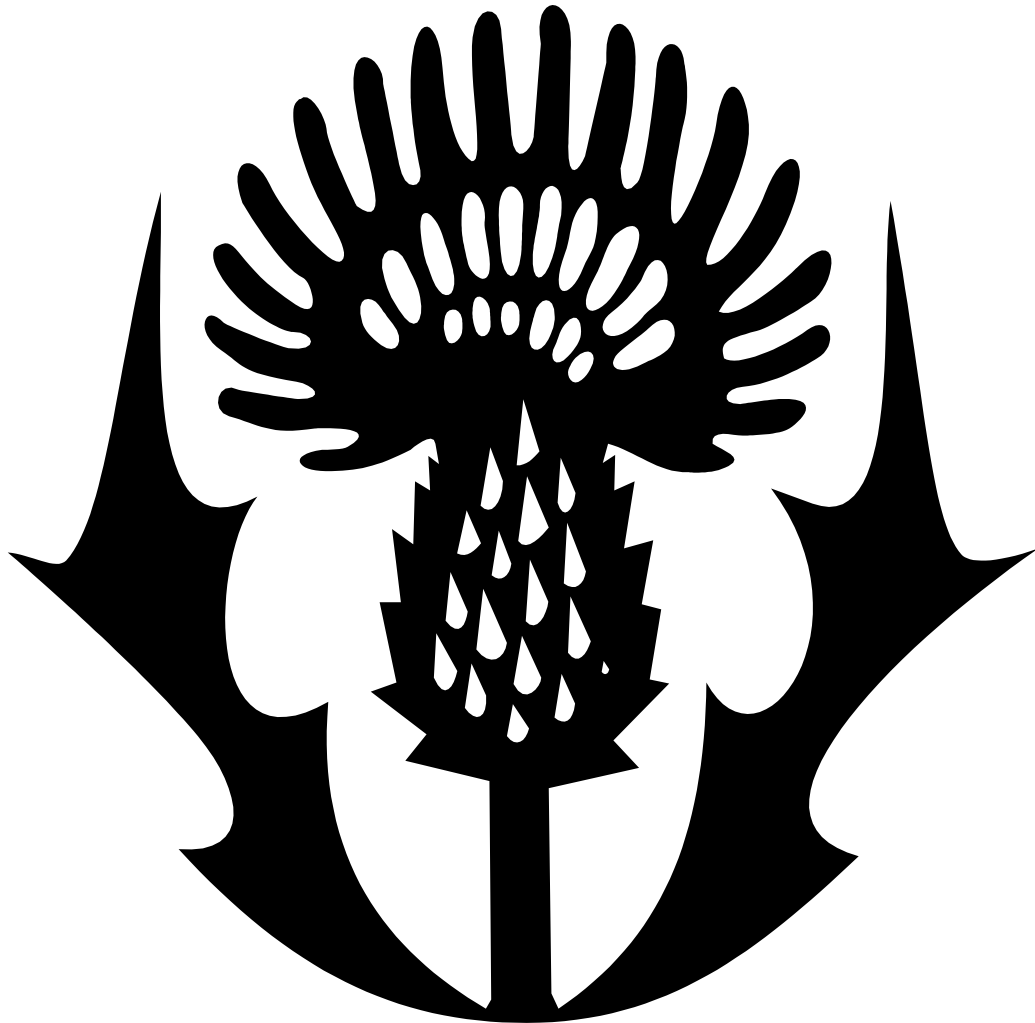


Please note that the counseling process is kept confidential except in cases where threat to self or others is present. The Dean of Residential Life and Director of Counseling, Natasha Kollaros, is a resource for parents who have concerns, and she can be contacted through the main school number or via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

Health Program

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





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



Academic Success

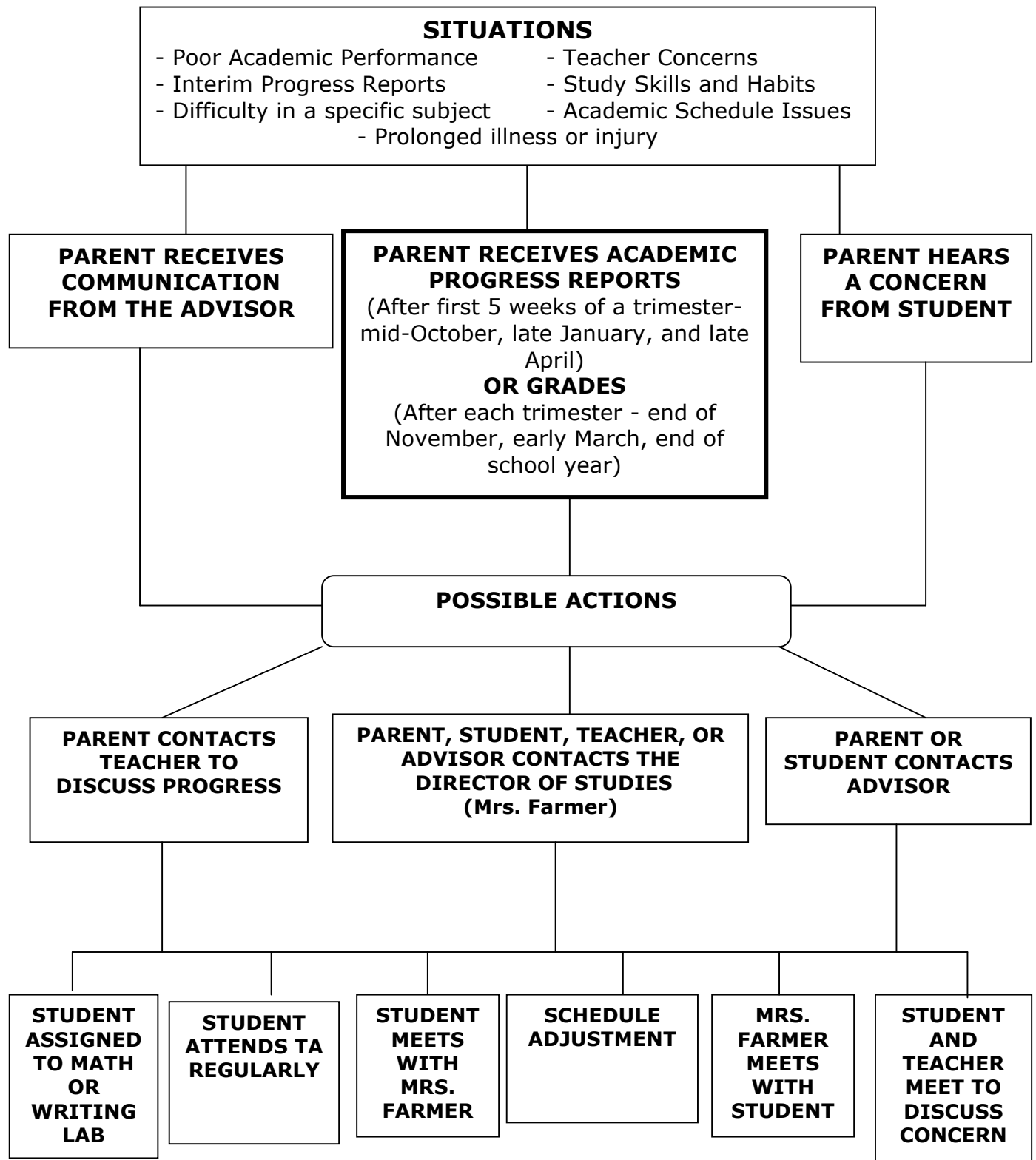
St. Margaret's has a demanding academic program; after all, you are here to study and learn! It may be challenging for you to adjust to our expectations. If English is not your primary language, it may be particularly difficult in the beginning to understand teachers and homework assignments. To help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

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

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

Resources Available for Academic Support

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



Room Study Expectations

If you achieve academic success, you may earn the privilege to study in your room during Evening Study Hall. It is important to remember that this is a PRIVILEGE and in order to keep it, you must follow the expectations outlined here.



1. **STUDY!**

Even though you are in your room, you must remain as focused as you were during Required Evening Study Hall. This time must be devoted solely to school work - no distractions and no leisure activities.

2. **Communicate with your dorm counselor** about studying with another student in Room Study, getting help from another student, or even asking another student a question. If the dorm counselor gives you permission, remember to be quiet and respectful of others studying nearby.

3. **You may work at your desk, on your bed, or on the floor** as long as you are **STUDYING!**

4. **Hungry? You may eat pre-prepared food during Study Hall.**

For example, if you want popcorn during Study Hall, make sure you pop it **BEFORE** Study Hall begins. Microwaves are noisy and sound travels in the dorm.

5. **Avoid frequent trips to the bathroom** so that you don't disrupt the study environment.

A NOTE ABOUT ROOM STUDY: At the end of each trimester, we have Exam Study Hours. The rules for these are different from the Room Study expectations listed above. Rules for Exam Study Hours will be posted before exam time.



Avoiding Trouble



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

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

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

1. **Sign in to your dorm ON TIME - by 10 p.m. during the week and 11 p.m. on weekends.**
2. **Drag yourself to breakfast and dinner each day ON TIME!! and SIGN-IN!!**
3. **CLEAN YOUR ROOM every day!** You will always pass room inspection.*** - see bottom of next page
4. **Use your "late light" privileges wisely.** You need your rest!
5. **Turn in your overnight forms by 6 p.m. on Wednesday.** Also, make sure your parents send in the permission for you to leave campus. Even if you are going home, you still need permission.
6. **Be honest about where you are signing out to - include every possible destination.** We need to know where you are going in case we need to find you.

'Avoiding Trouble' continued...

7. **CARRY YOUR KEYS AND FOB!** Housekeeping staff, the nurses, and the people in the School Life Office have more important things to do than to let you into your room. Also, you will be charged 25¢ to be let in.
8. **Respect adults and student leaders.** They have a job to do! Ignoring Prefects and faculty does not make them disappear...it causes trouble for you.
9. **Use your phone at appropriate times!** Your phone should not be used during study hall or after "lights-out." The Dean of Residential Life can determine rooms in which phones are being used!
10. **NEVER possess or use drugs, alcohol, or tobacco - you face expulsion if you do!**
11. **DO NOT leave the dormitory after the last check-in.** Visiting the other dorm or wandering the campus late at night will result in restriction AND may result in suspension or even expulsion!

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

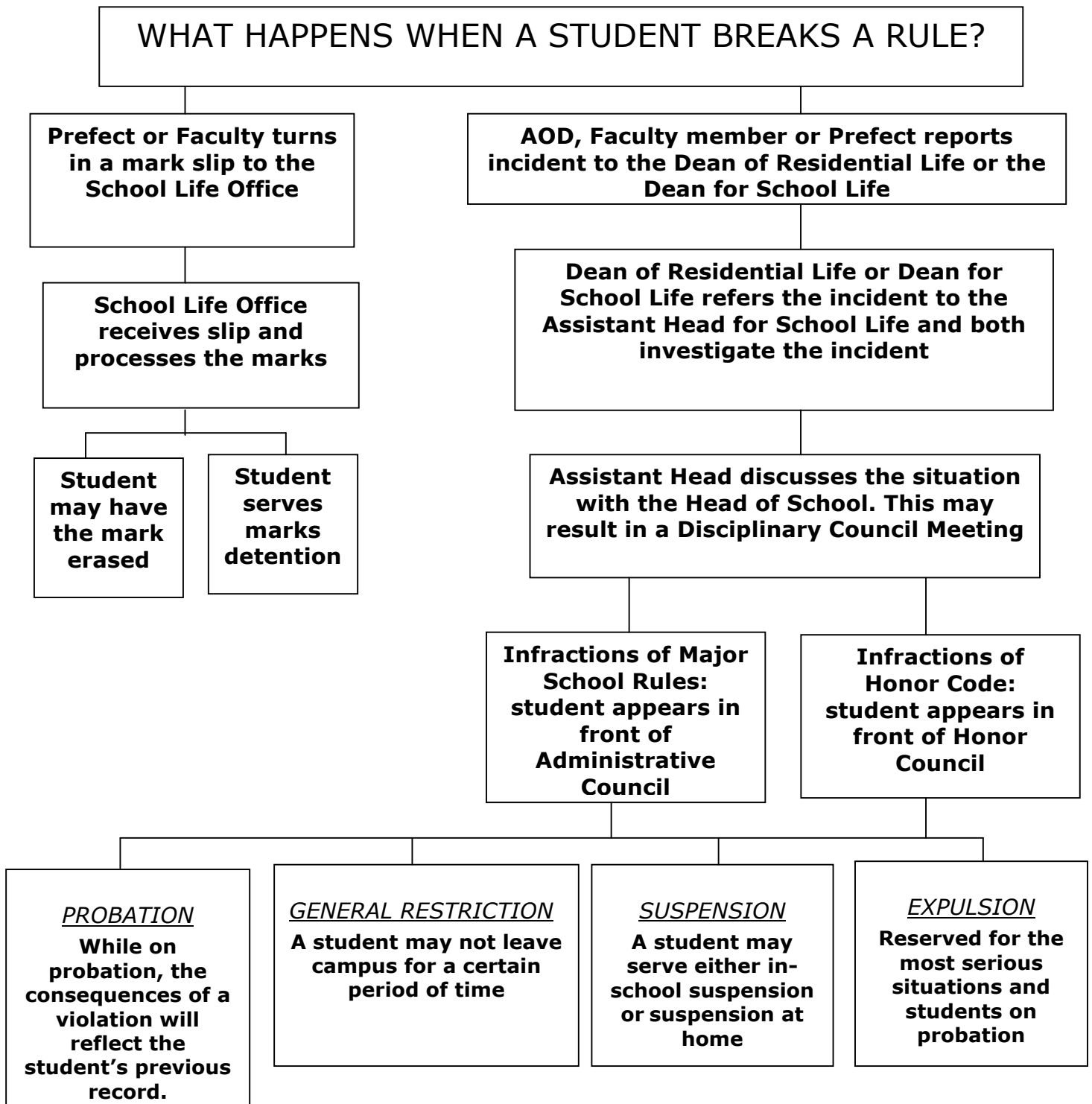
*****Neatness and Room Rules**

Rooms should be kept clean, neat and orderly. Each student should have her area of the room clean and ready for inspection by 8:30 AM on weekdays. Rooms may be inspected any time between 8:30 AM and the last class period daily, and the first room inspection of the week will be on Monday. A student whose room is in unsatisfactory condition will receive one mark.

If a student fails room inspection twice in one week, she will receive two marks and will be assigned dorm chores immediately following study hall that evening. Upon a third failed room inspection in one week, the student's card will be pulled for the weekend and she will serve room restriction, that evening, under a Dorm Counselor's supervision. Repeated failures will result in the student appearing before Community Council.

Discipline

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



AVOID THOSE MARK
SLIPS!!!

Glossary of Terms

What ARE you talking about?

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

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

AFTERNOON MEETING PERIOD: This period is scheduled every Wednesday from 2:50 - 3:50. Afternoon Meeting Periods are sometimes devoted to class meetings, but also 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.

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

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

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

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

CHAPEL: On Wednesdays and Fridays, we have Morning Prayer in the Chapel. On Wednesdays (our late-start day) Chapel begins at 8:50 a.m. and on Mondays it begins at 8:30 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 Check Study Hall when she misbehaves during evening Required Study Hall.

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

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

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

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

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

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

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

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

DORM CHORES: Tasks in the dorms that are assigned to students - cleaning the lounge or kitchen, vacuuming or sweeping the halls, sorting and folding laundry. Dorm chores will be assigned if a student fails room inspection twice in one week OR they may be assigned to keep our communities clean.

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, Ms. Kollaros.

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

DUTY OFFICE: Each dorm has a duty office. The office is near the front entrance of the dorm. The adult on duty can usually 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.

FRIDAY NIGHT REINFORCEMENT: Friday Night Reinforcement is a special study hall from 6:30 p.m. to 8 p.m. every Friday night. Attendance for Friday Night Reinforcement 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 marks offenses, etc. When on restriction, social activities are limited. One of the disciplinary councils, the Dean of Residential Life, or the Dean for School Life assigns General Restriction.

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

J.O.B.: Junk-on-the-Bunk occurs once a month and involves a thorough cleaning of the student's room, from top to bottom. You will be informed of guidelines before the first J.O.B.

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

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

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 areas of school life. Prefects and faculty members write them.

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

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

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

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

PREFECTS: Student Leaders in the dorm who serve as the link between students and dorm counselors and help the dorm counselors run the dorm. They also help students adjust to life at SMS and help with homesickness and roommate issues. Most dorm floors have at least one prefect.

PULLED CARDS: Your card may be pulled (or put away) so that you can't sign off campus. This could occur for a variety of reasons - for example, not passing room inspection, getting too many marks, missing a required event, not attending Chapel or church of choice, or not completing your academic work. If your card is pulled over a weekend, you may not have sleepovers.

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

ROOM RESTRICTION: This is when a student is restricted to her room after study hall ends until 10:15 p.m. At 10:15 p.m. 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 (such as failing room inspection).

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

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

SLEEPOVER: On the weekend, students may have sleepovers. You must ask permission from the dorm counselors involved before 10 p.m., and you must sign the "Sleepover" book in the dorms involved. There may be **ONLY** one guest per room, per night.

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

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

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

WAL-MART RUN: Every Wednesday evening around 5:45 p.m. and Sunday afternoon at 3:00 p.m., there is a bus run 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 on the Intranet the Friday before the week begins. It lists all activities, sports, special events, and class rotations (classes are rotated on days where there are away games so the players do not miss the same classes over and over again).

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.