



SAINT MARY'S SCHOOL

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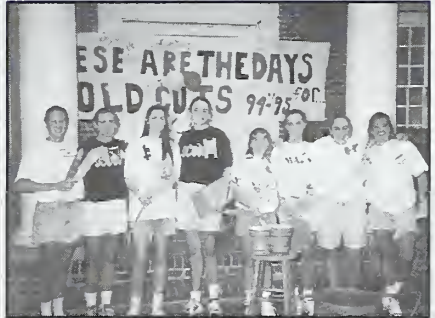


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SAINT MARY'S

COLLEGE AND HIGH SCHOOL



STUDENT LIFE HANDBOOK AND ACADEMIC PLANNER

1995-96

STATEMENT OF MISSION AND PURPOSE

For over a century and a half, Saint Mary's has successfully prepared young women in high school and college for continued study by nurturing each student's individual potential in a challenging academic environment.

Saint Mary's is a two-year college and four-year high school joined in a single institution offering liberal arts programs that prepare young women for continued study towards a baccalaureate degree and for lifelong learning. Saint Mary's students are women who elect to build their confidence and academic skills in an environment that emphasizes caring faculty and small classes, leadership and responsibility, and opportunities to form long-lasting friendships. A Saint Mary's education is designed to lead each student towards an enhanced understanding of herself, her cultural heritage, and the world in which she lives.

Historically associated with the Episcopal Church, which encourages full development of mind and spirit, Saint Mary's has four primary purposes:

- 1. To prepare each student for a senior college or university**
 - ◆ through quality teaching in small classes
 - ◆ through a solid grounding in the academic fundamentals of a liberal arts education
 - ◆ through a firm commitment to expose students to new technology
- 2. To build each student's awareness of herself, her world and her options for the future**
 - ◆ through personal attention of faculty and staff in and out of class
 - ◆ through individual advising concerning continued study
 - ◆ through courses that help her understand herself, her heritage and the world around her
- 3. To develop each student's capacity to accept responsibility**
 - ◆ through encouraging students to accept academic and personal responsibility
 - ◆ through offering opportunities for leadership and involvement
- 4. To foster moral and ethical growth and lasting friendships**
 - ◆ through an atmosphere that fosters development of close friendships
 - ◆ through a community bound by a strong honor code
 - ◆ through an appreciation of ethical and civil behavior
 - ◆ through a chapel program that fosters spiritual growth



SAINT MARY'S

COLLEGE AND HIGH SCHOOL

Student Life Handbook

1995-96

Saint Mary's cherishes tradition. There is no better expression of the spirit of our rules than this statement from the *Student Handbook* of 1943-44:

"The rules set forth here form a pattern of behavior expected of a Saint Mary's girl. They do not pretend to list every undesirable action. In general, she is expected to conform to the live-and-let-live principle of any democratic, well-ordered community."

Saint Mary's
College and High School
900 Hillsborough Street
Raleigh, N.C. 27603

This handbook is published by the Dean of Students Office as a guide to student life at Saint Mary's. The contents herein are subject to change as deemed appropriate by Saint Mary's. Rule changes may occur throughout the year. Students will be notified if this happens.

SAINT MARY'S CALENDAR 1995-96

1995

August 14, Monday.....	Arrival of Resident Directors
August 16, Wednesday.....	Arrival of SGA, R.A.s
August 17-18, Thursday-Friday.....	Workshop for R.D.s, SGA and R.A.s
August 19, Saturday.....	Arrival of new students
August 19-22, Saturday-Tuesday.....	Orientation of new students
August 22, Tuesday.....	Arrival of returning students
August 22, Tues....	Advisor/Advisee conferences - <u>Mandatory</u> for ALL Students
August 23, Wednesday.....	Classes begin at 8 a.m.
September 1, Friday.....	Labor Day Holiday begins at 5:00 p.m.
September 4, Monday.....	High School Boarders return by Monday curfew (Dorms open at 4 p.m.)
September 5, Tuesday.....	Classes resume at 8:00 a.m.
September 6, Wednesday.....	Last day to add a class
September 20, Wednesday....	Last Day to withdraw from a class without penalty
October 11, Wednesday.....	Fall Break begins at 5:00 p.m.
October 17, Tuesday.....	High School Boarders return by Tuesday curfew (Dorms open at 4 p.m.)
October 18, Wednesday.....	Classes resume at 8:00 a.m.
October 24, Tuesday.....	Preliminary Scholastic Aptitude Test* (*Required of all 10th and 11th graders)
October 27, Friday.....	Parents Day
October 30-November 3.....	Pre-Registration conferences
November 21, Tuesday.....	Thanksgiving Holiday begins at 5:00 p.m.
November 26, Sunday.....	High School Boarders return by Sunday curfew (Dorms open at 4 p.m.)
November 27, Monday.....	Classes resume at 8:00 a.m.
December 8, Friday.....	Last Day of Classes
December 11-15, Monday-Friday.....	Exams
December 15, Friday.....	Dorms close at 5 p.m.
December 17-January 7.....	Christmas Holidays

1996

January 7, Sunday.....	High School Boarders return by Sunday curfew (Dorms open at 4 p.m.)
January 8, Monday.....	Classes resume at 8 a.m.
January 15, Monday.....	Martin Luther King Day Holiday (Dorms open)
January 23, Tuesday.....	Last Day to Add a Class
January 23, Tuesday.....	Last day to remove incomplete grades from 1st semester
February 6, Tuesday.....	Last day to withdraw from a class without penalty
February 10-11, Saturday-Sunday.....	Mother-Daughter Weekend
February 19, Monday.....	President's Day Holiday (Dorms open)
March 8, Friday.....	Spring Holiday begins at 5:00 p.m. (Dorms close at 5 p.m.)
March 17, Sunday.....	High School boarders return by Sunday curfew (Dorms open at 4 p.m.)
March 18, Monday.....	Classes Resume at 8:00 a.m.
April 4, Thursday.....	Easter Holiday begins at 5 p.m. (Dorms close at 5 p.m.)
April 8, Monday.....	High School Boarders return by Sunday curfew (Dorms open at 4 p.m.)
April 9, Tuesday.....	Classes resume at 8 p.m.
April 9-12, Tuesday - Friday.....	Pre-registration Conferences
April 26-27.....	Alumnae Weekend
April 26, 29, 30 - Fri., Mon., Tues.....	End of course testing for HS students
May 2, Thursday.....	Last Day of Classes, Honors Convocation
May 3-9, Friday - Thursday.....	Exams
May 11, Saturday.....	Commencement

**This calendar does not include all campus events.
Calendars and bulletins with listings of all events are
distributed each month throughout the academic year.*

COLLEGE
STUDENT GOVERNMENT ASSOCIATION
OFFICERS



1995-96 College Student Government Association Officers

front row - left to right: Tracy Tranguch, College Residential Council Chair; Stephanie Phillips, Vice President; Karen Edmundson, Secretary/Treasurer; back row - left to right: Tracy Ivey, Judicial Board Chair; Kari Syrdahl, Judicial Board Vice Chair; Holly Evans, SGA President; Sherrod Sisco, Social Chair.

1995

August 13-19

13

Sunday

ARRIVAL OF RESIDENT DIRECTORS

14

Monday

15

Tuesday

ARRIVAL OF SGA, RAs

16

Wednesday

WORKSHOPS FOR SGA AND RAs

17

Thursday

WORKSHOPS FOR SGA AND RAs
FACULTY ORIENTATION

18

Friday

ARRIVAL OF NEW STUDENTS

19

Saturday

HIGH SCHOOL STUDENT GOVERNMENT ASSOCIATION OFFICERS



1995-96 High School SGA Officers

front row - left to right: Eliza Jenkins, Boarder Social Chair; Blair Hinton, Day Student Social Chair; Laura-Burke Davis, Secretary/ Treasurer; back row - left to right: Jackie Rogers, SGA President; Robin Thomas, Vice President; Jennifer Lewis, Day Student President.

1995

August 20-26

NEW STUDENT ORIENTATION CONTINUES

20
Sunday

NEW STUDENT ORIENTATION CONTINUES

21
Monday

ARRIVAL OF RETURNING STUDENTS;
NEW STUDENT ORIENTATION CONTINUES;
ADVISOR/ADVISEE CONFERENCES; MANDATORY FOR ALL STUDENTS

22
Tuesday

CLASSES BEGIN AT 8 A.M.

23
Wednesday

24
Thursday

25
Friday

26
Saturday



SCHOOL HYMN

We Build our School on Thee, O Lord;
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end, AMEN.

- *Sebastian W. Meyer, 1908 (words)*
Russell Broughton (music)

1995

August 27-September 2

27

Sunday

28

Monday

29

Tuesday

30

Wednesday

31

Thursday

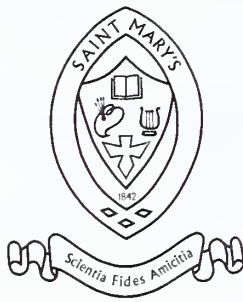
Labor Day Holiday BEGINS AT 5 p.m.; DORMS CLOSE AT 5 p.m.

1

Friday

2

Saturday



School Song

HAIL, SAINT MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands Saint Mary's true and noble
'Neath the Southern skies.

*Far and wide, Oh sound her praises,
Chorus full and free
Hail, Saint Mary's, Alma Mater
Hail, all hail to thee!*

Well, we love the little Chapel
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

- Adapted from Margaret Mason Young, 1899

1995

September 3-9

3

Sunday

DORMS OPEN AT 4 p.m.

H.S. BOARDERS RETURN by MONDAY CURFEW

4

Monday

LABOR DAY

CLASSES RESUME AT 8 A.M.

5

Tuesday

LAST DAY TO Add A CLASS

6

Wednesday

7

Thursday

8

Friday

9

Saturday

THE CHAPEL

The chief symbol of Saint Mary's affiliation with the Episcopal Church is the chapel.

Chapel services are highly participatory and planned by and for students. When many alumnae look back on their years here, it is the Chapel they remember as the heart of Saint Mary's. One early alumna described it as "the little brown chapel that we love." Though it's bigger now and painted white, it is still the chapel we love.

All students are required to attend some chapel services, but the schedule varies for high school boarders, college boarders and day students. Families and guests of students, including those from other communities of faith, are always welcome.

HIGH SCHOOL BOARDING STUDENTS have the most active chapel program with weekly required chapel. Students on campus have opportunities to attend Sunday church service.

COLLEGE BOARDING AND DAY STUDENTS are required to attend the monthly chapels for college students and the monthly All Campus Chapels. They are welcome at all other services. The religious life program for college students also includes Bible study, retreats and guest speakers on topics which students request. All Campus Chapels include, for example, Honor Chapel, Founder's Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, Circle Chapel and the Student Government Association inductions.

CHAPEL POLICIES

1. Students may be excused from chapel in advance of a service by the Chaplain. No excuses will be issued retrospectively.
2. Each student must bring her chapel card which is collected by a Marshal.
3. Dress is formal for all chapel services (skirts or dresses).

CHAPLAIN'S OFFICE: The Chaplain's office is located in lower Smedes across from the side entrance of the chapel. The Chaplain is available for confidential, pastoral counseling.

1995

September 10-16

10

Sunday

11

Monday

12

Tuesday

13

Wednesday

14

Thursday

15

Friday

16

Saturday

THE HONOR CODE

The Student Government Association at Saint Mary's is based on the Honor Code. The emphasis on honesty is vital to the functioning of our self-governing school. The success of our Honor System depends upon each student's acceptance of the responsibility for her own honor and for the honor of the school. If a student breaks the Honor Code she is expected to report herself to the Chairman of the Judicial Board. If she knows of another student breaking the Honor Code, she is expected to speak to that student explaining why she should report herself and then, if necessary, report that student to the Chairman of Judicial Board. When questioned, a student is expected to be truthful to any member of the community.

To show their support for the Honor Code, students may be required to take the following pledge or oath during classroom or special chapel activities.

THE PLEDGE

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

THE OATH

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at Saint Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal cooperation in fulfilling the responsibilities of student government at Saint Mary's.

1995

September 17-23

17

Sunday

18

Monday

19

Tuesday

LAST DAY TO WITHDRAW FROM A CLASS WITHOUT PENALTY

20

Wednesday

21

Thursday

22

Friday

23

Saturday

POLICIES

DEAN'S MOTTO

“Right is Right; Rules are Rules; but Fair is Fair.”

DEAN'S AUTHORITY

The Dean of Students reserves the right to handle any disciplinary matter administratively. Students may be punished, suspended, or expelled by the Dean of Students for certain or repeated violations of Saint Mary's rules.

ENROLLMENT POLICY

Saint Mary's is a women's institution. It does not discriminate on the basis of race, religion, color, or ethnic origin. Each student is admitted for one year at a time. Students are invited to reenroll if they are making satisfactory academic progress and are exhibiting appropriate behavior. Saint Mary's does not accept married students for admission to its high school program. If a high school student marries or becomes pregnant while enrolled at Saint Mary's, she will be required to withdraw from the school.

Saint Mary's reserves the right of suspension or dismissal at any time during the year. Any student who routinely misses work, who fails to maintain satisfactory academic performance, who disobeys social rules, who violates the Honor Code, whose off campus behavior discredits the school, who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from Saint Mary's.

DRUG AND ALCOHOL POLICY

Saint Mary's aims to be an alcohol and drug free environment. The following policy statement supports and provides for such an environment: Use or possession of alcohol/drugs or being under the influence of alcohol/drugs under school jurisdiction (on or off campus) makes a student liable for dismissal.

Violation of this policy will be handled administratively on an individual basis. The faculty and administration will actively seek to identify students whose actions indicate that they may be using drugs or alcohol.

Possession, use, distribution or sale of alcohol and/or illegal drugs on campus is strictly prohibited. It is also prohibited to possess or display any container that once held an alcoholic beverage or any drug paraphernalia. Possession of containers or drug paraphernalia will indicate that consumption was the intent. Ownership of items found in dormitory rooms, or in cars on

1995

September 24-30

24

Sunday

25

Monday

26

Tuesday

27

Wednesday

28

Thursday

29

Friday

30

Saturday

campus, will be attributed to all persons sharing that room or car unless one of the persons claims actual ownership.

Saint Mary's reserves the right to search rooms and cars parked on campus (locked or unlocked), with or without the student present.

ROOM/AUTOMOBILE SEARCHES

Saint Mary's reserves the right to conduct random searches of all dormitory rooms at any time and as often as possible as deemed necessary. Automobiles parked on the campus are also subject to search.

- A. Room searches may only be conducted by the Dean of Students or by members of the Dean of Students staff with the Dean present.
- B. If a student has reason to believe that another student's room should be searched, she should contact the Dean of Students.
- C. Students' rooms should be kept locked at all times. No student should enter another student's room or ask Security to allow her to enter without the explicit permission of the person or persons living in that room.

TOBACCO POLICY

High School Students: SMOKING OR USE OF ANY TOBACCO PRODUCTS BY HIGH SCHOOL STUDENTS IS PROHIBITED ON CAMPUS. Violation of this rule can lead to expulsion.

College Students: College students are permitted to smoke ONLY in their room (if designated a smoking room) with the door closed. Smoking is prohibited in all other areas of campus. College students should not allow a high school student to smoke in the college dormitories.

HAZING

Hazing, on or off campus, will not be tolerated. Section 14-35 of the North Carolina Code states the following:

Hazing: definition and punishment.

It shall be unlawful for any student in any college or school in the State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is defined as follows: "to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass her, or to subject her to personal indignity." Any violation of this section shall constitute a misdemeanor punishable by a fine not to exceed \$500, imprisonment for not more than six months, or both. (1913, c. 169, ss. 1,2,3,4; CS, s4217; 1969, c.1224, s.1)

1995

October 1-7

1

Sunday

2

Monday

3

Tuesday

4

Wednesday

5

Thursday

6

Friday

7

Saturday

CLUBS AND INDIVIDUALS **SHALL NOT**: ENGAGE IN VINDICTIVE DANGEROUS, OR PROFANE BEHAVIOR; HARASS ANOTHER STUDENT; USE ABUSIVE OR PROFANE LANGUAGE TOWARDS ANOTHER STUDENT; OR USE INAPPROPRIATE LANGUAGE OR GESTURES AS ANY PART OF ANY INITIATION OR EVENT. THE USE OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED DURING CLUB EVENTS OR INITIATIONS.

Violation of these regulations will result in the suspension of a club on campus, and individuals will be subject to administrative disciplinary action.

FIRE DRILLS

Saint Mary's is required by the state of North Carolina to conduct monthly fire drills. The fire drills are monitored by the City of Raleigh Fire Marshal. Students must participate in all drills. Those students that do not participate in fire drills will be subject to disciplinary action and will face a possible fine.



1995

October 8-14

8

Sunday

9

Monday

10

Tuesday

FALL BREAK BEGINS AT 5 p.m.; DORMS CLOSE AT 5 p.m.

11

Wednesday

12

Thursday

13

Friday

14

Saturday

DISCIPLINARY BOARDS AND PROCEDURES

THE JUDICIAL BOARD

1. The Judicial Board is composed of a chairman, a vice chairman, representatives from each class and the day students, and three faculty members. A quorum consists of four students and two faculty members.
2. The Judicial Board makes recommendations on cases including, but not limited to:
 - a. dismissal of a case
 - b. assigning a student to community service
 - c. placing a student on probation
 - d. suspension
 - e. expulsion of a student.

The Judicial Board always reserves the right to turn down a case for lack of evidence.

3. The Judicial Board will handle each case individually, taking into consideration the circumstances under which the infraction occurred and whether or not the student voluntarily turned herself in.
4. Recommendations of the Judicial Board will automatically be referred to a Review Committee for a final decision regarding the case. A student appearing before the Judicial Board will only be told of the recommendation of the Judicial Board after a decision has been reached by the Review Committee. The Review Committee is composed of the President of the College, the Dean of the College, the Dean of Students, and the Chairman of Judicial Board.
5. A student who has been suspended for the remainder of the semester, and who desires to return, must make a request for readmission for the next semester to the readmissions committee.
6. A student who has been expelled or asked to withdraw from Saint Mary's may not return to campus without the written permission from the Dean of Students. Her her file may show that she was required to leave the school for disciplinary reasons.
7. Once final exams have commenced, honor offenses will be handled administratively, rather than by the Judicial Board.
8. When issued a penalty from the Judicial Board or the Dean of Students, a student will not be allowed to participate in the following for the duration of the punishment or may be removed for the year, depending on the severity of the violation:
 - a. sports (may not travel to away games);
 - b. club functions, walks or initiations;
 - c. tryouts for campus organizations;
 - d. removal from leadership position.

1995

October 15-21

15

Sunday

16

Monday

17

Tuesday

DORMS OPEN AT 4 P.M.
H.S. BOARDERS RETURN BY TUESDAY CURFEW

18

Wednesday

CLASSES RESUME AT 8 A.M.

19

Thursday

20

Friday

21

Saturday

is convened to approve/disapprove the punishment. The Dean of Students and the Chairman of Judicial Board will notify the student of the punishment, which will begin immediately. NO EXCEPTIONS WILL BE MADE TO THIS RULE. A student may appeal the decision (See Appellate Procedure).

10. Saint Mary's students are expected to exemplify appropriate behavior and should be dressed appropriately at all times when appearing before the Judicial Board.
11. Students appearing before the Board receive specific instructions regarding the procedure.
12. Parents are not allowed to contact student representatives to the Board regarding an impending case.

JUDICIAL BOARD OFFENSES

Violations of the following offenses are considered to be very serious and may carry the heaviest possible penalties: suspension or expulsion. While these penalties are not automatic in such cases, they will be considered as punishment for a Judicial Board offense.

At the discretion of the Dean of Students, a student may be sent to Judicial Board for the following reasons:

- a. cheating, lying, stealing and plagiarism (see definitions, pp. 15-16);
- b. willful and/or repeated violation of Saint Mary's rules.

High school parents are notified by the Dean of Students of the results of a Judicial Board case when a student is found guilty.

OFFENSES HANDLED ADMINISTRATIVELY

Saint Mary's may require the immediate withdrawal of any student who:

- a. poses a danger to the health and safety of the Saint Mary's community or herself;
- b. fails to fulfill the required financial obligations to Saint Mary's;
- c. violates probation imposed by Saint Mary's for failure to follow the class attendance policy;
- d. subjects Saint Mary's to a lawsuit due to her actions.

APPELLATE PROCEDURE

To appeal a Judicial Board/Review Board decision, a student must do the following:

1. Notify the Dean of Students in writing within 24 hours of the Judicial Board decision. The written appeal must state the grounds for the appeal (i.e., new evidence to be presented). A student who has been expelled may appeal automatically.
2. The Dean of Students will convene an Appeal Board to hear the appeal if there are appropriate grounds. This Appeal Board consists of the

1995

October 22-28

22

Sunday

23

Monday

PSAT; REQUIRED of all 10th & 11th GRADERS

24

Tuesday

25

Wednesday

26

Thursday

PARENTS' DAY

27

Friday

28

Saturday

President of the College, the Dean of the College, the Dean of Students, the President of SGA, Chairman of Judicial Board and a faculty representative to the Judicial Board.

3. A student may appear before the Appeal Board in person or may submit a written statement.
4. The Appeal Board may summon any witness it deems appropriate.
5. Decisions of the Appeal Board are final.
6. In unusual circumstances, the President may substitute a Special Review Panel to review Judicial Board decisions. This panel will consist of the President of the College, the Dean of the College and the Dean of Students. Decisions of this panel are final.

MINOR OFFENSE COUNCILS ---

The **College Residential Council** deals with minor rule violations such as unexcused absences from assembly, chapel or hall meetings; disruption of quiet hours and inappropriate behavior. See College Boarding Student rules for details of the council and the point system.

The **High School Disciplinary Council** deals with minor rule violations such as unexcused absences from assembly, chapel or required meetings; disruption of quiet hours; inappropriate behavior; failure to sign in and out and being late. See appropriate rules for Day or Boarding students for details of council and point system.

DEFINITIONS ---

1. **Campused:** a penalty in which a student must remain on campus at all times unless granted permission by the Dean of Students. This student may not have any off-campus visitors except parents.
2. **Strict Campused:** a penalty in which a student must remain on campus at all times, during which her whereabouts must be known by the Dean of Students from 8:30 a.m. - 4:30 p.m. and the Resident Director from 5:00 p.m. - 8:00 a.m. The student may not have any off-campus visitors except parents.
3. **Cheating:** Cheating is deliberately taking and using another person's ideas or work, or using unauthorized materials during tests, quizzes or examinations, either inside or outside of the classroom.
4. **Expulsion/withdrawal:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave Saint Mary's permanently. Students who are expelled, or asked to withdraw from Saint Mary's, may not return to campus without the written permission of the Dean of Students. A student must leave campus the same day she is expelled. If a student is delayed in leaving, she must wait for her ride in the Health Center.
5. **Lying:** Lying is telling a deliberate falsehood to any member of the Saint

1995

October 29-November 4

29
Sunday

PRE-REGISTRATION CONFERENCES

30
Monday

PRE-REGISTRATION CONFERENCES

31
Tuesday

HALLOWEEN

PRE-REGISTRATION CONFERENCES

1
Wednesday

ALL SAINTS' DAY

PRE-REGISTRATION CONFERENCES

2
Thursday

PRE-REGISTRATION CONFERENCES

3
Friday

4
Saturday

Mary's community, or knowingly allowing a falsehood to stand.

6. **Plagiarism:** Plagiarism is the use of other people's words, phrases, ideas or opinions without giving proper credit. It is a serious academic offense and may constitute an honor offense. It is always better to give too much credit than too little. Plagiarism normally falls into the following categories:
 - a. Copying word-for-word another's writing without quotation marks and correct identification by footnote or textural reference;
 - b. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted or changed;
 - c. Putting together a patchwork of phrases and words taken at random from one or more sources;
 - d. Using facts, ideas or opinions in your own words or the author's without giving proper credit in standard form. Standard form will be defined by the instructor for that discipline.

(Offenses covered in letter a. above constitute cheating and clearly violate the Honor Code. Offenses covered in letters b., c., and d. are of a serious academic nature, but are not considered to be honor violations. The disposition of such cases lies within the discretion of the instructor involved.)
7. **Disciplinary Probation:** a penalty recommended by the Judicial Board, the College Residential Council, the High School Disciplinary Council, or Dean of Students which places a student's behavior under close scrutiny for a specified period of time. Breaking any rule while on disciplinary probation may result in suspension or expulsion. Saint Mary's may request a parent conference when a student is placed on disciplinary probation.
8. **Stealing:** Stealing is taking and keeping, without permission of the owner, anything that belongs to someone else. This includes taking Saint Mary's property.
9. **Strict Disciplinary Probation:** a penalty recommended by the Judicial Board or Dean of Students which places a student's behavior under the closest scrutiny for a period of time. Violations of ANY rule or regulation while on strict disciplinary probation (this includes cutting any required activity) may result in expulsion.
10. **Suspension:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave Saint Mary's for a specified period of time. Students will receive no credit for classes missed during suspension. Faculty are under no obligation to provide students with material missed. Daily quizzes missed will not be made up; major tests must be taken on the day the student returns from suspension; papers should be turned in prior to leaving or on the day the student returns. Students will receive penalty for late papers. Students are not allowed on campus during the period for which they are suspended. When a student is suspended, she must leave campus that same day.

1995

November 5-11

5
Sunday

6
Monday

7
Tuesday *ELECTION DAY*

8
Wednesday

9
Thursday

10
Friday

11
Saturday *VETERAN'S DAY*

DORMITORY OFFICERS

RESIDENT ASSISTANTS

Resident Assistants (RAs) at Saint Mary's hold a staff position in the Dean of Students office under the direct daily supervision of their Resident Director. An RA resides in a dormitory on a floor assigned to her.

A Resident Assistant is expected to present herself as a positive role model, a sensitive, caring, non-judgmental member of the campus community, and as a staff member who has been charged with major responsibilities for the development of a positive living and learning environment on her hall. Her position is one of the utmost importance.

1. Project a professional attitude toward the RA position and be a positive role model at all times. Maintain strict confidentiality and serve as a liaison between the Resident Director and the students, faculty and staff.
2. Be visible to the students on your hall. Assist the Resident Director in all facets of dormitory life.
3. Inform students of all rules, regulations, fire and safety procedures and precautions, and accurately communicate all information.
4. Affirm your commitment to the Saint Mary's Honor Code both verbally and by your actions. Be consistent and fair. Insure students' awareness and understanding of the Judicial Board, College and/or High School Disciplinary Council and penalty system. Confront students when necessary and report all violations to the appropriate persons.
5. Challenge students to accept personal responsibility for hall and dorm rules and regulations, academic work and personal health and safety.
6. Project an enthusiastic attitude toward all campus activities, athletics, required assemblies, chapels, study hall and meetings. Actively participate.
7. The College RAs serve on the College Residential Council.

1995

November 12-18

12

Sunday

13

Monday

14

Tuesday

15

Wednesday

16

Thursday

17

Friday

18

Saturday

SAINT MARY'S CODE OF CONDUCT AND COMMON COURTESY

1. **Speaking and Smiling**
as the best kind of greeting

2. **Looking People in the Eye**
when speaking to others
when others are speaking to you

3. **Asking Politely**
with "please" and "thank you"

4. **Listening**
to what others say
attentively to lectures, talks, chapel services, assemblies
remaining while someone else is talking to you

5. **Asserting and Questioning**
by stating your opinion positively, but without anger
by raising questions firmly but courteously

6. **Respecting**
the thoughts and feelings of others
the right of others to have different ideas

7. **Resolving Differences**
in a sincere and genuine manner
with an effort to find solutions
with an understanding that different points of view are valid

8. **Helping Others**
by helping campus visitors with directions
by holding doors, elevators for others
by picking up dropped items

9. **Showing Interest and Appreciation**
for others' accomplishments and problems
for others' acts of kindness
for everyone present, not just a few friends

10. **Accepting Responsibility**
in a civilized, gracious, tactful manner

1995

November 19-25

19

Sunday

20

Monday

21

Tuesday

Thanksgiving Holiday BEGINS AT 5 p.m.;
DORMS CLOSE AT 5 p.m.

22

Wednesday

23

Thursday

Thanksgiving

24

Friday

25

Saturday

ACTIVITIES AND CAMPUS ORGANIZATIONS

ACTIVITIES

Acolytes
The Belles - student newspaper
Chorale
Dance Ensemble
The Stagecoach - yearbook
The Vestry

HONOR /SERVICE ORGANIZATIONS

College:

The Order of the Circle
Marshals
Phi Theta Kappa
Serenitas Veritas

High School:

The Beacon
Chapel Marshals
Honor Society
Serenitas Veritas
Sociedad Honoria Hispanica
Societe Honoraire de Francais

SPECIAL INTEREST CLUBS

Amnesty International
Atlas
Cold Cuts
Environmental Club
Fine Arts Club
Habitat for Humanity
Four-Year Girls
Granddaughters Club
Photography Club
Silence

SOCIAL CLUBS

College:

W.A.V.E.S.
MAPS
Silent S
Scoop

High School:

S.H.A.R.E.
Spiders
Undatettes
Scoop

1995

November 26-December 2

26

Sunday

DORMS OPEN AT 4 p.m.
H.S. BOARDERS RETURN BY SUNDAY CURFEW

27

Monday

CLASSES RESUME AT 8 A.M.

28

Tuesday

29

Wednesday

30

Thursday

1

Friday

2

Saturday

STUDENT SERVICES

BOOKSTORE

1. Hours: Monday-Friday, 8 a.m. - 4 p.m.
2. All books and college supplies may be purchased at the store (Master-Card, VISA, Discover and American Express accepted.)
3. Students must have ID cards when writing or cashing checks.
4. Students are advised to have their own checking accounts in either Raleigh or their hometown.
5. Two-party checks are accepted only from parents or relatives. Checks written from one student to another are not accepted. Each student must cash her own check.
6. A fee of \$15 will be charged for all returned checks. Grades will be held if these are not cleared promptly.
7. All books purchased in the bookstore may be returned for full refund before the last day of the drop-add period if not written in or damaged. The student must present her receipt.

POST OFFICE (located at the bookstore)

1. Each student is responsible for checking her mailbox daily.
2. Stamps may be purchased at the campus Post Office from 8:30 a.m. to 3:30 p.m.
3. First-class mail is put in boxes by 10:00 a.m. Monday-Friday. Mail does not come in Saturday or Sunday. Packages, newspapers, and magazines may be picked up throughout the day. Mail may be sent from the mailbox at the campus post office, or there is a U.S. Government mailbox across from the main gate on Hillsborough Street.
4. Parcel Post and UPS may be sent out and received during Post Office hours.

STUDENT LOUNGES

One Student Lounge, located on back campus, houses a Day Student lounge, a non-smoking college lounge, a vending machine snack room, a faculty/staff smoking lounge, a music practice room, a bicycle room and several study rooms. Dates may be entertained in this student lounge.

A Student Lounge is located in Lower Smedes. It houses a big-screen TV and VCR. This area is for students only. No dates may be entertained in this lounge.

1995

December 3-9

3

Sunday

4

Monday

5

Tuesday

6

Wednesday

7

Thursday

LIGHTING O' THE GROVE;
CIRCLE/BEACON CHRISTMAS PARTY

8

Friday

LAST DAY OF CLASSES

9

Saturday

READING DAY

There is also a lounge located in the East Park Building. It is available to a students who have classes in the East Park Building. Behavior in the Student Lounges, as in all areas of the campus, should reflect a sense of propriety and conformity to appropriate behavior considered to be standard for public areas.

STUDENT LOUNGE HOURS

College: The Student Lounge is open for college students from 8:30 a.m. until 1:00 a.m. Sunday-Saturday, unless otherwise approved by the Dean of Students.

High School: The Student Lounge is open for high school students during the week and weekends until their respective curfews unless otherwise approved by the Dean of Students:

11th-grade: 11:00 p.m., Sunday-Thursday; 12 midnight, weekends

12th-grade: 11:30 p.m., Sunday-Thursday; 12:30 a.m., weekends.

HOLT STUDENT LIFE CENTER ---

The Holt Student Life Center, located in the heart of campus, is a place where all students can come together to relax, find fellowship and have opportunities to become involved in activities outside the classroom. Offices that are located in the Holt Student Life Center are:

- Director of Student Activities
- Director of Student Life and Housing
- Lounge, TV
- 11th and 12th grade Day Student sign-out
- SGA
- Circle/Beacon
- CRC/High School Disciplinary Council
- Study Rooms
- Rooms designated as resting and dressing areas for Day Students
- Club meeting rooms

All rooms in the Center must be kept clean by the students using them. Men are not allowed in the Center unless it has been cleared by the Dean of Students Office. The Center is available to all Saint Mary's students from 7 a.m. - 7 p.m.

1995

December 10-16

10

Sunday

EXAMS BEGIN

11

Monday

12

Tuesday

13

Wednesday

14

Thursday

EXAMS END

15

Friday

CHRISTMAS HOLIDAY BEGINS; DORMS CLOSE AT 5 P.M.

16

Saturday

HEALTH CENTER

Saint Mary's believes the good health of its students is important. The Health Center is available to meet the health care needs of students. Located in the 1903 Building, the Health Center provides doctor's visits, referrals, general non-acute medical care, and arrangements for lab tests. The Health Center is staffed by caring personnel - a registered nurse and a doctor who is available on campus two days a week for an hour and a half. The following statements outline additional information about the Health Center's operating procedures.

HEALTH CENTER HOURS

1. The Health Center is staffed Monday-Friday from 8:00 a.m. - 4:00 p.m.

Doctor's hours are as follows:

Monday and Wednesday 8:00 a.m. - 9:30 a.m.

2. When services are required after hours during the week, a student should contact her Resident Director.
3. When an on-campus illness necessitates it, the Health Center is kept open.

EMERGENCIES

When the Health Center is closed, students should contact a Resident Director for any health-related concern. The Resident Director will make arrangements for them to see a physician or go to an emergency room as needed.

PROCEDURES

1. The Nurse responds to students with symptomatic illnesses. She does not diagnose. As needed, students will be referred to doctors for further examination and diagnosis. A student may always request and receive an appointment with a physician other than the campus physicians. Although the Health Center may help the student schedule this appointment, all costs incurred will be the financial responsibility of the student and/or her parents.
2. Behavior which can cause severe health problems and/or death such as: substance abuse, anorexia and bulimia, etc., will be reported to the Dean of Students. Parents will be notified, and a conference will be arranged including the student, her parents (if they desire), the Dean of Students, and the Head Nurse on the Health Center Staff to determine professional intervention and/or treatment. Failure on the part of the student to comply with the request for a conference may result in suspension until such time a conference has been arranged.
3. To ensure individual attention and confidentiality, only one patient at a time is allowed in the interview office. Students may have to wait when the Health Center is busy.

1995

December 17-23

17

Sunday

18

Monday

19

Tuesday

20

Wednesday

21

Thursday

22

Friday

23

Saturday

4. Throat cultures and other specimens are taken and sent to a hospital laboratory. Students are sent to an outpatient lab for bloodwork or x-rays. Most laboratory work takes about 48 hours.
5. The nurse screens students and admits those who are ill. Students are encouraged to attend classes during minor illness as determined by the nurse. In flu season and during times when bed space is needed, the Health Center may limit admission of students with minor colds, cramps, etc. In these situations, the nurse may authorize dormitory privileges and will advise the Dean of Students of her decision.
6. Should a student become seriously ill in a class, the nurse will respond.
7. The nurse will require students who are ill to remain in the Health Center to ensure that they receive proper medical care and attention.
8. Sleep aids are not available from the Health Center.
9. Students should schedule daytime appointments during doctor's hours at the Health Center for allergy injections.
10. In order not to tie up the Health Center telephone and personnel, students admitted to the Health Center may not receive telephone calls.

EXCUSES

1. Class excuses will be given by the nurse only for those classes which students miss while they are in the Health Center.
2. High school students who have been admitted to the Health Center as a patient during the day must remain in their room that night.
3. The Resident Director will handle instances when a student misses class because of illness when the nurse is off duty.

DAY STUDENTS

1. For general medical treatment and doctor's visits, Day Students should use their own physician in the area. The Health Center is available for emergencies as needed by Day Students.

EQUIPMENT

1. When the Health Center issues health care equipment to students, it is the student's responsibility to return it. If they do not, the cost of the equipment will be billed to their account.

CHARGES

1. Bills for medicine, lab work, etc., are sent directly to parents. There is a \$10 processing fee for each billing to the parents - this covers school costs for processing and paying the medical bills and billing parents. Questions concerning Health Center bills should be directed to the Business Office. **Grades will be held if there are outstanding medicine or lab bills.**

1995

December 24-30

24
Sunday

25
Monday *CHRISTMAS DAY*

26
Tuesday

27
Wednesday

28
Thursday

29
Friday

30
Saturday

KENAN LIBRARY

The Sarah Graham Kenan Library serves students as a research, study and computer center. Students receive a copy of the Kenan Library Rules and Regulations during orientation and are bound by these, some of which carry Judicial Board penalties.

Books circulate for a period of 30 days and may be renewed as needed. Reference books, magazines and newspapers may not be taken from the library.

LIBRARY HOURS

Weekdays

Monday-Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.

Weekends Before Fall and Spring Break

Saturday	Closed
Sunday	6:00 - 10:00 p.m.

Weekends After Fall and Spring Break

Saturday	12 noon - 4:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

Penalties for late or lost materials are as follows:

Overdue books.....	20 cents per day per item
One-day reserve items.....	50 cents per HOUR per item
Maximum fine.....	\$7.50 per item
Lost item.....	Cost of the item, plus a \$25 processing fee

Grades and transcripts will be withheld until all library obligations have been settled. (See financial information in the catalog).

Using a Windows interface, students can access databases, the Internet, and software for spreadsheets, word processing and other Windows applications in the library. The bibliographic databases provided by the library are SISCAT (book catalog), SIRS (magazine articles in the Social Issues Research Series) and UMI Proquest (magazine articles).

Saint Mary's is a member of the Cooperating Raleigh Colleges (CRC). All students are allowed to borrow from the libraries of Meredith, Peace, St. Augustine's and Shaw. Only college students may borrow from N.C. State University.

1995-96

December 31-January 6

31

Sunday

NEW YEAR'S EVE

1

Monday

NEW YEAR'S DAY

2

Tuesday

3

Wednesday

4

Thursday

5

Friday

6

Saturday

ATHLETIC FACILITIES

THE ANN MOORE BACON GYMNASIUM

The Ann Moore Bacon Gymnasium is open to Saint Mary's students with the following regulations enforced. The rules and regulations regarding the use of the building are to be observed at all times. No one is allowed in the building without proper authorization for recreational use other than at the stated times. Hours to be observed daily are as follows for students, faculty, staff and their families. (Other hours to be arranged by the Athletic Director). Gym hours will be announced and publicized.

**Dates are welcome when accompanied by a Saint Mary's student on Fridays, Saturdays and Sundays.*

UNSUPERVISED GYM USE

The physical fitness center will be open for use by currently enrolled Saint Mary's students during the scheduled hours to be announced.

1. No street shoes are to be worn on the basketball court or in the dance studio.
2. **NO** smoking, food or drink are allowed in the gym or pool area.
3. **ONLY** bowling shoes or shoes with socks over them are to be worn in the bowling lanes. This is a safety precaution.
4. **No one is allowed to use the sauna without proper supervision.**

TENNIS COURTS

1. Tennis courts are for the use of students, faculty, staff and their guests.
2. **Gate Rules:**
 - a. Wear only smooth-soled tennis shoes.
 - b. Close gates when leaving.
3. The tennis courts may be used daily until 10 p.m. when not in use by classes or teams. Lights must be turned off by 10 p.m. The courts will be locked at that time.

SWIMMING POOL

1. Students, faculty, staff, alumnae and their guests may use the pool for recreational swimming during the designated times when supervision is provided. Pool hours will be announced.
2. Anyone using the pool is subject to the general rules of behavior posted in the pool area.
3. **No one is allowed to swim alone.**
4. Faculty, staff, alumnae and guests must obtain a pool privilege card for pool access.

1996

January 7-13

7

DORMS OPEN AT 4 P.M.
H.S. BOARDERS RETURN BY SUNDAY CURFEW

Sunday

CLASSES RESUME AT 8 A.M.

8

Monday

9

Tuesday

10

Wednesday

11

Thursday

12

Friday

13

Saturday

ATHLETIC TEAMS

Saint Mary's fields the following athletic teams under the direction of the Athletic Director and a staff of coaches.

High School: Saint Mary's fields varsity teams in tennis, volleyball, basketball, soccer and swimming on the high school level. Saint Mary's is a member of the Piedmont Athletic Conference of Independent Schools (PACIS).

College: Saint Mary's fields a varsity tennis team which competes with other colleges throughout the region.

A recreational club soccer team for both high school and college students may be organized, depending on student interest.

MISCELLANEOUS

LAUNDRY

Coin-operated laundromats are located in each dormitory for students' convenience. These machines may be different from the washing machines students use at home. Be sure to follow the instructions on the machines. Clean filters before and after each use and do not overload machines. Please report any difficulties to your Resident Director, who will notify the Maintenance Director.

LOST AND FOUND

1. The Lost and Found is located in the Dean of Students Office. Items in lost and found are listed in the campus bulletin.
2. Saint Mary's recommends that students do not bring expensive jewelry - only costume jewelry please. Saint Mary's cannot be responsible for valuable jewelry lost or stolen.
3. Items not claimed at the end of each grading period are donated to charity.

SCHOOL JOBS

1. There are several types of employment available for students who would like to have, or who need, a job on campus. Positions are available in the Library, administrative and faculty offices, the language and science laboratories, the Gym, the Bookstore and Post Office. On various occasions throughout the year, other campus offices need student assistants on a temporary basis.
2. All students who desire campus employment must apply for and be eligible for financial aid. Available positions are filled at the beginning of the school session. Contact the financial aid office.
3. Students having a job off-campus must tailor their work schedules to comply with curfews and attendance requirements of Saint Mary's classes and required events. Exceptions to this policy must be arranged through the Dean of Students Office.

1996

January 14-20

14
Sunday

MARTIN LUTHER KING JR. Holiday; DORMS OPEN

15
Monday

16
Tuesday

17
Wednesday

18
Thursday

19
Friday

20
Saturday

STUDENT ID

1. All students receive a Saint Mary's picture ID card at orientation.
2. ID must be shown by college students to the security officer for admittance to the dorms after the dorms are locked at night.
3. Replacement cost for a lost ID is \$10. ID can be purchased in the Student Activities Office.

SUNBATHING

1. Sunbathing is permitted in the following areas on campus:
 - a. between the Student Center and Penick Dorm;
 - b. between the Health Center and the Gym;
 - c. back campus in front of Holt Dorm.
2. The following rules govern sunbathing on campus:
 - a. music must be kept to a minimum, not to disturb offices, dorms or classrooms;
 - b. personal items and trash must be picked up;
 - c. students may not sunbathe in the volleyball court;
 - d. sunbathing areas are for girls only.

DINING HALL - MEALS

1. Hours:	Breakfast	Lunch	Dinner
Mon.-Thurs.	7:30-9:00	11:30-1:30	5:30-6:30
Friday	7:30-9:00	11:30-1:30	5:30-6:00
*Saturday	*11:00 -1:00		5:30-6:00
*(Saturday brunch except on SAT Saturdays, and exam days when weekday schedules will be in effect)			
Sunday	9:30 a.m.	12:00 - 1:00	5:30-6:00
<i>(in Lower Smedes)</i>			

2. Students are welcome to bring guests to all meals. They must pay a charge at the door.
3. Unlimited seconds are offered on all meals except gourmet nights.
4. **Students must not carry food, silverware or china out of the dining hall, nor may they bring personal utensils or glasses into the Dining Hall.**
5. Day Students are encouraged to dine on campus. All high school day students' lunch is included in tuition. Any other meal taken in the Dining Hall by a Day Student must be paid for at the door.

1996

January 21-27

21

Sunday

22

Monday

23

Tuesday

LAST DAY TO Add A CLASS;
LAST DAY TO REMOVE INCOMPLETE GRADES FROM FIRST SEMESTER

24

Wednesday

25

Thursday

26

Friday

27

Saturday

PARKING POLICIES

A. CARS FOR STUDENTS ON ACADEMIC PROBATION

Any student who is on academic probation (projecting a cumulative G.P.A. lower than 1.5) will be prohibited from having a car at school.

B. CARS WITH PARKING STICKERS

1. Cars with Saint Mary's parking stickers may park Monday through Friday, 7 a.m. to 5 p.m. in **designated areas only**. Faculty, staff and student parking areas are marked by signs, and stickers must match the designated areas. The visitors' area is for visitors only. Students with unregistered cars may **NOT** park in visitor spaces.
2. Cars with Saint Mary's parking stickers may park during the following hours in any parking area (except visitors' parking, fire lanes, reserved spaces or other prohibited spaces as so designated): Monday-Friday, 5 p.m. to 7 a.m. (after 7 a.m., violations will result in towing and/or cars being locked down). Saturday and Sunday - all hours.

C. VISITORS

1. Visitors without parking stickers may park in the visitors area in front of Smedes at any time except from curfew to 7 a.m. It is the responsibility of all students to advise their visitors of parking restrictions.

D. TEMPORARY PERMITS

1. Temporary parking permits are available to those persons with stickers. Temporary overnight parking may be granted by a security officer until 7 a.m. of the next working day at which time the driver of the vehicle must check in with the Buildings and Grounds Office.

E. NO-PARKING AREAS

1. All red paint areas and Fire Lanes are no-parking areas. Reserved parking spaces are for reserved users only. Violations will result in towing and/or cars being locked down on a 24-hour basis.

F. TOWING

1. Parking violations may result in towing and/or cars being locked down at the owner's expense.
2. Should a locking device be damaged while affixed to a vehicle that is improperly parked, such cost will be assessed to the student responsible for that vehicle.

1996

January 28-February 3

28

Sunday

29

Monday

30

Tuesday

31

Wednesday

1

Thursday

2

Friday

3

Saturday

G. PARKING STICKERS

1. Parking stickers are available for \$50 in the Business Office. Students who are eligible to purchase parking stickers include all college students (except those on academic probation) and day students (except 9th-graders). A returning boarding senior who maintains good academic standing and a good disciplinary record may have an automobile on campus while at Saint Mary's. A new senior at Saint Mary's may have a car on campus after mid-term grades if she has met the academic and social requirement. Boarding juniors, who have a 3.0 G.P.A. after first semester, may keep a car on campus.

The privilege of having a car on campus may be revoked at any time the Dean of Students determines that possession of the car is having a detrimental effect on a student's conduct or academic performance.

Other students may not bring a car to school without the special authorization of the Dean of Students. Use of the car will be monitored when exceptions have been made.

2. A parking sticker authorizes on-campus parking but does not guarantee availability of a parking space.
3. During night hours, parking space is usually available for all authorized students. If you use a distant area, we recommend that students use the "Buddy System" and not walk from cars alone. If necessary, go by the Security Office and ask for Security assistance or an escort to your dorm.

H. OFF CAMPUS PARKING

1. Students who park off campus on Hillsborough Street or College Place must keep the area clean of litter and/or cigarette butts.
2. Parents must be aware that it is a violation of school rules to allow their child to bring cars to Raleigh and park off campus without meeting school rules. (See rules A. and G.1. above)

1996

February 4-10

4
Sunday

5
Monday

LAST DAY TO WITHDRAW FROM A CLASS WITHOUT PENALTY

6
Tuesday

7
Wednesday

8
Thursday

9
Friday

MOTHER-DAUGHTER WEEKEND

10
Saturday

COMMUNITY RESOURCES

Saint Mary's is located in the heart of the Research Triangle, the cultural, governmental, educational and business center of North Carolina, with over 50,000 college students in a 30-mile radius. The Triangle was recently rated by Money Magazine as the best place in which to live in the United States. A variety of community resources exists for students to take advantage of, including public parks, lakes, theaters, concerts, museums and restaurants. Students are encouraged to take advantage of the many cultural activities and special events in the area. The monthly student activities calendar lists special events happening in the Triangle. For more information on community resources, contact the Director of Student Activities, Resident Director or Resident Assistant.

Special Attractions and Events in the Raleigh Area

State Capitol Building
N. C. State Legislative Building
The Governor's Mansion
Historic Oakwood - Raleigh's historic district
Mordecai House in Historic Oakwood
The North Carolina Museum of Art
The North Carolina Natural History Museum
The North Carolina Museum of History
The North Carolina Symphony at Memorial Auditorium
The North Carolina State Fair in October in Raleigh
ACC Sporting Events
Concerts and Basketball games at the Dean Smith Center in Chapel Hill
Concerts and Football games at Carter-Finley Stadium in Raleigh
Concerts at Hardee's Walnut Creek Amphitheater
Artsposure arts festival in downtown Raleigh
WRAL's free Alive After Five Concerts on the Civic Center Mall in Raleigh
Durham Bulls Baseball Games
Carolina Mudcats Baseball Games
Raleigh IceCaps Professional Ice Hockey
Raleigh Flyers Professional Soccer



1996

February 11-17

MOTHER-DAUGHTER WEEKEND

11
Sunday

12
Monday

13
Tuesday

14
Wednesday *ST. VALENTINE'S DAY*

15
Thursday

16
Friday

17
Saturday

STUDENT LIFE DIRECTORY

Main Switchboard (Mon.-Fri.: 8:30 a.m.-4:30 p.m.): 828-2521

- Academic Matters - Dean Hume, 839-4135
Admissions - Admissions Director, Mrs. Herbert, 839-4001
Alumnae Affairs - Alumnae Director, Mrs. Wyman, 839-4102
Athletics and Physical Education - Mr. Dillon, 839-4053
Bookstore - 832-4373
Campus Activities - Director of Student Activities, Ms. Harris, 839-4013
Campus Jobs for Students - Financial Aid Director, Mrs. Steed, 839-4003
Chapel Services - Chaplain Ellington, 839-4131
Class Changes (Drop/Add) - Registrar, Mrs. Mathieu, 839-4008
College Placement Program for High School Students -Mrs. Hancock,
839-4117
College Transfer Program - Mrs. Battle, 839-4116
Expenses - Director of Finance, Mrs. Jacocks, 839-4123
Financial Aid - Financial Aid Director, Mrs. Steed, 839-4003
Grade Point Average - Registrar, Ms. Mathieu, 839-4008
Guests Overnight - Dean of Students, Dean Jones, 839-4015
Honor Code Violations - Judicial Board Chairman, Tracy Ivey
Housing - Director of Student Life and Housing, 839-4132
Library - Librarian, 839-4040
Literary Magazine - *Muse* advisor, Mrs. Wooten-Hawkins, 839-4067
Lost and Found - Dean of Students Office, 839-4015
Mail - Post Office, 839-4128
Medical Excuses - Health Center, 839-4043
[Student] Newspaper - *Belles* advisor, Mrs. Hill, 839-4036
Ninth & Tenth-Grades Coordinator - Mrs. Hill, 839-4036
Parking Stickers - Mrs. Della Rosa, Business Office, 839-4126
Temporary Parking Stickers-Buildings and Grounds Office or Security Office
Personal Counseling - Dean of Students Office, 839-4015
Physical Education Facilities - Athletic Director, Mr. Dillon, 839-4053
President of the College - Dr. Clauston Jenkins, 839-4138
Publicity - Communications Director, Ms. Swain, 839-4034
Registrar - Mrs. Mathieu, 839-4008
Registration - Registrar, Mrs. Mathieu, 839-4008
Repairs and Maintenance - Buildings and Grounds, 839-4118
Room Changes - Director of Student Life and Housing, 839-4132
Scholarships - Financial Aid Director, Mrs. Steed, 839-4003
Social Privileges and Regulations - Dean of Students, Dean Jones, 839-4015
Telephone Numbers - Switchboard, Mrs. Johnson, 828-2521
Weddings in the Saint Mary's Chapel - Mrs. Wyman, 839-4102
Yearbook - *Stagecoach* advisor, Mrs. Hill, 839-4036

1996

February 18-24

18
Sunday

PRESIDENT'S DAY Holiday; DORMS OPEN

19
Monday *PRESIDENTS' DAY*

20
Tuesday

LENT BEGINS

21
Wednesday *ASH WEDNESDAY*

22
Thursday

23
Friday

24
Saturday

EMERGENCY NUMBERS

Security.....	839-4044
Buildings and Grounds (daytime emergencies).....	839-4118
West Rock.....	839-4017
2nd Smedes.....	839-4018
3rd Smedes.....	839-4019
Smedes Reception Desk.....	839-4029
Holt.....	839-4021
Cruikshank.....	839-4023
Penick.....	839-4022
Health Center.....	839-4043



1996

February 25-March 2

25

Sunday

26

Monday

27

Tuesday

28

Wednesday

29

Thursday

1

Friday

2

Saturday

1996

March 3-9

3

Sunday

4

Monday

5

Tuesday

6

Wednesday

7

Thursday

SPRING BREAK BEGINS AT 5 p.m.; DORMS CLOSE AT 5 p.m.

8

Friday

9

Saturday

1996

March 10-16

10

Sunday

SPRING BREAK CONTINUES THIS WEEK

11

Monday

12

Tuesday

13

Wednesday

14

Thursday

15

Friday

16

Saturday

1996

March 17-23

DORMS OPEN AT 4 p.m.

H.S. BOARDERS RETURN BY SUNDAY CURFEW

17

Sunday

St. Patrick's Day

CLASSES RESUME AT 8 A.M.

18

Monday

19

Tuesday

20

Wednesday

21

Thursday

22

Friday

23

Saturday

1996

March 24-30

24

Sunday

25

Monday

26

Tuesday

27

Wednesday

28

Thursday

29

Friday

30

Saturday

1996

March 31-April 6

31

Sunday *Palm Sunday*

1

Monday

2

Tuesday

3

Wednesday

4

Thursday

EASTER Holiday BEGINS AT 5 p.m.;
DORMS CLOSE AT 5 p.m.

5

Friday *Good Friday*

EASTER Holiday

6

Saturday

1996

April 7-13

7
Sunday **EASTER**

8
Monday

DORMS OPEN AT 4 p.m.;
H.S. BOARDERS RETURN BY MONDAY CURFEW

9
Tuesday

CLASSES RESUME AT 8 A.M.
PRE-REGISTRATION CONFERENCES

10
Wednesday

PRE-REGISTRATION CONFERENCES

11
Thursday

PRE-REGISTRATION CONFERENCES

12
Friday

PRE-REGISTRATION CONFERENCES

13
Saturday

1996

April 14-20

14

Sunday

15

Monday

16

Tuesday

17

Wednesday

18

Thursday

19

Friday

20

Saturday

Spring Fling

1996

April 21-27

21

Sunday

22

Monday

23

Tuesday

24

Wednesday

25

Thursday

END of COURSE TESTING for H.S. STUDENTS;
ALUMNAE WEEKEND

26

Friday

ALUMNAE WEEKEND

27

Saturday

1996

April 28-May 4

28

Sunday

END OF COURSE TESTING FOR H.S. STUDENTS

29

Monday

END OF COURSE TESTING FOR H.S. STUDENTS

30

Tuesday

1

Wednesday

HONORS CONVOCATION;
LAST DAY OF CLASSES

2

Thursday

EXAMS BEGIN

3

Friday

4

Saturday

1996

May 5-11

5

Sunday

EXAMS CONTINUE THIS WEEK

6

Monday

7

Tuesday

8

Wednesday

9

Thursday

COMMENCEMENT REHEARSALS; REQUIRED of all GRADUATING STUDENTS

10

Friday

154TH COMMENCEMENT

11

Saturday

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** Further specific rules for college boarders, college day students, high school boarders and high school day students will be distributed specifically to students in those groups.*



S A I N T M A R Y ' S
C O L L E G E A N D H I G H S C H O O L

900 HILLSBOROUGH STREET
RALEIGH, NORTH CAROLINA 27603



SAINT MARY'S

COLLEGE AND HIGH SCHOOL



STUDENT LIFE HANDBOOK
AND ACADEMIC PLANNER

1996-97

STATEMENT OF MISSION AND PURPOSE

For over a century and a half, Saint Mary's has successfully prepared young women in high school and college for continued study by nurturing each student's individual potential in a challenging academic environment.

Saint Mary's is a two-year college and four-year high school joined in a single institution offering liberal arts programs that prepare young women for continued study towards a baccalaureate degree and for lifelong learning. Saint Mary's students are women who elect to build their confidence and academic skills in an environment that emphasizes caring faculty and small classes, leadership and responsibility, and opportunities to form long-lasting friendships. A Saint Mary's education is designed to lead each student towards an enhanced understanding of herself, her cultural heritage, and the world in which she lives.

Historically associated with the Episcopal Church, which encourages full development of mind and spirit, Saint Mary's has four primary purposes:

- 1. To prepare each student for a senior college or university**
 - ◆ through quality teaching in small classes
 - ◆ through a solid grounding in the academic fundamentals of a liberal arts education
 - ◆ through a firm commitment to expose students to new technology
- 2. To build each student's awareness of herself, her world and her options for the future**
 - ◆ through personal attention of faculty and staff in and out of class
 - ◆ through individual advising concerning continued study
 - ◆ through courses that help her understand herself, her heritage and the world around her
- 3. To develop each student's capacity to accept responsibility**
 - ◆ through encouraging students to accept academic and personal responsibility
 - ◆ through offering opportunities for leadership and involvement in campus life and sports
- 4. To foster moral and ethical growth and lasting friendships**
 - ◆ through an atmosphere that fosters development of close friendships
 - ◆ through a community bound by a strong honor code
 - ◆ through an appreciation of ethical and civil behavior
 - ◆ through a chapel program that fosters spiritual growth



SAINT MARY'S

COLLEGE AND HIGH SCHOOL

Student Life Handbook 1996-97

Saint Mary's cherishes tradition. There is no better expression of the spirit of our rules than this statement from the Student Handbook of 1943-44:

"The rules set forth here form a pattern of behavior expected of a Saint Mary's girl. They do not pretend to list every undesirable action. In general, she is expected to conform to the live-and-let-live principle of any democratic, well-ordered community."

Saint Mary's College and High School
900 Hillsborough Street
Raleigh, North Carolina 27603

This handbook is published by the Dean of Students Office as a guide to student life at Saint Mary's. The contents herein are subject to change as deemed appropriate by Saint Mary's. Rule changes may occur throughout the year. Students will be notified when this happens.

SAINT MARY'S CALENDAR 1996-97

1996

August 12, Monday.....	Arrival of Resident Directors
August 14, Wednesday.....	Arrival of SGA, R.A.s
August 15-16, Thursday-Friday.....	Workshop for R.D.s, SGA and R.A.s
August 17, Saturday.....	Arrival of new students
August 17-20, Saturday-Tuesday.....	Orientation of new students
August 20, Tuesday.....	Arrival of returning students
August 20, Tuesday.....	Advisor/Advisee conferences - <u>Mandatory</u> for ALL Students
August 21, Wednesday.....	Classes begin at 8 a.m.
August 30, Friday.....	Labor Day Holiday begins at 5:00 p.m.
September 2, Monday.....	High School Boarders return by Monday curfew <i>(Dorms open at 4 p.m.)</i>
September 3, Tuesday.....	Classes resume at 8:00 a.m.
September 4, Wednesday.....	Last day to add a class
September 18, Wednesday....	Last Day to withdraw from a class without penalty
October 9, Wednesday.....	Fall Break begins at 5:00 p.m.
October 14, Monday.....	High School Boarders return by Tuesday curfew <i>(Dorms open at 4 p.m.)</i>
October 15, Tuesday.....	Classes resume at 8:00 a.m.
October 15, Tuesday.....	Preliminary Scholastic Aptitude Test* <i>(*Required of all 10th and 11th graders)</i>
October 21-25.....	Pre-Registration conferences
November 1, Friday.....	Parents Day/Founder's Day
November 26, Tuesday.....	Thanksgiving Holiday begins at 5:00 p.m.
December 1, Sunday.....	High School Boarders return by Sunday curfew <i>(Dorms open at 4 p.m.)</i>
December 2, Monday.....	Classes resume at 8:00 a.m.
December 12, Thursday.....	Last Day of Classes
December 13, Friday.....	Reading Day
December 14-20, Saturday-Friday.....	Exams
December 20, Friday.....	Dorms close at 5 p.m.
December 20-January 5.....	Christmas Holidays

1997

January 5, Sunday.....	High School Boarders return by Sunday curfew (Dorms open at 4 p.m.)
January 6, Monday.....	Classes resume at 8 a.m.
January 20, Monday.....	Martin Luther King Day Holiday (Dorms open)
January 21, Tuesday.....	Last Day to Add a Class
January 21, Tuesday.....	Last day to remove incomplete grades from 1st semester
February 4, Tuesday.....	Last day to withdraw from a class without penalty
February 8-9, Saturday-Sunday.....	Father-Daughter Weekend
February 17, Monday.....	President's Day Holiday (Dorms open)
March 6, Friday.....	Spring Holiday begins at 5:00 p.m. (Dorms close at 5 p.m.)
March 16, Sunday.....	High School boarders return by Sunday curfew (Dorms open at 4 p.m.)
March 17, Monday.....	Classes Resume at 8:00 a.m.
March 27, Thursday.....	Easter Holiday begins at 5 p.m. (Dorms close at 5 p.m.)
March 31, Monday.....	High School Boarders return by Sunday curfew (Dorms open at 4 p.m.)
April 1, Tuesday.....	Classes resume at 8 p.m.
April 7-11, Monday - Friday.....	Pre-registration Conferences
April 25-26.....	Alumnae Weekend
May 1, Thursday.....	Last Day of Classes, Honors Convocation
May 2, Friday.....	Reading Day
May 3-9, Saturday-Friday.....	Exams
May 10, Saturday.....	155th Commencement
June 2-July 2.....	Summer Session

****This calendar does not include all campus events.***

Calendars and bulletins with listings of all events are distributed each month throughout the academic year.

COLLEGE STUDENT GOVERNMENT ASSOCIATION OFFICERS



1996-97 College Student Government Association Officers

front row - left to right: Leigh South, social chair; Bennie Carol Phillips, Judicial Board vice chair; Sheldon Elliot, Judicial Board chair; back row - left to right: Summer Auman, vice president; Frances Carstarphen, College Residential Council chair; Hannah Purvis, secretary/treasurer; Kristin Woods, SGA president

1996

August 11-17

11

Sunday

Arrival of Resident Directors

12

Monday

13

Tuesday

Arrival of SGA, RAs

14

Wednesday

Workshops for SGA and RAs

15

Thursday

*Workshops for SGA and RAs;
Faculty Orientation*

16

Friday

Arrival of New Students

17

Saturday

HIGH SCHOOL STUDENT GOVERNMENT ASSOCIATION OFFICERS



1996-97 High School SGA Officers

front row - left to right: Claire Perkins, SGA president; Alice Manning, day student social chair; Marsh Howard, boarder social chair; back row - left to right: Liz Gaither, secretary/treasurer; Kelly Ross, vice president; Annie Mason, day student president

1996

August 18-24

New Student Orientation Continues

18
Sunday

New Student Orientation Continues

19
Monday

*Arrival of Returning Students;
New Student Orientation Continues;
Advisor/Advisee Conferences; Mandatory for all Students*

20
Tuesday

Classes Begin at 8 a.m.

21
Wednesday

22
Thursday

23
Friday

24
Saturday



SCHOOL HYMN

We Build our School on Thee, O Lord;
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end, AMEN.

- *Sebastian W. Meyer, 1908 (words)*
Russell Broughton (music)

1996

August 25-31

25

Sunday

26

Monday

27

Tuesday

28

Wednesday

29

Thursday

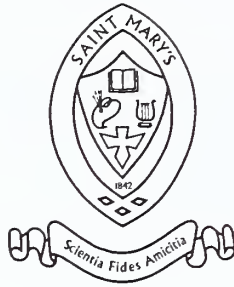
30

Labor Day Holiday Begins at 5 p.m.;
Dorms Close at 5 p.m.

Friday

31

Saturday



School Song

HAIL, SAINT MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands Saint Mary's true and noble
'Neath the Southern skies.

*Far and wide, Oh sound her praises,
Chorus full and free
Hail, Saint Mary's, Alma Mater
Hail, all hail to thee!*

Well, we love the little Chapel
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

- Adapted from Margaret Mason Young, 1899

1996

September 1-7

1
Sunday

2
Monday

Labor Day

*Dorms Open at 4 p.m.;
H.S. Boarders Return by Monday Curfew*

3
Tuesday

Classes Resume at 8 a.m.

4
Wednesday

Last Day To Add a Class

5
Thursday

6
Friday

7
Saturday

THE CHAPEL

The chief symbol of Saint Mary's affiliation with the Episcopal Church is the chapel.

Chapel services are highly participatory and planned by and for students. When many alumnae look back on their years here, it is the Chapel they remember as the heart of Saint Mary's. One early alumna described it as "the little brown chapel that we love." Though it's bigger now and painted white, it is still the chapel we love.

All students are required to attend some chapel services, but the schedule varies for high school and college students. Families and guests of students, including those from other communities of faith, are always welcome.

HIGH SCHOOL STUDENTS have the most active chapel program with weekly required chapel. Students on campus have opportunities to attend Sunday church service.

COLLEGE STUDENTS are required to attend the monthly chapels for college students and the monthly All Campus Chapels. They are welcome at all other services. The religious life program for college students also includes Bible study, retreats and guest speakers on topics which students request. College students are also encouraged to participate in the Episcopal campus ministry at N.C. State University. They offer weekly Eucharistic services as well as weekly Taize services. All Campus Chapels include, for example, Honor Chapel, Founder's Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, Circle Chapel and the Student Government Association inductions.

CHAPEL POLICIES

1. Students may be excused from chapel in advance of a service by the Chaplain. No excuses will be issued retrospectively.
2. Each student must bring her chapel card which is collected by a Marshal.
3. All campus chapel services require formal attire (dresses or skirts).

CHAPLAIN'S OFFICE: The Chaplain's office is located in lower Smedes across from the side entrance of the chapel. The Chaplain is available for confidential, pastoral counseling.

1996

September 8-14

8

Sunday

9

Monday

10

Tuesday

11

Wednesday

12

Thursday

13

Friday

14

Saturday

THE HONOR CODE

The Student Government Association at Saint Mary's is based on the Honor Code. The emphasis on honesty is vital to the functioning of our self-governing school. The success of our Honor System depends upon each student's acceptance of the responsibility for her own honor and for the honor of the school. If a student breaks the Honor Code she is expected to report herself to the Chairman of the Judicial Board. If she knows of another student breaking the Honor Code, she is expected to speak to that student explaining why she should report herself and then, if necessary, report that student to the Chairman of Judicial Board. When questioned, a student is expected to be truthful to any member of the community.

To show their support for the Honor Code, students may be required to take the following pledge or oath during classroom or special chapel activities.

THE PLEDGE

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

THE OATH

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at Saint Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal cooperation in fulfilling the responsibilities of student government at Saint Mary's.

1996

September 15-21

15

Sunday

16

Monday

17

Tuesday

Last Day To Withdraw from a Class Without Penalty

18

Wednesday

19

Thursday

20

Friday

21

Saturday

POLICIES

DEAN'S MOTTO

“ Right is Right; Rules are Rules; but Fair is Fair.”

DEAN'S AUTHORITY

The Dean of Students reserves the right to handle any disciplinary matter administratively. Students may be punished, suspended, or expelled by the Dean of Students for certain or repeated violations of Saint Mary's rules.

ENROLLMENT POLICY

Saint Mary's is a women's institution. It does not discriminate on the basis of race, religion, color, or ethnic origin. Each student is admitted for one year at a time. Students are invited to reenroll if they are making satisfactory academic progress and are exhibiting appropriate behavior. Saint Mary's does not accept married students for admission to its high school program. If a high school student marries or becomes pregnant while enrolled at Saint Mary's, she will be required to withdraw from the school.

Saint Mary's reserves the right of suspension or dismissal at any time during the year. Any student who routinely misses work, who fails to maintain satisfactory academic performance, who disobeys social rules, who violates the Honor Code, whose off campus behavior discredits the school, who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from Saint Mary's.

DISMISSAL POLICY

Students who have been dismissed, or who have withdrawn with discipline pending, may not return to campus unless they have secured written permission in advance from the Dean of Students. This policy is in effect until one year after the class in which that student entered Saint Mary's has graduated.

DRUG AND ALCOHOL POLICY

Saint Mary's aims to be an alcohol free and drug free environment. The following policy statement supports and provides for such an environment: Use or possession of alcohol/drugs or being under the influence of alcohol/drugs under school jurisdiction (on or off campus) makes a student liable for dismissal.

Violation of this policy will be handled administratively on an individual basis. The faculty and administration will actively seek to identify students whose actions indicate that they may be using drugs or alcohol.

When a student's work or behavior suggests the possibility of use of alcohol or illegal drugs, parents will be informed by the Dean of Students and

1996

September 22-28

22

Sunday

23

Monday

24

Tuesday

25

Wednesday

26

Thursday

27

Friday

28

Saturday

appropriate procedures will be recommended for assessment and counseling. This may include random urinalysis or other drug testing by an outside professional. Parents who do not accept the recommendations of the school will be given the option of withdrawing their daughter.

Possession, use, distribution or sale of alcohol and/or illegal drugs on campus is strictly prohibited. It is also prohibited to possess or display any container that once held an alcoholic beverage or any drug paraphernalia. Possession of containers or drug paraphernalia will indicate that consumption was the intent. Ownership of items found in dormitory rooms, or in cars on campus, will be attributed to all persons sharing that room or car unless one of the persons claims actual ownership.

Saint Mary's reserves the right to search rooms and cars parked on campus (locked or unlocked), with or without the student present.

ROOM/AUTOMOBILE SEARCHES

Saint Mary's reserves the right to conduct random searches of all dormitory rooms at any time and as often as possible as deemed necessary. Automobiles parked on the campus are also subject to search.

- A. Room searches may only be conducted by the Dean of Students or by members of the Dean of Students staff with the Dean present.
- B. If a student has reason to believe that another student's room should be searched, she should contact the Dean of Students.
- C. Students' rooms should be kept locked at all times. No student should enter another student's room or ask Security to allow her to enter without the explicit permission of the person or persons living in that room.

TOBACCO POLICY

High School Students: SMOKING OR USE OF ANY TOBACCO PRODUCTS BY HIGH SCHOOL STUDENTS IS PROHIBITED ON CAMPUS. Violation of this rule can lead to expulsion.

College Students: College students are permitted to smoke ONLY in their room (if designated a smoking room) with the door closed. Smoking is prohibited in all other areas of campus. College students should not allow a high school student to smoke in the college dormitories.

HAZING

Hazing, on or off campus, will not be tolerated. Section 14-35 of the North Carolina Code states the following:

Hazing: definition and punishment.

It shall be unlawful for any student in any college or school in the State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is defined as follows: "to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass her, or to subject her to personal indignity." Any violation of this

1996

September 29 - October 5

29

Sunday

30

Monday

1

Tuesday

2

Wednesday

3

Thursday

4

Friday

5

Saturday

section shall constitute a misdemeanor punishable by a fine not to exceed \$500, imprisonment for not more than six months, or both. (1913, c. 169, ss. 1,2,3,4; CS, s4217; 1969, c.1224, s.1)

CLUBS AND INDIVIDUALS SHALL NOT: ENGAGE IN VINDICTIVE, DANGEROUS, OR PROFANE BEHAVIOR; HARASS ANOTHER STUDENT; USE ABUSIVE OR PROFANE LANGUAGE TOWARDS ANOTHER STUDENT; OR USE INAPPROPRIATE LANGUAGE OR GESTURES AS ANY PART OF ANY INITIATION OR EVENT. THE USE OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED DURING CLUB EVENTS OR INITIATIONS.

Violation of these regulations will result in the suspension of a club on campus, and individuals will be subject to administrative disciplinary action.

FIRE DRILLS

Saint Mary's is required by the state of North Carolina to conduct monthly fire drills. The fire drills are monitored by the City of Raleigh Fire Marshal. Students must participate in all drills. Those students that do not participate in fire drills will be subject to disciplinary action and will face a possible fine.



1996

October 6-12

6

Sunday

7

Monday

8

Tuesday

*Fall Break Begins at 5 p.m.;
Dorms Close at 5 p.m.*

9

Wednesday

10

Thursday

11

Friday

12

Saturday

DISCIPLINARY BOARDS AND PROCEDURES

THE JUDICIAL BOARD

1. The Judicial Board is composed of a chairman, a vice chairman, representatives from each class and the day students, and three faculty members. A quorum consists of four students and two faculty members.
2. The Judicial Board makes recommendations on cases including, but not limited to:
 - a. dismissal of a case
 - b. assigning a student to community service
 - c. placing a student on probation
 - d. suspension
 - e. expulsion of a student.The Judicial Board always reserves the right to turn down a case for lack of evidence.
3. The Judicial Board will handle each case individually, taking into consideration the circumstances under which the infraction occurred and whether or not the student voluntarily turned herself in.
4. Recommendations of the Judicial Board will automatically be referred to a Review Committee for a final decision regarding the case. A student appearing before the Judicial Board will only be told of the recommendation of the Judicial Board after a decision has been reached by the Review Committee. The Review Committee is composed of the President of the College, the Dean of the College, the Dean of Students, and the Chairman of Judicial Board.
5. A student who has been suspended for the remainder of the semester, and who desires to return, must make a request for readmission for the next semester to the readmissions committee.
6. A student who has been expelled or asked to withdraw from Saint Mary's may not return to campus without the written permission from the Dean of Students. Her file may show that she was required to leave the school for disciplinary reasons.
7. Once final exams have commenced, honor offenses will be handled administratively, rather than by the Judicial Board.
8. When issued a penalty from the Judicial Board or the Dean of Students, a student will not be allowed to participate in the following for the duration of the punishment or may be removed for the year, depending on the severity of the violation:
 - a. sports (may not travel to away games);
 - b. club functions, walks or initiations;
 - c. tryouts for campus organizations;
 - d. removal from leadership position.
9. Once the penalty has been decided by the Judicial Board, the Review Board is convened to approve/disapprove the punishment. The Dean of Students and the Chairman of Judicial Board will notify the student of the punishment, which will begin immediately. **NO EXCEPTIONS WILL BE MADE**

1996

October 13-19

13

Sunday

Dorms Open at 4 p.m.;

H.S. Boarders Return By Tuesday Curfew

14

Monday

Classes Resume at 8 a.m.;

PSAT: Required of all 10th and 11th-graders

15

Tuesday

16

Wednesday

17

Thursday

18

Friday

19

Saturday

TO THIS RULE. A student may appeal the decision (See Appellate Procedure).

10. Saint Mary's students are expected to exemplify appropriate behavior and should be dressed appropriately at all times when appearing before the Judicial Board.
11. Students appearing before the Board receive specific instructions regarding the procedure.
12. Parents are not allowed to contact student representatives to the Board regarding an impending case.
13. The administering of the Honor System for the 9th and 10th-grade students may be handled differently by the Dean of Students, depending on the situation.

JUDICIAL BOARD OFFENSES

Violations of the following offenses are considered to be very serious and may carry the heaviest possible penalties: suspension or expulsion. While these penalties are not automatic in such cases, they will be considered as punishment for a Judicial Board offense.

At the discretion of the Dean of Students, a student may be sent to Judicial Board for the following reasons:

- a. cheating, lying, stealing and plagiarism (see definitions, pp. 15-16);
- b. willful and/or repeated violation of Saint Mary's rules.

High school parents are notified by the Dean of Students of the results of a Judicial Board case when a student is found guilty.

OFFENSES HANDLED ADMINISTRATIVELY

Saint Mary's may require the immediate withdrawal of any student who:

- a. poses a danger to the health and safety of the Saint Mary's community or herself;
- b. fails to fulfill the required financial obligations to Saint Mary's;
- c. violates probation imposed by Saint Mary's for failure to follow the class attendance policy;
- d. subjects Saint Mary's to a lawsuit due to her actions.

APPELLATE PROCEDURE

To appeal a Judicial Board/Review Board decision, a student must do the following:

1. Notify the Dean of Students in writing within 24 hours of the Judicial Board decision. The written appeal must state the grounds for the appeal (i.e., new evidence to be presented). A student who has been expelled may appeal automatically.
2. The Dean of Students will convene an Appeal Board to hear the appeal if there are appropriate grounds. This Appeal Board consists of the President of the College, the Dean of the College, the Dean of Students, the President of SGA, Chairman of Judicial Board and a faculty representative to the Judicial Board.
3. A student may appear before the Appeal Board in person or may submit a written statement.

1996

October 20-26

20

Sunday

Pre-Registration Conferences

21

Monday

Pre-Registration Conferences

22

Tuesday

Pre-Registration Conferences

23

Wednesday

Pre-Registration Conferences

24

Thursday

Pre-Registration Conferences

25

Friday

26

Saturday

4. The Appeal Board may summon any witness it deems appropriate.
5. Decisions of the Appeal Board are final.
6. In unusual circumstances, the President may substitute a Special Review Panel to review Judicial Board decisions. This panel will consist of the President of the College, the Dean of the College and the Dean of Students. Decisions of this panel are final.

MINOR OFFENSE COUNCILS ---

The College Residential Council deals with minor rule violations such as unexcused absences from assembly, chapel or hall meetings; disruption of quiet hours and inappropriate behavior. See College Boarding Student rules for details of the council and the point system.

The High School Disciplinary Council deals with minor rule violations such as unexcused absences from assembly, chapel or required meetings; disruption of quiet hours; inappropriate behavior; failure to sign in and out and being late. See appropriate rules for Day or Boarding students for details of council and point system.

DEFINITIONS ---

1. **Campused:** a penalty in which a student must remain on campus at all times unless granted permission by the Dean of Students. This student may not have any off-campus visitors except parents.
2. **Strict Campused:** a penalty in which a student must remain on campus at all times, during which her whereabouts must be known by the Dean of Students from 8:30 a.m. - 4:30 p.m. and the Resident Director from 5:00 p.m. - 8:00 a.m. The student may not have any off-campus visitors except parents.
3. **Cheating:** Cheating is deliberately taking and using another person's ideas or work, or using unauthorized materials during tests, quizzes or examinations, either inside or outside of the classroom.
4. **Expulsion/withdrawal:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave Saint Mary's permanently. Students who are expelled, or asked to withdraw from Saint Mary's, may not return to campus without the written permission of the Dean of Students. A student must leave campus the same day she is expelled. If a student is delayed in leaving, she must wait for her ride in the Health Center.
5. **Lying:** Lying is telling a deliberate falsehood to any member of the Saint Mary's community, or knowingly allowing a falsehood to stand.

1996

October 27-November 2

27

Sunday

28

Monday

29

Tuesday

30

Wednesday

31

Thursday *Halloween*

Parents Day/Founder's Day

1

Friday *All Saints' Day*

2

Saturday

6. **Plagiarism:** Plagiarism is the use of other people's words, phrases, ideas or opinions without giving proper credit. It is a serious academic offense and may constitute an honor offense. It is always better to give too much credit than too little. Plagiarism normally falls into the following categories:
- a. Copying word-for-word another's writing without quotation marks and correct identification by footnote or textual reference;
 - b. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted or changed;
 - c. Putting together a patchwork of phrases and words taken at random from one or more sources;
 - d. Using facts, ideas or opinions in your own words or the author's without giving proper credit in standard form. Standard form will be defined by the instructor for that discipline.

(Offenses covered in letter a. above constitute cheating and clearly violate the Honor Code. Offenses covered in letters b., c., and d. are of a serious academic nature, but are not considered to be honor violations. The disposition of such cases lies within the discretion of the instructor involved.)

7. **Disciplinary Probation:** a penalty recommended by the Judicial Board, the College Residential Council, the High School Disciplinary Council, or Dean of Students which places a student's behavior under close scrutiny for a specified period of time. Breaking any rule while on disciplinary probation may result in suspension or expulsion. Saint Mary's may request a parent conference when a student is placed on disciplinary probation.
8. **Stealing:** Stealing is taking and keeping, without permission of the owner, anything that belongs to someone else. This includes taking Saint Mary's property.
9. **Strict Disciplinary Probation:** a penalty recommended by the Judicial Board or Dean of Students which places a student's behavior under the closest scrutiny for a period of time. Violations of ANY rule or regulation while on strict disciplinary probation (this includes cutting any required activity) will result in expulsion.
10. **Suspension:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave Saint Mary's for a specified period of time. Students will receive no credit for classes missed during suspension. Faculty are under no obligation to provide students with material missed. Daily quizzes missed will not be made up; major tests must be taken on the day the student returns from suspension; papers should be turned in prior to leaving or on the day the student returns. Students will receive penalty for late papers. Students are not allowed on campus during the period for which they are suspended. When a student is suspended, she must leave campus that same day.

1996

November 3-8

3

Sunday

4

Monday

5

Tuesday *Election Day*

6

Wednesday

7

Thursday

8

Friday

9

Saturday

DORMITORY OFFICERS

RESIDENT ASSISTANTS

Resident Assistants (RAs) at Saint Mary's hold a staff position in the Dean of Students office under the direct daily supervision of their Resident Director. An RA resides in a dormitory on a floor assigned to her.

A Resident Assistant is expected to present herself as a positive role model, a sensitive, caring, non-judgmental member of the campus community, and as a staff member who has been charged with major responsibilities for the development of a positive living and learning environment on her hall. Her position is one of the utmost importance.

1. Project a professional attitude toward the RA position and be a positive role model at all times. Maintain strict confidentiality and serve as a liaison between the Resident Director and the students, faculty and staff.
2. Be visible to the students on your hall. Assist the Resident Director in all facets of dormitory life.
3. Inform students of all rules, regulations, fire and safety procedures and precautions, and accurately communicate all information.
4. Affirm your commitment to the Saint Mary's Honor Code both verbally and by your actions. Be consistent and fair. Insure students' awareness and understanding of the Judicial Board, College and/or High School Disciplinary Council and penalty system. Confront students when necessary and report all violations to the appropriate persons.
5. Challenge students to accept personal responsibility for hall and dorm rules and regulations, academic work and personal health and safety.
6. Project an enthusiastic attitude toward all campus activities, athletics, required assemblies, chapels, study hall and meetings. Actively participate.
7. The College RAs serve on the College Residential Council.

1996

November 10-16

10

Sunday

11

Monday

Veteran's Day

12

Tuesday

13

Wednesday

14

Thursday

15

Friday

16

Saturday

SAINT MARY'S CODE OF CONDUCT AND COMMON COURTESY

- 1. Speaking and Smiling**
as the best kind of greeting
- 2. Looking People in the Eye**
when speaking to others
when others are speaking to you
- 3. Asking Politely**
with "please" and "thank you"
- 4. Listening**
to what others say
attentively to lectures, talks, chapel services, assemblies
remaining while someone else is talking to you
- 5. Asserting and Questioning**
by stating your opinion positively, but without anger
by raising questions firmly but courteously
- 6. Respecting**
the thoughts and feelings of others
the right of others to have different ideas
- 7. Resolving Differences**
in a sincere and genuine manner
with an effort to find solutions
with an understanding that different points of view are valid
- 8. Helping Others**
by helping campus visitors with directions
by holding doors, elevators for others
by picking up dropped items
- 9. Showing Interest and Appreciation**
for others' accomplishments and problems
for others' acts of kindness
for everyone present, not just a few friends
- 10. Accepting Responsibility**
in a civilized, gracious, tactful manner

1996

November 17-23

17

Sunday

18

Monday

19

Tuesday

20

Wednesday

21

Thursday

22

Friday

23

Saturday

ACTIVITIES AND CAMPUS ORGANIZATIONS

ACTIVITIES

Acolytes
The Belles - student newspaper
Chorale
Dance Ensemble
The Stagecoach - yearbook
The Vestry
Drama Club
Chapel Lay Readers

HONOR /SERVICE ORGANIZATIONS

College:

The Order of the Circle
Marshals
Phi Theta Kappa
Serenitas Veritas

High School:

The Beacon
Chapel Marshals
Honor Society
Serenitas Veritas
Sociedad Honoraria Hispanica
Societe Honoraire de Francais

SPECIAL INTEREST CLUBS

Atlas
Cold Cuts
Environmental Club
Fine Arts Club
Habitat for Humanity
Four-Year Girls
Granddaughters Club
Photography Club

SOCIAL CLUBS

College:

W.A.V.E.S.
MAPS
Silent S
Scoop

High School:

S.H.A.R.E.
Spiders
Undatettes
Scoop

1996

November 24-30

24

Sunday

25

Monday

Thanksgiving Holiday begins at 5:00 p.m.;

Dorms close at 5 p.m.

26

Tuesday

27

Wednesday

28

Thursday *Thanksgiving*

29

Friday

30

Saturday

STUDENT SERVICES

BOOKSTORE

1. Hours: Monday-Friday, 8 a.m. - 4 p.m.
2. All books and college supplies may be purchased at the store (Master-Card, VISA, Discover and American Express accepted.)
3. Students must have ID cards when writing or cashing checks.
4. Students are advised to have their own checking accounts in either Raleigh or their hometown.
5. Two-party checks are accepted only from parents or relatives. Checks written from one student to another are not accepted. Each student must cash her own check.
6. A fee of \$15 will be charged for all returned checks. Grades will be held if these are not cleared promptly.
7. All books purchased in the bookstore may be returned for full refund before the last day of the drop-add period if not written in or damaged. The student must present her receipt.

POST OFFICE (located at the bookstore)

1. Each student is responsible for checking her mailbox daily.
2. Stamps may be purchased at the campus Post Office from 8:00 a.m. to 4:00 p.m.
3. First-class mail is put in boxes by 10:00 a.m. and 3:00 p.m. Monday-Friday. Mail does not come in Saturday or Sunday. Packages, newspapers, and magazines may be picked up throughout the day. Mail may be sent from the mailbox at the campus post office, or there is a U.S. Government mailbox across from the main gate on Hillsborough Street. Outgoing mail is picked up at 3:20 p.m., Monday-Friday.
4. Parcel Post and UPS may be sent out and received during Post Office hours.

SECURITY BUILDING

The Security Building, located on back campus, houses a non-smoking college lounge, a vending machine snack room, a faculty/staff smoking lounge, a music practice room, a bicycle room and several study rooms, in addition to the security office.

College students may entertain dates in the college lounge.

1996

December 1-7

*High School Boarders return by Sunday curfew;
(Dorms open at 4 p.m.)*

1

Sunday

Classes resume at 8 a.m.

2

Monday

3

Tuesday

4

Wednesday

5

Thursday

6

Friday

7

Saturday

HOLT STUDENT LIFE CENTER

The Holt Student Life Center, located in the heart of campus, is a place where all students can come together to relax, find fellowship and have opportunities to become involved in activities outside the classroom. Offices that are located in the Holt Student Life Center are:

- Director of Student Activities
- Director of Student Life and Housing
- Lounge, TV
- 11th and 12th grade Day Student sign-out
- SGA
- Circle/Beacon
- CRC/High School Disciplinary Council
- Study Rooms
- Rooms designated as resting and dressing areas for Day Students
- Club meeting rooms

All rooms in the Center must be kept clean by the students using them. Men are not allowed in the Center unless it has been cleared by the Dean of Students Office. The Center is available to all Saint Mary's students from 7 a.m. - 7 p.m.

OTHER STUDENT LOUNGES AND LOCATIONS

A student lounge is located in Lower Smedes. It houses a big screen television and VCR. This area is for students only. No dates may be entertained in this lounge.

There is also a lounge located in the East Park Building. It is available to all students who have classes in the East Park Building. The East Park lounge is open from 7:30 a.m.-4:30 p.m., Monday-Friday.

Behavior in the student lounges, as in all areas of campus, should reflect a sense of propriety and conformity to appropriate behavior considered to be standard for public areas.

STUDENT LOUNGE HOURS

College: The Student Lounge in the Security Building is open for college students from 8:30 a.m. until 1:00 a.m. Sunday-Saturday, unless otherwise approved by the Dean of Students.

High School: The Student Lounge in Lower Smedes is open for high school students during the week and weekends until their respective curfews unless otherwise approved by the Dean of Students:

- 11th-grade: 11:00 p.m., Sunday-Thursday; 12 midnight, weekends
- 12th-grade: 11:30 p.m., Sunday-Thursday; 12:30 a.m., weekends.

1996

December 8-14

8

Sunday

9

Monday

10

Tuesday

11

Wednesday

12

Thursday

*Last Day of Classes;
Christmas Chapel;
Lighting o' the Grove;
Circle-Beacon Christmas Party*

13

Friday

Reading Day

14

Saturday

Exams Begin

BINDER HEALTH CENTER

Saint Mary's believes the good health of its students is important. The Binder Health Center is available to meet the health care needs of students. Conveniently located near the residence halls, the Binder Health Center provides doctor's visits, referrals, general non-acute medical care, and arrangements for lab tests. The Health Center is staffed by caring personnel - a registered nurse and a doctor who is available on campus two days a week for an hour and a half. The following statements outline additional information about the Health Center's operating procedures.

HEALTH CENTER HOURS

1. The Health Center is staffed Monday-Friday from 8:00 a.m. - 4:00 p.m.

Doctor's hours are as follows:

Monday and Wednesday 8:00 a.m. - 9:30 a.m.

2. When services are required after hours during the week, a student should contact her Resident Director.
3. When an on-campus illness necessitates it, the Health Center is kept open.

EMERGENCIES

When the Health Center is closed, students should contact a Resident Director for any health-related concern. The Resident Director will make arrangements for them to see a physician or go to an emergency room as needed.

PROCEDURES

1. The Nurse responds to students with symptomatic illnesses. She does not diagnose. As needed, students will be referred to doctors for further examination and diagnosis. A student may always request and receive an appointment with a physician other than the campus physicians. Although the Health Center may help the student schedule this appointment, all costs incurred will be the financial responsibility of the student and/or her parents.
2. Behavior which can cause severe health problems and/or death such as: substance abuse, anorexia and bulimia, etc., will be reported to the Dean of Students. Parents will be notified, and a conference will be arranged including the student, her parents (if they desire), the Dean of Students, and the Head Nurse on the Health Center Staff to determine professional intervention and/or treatment. Failure on the part of the student to comply with the request for a conference may result in suspension until such time a conference has been arranged.
3. To ensure individual attention and confidentiality, only one patient at a time is allowed in the interview office. Students may have to wait when the Health Center is busy.
4. Throat cultures and other specimens are taken and sent to a hospital laboratory. Students are sent to an outpatient lab for bloodwork or x-rays. Most laboratory work takes about 48 hours.

1996

December 15-21

15

Exams

Sunday

16

Exams

Monday

17

Exams

Tuesday

18

Exams

Wednesday

19

Exams

Thursday

20

Exams

Friday

Christmas Holiday begins at 5 p.m.;

Dorms close at 5 p.m.

21

Saturday

5. The nurse screens students and admits those who are ill. Students are encouraged to attend classes during minor illness as determined by the nurse. In flu season and during times when bed space is needed, the Health Center may limit admission of students with minor colds, cramps, etc. In these situations, the nurse may authorize dormitory privileges and will advise the Dean of Students of her decision.
6. Should a student become seriously ill in a class, the nurse will respond.
7. The nurse will require students who are ill to remain in the Health Center to ensure that they receive proper medical care and attention.
8. Sleep aids are not available from the Health Center.
9. Students should schedule daytime appointments during doctor's hours at the Health Center for self-administered allergy injections.
10. In order not to tie up the Health Center telephone and personnel, students admitted to the Health Center may not receive telephone calls.

MEDICATION POLICY

High School Boarding Students Only: All controlled drug prescriptions must be turned in to the Health Center for safekeeping. If you are not sure if your prescription is a controlled drug, check with the nurse in the Health Center. The Health Center will keep all controlled drugs in a locked cabinet. It is the student's responsibility to come to the Health Center to receive medication. Provisions will be made for drugs needed during hours when the Health Center is closed. Any controlled prescription drugs found in the dorms will be in violation of school rules.

EXCUSES

1. Class excuses will be given by the nurse only for those classes which students miss while they are in the Health Center.
2. High school students who have been admitted to the Health Center as a patient during the day must remain in their room that night.
3. The Resident Director will handle instances when a student misses class because of illness when the nurse is off duty.

DAY STUDENTS

1. For general medical treatment and doctor's visits, Day Students should use their own physician in the area. The Health Center is available for emergencies as needed by Day Students.

EQUIPMENT

1. When the Health Center issues health care equipment to students, it is the student's responsibility to return it. If they do not, the cost of the equipment will be billed to their account.

CHARGES

1. Bills for medicine, lab work, etc., are sent directly to parents. There is a \$10 processing fee for each billing to the parents - this covers school costs for processing and paying the medical bills and billing parents. Questions concerning Health Center bills should be directed to the Business Office.
Grades will be held if there are outstanding medicine or lab bills.

1996

December 22-28

22

Sunday

23

Monday

24

Tuesday

25

Wednesday *Christmas*

26

Thursday

27

Friday

28

Saturday

KENAN LIBRARY

The Sarah Graham Kenan Library serves students as a research, study and computer center. Students receive a copy of the Kenan Library Rules and Regulations during orientation and are bound by these, some of which carry Judicial Board penalties.

Books circulate for a period of 28 days and may be renewed as needed. Reference books, magazines and newspapers may not be taken from the library.

LIBRARY HOURS

Fall and Spring Semesters:

Monday-Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	Closed
Sunday	6:00 p.m. - 10:00 p.m.

**During final exam week each semester, the library extends its hours to provide students with more opportunity for work and study.*

Penalties for late or lost materials are as follows:

Overdue books.....	20 cents per day per item
One-day reserve items.....	50 cents per HOUR per item
Maximum fine.....	\$7.50 per item
Lost item.....	Cost of the item, plus a \$25 processing fee

Grades and transcripts will be withheld until all library obligations have been settled. (See financial information in the catalog).

ADDITIONAL LIBRARY RESOURCES

Using a Windows interface, students can access databases, the Internet, and software for spreadsheets, word processing and other Windows applications on the computers in the library. The bibliographic databases provided by the library are SISCAT, SIRS (magazine articles in the Social Issues Research Series), INFOTRAC (full-text magazine articles), and FIRSTSEARCH (indexing 50+ citation databases).

Saint Mary's is a member of the Cooperating Raleigh Colleges (CRC). All students are allowed to borrow from the libraries of Meredith, Peace, St. Augustine's and Shaw. Only college students may borrow from N.C. State University.

1996-97

December 29-January 4

29

Sunday

30

Monday

31

Tuesday

1

Wednesday *New Year's Day*

2

Thursday

3

Friday

4

Saturday

ATHLETIC FACILITIES

THE ANN MOORE BACON GYMNASIUM

The Ann Moore Bacon Gymnasium is open to Saint Mary's students with the following regulations enforced. The rules and regulations regarding the use of the building are to be observed at all times. No one is allowed in the building without proper authorization for recreational use other than at the stated times. Hours to be observed daily are as follows for students, faculty, staff and their families. (Other hours to be arranged by the Athletic Director). Gym hours will be announced and publicized.

**Dates are welcome when accompanied by a Saint Mary's student on Fridays, Saturdays and Sundays.*

UNSUPERVISED GYM USE

The physical fitness center will be open for use by currently enrolled Saint Mary's students during the scheduled hours to be announced.

1. No street shoes are to be worn on the basketball court or in the dance studio.
2. **NO** smoking, food or drink are allowed in the gym or pool area.
3. **ONLY** bowling shoes or shoes with socks over them are to be worn in the bowling lanes. This is a safety precaution.
4. **No one is allowed to use the sauna without proper supervision.**

TENNIS COURTS

1. Tennis courts are for the use of students, faculty, staff and their guests.
2. **Gate Rules:**
 - a. Wear only smooth-soled tennis shoes.
 - b. Close gates when leaving.
3. The tennis courts may be used daily until 10 p.m. when not in use by classes or teams. Lights must be turned off by 10 p.m. The courts will be locked at that time.

SWIMMING POOL

1. Students, faculty, staff, alumnae and their guests may use the pool for recreational swimming during the designated times when supervision is provided. Pool hours will be announced.
2. Anyone using the pool is subject to the general rules of behavior posted in the pool area.
3. **No one is allowed to swim alone.**
4. Faculty, staff, alumnae and guests must obtain a pool privilege card for pool access.

1997

January 5-11

5

*Dorms Open at 4 p.m.
H.S. Boarders Return by Sunday Curfew*

Sunday

Classes Resume at 8 a.m.

6

Monday

7

Tuesday

8

Wednesday

9

Thursday

10

Friday

11

Saturday

ATHLETIC TEAMS

Saint Mary's fields the following athletic teams under the direction of the Athletic Director and a staff of coaches.

High School: Saint Mary's fields varsity teams in tennis, volleyball, basketball, soccer, softball and swimming on the high school level. Saint Mary's is a member of the Piedmont Athletic Conference of Independent Schools (PACIS).

College: Saint Mary's fields varsity tennis and soccer teams. They compete with other colleges throughout the region.

A recreational club soccer team for both high school and college students may be organized, depending on student interest.

MISCELLANEOUS

LAUNDRY

Coin laundromats are located in each dormitory for students' convenience. These machines may be different from the washing machines students use at home. Be sure to follow the instructions on the machines. Clean filters before and after each use and do not overload machines. Please report any difficulties to the Buildings and Grounds office.

Students should not leave clothes unattended as other students are waiting to use the washers and dryers. Clothes should be removed as soon as the cycle is complete. If clothes are left unattended, they will be removed to the Dean of Students Office.

LOST AND FOUND

1. The Lost and Found is located in the Dean of Students Office. Items in lost and found are listed in the campus bulletin.
2. Saint Mary's recommends that students do not bring expensive jewelry - only costume jewelry please. Saint Mary's cannot be responsible for valuable jewelry lost or stolen.
3. Items not claimed at the end of each grading period are donated to charity.

SCHOOL JOBS

1. There are several types of employment available for students who would like to have, or who need, a job on campus. Positions are available in the Library, administrative and faculty offices, the language and science laboratories, the Gym, the Bookstore and Post Office. On various occasions throughout the year, other campus offices need student assistants on a temporary basis.
2. All students who desire campus employment must apply for and be eligible for financial aid. Available positions are filled at the beginning of the school session. Contact the financial aid office.

1997

January 12-18

12

Sunday

13

Monday

14

Tuesday

15

Wednesday

16

Thursday

17

Friday

18

Saturday

- Students having a job off-campus must tailor their work schedules to comply with curfews and attendance requirements of Saint Mary's classes and required events. Exceptions to this policy must be arranged through the Dean of Students Office.

STUDENT ID

- All students receive a Saint Mary's picture ID card at orientation.
- ID must be shown by college students to the security officer for admittance to the dorms after the dorms are locked at night.
- Replacement cost for a lost ID is \$10. ID can be purchased in the Student Activities Office.

SUNBATHING

- Sunbathing is permitted in the following areas on campus:
 - between the Student Center and Penick Dorm;
 - between the Health Center and the Gym;
 - back campus in front of Holt Dorm.
- The following rules govern sunbathing on campus:
 - music must be kept to a minimum, not to disturb offices, dorms or classrooms;
 - personal items and trash must be picked up;
 - students may not sunbathe in the volleyball court;
 - sunbathing areas are for girls only.

CHAN-POYNER DINING HALL - MEALS ---

1.	Hours:	Breakfast	Lunch	Dinner
	Mon.-Thurs.	7:30-9:00	11:30-1:30	5:30-6:30
	Friday	7:30-9:00	11:30-1:30	5:30-6:00
	*Saturday	*11:00 -1:00		5:30-6:00
	<i>*(Saturday brunch except on SAT Saturdays, and exam days when weekday schedules will be in effect)</i>			
	Sunday	9:30 a.m.	12:00 - 1:00	5:30-6:00
	<i>(in Lower Smedes)</i>			

- Students are welcome to bring guests to all meals. They must pay a charge at the door.
- Unlimited seconds are offered on all meals except gourmet nights.
- Students must not carry food, silverware or china out of the dining hall, nor may they bring personal utensils or glasses into the Dining Hall.**
- Day Students are encouraged to dine on campus. All high school day students' lunch is included in tuition. Any other meal taken in the Dining Hall by a Day Student must be paid for at the door.

1997

January 19-25

19

Sunday

*Martin Luther King Day Holiday
(Dorms Open)*

20

Monday

*Last Day to Add a Class;
Last Day to Remove Incomplete Grades from First Semester*

21

Tuesday

22

Wednesday

23

Thursday

24

Friday

25

Saturday

PARKING REGULATIONS

A. PARKING

Cars with decals may park in specifically designated spaces only. Any student parking outside a designated area will be fined. Any student who repeatedly violates parking regulations may have her parking privilege revoked by the Director of Building and Grounds.

1. Students may not park in visitor parking places.
2. Students without decals may not park on campus.
3. Students may not park on College Place in the No-Parking Zone designated by the City of Raleigh.
4. A parking decal does not guarantee the availability of parking spaces.
5. In the evening, any person who wishes may stop by the Security Office and ask a guard for an escort to or from their car.

B. FINES

Fines not paid within two (2) days will be sent to the Director of Finance for collection. Any concerns about parking tickets or fines should be brought to the attention of Buildings and Grounds. The following fines will be issued:

\$10.00

1. Parked in a No Parking Space
2. Parked in a Reserved Space
3. Parked in a Visitor Space
4. Blocking roads, driveways or access
5. Parking in a Non-Designated Area.

\$35.00

1. No Valid Parking Permit
2. Parked in a Fire Lane
3. Parked in Handicapped Space.

C. TEMPORARY PERMITS

A student who has a decal may get a temporary permit from the Director of Buildings and Grounds when needed. Students are responsible for the proper parking of family and guest vehicles. Family and guests may obtain temporary parking permits at the Buildings and Grounds Office.

D. PARKING REGISTRATION

All cars are required to be registered. Parking decals may be obtained for \$50.00 during registration or from the Finance Office.

E. ELIGIBILITY

The following students are eligible for parking permits:

1. All college students (except those on academic probation)
2. All day students (except 9th-graders)

1997

January 26-February 1

26

Sunday

27

Monday

28

Tuesday

29

Wednesday

30

Thursday

31

Friday

1

Saturday

3. A returning boarding senior who maintains good academic standing and a good disciplinary record
4. A new boarding senior may have a car after mid-term grades if she has met academic and social requirements
5. Boarding juniors who have a 3.0 GPA or higher after first semester.

The privilege of having a car on campus may be revoked at any time by the Dean of Students, if she determines that possession of a car is having a detrimental effect on a student's conduct or academic performance.

F. OFF CAMPUS PARKING

1. Students who park off campus on Hillsborough Street or College Place must keep the area clean of litter and/or cigarette butts.
2. Parents must be aware that it is a violation of school rules to allow their child to bring cars to Raleigh and park off campus without meeting school rules.

1997

February 2-8

2

Sunday

3

Monday

Last Day To Withdraw from a Class Without Penalty

4

Tuesday

5

Wednesday

6

Thursday

7

Friday

Father-Daughter Weekend

8

Saturday

COMMUNITY RESOURCES

Saint Mary's is located in the heart of the Research Triangle, the cultural, governmental, educational and business center of North Carolina, with over 50,000 college students in a 30-mile radius. The Triangle was recently rated by Money Magazine as the best place in which to live in the United States. A variety of community resources exists for students to take advantage of, including public parks, lakes, theaters, concerts, museums and restaurants. Students are encouraged to take advantage of the many cultural activities and special events in the area. The monthly student activities calendar lists special events happening in the Triangle. For more information on community resources, contact the Director of Student Activities, Resident Director or Resident Assistant.

Special Attractions and Events in the Raleigh Area

- State Capitol Building
- N. C. State Legislative Building
- The Governor's Mansion
- Historic Oakwood - Raleigh's historic district
- Mordecai House in Historic Oakwood
- The North Carolina Museum of Art
- The North Carolina Natural History Museum
- The North Carolina Museum of History
- The North Carolina Symphony at Memorial Auditorium
- The North Carolina State Fair in October in Raleigh
- ACC Sporting Events
- Concerts and Basketball games at the Dean Smith Center in Chapel Hill
- Concerts and Football games at Carter-Finley Stadium in Raleigh
- Concerts at Hardee's Walnut Creek Amphitheater
- Artsposure arts festival in downtown Raleigh
- WRAL's free Alive After Five Concerts on the Civic Center Mall in Raleigh
- Durham Bulls Baseball Games
- Carolina Mudcats Baseball Games
- Raleigh IceCaps Professional Ice Hockey
- Raleigh Flyers Professional Soccer



1997

February 9-15

Father-Daughter Weekend

9

Sunday

10

Monday

11

Tuesday

12

Wednesday *Ash Wednesday*

13

Thursday

14

Friday *St. Valentine's Day*

15

Saturday

STUDENT LIFE DIRECTORY

Main Switchboard (Mon.-Fri.: 8:30 a.m.-4:30 p.m.): 839-4000

- Academic Matters** - Dean Hume, 839-4135
Admissions - Admissions Director, Mrs. Herbert, 839-4001
Alumnae Affairs - Alumnae Director, Mrs. Glaze, 839-4102
Athletics and Physical Education -Athletic Director, Ms. Cannaday, 839-4058
Bookstore - Mrs. Plant, 832-4373
Campus Activities - Director of Student Activities, Ms. Harris, 839-4013
Campus Jobs for Students - Financial Aid Director, Mrs. Steed, 839-4003
Chapel Services - Chaplain Ellington, 839-4131
Class Changes (Drop/Add) - Registrar, Mrs. Mathieu, 839-4008
College Placement Program for High School Students -Mrs. Hancock, 839-4117
College Transfer Program - Mrs. Battle, 839-4116
Expenses - Director of Finance, Mrs. McCorkle, 839-4123
Financial Aid - Financial Aid Director, Mrs. Steed, 839-4003
Grade Point Average - Registrar, Mrs. Mathieu, 839-4008
Guests Overnight - Dean of Students, Dean Jones, 839-4015
Honor Code Violations - Judicial Board Chair, Sheldon Elliot
Housing - Director of Student Life and Housing, Ms. Tracey Jones, 839-4132
Library - Librarian, 839-4040
Literary Magazine - *Muse* advisor, Mrs. Wooten-Hawkins, 839-4067
Lost and Found - Dean of Students Office, 839-4015
Mail - Mrs. Danielson, Post Office, 839-4128
Medical Excuses - Health Center, 839-4043
[Student] Newspaper - *Belles* advisor, Mr. Lathan, 839-4082
Ninth & Tenth-Grades Coordinator - Mrs. Hill, 839-4036
Parking Stickers - Mrs. Della Rosa, Finance Office, 839-4126
Temporary Parking Stickers-Buildings and Grounds Office or Security Office
Personal Counseling - Dean of Students Office, 839-4015
Physical Education Facilities - Athletic Director, Ms. Cannaday, 839-4058
President of the College - Dr. Clauston Jenkins, 839-4138
Publicity - Communications Director, Ms. Swain, 839-4034
Registrar - Mrs. Mathieu, 839-4008
Registration - Registrar, Mrs. Mathieu, 839-4008
Repairs and Maintenance - Buildings and Grounds, 839-4118
Room Changes -Director of Student Life and Housing, Ms. T. Jones, 839-4132
Scholarships - Financial Aid Director, Mrs. Steed, 839-4003
Social Privileges and Regulations - Dean of Students, Dean Jones, 839-4015
Special Events - Mrs. Wyman, 839-4090
Telephone Numbers - Switchboard, Mrs. Johnson, 839-4000
Weddings in the Saint Mary's Chapel - Mrs. Wyman, 839-4090
Yearbook - *Stagecoach* advisor, Mrs. Hill, 839-4036

1997

February 16-22

16

Sunday

*President's Day Holiday
(Dorms Open)*

17

Monday

Presidents' Day

18

Tuesday

19

Wednesday

20

Thursday

21

Friday

22

Saturday

EMERGENCY NUMBERS --- ---

Security.....	839-4044
Buildings and Grounds (daytime emergencies).....	839-4118
Health Center.....	839-4043
Smedes Reception Desk.....	839-4029

RESIDENT DIRECTORS' NUMBERS IN DORMS

West Rock.....	839-4017
2nd Smedes.....	839-4018
3rd Smedes.....	839-4019
Holt.....	839-4021
Cruikshank.....	839-4023
Penick.....	839-4022



1997

February 23-March 1

23

Sunday

24

Monday

25

Tuesday

26

Wednesday

27

Thursday

28

Friday

1

Saturday

1997

March 2-8

2

Sunday

3

Monday

4

Tuesday

5

Wednesday

6

Thursday

Spring Break Begins at 5 p.m.;

Dorms Close at 5 p.m.

7

Friday

8

Saturday

1997

March 9-15

9

Sunday

Spring Break Continues This Week

10

Monday

11

Tuesday

12

Wednesday

13

Thursday

14

Friday

15

Saturday

1997

March 16-22

16

Sunday

Dorms Open at 4 p.m.;
H.S. Boarders Return by Sunday Curfew

Classes Resume at 8 a.m.

17

Monday

St. Patrick's Day

18

Tuesday

19

Wednesday

20

Thursday

21

Friday

22

Saturday

1997

March 23-29

23

Sunday

Palm Sunday

24

Monday

25

Tuesday

26

Wednesday

Easter Holiday Begins at 5 p.m.

27

Thursday

28

Friday

Good Friday

29

Saturday

1997

March 30-April 5

30

Sunday

Easter

*High School Boarders Return by Sunday curfew;
(Dorms open at 4 p.m.)*

31

Monday

Classes Resume at 8 a.m.

1

Tuesday

2

Wednesday

3

Thursday

4

Friday

5

Saturday

1997

April 6-12

6

Sunday

Pre-Registration Conferences

7

Monday

Pre-Registration Conferences

8

Tuesday

Pre-Registration Conferences

9

Wednesday

Pre-Registration Conferences

10

Thursday

Pre-Registration Conferences

11

Friday

12

Saturday

1997

April 13-19

13

Sunday

14

Monday

15

Tuesday

16

Wednesday

17

Thursday

18

Friday

19

Saturday

1997

April 20-26

20

Sunday

21

Monday

22

Tuesday

23

Wednesday

24

Thursday

Alumnae Weekend

25

Friday

Alumnae Weekend

26

Saturday

1997

April 27-May 3

27

Sunday

28

Monday

29

Tuesday

30

Wednesday

*Honors Convocation;
Last Day of Classes*

1

Thursday

Reading Day

2

Friday

Exams Begin

3

Saturday

1997

May 4-10

4

Sunday

Exams Continue This Week

5

Monday

6

Tuesday

7

Wednesday

8

Thursday

Commencement Rehearsals;

Required of all Graduating Students

9

Friday

155th Commencement

High School Chapel - 9:30a.m.

High School Commencement - 10:30 a.m.

College Chapel - 1:00 p.m.

College Commencement - 2:00p.m.

10

Saturday

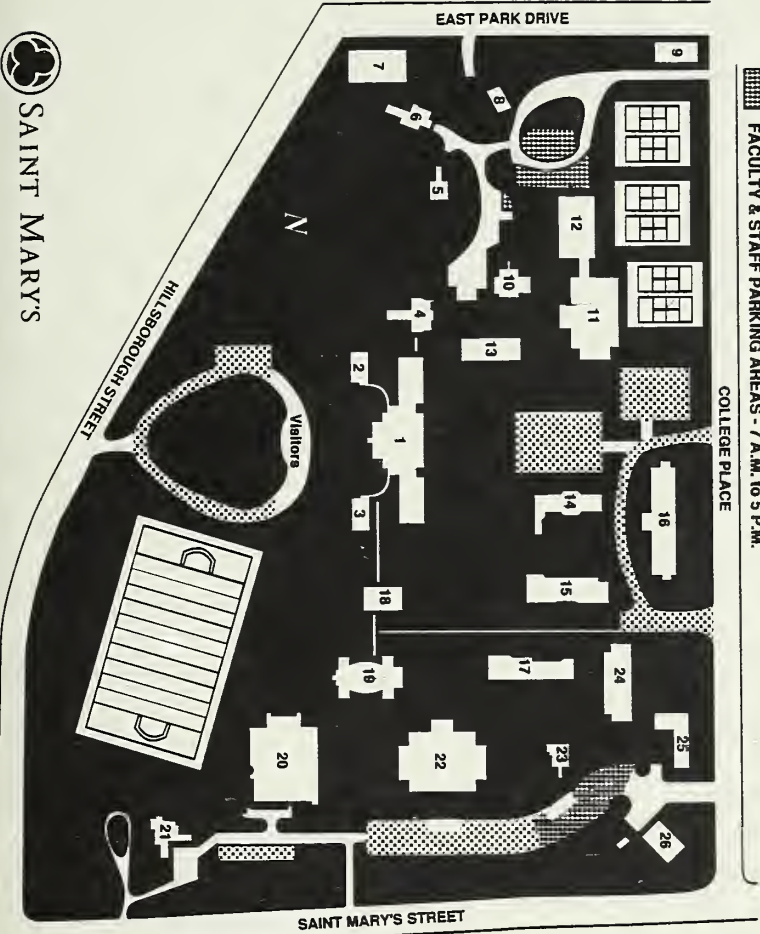
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** Further specific rules for college boarders, college day students, high school boarders and high school day students will be distributed specifically to students in those groups.*



SAINT MARY'S



- GENERAL PARKING AREAS
- ▨ STUDENT PARKING AREAS
- ▩ FACULTY & STAFF PARKING AREAS - 7 A.M. to 5 P.M.

Please Observe Special Parking Signs

KEY

1. Smedes Hall
2. West Rock
3. East Rock
4. Chapel
5. Faculty Residence
6. President's House
7. East Park Drive Building
8. Maintenance Supervisor Home
9. Dean of the College's Home
10. Binder Health Center
11. Bacon Gymnasium
12. Pool
13. Holt Student Life Center
14. Security Building
15. Penick Dormitory
16. Cruikshank Dormitory
17. Cheshire Hall
18. Fine Arts Building
19. Pittman Auditorium
20. Chan-Poyner Hall - Dining Hall, Tyler Board Room, Bookstore, Post Office
21. The Bishop's House - Historic Preservation Foundation of NC
22. Kenan Library
23. Dean of Students' House
24. Ragland Classroom Building
25. Buildings and Grounds Office
26. Heating Plant
27. Nimocks Athletic Field



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