

St. Margaret's School



Residence Handbook

September 2017

Residence Mission

We exist for girls.

The unique residence environment at St. Margaret's School empowers each girl to reach her full potential. We are a caring and passionate team dedicated to providing opportunities for growth that both challenge and inspire. Our girls become confident, well-rounded, and independent young women. St. Margaret's boarders develop awareness of and respect for others within our nurturing and supportive community.

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Staff and Residence Contact Information

House Parents

House Parents are each assigned a group of boarders in their house to connect with and support during their time at SMS. They are responsible for guiding their group of advisees through the residence curriculum, tracking the boarders' engagement in school and Residence life and writing the boarder report card comments for each member of their group each term. House Parents will meet with members of their advisee groups at least once per month to help guide them during their time here.

<p>French House Ms. Laura Glover Ms. Victoria Ker Ms. Emily Tognet Mrs. Jody Levins Ms. Anna MacDonell Mrs. Michelle Gay</p>	<p>Barton House Ms. Karla Dolinsky Ms. Candice Duncan Ms. Kylie Pullin Mrs. Lorena Mibelli Ms. Erin Hannah Ms. Mimi Jamieson</p>
<p>Fenwick House Mrs. Amy Hou Mrs. Kelley Harrison Ms. Maggie Claydon Ms. Trisha Twiss Ms. Lindsay Kemble</p>	<p>Pearce House Mrs. Jing Wang Ms. Courtenay-Joy Colville Ms. Laura Baddeley Ms. Katy Bielefeldt Ms. Jackie Howey</p>

Parental Communication

There are a variety of modes in regard to communication with parents. The Residence team makes considerable effort to have open and frequent communication with parents and guardians. The Boarding staff will typically use email and telephone to contact parents as the primary mode of contact. However, WhatsApp and WeChat are other resources that can be used for one-on-one conversations. The Residence Houses also distribute a newsletter via email MySchool every term starting in September.

Three times a year, a boarder report will be sent home to parents. The boarder report is a summary of your daughter's time here at St Margaret's. It will outline her activities, health and wellness, social interactions, achievements and areas of improvement. Boarder reports are sent out around the same time as report cards.

Contact Info

Residence Office 250-479-7712

Mrs. Nicole Folkes, Director of Residence ext. 2686
 Cell: 250-889-1206 (WhatsApp/WeChat)
 Email: nfolkes@stmarg.ca

Ms. Laura Kaiser, Residence Manager ext. 2630
 Cell: 250-889-1018
 Email: lkaiser@stmarg.ca

Mrs. Krista Reda, Activities Coordinator ext. 2640
Email: kreda@stmarg.ca

Mrs. Kristen Frake, Activities Coordinator ext. 2640
Email: kfrake@stmarg.ca

Health Centre ext. 2648
Mrs. Michele Montgomery, School Nurse
Office: 250-479-7171
Email: schoolnurse@stmarg.ca

House Cell Phones/Emails:

French	250-812-8032	french@stmarg.ca
Barton	250-812-8038	barton@stmarg.ca
Fenwick	250-812-8029	fenwick@stmarg.ca
Pearce	250-812-5319	pearce@stmarg.ca

Mailing Address

St. Margaret's School
1080 Lucas Avenue
Victoria, BC
V8X 3P7

Community Expectations and Responsibilities

Alcohol and Recreational Drugs

Possession and/or use of alcohol or nonprescription drugs are prohibited. Boarders found in possession of, or using, alcohol or nonprescription drugs will be warned, placed on probation, suspended, or withdrawn from SMS at the discretion of the Head of School.

Smoking

St. Margaret's School is a smoke free campus. Boarders are prohibited to smoke anywhere on campus at any time. If a student is suspected of smoking, we will provide her with the appropriate support. If a student is found smoking on campus, she will meet with the Director of Residence.

Animals and Pets

Boarding boarders are not permitted to have animals or pets of any kind in residence.

Bullying

Boarders are encouraged to report mean or bullying-type behaviour to SMS staff, school nurse or school counsellor. We will provide support to the student and take the necessary steps to ensure and maintain a safe and respectful environment. SMS staff will follow the SMS Bullying/Incident Response Procedure.

Decorating Rooms

Boarders must only use the bulletin boards provided in their rooms to hang appropriate décor. Furniture can be rearranged providing the beds remain on separate sides of the room and

roommates agree upon the new layout. Boarders will be charged for any damage to their rooms and school property. Items and luggage may not be stored above wardrobes. Luggage is to be stored in the storage room only.

Internet Use

Residence houses are equipped for internet use. Internet access is available until 12:00am (midnight). Each student will be assigned an SMS email address, which they should use to communicate with SMS teachers, house parents, and other staff. During the academic day and study time, boarders may use the internet for research purposes only. Watching movies during prep, during day school hours or after curfew may result in the loss of computer privileges. Personal computers and electronic devices may be confiscated at the discretion of house parents or staff if the above expectations are not met.

Cell Phones

Boarders are required to have a personal mobile device that can be used both on and off campus with the REACH system.

- Cell phones should not be used during school hours, during meal times, during prep time, or in common areas after 10:00pm on weekdays and after 11:00pm on Fridays and Saturdays.
- Boarders in Grades 6–8 will be required to hand in their cell phones at 9:00pm from Sunday to Thursday. Cell phones are returned at 8:00am before school each day.

Cell phones may be confiscated at the discretion of the staff if the above expectations are not met.

Electronic Devices and Gaming

Boarders are expected to use their electronic devices responsibly. Gaming is allowed ONLY during free time and on weekends. However, gaming units and speakers are not permitted in the residence houses. If a student requires support managing her electronic use, she will be required to turn in her device(s).

REACH Software System

Residence uses a boarding software management system and residential campus software called REACH. This software allows boarders, house parents and families to communicate in areas such as leave management, student tracking, attendance and sign-in, parent communications, notifications, and student health and wellness.

All boarders are required to download the REACH application on their devices at the start of school and sign out using their own devices. For girls who do not have their own, devices are located in the residence houses for boarders to use. Boarders must always have a face-to-face check in when signing on/off campus, both at departure and upon their arrival back to school. REACH is accessible on the web (<https://stmargs.reachboarding.com/>) and is available to download as an app on Android and iOS platforms.

Sign-in & Sign-out Procedures

Boarders must sign-out in person with staff when leaving the school campus. Notes left on the board or door are unacceptable and the student will receive off campus without permission consequences. Boarders must specify an exact destination, mode of transportation, and with whom they are signing out. A student is required to contact staff when any changes are made to

her plans (e.g., from a friend's home to a restaurant) and must call a house parent. Boarders must sign-in with staff when they return to campus, so house parents can account for their whereabouts in case of emergency.

Residence jobs **must** be completed before a student is allowed to sign out.

Daily Check-ins

Sign-ins take place in-house, in person with house parents.

- Morning check-in 8:00am – 8:25am **(Mon-Fri)**
- Prep check-in 5:50pm – 6:00pm **(Mon-Thurs)**
- Evening check-in 9:30pm **(Sun-Thurs – all grades)**
10:00pm **(Fri-Sat – grade 6-11)**
10:30pm **(Fri-Sat – grade 12)**

Weekends:

- Saturday/Sunday morning 10:30am – 12:00pm
- Friday/Saturday/Sunday evening 6:00pm – 6:30pm
 - **ON CAMPUS:** in person with residence staff
 - **OFF CAMPUS:** student is required to call in and speak directly with staff
 - **WEEKEND LEAVE ONLY:** Boarders must return by 7:30pm and sign-in with staff upon their return

Curfew – In Room Times and Lights-out

	Sunday to Thursday	Friday and Saturday
Grade 6-8	In room: 9:00pm Lights out: 9:30pm	In room: 10:30pm Lights out: 11:30pm
Grade 9	In room: 9:30pm Lights out: 10:00pm	In room: 11:00pm Lights out: 11:30pm
Grade 10	In room: 10:00pm Lights out: 10:30pm	In room: 11:00pm Lights out: 11:30pm
Grade 11	In room: 10:00pm Lights out: 11:00pm	In room: 11:00pm Lights out: 12:00am
Grade 12	In room: 10:00pm No lights out OR house parent discretion	In room: 11:00pm No lights out OR house parent discretion
T Boarders	Based on age equivalent to grade	Based on age equivalent to grade

It is important for staff to know where boarders are at all times. If a boarder does not check-in on time or is found out of her room after lights out, it will be managed by the residence parent or house parent on duty.

Curfew – On Campus Times

	Monday – Thursday			Friday Curfew	Saturday Curfew	Sunday Curfew
	4:00-5:00pm	6:00-8:00pm	7:00-8:30pm			
Grades 6-7	Free time	Prep (until 7:00pm)	Residence Programming	8:00pm	8:00pm	6:00pm
Grade 8	Free Time	Prep (until 7:00pm)	Residence Programming	8:00pm	8:00pm	6:00pm
Grade 9	Free Time	Prep	Residence Programming	9:00pm	9:00pm	6:00pm
Grades 10-11	Free Time	Prep	Residence Programming	10:00pm	10:00pm	6:00pm
Grade 12	Free Time	Prep	Residence Programming	10:30pm	10:30pm	8:00pm
T Boarders	Free time	Prep	Residence Programming	Based on age equivalent to grade	Based on age equivalent to grade	6:00pm

Off-Campus Curfew Extension

Boarders may have an extension off property for special occasions such as birthdays and parent visits. Any extensions **MUST** be arranged with staff before leaving property or before 5:00pm, whichever comes first.

Late On-Campus Check-ins

Boarders will be required to meet with staff to discuss appropriate consequences.

Day Trip and Excursions

Boarders may travel outside of Victoria with permission from the Director of Residence and **parent/guardian permission**.

Off Campus without Permission

The safety of our boarders is paramount. Boarders must always have permission from staff before leaving SMS. If a boarder is found off campus, they will be required to meet with the Director of Residence.

Weekend and Overnight Leave

Weekend Leave Request:

- Must be submitted in REACH by **8:30am on Wednesday**.
- Late requests will require permission from the Residence Manager.

Correspondence Needed:

- If a boarder is going on leave with a parent, a parent must first confirm the leave. This leave request will be received and responded to via an automated email from REACH.

- All approvals must be received **by 6:00pm on Wednesday**. If we have not received the invitation and permission on time, weekend leave will be denied.

The Residence Office may, at their discretion, refuse to grant any weekend leave or overnight stay. Only responsible pre-approved adult hosts may invite and sign residence boarders out for weekend leave or overnight stays. Leaves unsupervised by an adult are not permitted. Residence staff are required to contact the host before giving approval.

- Boarders may not make plans to leave on a Closed Weekend.
- Boarders may not stay in home hotels, hotels or Air BNB properties.
- Boarders must be picked up and returned by the adult who is assuming weekend or overnight responsibility, unless prior permission has been granted.
- Boarders on weekend leave are expected to return to St. Margaret's by their regular curfews, or by 7:30pm on Sundays and holiday Mondays.
- The Residence Office may, at their discretion, refuse to grant any weekend leave or overnight stay.
- If a boarder is restricted to campus, all weekend leave and overnight stay privileges are suspended.
- If a boarder leaves campus without signing out in person with staff, she will be assigned extra duties to complete upon her return.
- **Weekend room cleanup must be completed and checked before curfew the night before the leave begins.**

Visitors – Non-SMS Boarders

All visitors **MUST** report to the Residence Office or house office when they arrive on SMS campus. Day boarders, female visitors and family members are allowed in the residence houses.

Visiting hours are as follows:

- **Monday to Thursday:** Family and female visitors from the end of the school day until dinner.
- **Friday:** Family and female visitors from the end of the school day until 10:00pm.
- **Saturday:** Family and female visitors between 11:00am and 10:00pm.
- **Sunday:** Family and female visitors between 11:00am and 5:15pm.

Male visitors must come to the residence office or house office when picking up a student. They are not allowed in any other areas of the residence houses including common rooms. The exceptions are immediate family members assisting with moving in and out.

Overnight Guests

The Director of Residence or Residence Manager must approve all overnight visitors. Boarders are responsible for their guests at all times.

Weekend Sleepovers

Boarders may have sleepovers under the following guidelines:

- Sleepovers are a privilege, and therefore, require permission in advance from house parents.
- Boarders may host sleepovers in their room or the 2nd floor common room (209).
- Sleepover requests must be made **by 10:00pm** and boarders are required to be in the designated house by 10:30pm.
- Boarders must return to their own room by 11:00am the next morning.

- Boarders are responsible for cleaning up room #209 and checked by a house parent before 11:00am.
- A boarder may host up to 1 guest in her room or a maximum of 5 guests in room 209.
- Boarders will not be granted sleepover privileges if she has missed school due to illness or per instructions from the school nurse.
- If a student is unable to follow expectations, she will be sent back to her room and sleepover privileges will be cancelled for the remainder of the weekend.
- Boarders are allowed to host one sleepover per weekend.

Prep Time

Prep time is held from 6:00 – 8:00pm from Monday to Thursday (except for holidays). On Sundays, prep is held from 7:00 – 8:30pm. This quiet time is set aside for school preparation, homework, studying, quiet reading, etc. With permission from staff, boarders may complete prep from 3:30 – 5:30pm, in the event that a school-related activity, driving lesson, same-day birthday, visit from parents, babysitting job, or other approved event is taking place during regular prep time.

Boarders may go to activities during prep whether they are participants or spectators; however, their homework for the next day must first be done. Activities include (but are not limited to) sports games, drama and choir performances, and practices/rehearsals for same. This is a privilege and if abused (i.e., boarder not getting her homework done, not going to the gym when she said she was, etc.) a boarder may lose this privilege. Anyone found taking advantage of this will need to make up any missed prep time.

Cell phones and social media use are not permitted during prep. Boarders can use their laptops for internet searches and translations only. If a student is having difficulty managing her device during prep, she will be required to turn over her laptop until the end of prep. If this behaviour continues, the phone and computer will be turned in to the Residence Office and the student will meet with the Director of Residence.

Expectations for Prep:

- All boarders are to be in their rooms or designated location by 6:00pm.
- All doors are to be left open for the duration of prep (with the exception of approved grade 12 boarders).
- Minimal talking so as not to disturb others from studying.
- Boarders may listen to music with headphones only!
- Prep time will be used exclusively for studying, project work, reading assignments, written assignments, silent reading in English, and similar types of quiet learning.
- Group work can be done in designated areas on campus.
- Electronic devices must be used for academic work only.

Living in a Community

When living in a community like St. Margaret's Residence, there are certain behaviours and attitudes that are constructive to the well-being and happiness of all boarders and house parents. Boarders are expected to respect the St. Margaret's Code of Conduct, as well as the policies created to address the issues of community life. The cooperation of each student is vital to a supportive, functional, comfortable and healthy environment.

At St. Margaret's, we support the language of instruction, which is English. Boarders are expected to communicate in English during the academic day and are encouraged to speak

English in all community common areas. These areas include the school, dining hall, common rooms, and house offices. Our goal is to have an inclusive environment where girls feel welcome and where all boarders are continually improving or helping others with their English skills.

General Residence Expectations

As a SMS boarder, you are expected to:

- Maintain the cleanliness and positive atmosphere of the houses.
- Meet weekend room check requirements.
- Leave your room tidy when leaving residence for the day, weekend or holidays.
- Attend breakfast and sign in for morning check-in.
- Attend dinner and sign in for after-dinner check-in (or call in if off campus).
- Sign in for prep and be prepared for focused study during this time. Sign out of prep when needed (e.g., to go to the computer lab, classroom or for tutoring).
- Sign in for evening check-in.
- Do not leave items unattended in common rooms (e.g., movies, office items, etc.) and return items that belong in common areas.
- Arrive on time for meals, curfews, prep, etc.
- Call your house parent when unable to return to campus on time, due to circumstances beyond your control.
- Attend all community meetings and dinners, house and advisor group dinners, events and meetings.
- Do not leave doors unlocked or share your ID/access card.
- Be considerate of others at all times (i.e., do not make excessive noise, leave a mess in common areas or borrowing items without asking).
- Talk on the phone at appropriate times and only in appropriate places (i.e., do not use common areas or the dining hall, or talk at a time that will disturb your roommate).
- Do your laundry at posted times.
- Attend all school and residence commitments and activities.

Consideration of Oneself and Others

Boarders should respect rules for room appearance, tardiness, meal attendance, dining room behaviours, study attendance, telephone use, common room use, House routines, use of equipment, noise levels and the property of others. Infractions may result in warnings, detentions, loss of privilege(s) or other consequences deemed appropriate by staff.

Trust and the Honour System

Boarders are expected to honour the sign-in and sign-out system and respect curfews as well as bedtimes. Boarders who violate the honour system or the community rules will be disciplined as befits the infraction.

Behaviour

Boarders are expected to be courteous to their peers and to staff members. Rudeness, use of inappropriate language, destruction of property, uncooperative behaviour or unaccountable absence from study or other required residence activities will not be tolerated. Consequences for not meeting behavioural expectations (e.g., extra duties) will be enforced.

Deception and Disrespect

If a student is caught in a lie or is disrespectful, she will be directed to book an appointment to meet with the Director of Residence.

Personal Accountability

We understand that living away from home can bring challenges and opportunities to learn and grow. House parents are responsible for providing support for boarders. Boarders are expected to follow the expectations of St. Margaret's School as outlined in Middle Years, Senior Years and Residence Handbooks.

House parents will manage minor infractions. If minor infractions persist, a boarder may lose privileges and be assigned extra duties. She will also be required to meet with the Residence Manager or Director of Residence.

Major infractions include, but are not limited to:

- possession of drugs and alcohol;
- off property without permission; and
- any violations of the Code of Conduct.

This level of infraction will be immediately reported to the Director of Residence. If applicable, the residence counsellor or school nurse will also be informed. When a student has violated a major rule and/or repeatedly failed to meet expectations, probation or gating may result.

Immediate dismissal may result from the following, or other, major infractions:

- serious violations of the Information Technology Acceptable Use Agreement;
- distribution of illegal substances; or
- severe harassment or mistreatment of any individual or group at St. Margaret's.

Gated

The term 'gated' indicates that a boarder is restricted to campus and that her privileges have been limited. This is to give her an opportunity to reflect on the negative impact(s) she recently caused for herself and/or her residence community. While gated, boarders may be required to complete additional tasks and duties to the benefit of the residence community.

All boarders with weekend gating must sign in with a house parent by 10:30am on both Saturday and Sunday.

A boarder involved in serious circumstances which do not have pre-determined consequences will be gated until she has met with the Director of Residence. Boarders found off property while gated may face suspension.

Probation

When a boarder has violated a major rule and/or repeatedly failed to meet expectations, probation may result. While on probation, a boarder must obey all residence rules, follow all residence policies, and meet the expectations set forth under the conditions of the probation. Boarders under this status must demonstrate a willingness to uphold the ideals of the residence community through responsible action, a positive attitude, and cooperation in all areas.

Grade 12 Boarders

Grade 12 boarders are leaders at SMS and are expected to be role models. We value their leadership role in our community and show our appreciation by extending special privileges.

Grade 12 boarders **may be eligible to earn** the following privileges:

- Excusal from breakfast sign-in
- On campus check-in extension based on evening prep
- No scheduled evening prep on Sundays
- Graduated in-house privileges during the academic day

Common Room Cleanup

A different roommate pair is assigned to common room cleanup each night, on a rotating schedule. Roommates work together to complete the cleanup and student leaders in each house oversee the process. In the event of a scheduling conflict (e.g., weekend leave), boarders are responsible for trading nights with another room and must inform a house parent of any changes. If a boarder does not complete her responsibilities to her house, she will be required to do additional duties at the discretion of the house parent. Common room cleanup must be completed by 9:45pm nightly.

Clean-up Duties:

- Gather all dishes from the common room.
- Load the dishwasher and start it.
- Wipe counters, cabinets, refrigerator, inside and outside of microwaves, the table, etc.
- Sweep the floor and mop if needed.
- Gather recyclables and put in appropriate boxes.
- Empty/clean out garbage, recycling and compost.
- Tidy couch cushions, wipe down side tables and coffee table, clean any spills on the carpet or furniture, and other duties assigned by a house parent.

Common room cleanup should begin at 9:30pm and should be completed by 9:45pm, with the exception of grade 6-8 boarders, who must complete cleanup at 9:00pm. The cleanup must be checked by a house parent or a student leader upon completion.

Extra Duties

Extra duties are jobs or tasks that contribute positively to your residence community. Extra duties may be assigned by house parents to boarders who are gated, restricted to campus or who fail to meet residence or house expectations.

Safety and Security

House parents are on active duty in the houses during the following times:

Monday to Thursday	7:30am – 9:00am and 1:30pm – 11:30pm
Friday	7:30am – 9:00am and 1:30pm – 12:30am
Saturday	8:30am – 12:30am
Sunday	8:30am – 11:30pm

In addition, house parents and a residence administrator are on call 24 hours a day on weekdays and weekends. St Margaret's Security Officers are also on site and routinely patrol

the building and grounds. For safety reasons, we encourage boarders to travel in pairs whenever possible. Outdoor exercise is only permitted during daylight hours, with a friend or when accompanied by a staff member.

Boarders are responsible for their own belongings. Valuables should be locked away when boarders are out of their rooms. Student rooms have locks on the doors. When leaving their rooms, boarders are responsible for closing and locking their doors and for keeping their keys and ID/access cards in their possession at all times.

Boarders are required to sign in their passports and any important documentation with a house parent in the house office. Items are stored in individual files and kept in a safe. Boarders may have access to these items at any time.

House Access

All houses are locked during the school day, which means boarders do not have access to their rooms between 8:30am and 3:30pm. Residence houses are locked at all times and boarders are assigned access cards to the houses. A \$50–100 fee will be charged to the student account if lost. For the safe keeping of their belongings, boarders **must lock their doors** when out of their rooms. Boarders are encouraged to secure large amounts of money in the office safe.

Boarders' access cards are active during the following hours:

Monday to Thursday	8:30am – 9:30pm
Friday	8:30am – 10:30pm
Saturday to Sunday	10:00am – 10:30pm

Outside of these hours, girls are expected to be in their houses.

Campus Gate

Boarders are required to be picked up and dropped off in the residence parking lot located by the residence houses. To ensure your safety, the campus gate will be locked at 10:30pm each night. Boarders are required to contact their house parent if they will be arriving after 10:30pm. Boarders are **not permitted** to be dropped off or picked up by the front entrance or Junior School parking lot. This includes all deliveries.

Emergency Preparedness

In case of earthquake:

- Do your best to stay calm.
- Wherever you are, drop to the floor immediately, and if possible, move under a table or desk. Bow your head and use your arms to cover your head and neck.
- If you are sleeping, roll off the bed onto the floor, pulling your quilt over you and cover the back of your neck.
- If you are in the common room, stay against the inside walls, away from windows and fixtures on ceilings and walls.
- If you are outdoors, move to an open area away from buildings, trees, power lines and poles, brick or block walls, windows, and other areas where falling objects may pose a danger.
- If you are near a street or parking lot, watch for cars shaken from their parked positions, street lamps, power lines, etc.
- If you are in a car, stop the car and remain in the vehicle.

- Count to 60 (“one Mississippi, two Mississippi, three Mississippi...”). If the shaking starts again, wait until it stops and start counting again.
- Find a safe exit and leave all your belongings. If possible, evacuate to the tennis court and wait for staff direction.

In case of fire:

- When the fire alarm sounds in your house, immediately evacuate the building and meet in Alexis Hall unless otherwise directed by house parents or staff.
- In the event there is a fire in Alexis Hall, boarders must meet in the upper parking lot.
- Sit quietly and wait for house parents to take attendance and give further instructions.

Appliances

No appliances of any kind are allowed in student rooms. This includes auto shut off kettles and rice cookers. Items may be stored in your house kitchen (pending approval from house parents) or stored for boarders until the end of the year.

Services and Facilities

Insurance – Personal

The school does not carry insurance for boarders’ personal effects. Parents should check with their insurance agents to ensure continuation of appropriate coverage while their daughters are at school.

Laundry Service

Laundry service is provided by SMS and available to boarders Tuesday through Friday. It is essential that all clothing be clearly labeled in order to facilitate efficient sorting and to prevent clothing from being misplaced. In addition, laundry facilities are available in each house for boarders who choose to do their own laundry during free time (up until curfew or 10:30pm).

House laundry days are as follows:

Residence Laundry	Monday
French House	Tuesday
Barton House	Wednesday
Fenwick House	Thursday
Pearce House	Friday

All clothes must be ready for laundry by 8:00am and put in the main Laundry Room. Boarders should note that only machine washable items are to be sent to the main Laundry. St. Margaret's School is not responsible for ruined clothing if items are not machine washable.

Boarders are required to dry clean their uniform items twice per year, prior to December’s Carol Service and June’s Closing Ceremonies. Fees will be charged to students’ accounts.

Housekeeping

Boarders are expected to keep their rooms tidy on a daily basis. Boarders will be required to clean their own rooms (including bathrooms) and empty their garbage and recycling *according to house standards* at least once per week, during assigned weekend cleaning days (i.e., Saturday or Sunday). A rotating schedule is used for community cleaning duty of the Common Room.

Health Centre

The school nurse is available Monday through Friday from 8:00am to 4:00pm. The school doctor is on campus twice per week for appointments scheduled by the nurse. Boarders with prescriptions are asked to sign in their medications with the nurse. Boarders are not to have prescription or over the counter medications in their rooms unless it has been approved by the school nurse.

Boarders **must** submit school health consent forms and immunization records by the first day of school.

Illnesses and Health Concerns

When a boarder does not feel well enough to attend classes, she must go to the Health Centre in uniform between 8:00am and 8:20am to be assessed by the school nurse before she may be excused from school. If a boarder is not well enough to attend school, she must spend the day in the Health Centre with the nurse. After school commitments, sleepovers or off campus privileges may be cancelled.

During evenings and weekends, if a student is not well or is injured, staff will follow procedural emergency protocols.

Medical Insurance and Costs

Standard Medical Coverage

All boarders must have active, valid health insurance.

Additional Medical Costs Not Covered by Insurance

With respect to costs that are not for emergency (or in exceptional situations), boarders' parents may make arrangements for a credit or debit card that the student can use to pay for dental services, lab tests, x-rays or other procedures as required. If medical costs are significant and/or ongoing, parents may make arrangements to pay the medical practitioner directly.

Food Services

Meals are provided by SAGE Dining Services. Daily menus are available to view online (<https://www.sagedining.com/>) and on the 'Touch of SAGE' mobile app. Boarders are provided with three meals each weekday (Monday to Friday) and two meals each weekend day (Saturday and Sunday). Vegetarian and vegan options are always available, and online menus can be filtered to exclude items that include common allergens.

Boarders with food allergies or other special dietary needs should speak to the school nurse and house parent upon arrival in residence. Additional snacks will always be available to boarders in the Common Room.

Alexis Hall Dining Expectations

This is an opportunity for boarders to connect with each other; therefore, boarders are required to speak English in the dining hall and use good manners at all times.

The following rules are to be respected when dining in Alexis Hall:

- Electronic devices may **NOT** be used.
- Serving sizes should be reasonable, as there is always opportunity for seconds.
- Take-out containers should only be used for lunchtime committee meetings.
- Boarders may **NOT** leave the dining room with dishes or cutlery.

- When eating outside, boarders are responsible to bring their own containers and cutlery.
- Conversation must be kept at a reasonable volume and should be inclusive of others.
- Boarders are to tidy their eating area, on and below the table, before leaving.
- Dishes should be scraped into the appropriate bins and stacked properly on the trolleys.
- Footwear is mandatory in the dining hall.
- Bathing suits, pajamas and revealing clothing may not be worn in the dining hall.

Food prepared in the dining hall food must be eaten in the Alexis Hall or the outdoor eating area (with staff permission). House parents may take food out of the dining room for boarders who are sick or with late lessons, sports, activities, etc.

Boarders may only have outside food (delivery or take out) from Friday to Sunday. Food cannot be ordered after 9:00pm on Friday/Saturday or after 4:30pm on Sunday. Outside food or meals must be eaten in house common areas and not in boarders' rooms. If food arrives after 10:00pm on Friday/Saturday or after 5:30pm on Sunday, house parents will store the order until the next day.

Breakfast	7:30am – 8:15am	Monday to Friday
Lunch	12:25pm – 1:20pm (MY & SY)	Monday to Friday
Dinner	5:00pm – 5:45pm	Daily
Evening Snack	8:00pm	Daily (in residence houses)
Weekend Brunch	10:30am – 12:00pm	Saturday, Sunday and holidays

Boarders must use their ID at mealtimes.

Public Transportation

Public transportation in Victoria is safe and boarders can reach most areas of the city.

Taxi/Limo Service

Boarders are encouraged to use the public transportation whenever possible. If a student requires use of a taxi or airport limousine service, chits (paper receipt used instead of cash) are available in the house offices and will be charged to the student's account.

Airport limos/shuttles are to be booked in advance with house parents so they can ensure that boarders arrive at the airport in enough time to make their flight. Private 'cars for hire' are not permitted nor endorsed by the school. Residence boarders may not use personal cars at this time.

Allowance, Banking and Travel Money

Allowance is distributed each Wednesday in Alexis Hall, in the amount of \$40.00 per week. If extra money is required from the school for special circumstances, it **must** be requested at least one week prior to when it will be needed and picked up at allowance time. Boarders are discouraged from having large amounts of cash in their rooms.

Boarders are encouraged to open a Canadian bank account when they arrive and use this account for travel expenses of all kinds, including taxi rides to/from the school. During the

August Orientation, boarders will have the option to open an account and receive a debit card for the TD Canada Trust Bank located at Quadra and McKenzie.

Bus Schedule (Weekend)

Note: Drop off locations may change during the year.

Friday Afternoon Bus Runs

Leave SMS	Shelbourne Plaza	Odeon	Mayfair	Uptown (Shoppers)	Return to SMS
3:45	Direct to BC FERRIES – catch the 5PM ferry to Vancouver				4:50
5:40	5:45	6:00	6:10	6:15	6:30
8:40	8:45	9:00	9:10	9:15	9:30

Saturday Afternoon Bus Runs

Leave SMS	Shelbourne Plaza	Odeon	Mayfair	Uptown (Shoppers)	Return to SMS
4:40	4:45	5:00	5:10	5:15	5:30
5:40	5:45	6:00	6:10	6:15	6:30
8:40	8:45	9:00	9:10	9:15	9:30

Sunday Afternoon Bus Runs

Leave SMS	Shelbourne Plaza	Odeon	Mayfair	Uptown (Shoppers)	Return to SMS
Church Run: Time TBD					
4:40	4:45	5:00	5:10	5:15	5:30
6:00	Pickup from BC FERRIES – 5PM ferry from Vancouver				7:30

Bicycles

Boarders who wish to ride a bike may sign one out from the Fenwick House office. Boarders will be required to complete a safety orientation with a house parent and **wear a helmet** at all times as it is required by BC law. Boarders are allowed to ride bikes during daylight hours and must follow the usual sign-in and sign-out procedures with their house parent. If a boarder is not using the equipment responsibly—including not returning the bike to the bike shed as soon as she is done riding—she may lose her bike privileges for a period of time.

School Facilities – After School Hours

There is **no** unsupervised access to other buildings on campus after regular school hours or on weekends, unless pre-arranged with a house parent. The only exception to this rule is during prep where boarders may have access to the Learning Commons for group work or tutoring. Boarders may also use Alexis Hall for tutoring, except during mealtime.

Uniforms

All uniform items must be purchased at the school store, Dudley's Closet. The only exception to this rule is outdoor navy or black coats, white number one shirt (if it appears the same), white socks and the navy blue socks or tights. Dudley's Closet does not sell shoes.

#1 Uniform (worn every Wednesday and on special occasions)

- Malcolm tartan kilt or navy slacks
- Red blazer
- Red tie
- White shirt-style blouse, long or short sleeved
- Navy blue knee socks or tights
- Black leather Keds* **only**

**You may purchase the Keds shoes at Footloose Shoes, 637 Fort Street (across from the Bay Centre downtown). Call 250-383-4040 and identify yourself as an SMS students to receive a 20% discount on the two optional styles. You may also buy them at any other retail shoe store that carries these two styles.*

Mandatory New Item (to be worn on all off-campus field trips)

- Red SMS windbreaker

Optional Winter Items

- Navy blue or black jacket/coat for outdoor use only
- Navy blue cardigan or pullover sweater
- Navy fleece

Summer Uniform (may be worn until Oct 31 and after spring break)

- Navy blue box pleat skirt or navy slacks
- White short-sleeved SMS polo shirt
- White or navy knee socks
- Black leather Keds or **all** white 'athletic' shoes

Uniform Notes

- School scarves only
- Girls are not to mix and match the two uniforms or the uniform with non-uniform items

Student Leadership and Residence Activities

Community and House Dinners

Community dinners are a way to build community and celebrate diversity. All boarders must attend community dinners.

Residence Activities Curriculum

Activities will be arranged jointly between the Residence Activities Coordinator, house parents and boarders. Boarders are required to participate in activities and bring ideas forward to help with planning both on- and off-campus curriculum.

Residence Council

Residence Council consists of elected members who work together alongside staff to support and enhance the boarding experience for all girls living in residence. One Residence Council member sits on each the following school committees:

- Residence Outreach
- Residence Spirit
- Residence Multicultural
- Green
- Diversity

Residence Student Leaders

Residence student leaders receive skills training in leadership, conflict resolution, mediation and house rules and routines. They serve as mentors, peer counselors and mediators. They can provide a sense of 'big sister' support and guidance for the younger residence boarders and are encouraged to check in with them on a regular basis to see how they are doing and ask if they need help with anything. Residence student leaders work closely with staff to help their houses run smoothly.

Student leaders will:

- help new boarders adjust to life at school
- act as liaisons between the house parents and boarders
- help model residence expectations
- alert staff to girls' needs
- mediate simple roommate conflicts
- help with basic tasks around the house
- lead house meetings

Residence House Meetings

House meetings are held twice a month and are mandatory. Boarders must have prior permission from house parents or other residence staff to be excused from attending. Meetings will be led by student leaders and house parents and will involve team-building and house-spirit activities, cover new information regarding school or residence, and provide a forum for current topics of concern. Additional house meetings may be scheduled by each house as required.

Babysitting

Boarders who wish to babysit off-campus must have permission from the Director of Residence or the Residence Manager and are encouraged to complete the Red Cross Babysitting Certificate. This course may be offered at the school.

Birthdays and Celebrations

Boarders must have permission from a house parent to attend a SMS community member's birthday celebration or cultural holiday. Boarders must return by in-room curfew. Boarders may also celebrate major cultural and religious holidays with pre-approval from the Director of Residence or the Residence Manager.

Parents who wish to take their daughter out for dinner on a weeknight may do so, provided she is back at SMS before her in-room curfew time. Prior arrangements are to be made with house parents and/or residence staff. Other boarders and/or day students may also be invited.

Driving Lessons

In order to take lessons, boarders must:

- hold a valid BC Learner's Permit;
- have written permission from parents or guardians;
- pay for their lessons personally (fee cannot be charged to account);
- arrange for driving class and lesson times on their own, although house parents may assist as necessary;
- ensure driving class and lesson times do not conflict with class times or residence commitments; and
- arrange for early prep time if required, but must not miss school.

Volunteering

SMS encourages volunteerism. To ensure the safety of our boarders, prior vetting and approval of the volunteer opportunity is required. Discuss your volunteer interests with a house parent and/or the Director of Residence. Please note that boarders may not wear their uniform while volunteering unless they are involved in a school event.