



## Boarding Student Handbook

2014 - 2015

“To Restore All Things in Christ”



## **DORMITORY INFORMATION, POLICIES, AND RULES**

This booklet should be read and understood in conjunction with the St. Mary's Academy Student Handbook, which addresses issues of policy and procedure for students enrolled in St. Mary's Academy. However, this booklet addresses in particular the policies that govern the dormitories, as well as general information and procedures for boarding students.

### **FOREIGN STUDENTS**

Saint Mary's Academy welcomes foreign boarding students who are children of traditional Catholic families in good standing with the Society of Saint Pius X.

A letter of recommendation from a Society of St. Pius X priest is required.

The placement of foreign students in the school is determined by the policies delineated in the St. Mary's Academy Student Handbook. No foreign student (with the exception of Canadians) can be admitted as a senior in High School.

Non-American citizens and non-residents are admitted *only* as boarders.

Foreign students must be fluent in English; i.e. they must speak, write, read, and understand the English language. Lack of compliance in this matter will result in automatic dismissal. St. Mary's Academy is not a second language school and we do not accept students who wish to enroll merely to "learn English."

A student visa is to be procured before entering the United States. We will provide the necessary I-20 form which must be presented to the nearest U.S. Consulate to obtain the visa. The I-20 will be mailed only after completing the admission process, never before. There is a fee of \$200US which must be paid before the I-20 process is begun. This fee is non-refundable under all circumstances, including the denial of admission or the denial of the student visa by the US consulate.

Any foreigner arriving without the proper student visa will be sent home. The Academy refuses to be involved with INS procedures when a student neglects to present his visa at the border. Parents must understand that these situations often result in deportation procedures. Any expense incurred due to the improper filing or presenting of paperwork is the responsibility of the parents. This includes transportation fees should any irregularities require a trip to government offices in Topeka or Kansas City.

Returning foreign students will receive an updated I-20 if necessary before the end of the school year. Their original I-20 will be renewed throughout the high school term, as long as the student is continuing in the school. The I-20 form must be signed annually by a school official prior to the child's departure from the United States. Without this signature, he will be refused admittance at the port of entry when returning.

All foreign boarding students must purchase a return airline ticket. The Academy does not advance money for travel-related expenses. The parents must keep a copy of their child(ren)'s passport(s) in order to purchase international airline tickets.

A penalty of \$100.00 will be charged to the student's account should the school be obliged to regularize situations resulting from lack of compliance with student visa procedures.

## **ARRIVAL & DEPARTURE**

A state or government issued photo identification is required for all boarding students. To avoid any difficulties in passing through security at the airports, it must be obtained while at home prior to the beginning of the academic year.

The Academy provides transportation to and from Kansas City International Airport, Topeka Regional Airport, or Manhattan Regional Airport, at a time set by the Dormitory Prefect.

All travel arrangements should be reviewed with the Dormitory Prefect before being finalized.

If a boarding student needs transportation to the Airport at a different time than that fixed by the Academy, a fee will apply.

Boarding students must go directly from the airport to campus. They are not permitted to arrive in town and then visit friends or stay off-campus. Saint Mary's Academy will not be responsible for any incident resulting from the disregard of this rule.

Boarders who do not have immediate relatives living as a family in the Saint Mary's area must stay in the dormitory until they go home for Christmas, Spring and summer vacations.

At the beginning of Christmas, Spring and summer vacations, boarding students must remain in the dormitories until the day of their flight/ departure or until they are in their parents' care.

The Dormitory Prefect will consider requests for allowing boarders to return home for the Thanksgiving and Easter weekends.

The school year closes officially *after* graduation. All high school students must be present at the commencement ceremonies. Lower school students may check out after lower school award ceremonies.

Prior to leaving for summer vacation, the boarders must have their rooms cleaned. A fee will be charged for any room requiring restoration or cleaning after the departure of the student.

After checking out for vacation, the boarders may not return to the dormitory.

Students remaining after the closing of the dormitories will be charged for each additional day.

Health insurance cards, airline tickets, passports, and immigration documentation are to be given to the Dormitory Prefect upon arrival. They will be returned a week prior to departure.

Money and valuables may be given to the head supervisor to be kept securely. A receipt will be issued. The school is responsible only for the documents entrusted to the Dormitory Prefect and for the valuables acknowledged by a receipt.

No vehicle is to be brought to the school.

## **PERSONAL ATTIRE & HYGIENE**

During the academic day and when otherwise required, the boarders are in school uniform. Otherwise, they dress in casual attire, conforming to the standards of good taste, cleanliness, and modesty.

Appropriate and modest sleepwear must be used.

The boarders should not leave their rooms barefoot. Polished shoes/clean sneakers are used during the day, slippers at night, shower thongs exclusively for showering.

Showers are to be taken daily.

The use of scented toiletries may be restricted when exaggerated or offensive.

The school provides boarding students with full laundry and mending services. Laundry is to be deposited in the designated area on the assigned day and time. Bed linens are to be washed at least every two weeks.

For the sake of maintaining uniformity, components of the uniform must be purchased from suppliers approved by the Academy. See the St. Mary's Parent-Student Handbook for other particulars concerning the uniform.

Students are to have their names clearly and permanently marked on all clothes and personal items. This is done by sew-on or iron-on labels or by laundry markers. Laundry and sewing (repairs / mending) are done for the students on a weekly basis.

### **Boys' Clothing Requirements**

Each boarding boy should have the following **uniform items**:

- At least three pairs of uniform trousers
- One uniform belt
- At least five uniform shirts
- 10 pairs of uniform socks
- At least one pair of uniform shoes
- Two uniform sweaters
- Two uniform ties
- One uniform winter coat / jacket

For **physical education**, the boys are required to have the following:

- House T-shirt
- Navy blue shorts
- Navy blue long-sleeved sweatshirt and sweatpants
- Athletic shoes
- At least three pairs of white cotton crew socks

In addition to uniform items, the following items are also recommended for inclement weather: umbrella, galoshes, knit winter hat and gloves. For meals, study hall, and chapel functions, students must be dressed in a presentable manner. Shirts, when worn without a tie, may have the top button alone unfastened.

Dress code **outside of school hours**:

No tank tops, bicycle shorts, short shorts, or tight-fitting slacks will be allowed. Shorts will only be worn for athletic-related activities. Otherwise, the usual dress will be long slacks.

Required Items (amounts listed as minimums):

- At least 7 pairs of undergarments
- pajamas (for boys), robe, and a pair of slippers
- A sufficiency of work and recreation wear
- A dress jacket (blazer, sport coat, etc.) for Sunday Mass
- Boxer-style swim trunks

Any items not conforming to the clothing standards as previously outlined will be confiscated.

## **MISCELLANEOUS NEEDS FOR ALL BOARDING STUDENTS**

Required Items (amounts listed as minimums):

- A daily missal
- A rosary
- A collegiate dictionary
- Some books of Catholic spirituality
- An alarm clock (no clock radio)
- At least one set of twin bed linens (fitted sheet, flat sheet, and pillowcase)
- One or two blankets
- At least a week's supply of bath towels, face towels, and wash cloths
- A soap dish, shower thongs, brush, comb, toothbrush, razor, nail clippers, soap, toothpaste, etc. (in general, all essential materials and products of a hygienic nature)
- A complete shoe polishing kit (brush & polish)

Optional Items:

- Throw rug
- Athletic or recreation equipment
- Hiking boots
- Long underwear
- Classical musical instruments

## **ROOMS & PERSONAL BELONGINGS**

The rooms must be kept clean and neat at all times. Students are personally responsible for their rooms.

Pictures may be placed only on bulletin boards and where hooks/nails are already provided. These pictures must be of a spiritual/family orientation and of an unobjectionable nature.

No locks/padlocks may be installed in the rooms, including on the door, which must remain unlocked at all times.

When two or more students are visiting in the same room, the door must be completely open.

Boarders may not appropriate furnishings from other rooms.

Cell phones, radios, televisions, tape/CD players, MP3 players, video games, walkie-talkies, hot pots, etc. are forbidden on campus. Such items should be left at home and will be permanently confiscated if the student travels with them to St. Mary's. The Academy will not reimburse students for any prohibited paraphernalia brought to the school.

Food must be kept in the designated food storage area.

Boarders may bring books of a spiritual or academic nature exclusively. All other reading material must be secured from the school library. Exceptions must be approved by the Dormitory Prefect.

All medication must be turned in to the Dormitory Prefect upon arrival. It will be kept in the infirmary for dispensing, as per Kansas state law.

## **HEALTH**

Boarders who become ill must notify the house father on duty. When a student is taken ill he will not participate in any sporting activities for the remainder of the day.

Parents of boarding students are immediately notified in cases of illness / injuries requiring a doctor's visit.

Doctor appointments are arranged by a supervisor. Students will give their parents' address and not the Academy's for billing purposes. We do not advance money for students' medical treatments.

All medication is kept in a locked storage area of the infirmary. The infirmarian will dispense it according to the physician's orders.

## **COMMUNICATIONS**

Boarding students may see the Dormitory Prefect at any reasonable time without need of an appointment.

Telephones are at the disposal of the students during recreation time. Courtesy demands that they do not monopolize the telephone when other students are waiting.

No phone calls may be made / received during grand silence.

The non-fraternization policy extends to telephone calls (see page 29 of the Parent-Student Handbook).

Students are expected to write every two weeks to the parents. The letter is given to the supervisor in an addressed envelope. Postage may

be paid from petty cash. In lieu of a petty cash account, the student must provide the postage or payment for postage.

Letters / parcels addressed to anyone other than parents or immediate family members must be turned in unsealed.

All letters and parcels destined for boarders are subject to inspection, except those from their parents. Suspicious letters / parcels and those without return address will be mailed to the parents.

## **VISITS TO BOARDERS**

Express authorization from the parents is required before the school will allow a visitor to communicate with a student. The authorization must be given in writing or by telephone to the Dormitory Prefect.

Before taking the child off campus, the parents or authorized visitors should meet with the dormitory supervisor to check the student out of the dorm.

No student is allowed to spend the night off campus on school nights. The student may spend the weekend or holiday off campus only with his parents.

It is desirable that family visits take place over week-ends and not during school weeks. Arrangements for such visits must be made in advance with the Dormitory Prefect.

## **MISCELLANEOUS**

All boarding students are expected to assist in the general duties associated with maintaining the dormitory and cafeteria.

Boarders may not enter the dormitories during school hours. School supplies and PE uniforms are to be brought to school in the morning.

Strict punctuality is required for all activities. Students will not depart prior to the conclusion of an activity, including games.

Under no circumstances may boarders be recruited for work off campus or not campus-related.

Boarding students are required to follow the Academy rules regarding clothing and modesty when off campus.

Time is set aside each month for the boarders' shopping needs. Video arcades and specific stores are off-limits. No reading material is to be purchased.

## **DORMITORY DAILY SCHEDULE**

A typical day for a boarding student:

6:45 a.m.	Rise
7:00 a.m.	Morning prayers
7:15 a.m.	Mass (optional on Saturdays)
8:00 a.m.	Breakfast
8:20 a.m.	Line-up
8:30 a.m.	Classes begin
3:40 p.m.	School dismissed
4:00 p.m.	Dormitory Activities
5:30 p.m.	Shower and Chores
6:00 p.m.	Rosary
6:30 p.m.	Supper
7:00 p.m.	Study hall
9:00 p.m.	Compline
10:00 p.m.	Lights out

Wednesdays are a half day of school.

Grand silence is the period from 9:45 p.m. until morning prayers. During this time no talking/noise making is permitted and no one may leave the building.

## **GENERAL INFORMATION**

Dormitory Phone Numbers:

(785) 437-2471 ext. 453 or ext. 455

Boarding students are encouraged to establish a system for calling home from the Academy, either through the use of phone cards or through another system determined before reaching St. Mary's.

Mailing Addresses

Letters or parcels via the USPS should be sent to  
P.O. Box 159  
St. Marys, KS 66536

Parcels sent UPS or other carriers should be sent to:  
200 E. Mission Street  
St. Marys, KS 66536



200 East Mission Street  
St. Marys, Kansas 66536  
Tel (785) 437-2471  
Fax (785) 437-6798  
[www.smac.edu](http://www.smac.edu)