
2005-2006

Parent-Student

Handbook

General Information

INTRODUCTION

At St. Margaret's Episcopal School, we believe that the interests of students are best served when there is mutual respect, trust, and understanding between school and home. We take seriously our obligation to act responsibly, professionally, and compassionately. In return, we expect parents and students to respect and support our faculty and staff and all the policies and procedures outlined in this Handbook. The health and integrity of our school community depends on our collective commitment in good faith to this relationship.

This Handbook is designed to provide general information on school practices and policies as well as specific information for each division of the school. A student's and family's presence in the school signifies their acceptance and willingness to abide by the policies set forth in this Handbook and as they shall be revised from time-to-time. The school reserves the right to alter its policies at any time without prior notice. Students and parents signify acceptance of a change in policy by remaining members of the school community after notice of the change is given.

School Hours

Early Childhood Development Center

Full – days: Monday through Friday, 8:10 a.m. – 2:45 p.m.

Half – days: Monday through Friday, 8:10 a.m. – 11:30 a.m.

Lower School

Monday through Thursday, 8:05 a.m. – 2:55 p.m.

Fridays, 8:05 a.m. – 2:45 p.m.

Middle School

Monday through Thursday, 7:50 a.m. – 3:00 p.m.

Fridays, 7:50 a.m. – 2:20 p.m.

Upper School

Monday through Thursday, 7:50 a.m. – 3:00 p.m.

Fridays, 7:50 a.m. – 2:20 p.m.

School offices are generally open Monday through Friday, 8:00 a.m. – 4:30 p.m. with special summer and holiday hours.

Library Hours

Monday–Thursday: 7:30 a.m. – 5:00 p.m.

Friday: 7:30 a.m. – 3:30 p.m.

Beginning on November 28 through February 28, 2006, library hours on Monday – Thursday will be from 7:30 a.m. – 6:00 p.m. Additional information about the library may be found on the library web page under Lower, Middle, or Upper School Resources.

HISTORY

St. Margaret's Episcopal School was founded by the Reverend Canon Ernest D. Sillers, an Episcopal priest, and was named for Scotland's patron saint of education, St. Margaret, Queen of Scotland. The school opened its doors in 1979 to seventy-nine students who attended Kindergarten through grade six in temporary structures. In 1981, St. Margaret's added an Early Childhood Development Center, and the Upper School opened its doors in 1982 with two ninth grade sections. By the 1985-86 school year, students were enrolled at all grade levels, from Preschool through grade 12.

In 1986, St. Margaret's welcomed its second Headmaster, Markham B. Campaigne, who joined a community of 650 students on a 6.5-acre campus with minimal facilities for science and athletics and a very small library. During his seventeen year tenure, St. Margaret's grew to serve over 1,200 students on a beautiful 21-acre campus that features first class facilities for its academic programs, including state-of-the-art science, technology, and library facilities, as well as award-winning athletic and fine arts programs.

In 2003, Marcus D. Hurlbut joined the St. Margaret's community as its third Headmaster, bringing a rich history in independent education. Mr. Hurlbut served previously for nine years as Headmaster of Friends Academy in New York and eleven years at the Derryfield School in Manchester, New Hampshire. A champion of students, Mr. Hurlbut teaches history at St. Margaret's in addition to his role as Headmaster. His years as a teacher, coach, Dean of Students, Director of Admission, and Director of Athletics define his vision of education as an "environment in which students are taught to value scholarship, hard work and cooperation, and understand the meaning of commitment to oneself and to the larger community, all within a framework of spirituality and high moral standards." Mr. Hurlbut is leading a new chapter of growth and development at St. Margaret's as the school implements important new phases of its campus master plan.

FUNDAMENTAL STANDARDS & CODES OF CONDUCT

A school community functions best when standards of behavior and codes of conduct are clearly stated and well understood by all its members. Those who choose to join our community do so with the understanding that the following expectations will be respected and accepted.

Honesty and Trust

One of the essential components for a healthy and supportive school community is the development and prevalence of honest and trusting relationships. Consequently, the school considers all forms of dishonesty as serious offenses to the community. Of particular concern are lying, cheating, plagiarism, and abuse of the school's technology.

Kindness and Respect

St. Margaret's is committed to creating a school community where all members as well as visitors and guests are treated with kindness, respect, and courtesy. We take seriously our obligation to create an environment free from harassment of any kind, including religious, racial, and sexual. Those who believe they have been subject to such harassment should immediately inform the Headmaster, the appropriate Principal, or any teacher or administrator to whom they feel comfortable reporting the matter.

Respect for individual possessions and property

An implicit spirit of trust guides much of our lives at St. Margaret's, which enables us to study and work in an open environment where artwork is displayed in public spaces, classrooms are left open for private study, and book bags are deposited in a variety of locations throughout the school. Those who violate this trust through acts of vandalism, theft, graffiti, the taking or "borrowing" of another's property, including books and other learning materials without explicit permission from the owner, will be subject to serious consequences. The quality of life we are accustomed to sharing cannot be undermined by the thoughtlessness of those who are indifferent to our community and its standards.

Non-violent resolution of conflict

Life in a school inevitably includes differences of opinion. The manner in which we resolve these differences greatly affects the quality of life for all members of our community. As an Episcopal school, St. Margaret's is committed to resolving these differences in peaceful, non-violent ways. Those who choose to resolve differences in violent ways through fighting or other forms of intimidation seriously jeopardize their status in our school community.

FUNDAMENTAL STANDARDS & CODES OF CONDUCT

Concern for individual and communal well being, health, and safety

The well being, health, and safety of every student at St. Margaret's are of the utmost concern to us, and we are committed to doing everything possible to provide a safe learning environment for all members of our school community. In this regard, we make a distinction between those situations where students are in violation of clearly articulated policies and those where students come forward seeking help (Ancillary Policy).

Policy on Alcohol, Tobacco, Drugs and Other Illegal Substances

Students are prohibited from using, possessing, selling, or being under the influence of tobacco, alcohol, mood-altering* or illegal substances on school premises or during any school-administered activity. Violation of this policy constitutes grounds for immediate dismissal from school.

- Students who violate this policy will be immediately suspended from school and all school activities. Upon further review and assessment by the appropriate Principal and the Headmaster, additional disciplinary action up to and including expulsion may be administered.
- Where violation of this policy occurs, parents will be notified immediately and a meeting will be scheduled for a review of the situation with the appropriate Principal.
- When students are found (either incidentally or by search) to be in possession of tobacco, alcohol, or illegal substances as specified above, the school reserves the right to inform the appropriate authorities in accordance with section 48902 of the California Education Code.
- The school reserves the right to require that a student suspected of being under the influence of alcohol or a mood-altering substance* submit to appropriate testing and evaluation by school officials or by a school designated agency. Refusal to submit to this testing and evaluation, or treatment warranted by the evaluation, shall be cause for additional and immediate disciplinary action up to and including dismissal from school.

**except for medication taken pursuant to a prescription and administered either at home or at school by the school nurse.*

FUNDAMENTAL STANDARDS & CODES OF CONDUCT

Ancillary Policy: The Ancillary Policy has been established to address “reasonable suspicions” in a manner that promotes and encourages the self-identification and treatment of substance abuse. This policy is designed to encourage all members of the school community to help others in need deal with issues of substance abuse.

1. Where reasonable suspicion exists of harmful involvement with drugs or alcohol, the student’s parent(s) will be apprised confidentially by a school Chaplain, school nurse, or school psychologist.

2. If additional concerns arise based on observable and continued changes in behavior, the parent(s) will be asked to seek professional drug assessment of the student. The school may request the results of the testing.

3. If a student tests positive and is willing to undergo the necessary treatment, every effort will be made to assist the student in the continuation of his/her academic work at SMES.

4. If a student or parent is unwilling to comply with the school’s request for a drug assessment, the school reserves the right to terminate the student’s contract immediately.

ADMISSIONS & FINANCIAL AID

Admissions

St. Margaret's Episcopal School is an independent, co-educational, college-preparatory day school serving students in Preschool through grade 12. St. Margaret's seeks students of sound character who demonstrate the ability to succeed in a challenging academic program. Admission is selective, based on a student's past academic record, recommendations from previous teachers, and scores on the entrance examination. St. Margaret's does not discriminate on the basis of race, color, or creed in the administration of its educational policies, scholarship, athletic, and other school-administered programs.

Financial Aid

All families, both new and returning, wishing to apply for financial aid must file the necessary forms available with School and Student Services (SSS) in Princeton, New Jersey by February 1. These forms are available in our admissions office.

Transportation

St. Margaret's Episcopal School offers transportation from the Newport Beach, Irvine, and Laguna Beach areas to students for a fare based on one-way or round-trip per child per year. For more information, contact our Campus Services Manager, ext. 262.

ATTENDANCE POLICIES

Regular and prompt attendance is essential to the integrity of our school community. We expect that parents will not withdraw students from school for non-essential reasons such as extended vacations. Appointments and private lessons should be scheduled outside regular school hours. If such an absence is absolutely necessary, parents are requested to notify the principal well in advance in order to make the necessary arrangements for homework, quizzes, and tests.

Daily absence from school

Parents are expected to notify the school promptly of a student's absence. In the absence of parent notification, school attendance officers will call home to verify each student's absence as a safety precaution. When a student is absent for more than four days (or has been exposed to a communicable disease), parents must provide a doctor's authorization to the attendance office before the student returns to school.

Excused Absence

A student will be excused for essential reasons such as personal illness, emergency medical appointments, religious holidays, a death in the family, and scheduled visits to prospective colleges. Absences approved by the division principal will be considered excused and the school will provide appropriate accommodations.

Unexcused Absence

Student absences not approved by the division principal will be considered unexcused. In such cases, the parents and/or student assume all responsibility for the absence according to divisional policy. Teachers are not expected to provide tutoring or prepare make-up tests, etc.

Tardiness

Students arriving late to school must be accompanied by a parent or a note from a parent. Repeated tardiness is a serious matter and will be dealt with according to divisional policy.

Leaving campus during the school day

Students needing to leave campus during the school day must bring a note from a parent to the appropriate Attendance Office in the morning. Only a parent or an authorized individual may sign out a student during school hours. No student will be 1) released without written authorization, 2) permitted to leave with anyone other than an authorized person, or 3) permitted to leave without administrative approval.

HEALTH AND SAFETY

The Health Center/Nurse's Office is located adjacent to the fountain courtyard and is open during school hours. Guidelines are as follows:

- Students who are ill, injured, or have a medical problem are to report directly to the school nurse.
- Parents will be notified if a student needs further medical attention or needs to be excused from school.
- Students released from school due to an illness must be signed out by their parents through the school secretary.
- Parents are responsible for transportation of ill or injured students.
- Parents planning to be out of town should notify the Health Center, leaving the name and phone number of the responsible party and where they may be reached.

- If parents are unavailable, students may be released only to those designated on the emergency form.
- Parents must notify the Health Center if their child is diagnosed with a communicable disease (chicken pox, measles, conjunctivitis, mononucleosis, etc.).
- Parents are required to notify the Health Center if their child has a life-threatening condition.

Immunization

State law requires that all students have an immunization and health record on file. These are to be completed at the time of registration, prior to school entrance. No student will be admitted to class without these documents.

Special Health Issues: Field Trips, Sporting Events, and School Sponsored Activities

Depending on the severity of a student's medical condition, a parent or guardian may be expected to attend sports events, away games, field trips, and school sponsored activities. Every effort will be made to provide advance notice of field trips and other off campus events.

Health Screening

As mandated by the State of California, the Health Center conducts a series of health screenings throughout the school year. These screenings include the following:

- Vision-Grades Kgn, 1, 3, 5 and new 2;
- Color Vision-Grade 3 boys;
- Boys' Audiology-Grades Kgn, 2, 5;
- Scoliosis-Grades 6, 7, 8.

Parents who do not want their student to participate in a screening must submit a request in writing to the Health Center.

Medication

The Health Center is solely responsible for administering medications during school hours. Medications will be administered only with a written order from the attending physician. Parents must submit the necessary forms—available in the Health Center or online at www.smes.org—to the school nurse requesting the administration of the medication. Medications include over-the-counter medications, as well as prescription drugs. All medication must be in its properly labeled container from the pharmacy, detailing the dose and time of administration.

Special Note: Students May Not Carry Medication With Them.

Infectious Diseases

The school policy pertaining to HIV infection, hepatitis, and other infectious disease complies with guidelines developed by the State Board of Health, Center for Disease Control, the Surgeon General's Office, and the American Academy of Pediatrics. This policy is available in the Health Center.

EMERGENCY PREPAREDNESS

The faculty and staff at St. Margaret's are trained for all types of emergencies. Teams have been organized for specific roles and key members are trained in Triage, CPR and First Aid. Routine drills are held throughout the school year.

School Closings

All school closings will be announced through 88.5 FM KSBR. Please do not make phone calls to the school in the event of a disaster as the lines must be kept clear for emergency information.

Earthquakes

Emergency procedures are coordinated with the City of San Juan Capistrano. The school is equipped with water and food supplies to cover a 72-hour period. In the event of a catastrophic emergency, students will be released only to those persons listed on the student's Emergency Form.

Nuclear Disaster

At the time of an alert, all students are to go indoors, all windows and doors are to be closed, and all systems that draw in outside air are to be shut off. If students must be evacuated, buses will take them to Tustin High School where the American Red Cross will coordinate efforts to reunite families. The Emergency Broadcast station in our area is KWVE-FM 107.9.

CAMPUS TRAFFIC/PARKING RULES

Because of the ongoing construction on our campus, the guidelines for all school parking, school drop off or pick up have been modified for the 2005-2006 school year. Please turn to the campus traffic and parking rules and maps beginning on page HG23 for complete directions on the new traffic and parking rules.

NETWORK ACCEPTABLE USE POLICY

Grades 1-12

Students are provided access to the St. Margaret's Episcopal School computer network (SMES network) for use of shared resources, file storage, the Internet, and e-mail (9th-12th grades only).

In receiving this policy, students acknowledge that they understand their responsibilities for using the SMES network. This permission is granted on an annual basis.

We invite you to review the following information with your child and discuss your expectations about your child's conduct while on the Internet. This information will be reviewed with your child by faculty when school resumes in the Fall. In order to be granted SMES network privileges, students in grades 3-12 will receive and sign a copy of this Network Acceptable Use Policy (AUP) form, and those forms will be kept on file in the Technology Department

The following information outlines appropriate conduct while using the SMES network.

The Internet

Access to the Internet enables students to explore libraries, newspapers, and encyclopedias; to use the most up-to-date data from research institutions; and to communicate with people all over the world.

We believe that the benefits to students accessing the Internet exceed any disadvantages. However, students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

St. Margaret's Episcopal School has taken available precautions through the use of filtering software to restrict access to controversial materials and chat rooms. However, on an ever-changing global network, it is impossible to control all materials; therefore, the school relies on the judgment and accountability of the students.

E-mail

Students in grades 9–12 only will have access to an SMES e-mail account for the following purposes:

- Communication necessary for academic work with faculty, other students, and research source
- College search and admissions process
- Communication with out-of-town family members, such as an older sibling away at college

- Any other use of e-mail will be considered inappropriate. For security reasons, access to any other email account (e.g., Yahoo, Hotmail, Cox, MSN, etc.) is not allowed. Users should not expect that e-mail and other files stored on the network are private. SMES reserves the right through its network administrators to review files and communications on a periodic basis to maintain system integrity and ensure that all users are using the system responsibly.

Network Storage

Each student will have a folder on the SMES network for file storage. Folders should contain only files that are academically related. The following files should not be downloaded: .avi, .bat, .com, .exe, .mov, .mp3 and .zip. Users should back up extremely important files on their own media and scan any files for viruses before using them on home or school computers.

Rules

Students are responsible for their actions on the SMES network. It is expected that they will place high value on honesty, integrity, and sound moral interaction with people in all areas of their lives, including the use of the SMES network.

Accordingly, the following actions are unacceptable and, therefore, will not be tolerated:

- Accessing, displaying, creating, or sending text or graphics that are sexually suggestive; pornographic; violent; or that contain inappropriate religious, ethnic or cultic content; or obscene language;
- Playing of any arcade-type game;
- Harassing, insulting, or attacking others;
- Using another person's network or e-mail account and password;
- Choosing to make your password available to others;
- Opening, looking at, reading, modifying, deleting other users' folders, files, and mail;
- Copying, modifying, deleting any system or program files;
- Installing any software (including Internet shareware) without permission from a network administrator;
- Using wireless apparatus without permission from the Technology Dept.;
- Employing the network for commercial purposes;
- Plagiarism (as with any other source, you must give credit for any information you use from the Internet);
- Posing as another person through e-mail communication;
- Accessing any part of the network other than what your personal logon permits.

Responses to violations could include, but not be limited to, the following:

- Any financial charge incurred by the student is the responsibility of the student's family.
- Loss of network privileges.
- Disciplinary action ranging from detention for minor offenses up to and including appearing before the Honor Committee (9th-12th grades) and dismissal for serious or egregious offenses.

Use of the SMES network is a privilege, not a right. Inappropriate use will result in loss of access as well as other disciplinary action.

MEDIA RELATIONS POLICY

The Headmaster or the delegate appointed by the Headmaster is the primary contact person with all media outlets for St. Margaret's Episcopal School.

Media representatives, including reporters and photographers are not permitted on campus or at special events (on or off campus) without prior approval by the Headmaster. A member of the administration will escort all media representatives and will be present for all student interviews on campus. All faculty, staff, and parents should refer requests for interviews or photographs to the Office of the Headmaster or Development and Communications Office.

The Communication and Publications Manager is responsible for all press and photo releases and quotations to the media. Donors, volunteers, parents, faculty, staff and others will be asked to give their consent before photos or quotations are released to the media. To protect our students, we do not post individual student pictures with their full names on the web site. SMES does not publish in our monthly Tartan newsletter or on our web site any extracurricular activities or accomplishments by our students that are not directly related to the school.

If you have any questions concerning the school's Media Relations Policy, contact the Communications and Publications Manager at (949) 661-0108, ext 253.

CAMPUS TRAFFIC/PARKING RULES

Because of the ongoing construction on our campus, the guidelines for all school parking, school drop-off or pick-up have been modified for the 2005-2006 school year. Please turn to the campus Traffic and Parking Rules and Maps beginning on page 23. For complete directions on the new traffic and parking rules. For construction updates, please visit our website at <http://net.smes.org/master/construction/index.aspx>.

OTHER

Lost and Found

St. Margaret's is not responsible for lost or stolen articles. All clothing and possessions should be clearly marked with the student's name and valuable articles should be left at home. Each school has its own lost and found area:

| | |
|---------------|--------------------------------|
| Preschool | Preschool Office |
| Lower School | Lower School Office |
| Middle School | Highland Hall and Sillers Hall |
| Upper School | Outside Room 81 |

These areas are cleaned out before long school vacations: Thanksgiving, Christmas, semester break, Easter, and summer vacation. Unlabeled, unclaimed, and miscellaneous articles will be donated to charity.

Lunch Program

The Parent Teacher Fellowship's lunch program is provided on a subscription basis and must be prepaid each semester. The Lunch Program Information and Message Lines are ext. 288 for changes and 236 for volunteers. The start and end dates for the lunch program are listed in the calendar in the Parent/Student Handbook and Directory as well as other dates during the school year when lunch is not served.

Summer Programs – Summer Session

Summer Session at St. Margaret's Episcopal School provides educational programs for students entering Preschool through twelfth grade. For additional Summer Session information, please contact Rian Otto, Summer Session Director at rian.otto@smes.org or ext. 628.

STUDENT RECORDS

Student records are legal documents and the source of a student's transcript. It is imperative that our registrar system list student information accurately. The policy of St. Margaret's Episcopal School is to include both legal parents, whether separated or divorced, in student records, school mailings, and in the school directory except when we are in receipt of a court order signed by a judge that defines child custody arrangements and/or a parent requests in writing that (s)he be removed from school mailings and/or the directory.

Federal Family Educational Rights and Privacy Act

A student's school record and transcript are legal documents and, therefore, fall under federal statutes, namely the Federal Family Educational Rights and Privacy Act (FERPA). FERPA broadly defines a student's "educational record" as including all records maintained by the school, whether in a formal file or not, that directly pertain to a student except for:

- records that "are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record" (e.g. most school counselor's notes of treatment sessions);
- records of any law enforcement unit of the school maintained for law enforcement purposes;
- records relating solely to the student's status, if any, as an employee of the school;
- records relating to a student who is 18 years of age or older and are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional regarding his or her treatment of the student; and
- records that only contain information about a student after he or she is no longer a student at the school.

It should be noted that all disciplinary actions taken could become part of a student's permanent record and that the record could eventually be disclosed to third parties. Schools have a privilege, under both FERPA and common law, to provide a student's "educational record," which can include a student's complete disciplinary history, to parties that have a "legitimate interest" in reviewing that record. Federal law mandates that students (or their parents/guardians if the student is under the age of 18 years old) must be permitted to review and challenge all "educational records" that pertain to them.

PARENT GUIDELINES

The interests of students are best served when there is mutual respect, trust and understanding between school and home. We take seriously our obligation to act responsibly, professionally and compassionately. In return, we expect parents to respect and support our policies, faculty, and staff. The health and integrity of our school community depends on our collective commitment in good faith to this relationship.

Expressing and resolving concerns

In most cases, specific concerns should be initiated by contacting the teacher, advisor, or staff member most closely associated with the situation. The interests of both the student and the school are best served when issues are resolved at this level. If such a meeting does not result in a satisfactory solution, parents or faculty may contact the appropriate dean or school administrator. Further discussion, if warranted, may be conducted with the Headmaster.

Campus Visitation

Parents or other visitors wishing to contact a child or the child's teacher during the school day must first report to the school receptionist, the appropriate school secretary, or the appropriate school principal. Please note: parents or visitors should not go directly to a classroom (unless they are invited for a specific event).

Teacher Conferences

Conferences or after-school appointments with a teacher may be requested by leaving a message on the teacher's voice or email or with the division secretary. The teacher or secretary will call back to schedule a mutually agreeable time to meet.

Statement Regarding Off-Campus Drug/Alcohol Use

The use of drugs and alcohol by students at off-campus or non-school events is a serious matter. Parents who choose to serve alcohol or drugs or allow them to be present at adolescent parties in their homes jeopardize their status in the school community.

Special Note: California State Law Concerning Minor Drug/Alcohol Use

- It is a crime punishable by a fine and/or jail to give a minor under 21 years of age an alcoholic beverage or an illegal drug.
- It is a crime punishable by a fine and/or jail to allow your premises to be used for

events at which minors are furnished illegal drugs or alcohol.

- You may be civilly liable for monetary damages in the event a third party is injured by a minor under the influence of drugs or alcohol if you furnished the drugs or alcohol or were negligent in allowing your property to be used for an event in which minors obtained drugs or alcohol.
- In the event of civil liability, insurance may not cover the liability, since it would be a result of an illegal act.
- A minor who ingests alcohol or drugs may be guilty of a crime and could be made a ward of the juvenile court.
- A minor who causes an injury to a third party while under the influence of drugs or alcohol is personally liable for the damages, and his/her parents may also be liable for damages.

PARENT ORGANIZATIONS

The Parent Teacher Fellowship is a volunteer organization that provides support, services and fundraising to strengthen and enrich St. Margaret's Episcopal School. The PTF provides volunteers for a multitude of activities, including but not limited to:

- managing and serving the lunch program;
- seeking out and bringing to campus unique cultural arts programs;
- putting on school fairs, hosting fundraisers, managing the sale of eScrip;
- welcoming new families through our host family/buddy program;
- providing parent coordinators and class parents for each division level;
- providing hospitality for many school events and meetings.

In addition the PTF supports the library, athletics, and the arts directly through our Friends of the Library, Booster Club, and Arts Alliance organizations. Parent volunteers are essential to the PTF's success and the success of the many programs and activities that enrich our children's educational experience at St. Margaret's.

Monthly PTF Board meetings

Monthly meetings are held to discuss upcoming events and fund/grant allocations on the third Thursday of most months (except December) from 8:15 a.m. until 10:15 a.m. at a designated campus location. All are welcome and encouraged to attend.

Special PTF Programs

Parent Education

Parent Education seeks to equip parents for understanding their child's behavior, peer pressure, and issues faced in today's challenging world. Parent Education Programs are provided on two levels: guest speakers and Parents in Action. Parents in

Action, launched in 1999, is a parent consortium of seven independent schools whose mission is to present two “top-notch” speakers per year, rotating locations among the participating schools: SMES, Harbor Day, Pegasus, St. John’s Episcopal, Sage Hill, St. Anne, and St. Mary and All Angels.

eScrip Program

The eScrip Program is sponsored by the PTF and is a “silent” fundraiser. The profits from eScrip go to the Parent Teacher Fellowship (PTF) and, later, are granted back to the school to augment major purchases and enhance school programs. While using Visa, Discover Card, American Express, ATM Debit Card, MasterCard, Chevron credit cards (still gaining your airline incentives), dollars are earned at participating stores for SMES. EScrip is available to extended school families (grandparents and friends).

To register: Use the SMES Group ID: 138054429 and sign up online at www.escrip.com, complete and mail an application, or call (800) 592-0942.

Specific PTF Umbrella Organizations & Events

Organizations

- *Friends of the Library* – sponsors two events during the year: the Book Fair and the Used Book Sale, with proceeds from these events going directly to the St. Margaret’s library. They also organize library volunteers and the Birthday/Dedication Book Club, which offers an opportunity for parents to donate books in children’s, friends’ or relatives’ names to the St. Margaret’s Library. This is done to honor the student’s birthday or other important event.
- *Booster Club* – supports athletic and physical education programs from Preschool through Upper School. Fundraising activities include a Tartan Trot (jogathon), the Snack Bar at sporting events and the sale of school spirit items.
- *Arts Alliance* – provides volunteer financial support and assistance for the Visual and Performing Arts Departments.

Events

All School Welcome Back Coffee

Location: Sillers Hall

Join us early in September for a morning continental breakfast to welcome new and old families back to campus. Committees of the PTF will have information tables to sign up volunteers and share information about plans for the year.

Red Ribbon Week

Location: Various locations on St. Margaret's campus

Red Ribbon Week is a nationally recognized and celebrated event that has become a national symbol of drug prevention. At St. Margaret's we hold special events throughout the week to raise our students' awareness of drug prevention.

Tartan Faire

Location: Gateway Field

Held in the fall, The Tartan Faire is a friend-raising, carnival-type event for the entire school community. Beginning in the early afternoon, the Tartan Faire offers age-appropriate game booths and activities for all students. Middle and Upper School students run some of the food and game booths in an effort to raise funds for their classes. Participation at the game booths is by ticket(s), which may be purchased pre-sale or on the day of the Faire. All food is purchased with cash. The day is highlighted by the participation of the instrumental music and dance classes as well as athletic contests involving the Middle School sports teams. Kids of all ages love this festive day!

Homecoming

Location: Tartan Sports Field

Alumni and the SMES community are welcome to support the Tartan Football Team. The Booster Club will provide delicious food and the half time show includes the Tartan Cheerleaders.

PTF Book Fair

Location: Sillers Hall

This PTF fundraiser benefits our school's library. The Book Fair has a wide range of book and media selections for all ages and provides everyone the opportunity to do a little early holiday shopping.

Spring Fund Raiser and Auction

Location: Off Campus

This March event is an evening social gathering for SMES parents which include a live and silent auction, music, and dinner.

Faculty/Staff Holiday Luncheon

Location: Sillers Hall

This annual December event allows the PTF to show its appreciation to the faculty and staff at our school.

Arts Alliance Coffee House Cabaret

Location: Sillers Hall

The Performing and Visual Arts Department partners with the PTF's Arts Alliance to present the annual Coffee House Cabaret in February. Selected by audition, the Coffee House Cabaret showcases some of the school's finest dance, vocal, instrumental, dramatic, and visual artists.

Used Book Sale

Location: Sillers Hall

When sorting through your home library collection, please save your "already-read" books for the Used Book Sale held each spring.

Grandparents' and Special Friends' Day

Location: Various locations on Lower School Campus

This event is a favorite with our Lower School (grades 1 to 5) students. Grandparents or special friends are invited to visit the school in early May. A light continental breakfast is available followed by performances by some of the students and a visit to the classrooms.

Library Luncheon

Location: Off Campus

Started in 1980, the Library Luncheon is our longest-standing PTF social event. Parent volunteers decorate tables based on different books. This off-campus May event celebrates our love of books and good friendships.

DEVELOPMENT & CHARITABLE CONTRIBUTIONS

The Development Office, under the leadership of the Director of Development, works closely with the Headmaster, the Board of Trustees, and many dedicated volunteers to promote the meaningful involvement of people to fulfill the school's mission and vision. We strive to involve current and past parents, alumni, grandparents, faculty, students, and the business and philanthropic communities to ensure that St. Margaret's is advancing and preparing our students for the future. The Development Committee of the Board of Trustees, together with the Director of Development, is charged with reviewing, approving, and coordinating all fundraising plans and programs for the school year, with an emphasis on Annual Fund and capital fund campaigns.

Charitable contributions by parents, grandparents, alumni, and friends of St. Margaret's Episcopal School play an essential role in the daily operation of our school. As an independent school, St. Margaret's is distinct from most other schools in Orange County because it is primarily supported by tuition and charitable contributions rather than by government or church subsidies.

St. Margaret's Episcopal School anticipates that each family who has made the choice of independent education understands the need for all families to provide financial support in addition to tuition throughout their tenure with our school. St. Margaret's values the generosity of all our families and the seriousness with which they address their financial commitments.

A broad range of requests for financial support are made of St. Margaret's families each year, with the expectation that each member of our community will participate to the best of his or her ability. In general, these requests support and enhance our educational programs to further the mission of our school. However, the Board of Trustees and the Development Office recommend that families consider all requests for voluntary support with the following priorities in mind:

- **Annual Fund:** The primary goal of the Annual Fund is 100 percent participation by every St. Margaret's family each year. Gifts to the Annual Fund directly support and supplement all aspects of the school's programs.
- **Capital Campaigns:** St. Margaret's is currently involved in an ambitious capital campaign (*Legacy Campaign*) to renovate and expand the school's campus and raise funds for endowment. Many of our current facilities were funded through major gifts from current and past parents. The Legacy Campaign was approved by the Board of Trustees with the expectation that the families who will benefit from new facilities or the school's improved financial condition will want to invest in a meaningful way.

- Additional Voluntary Giving Opportunities: Beyond the Annual Fund and capital campaigns, the Parent Teacher Fellowship (PTF) sponsors a number of activities (such as the Spring Auction) designed to build community spirit and generate funds for a variety of purposes.

- St. Margaret's Episcopal School is a 501(c) 3 non-profit corporation and all gifts are tax deductible as allowed by law. Charitable contributions to St. Margaret's Episcopal School may be given in one or more of the following ways:

- ~ Cash or checks may be made payable to St. Margaret's Episcopal School
- ~ A pledge with payments spanning a specified time period
- ~ VISA, MasterCard, and American Express
- ~ Corporate matching gifts (please obtain a matching gift form from your employer)
- ~ Appreciated, marketable securities
- ~ Gifts-in-kind (for example: new computer and office equipment)
- ~ Real estate
- ~ Planned gifts including bequests, life insurance programs, charitable remainder unitrusts, and charitable remainder annuity trusts

Please contact the Development Office at (949) 661-0108, ext. 252 for further information.

CAMPUS TRAFFIC AND PARKING RULES

The following traffic and parking guidelines will be in place for the 2005-2006 school year. We recognize that they constitute a significant change from previous arrangements and we thank you in advance for your understanding and patience.

DROP-OFF and PICK-UP

Due to construction activities, the Meadows entrance and the Upper School entrance to the campus from Calle Arroyo will be closed all year. In addition, the City of San Juan Capistrano does not allow vehicles to stop, even for pick-ups, on any of the streets around the school where the curb is painted red. Therefore, students may not be dropped-off or picked-up from Calle Arroyo at any time.

Drop-off and Pick-up locations have changed

The locations and the designated use by grade are shown on the campus map and are listed below. Vehicles containing students in different grades should drop-off and pick-up all of the students at the location designated for the youngest student. The one exception is those with a Kindergarten student and a Grade 1 through 4 student, when separate drop-of/pick-ups should be made.

| | |
|--|------------------------|
| Zone A - Curb-side by Sillers Hall and Gateway Building | Grades 1 through 4 |
| Zone B - Park opposite the front of ECDC & sign-in/out | Pre-school students |
| Zone C - Curb-side north of Gateway Field, behind ECDC | Kindergarten & Grade 5 |
| Zone D – Curb-side adjacent to Middle School portables | Laidlaw buses |
| Zone E – Curb-side in front of Highland Hall | Grades 6 through 8 |
| Zone F – South-east corner of Ortega Village Center, behind Wallace Hall | Grades 9 through 12 |

Special note regarding Zone F

Approval to use the Ortega Village Center for drop-off and pick-up has been given contingent upon our adherence to the following restrictions. Violation of these restrictions will result in approval being withdrawn by the Ortega Village Center Management:

- Only **Upper school students** may be dropped off here.
- Traffic flow around Wallace Hall is one-way, in a counter-clockwise direction, and students should exit from the passenger side of the vehicle.
- Traffic must use the roads within the Center that pass in front of the various buildings. Parents must not use the delivery access roads behind the buildings, except the section immediately behind Wallace Hall.
- This drop-off/pick-up zone is restricted to the area behind Wallace Hall, and therefore vehicles must NOT drop off at the gate to the Upper School.

Parking

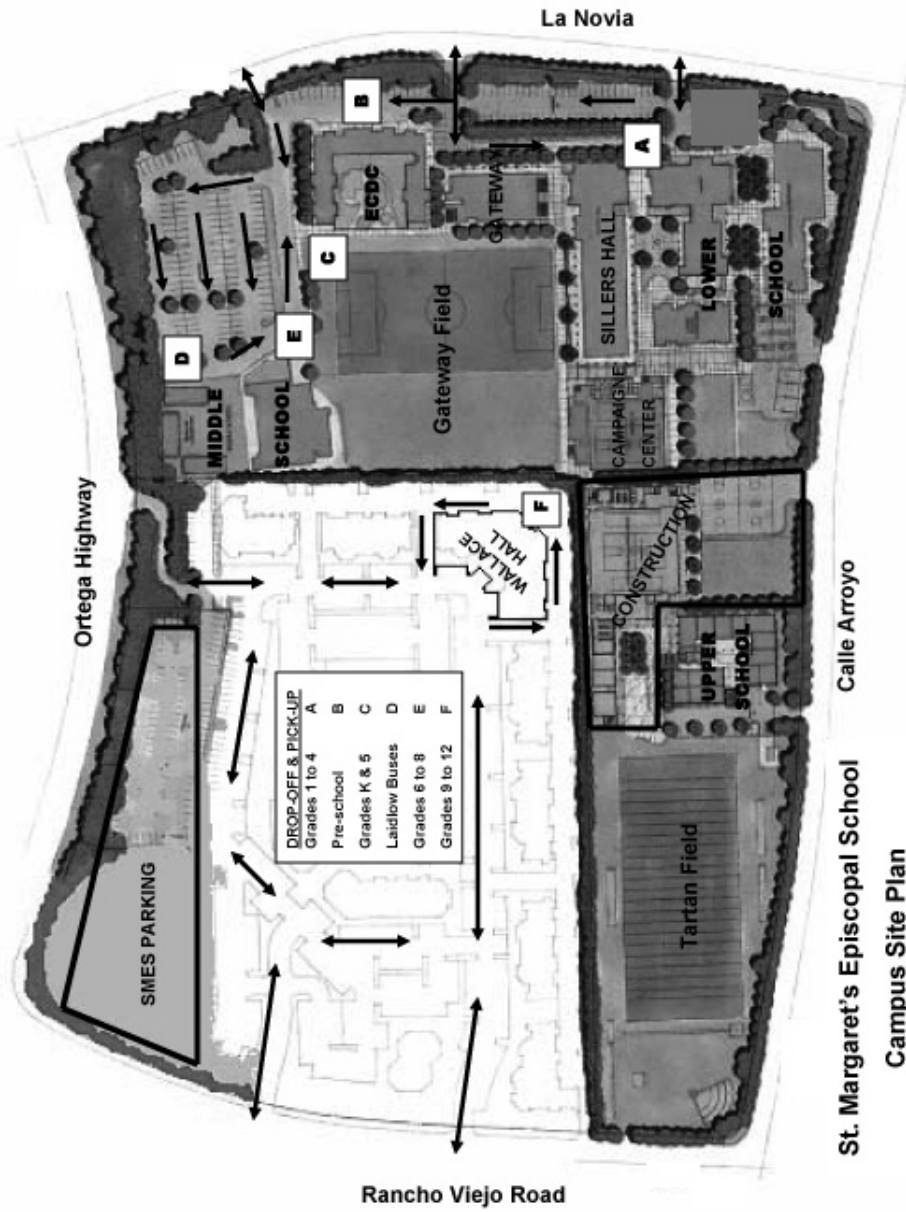
All parking for Upper School students will be on the north side of the Ortega Village Center in spaces specifically designated for St. Margaret's parking. All students must park in the Ortega Village Center, unless specifically authorized to do otherwise. Further specific information on parking by students will be provided separately.

During construction, there is no vehicular access or parking around the Upper School, with the exception of a limited number of short-term visitor spaces immediately inside the Upper School entrance.

Throughout the campus, visitors are requested to park in designated visitor spaces only.

Traffic Regulations

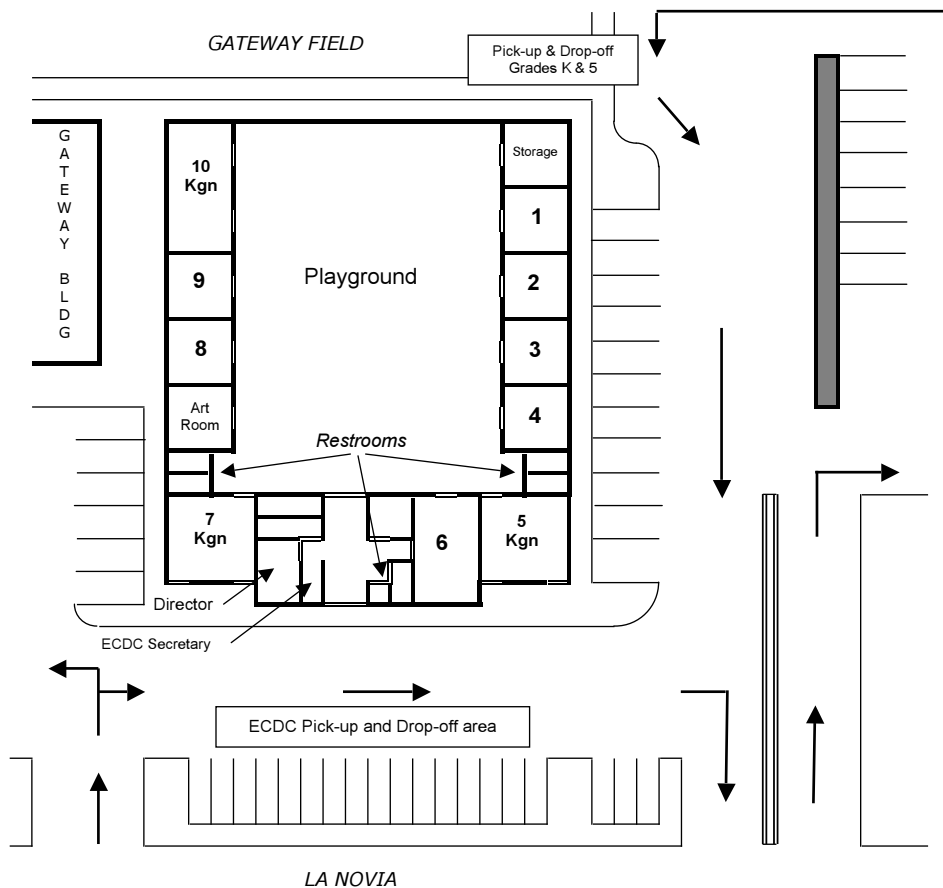
With the closure of the Calle Arroyo entrances, there will be additional traffic throughout the campus. Adherence to the campus speed limit of 10 mph and to directional road signs will be strictly enforced.



St. Margaret's Episcopal School
Campus Site Plan

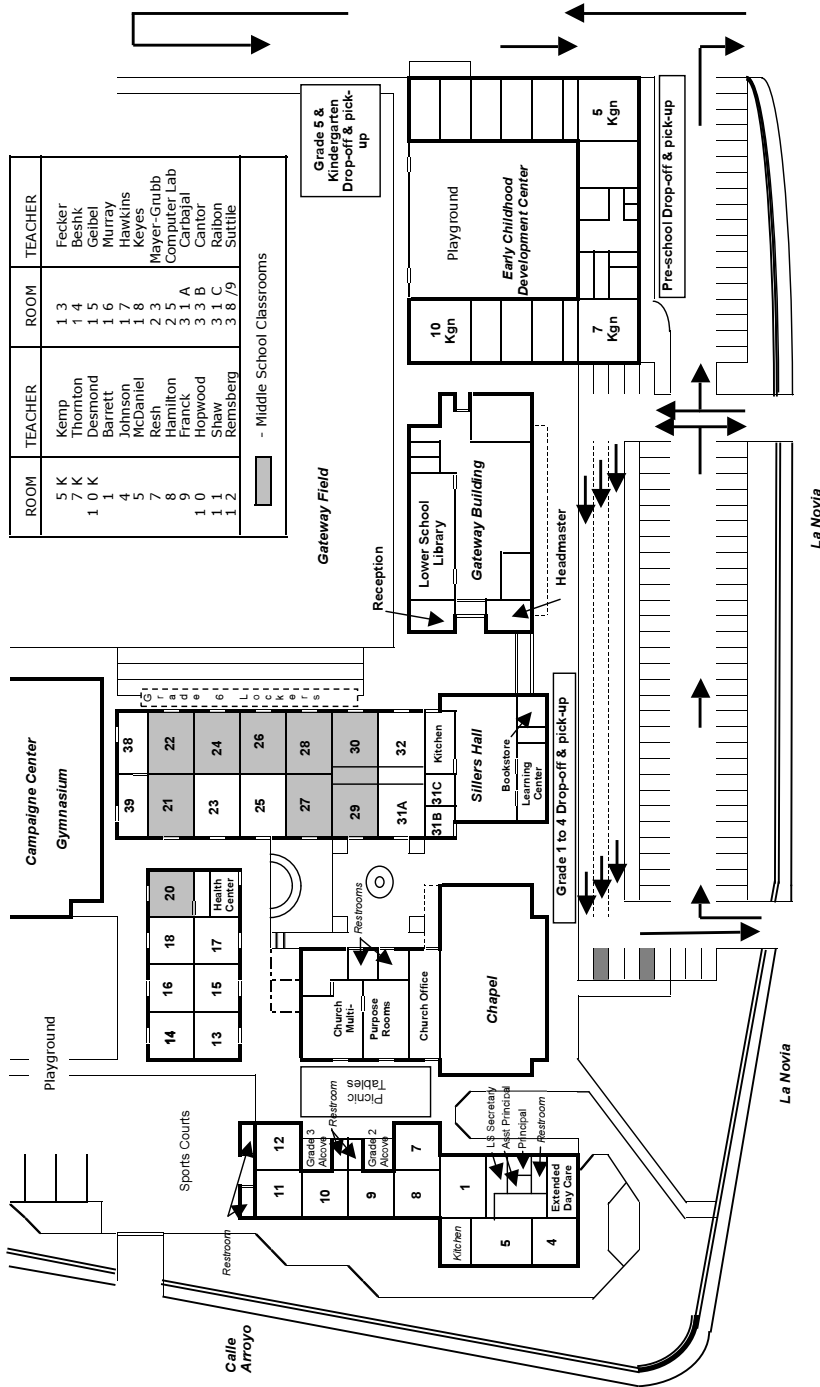
HANDBOOK—
GENERAL INFORMATION

EARLY CHILDHOOD DEVELOPMENT CENTER



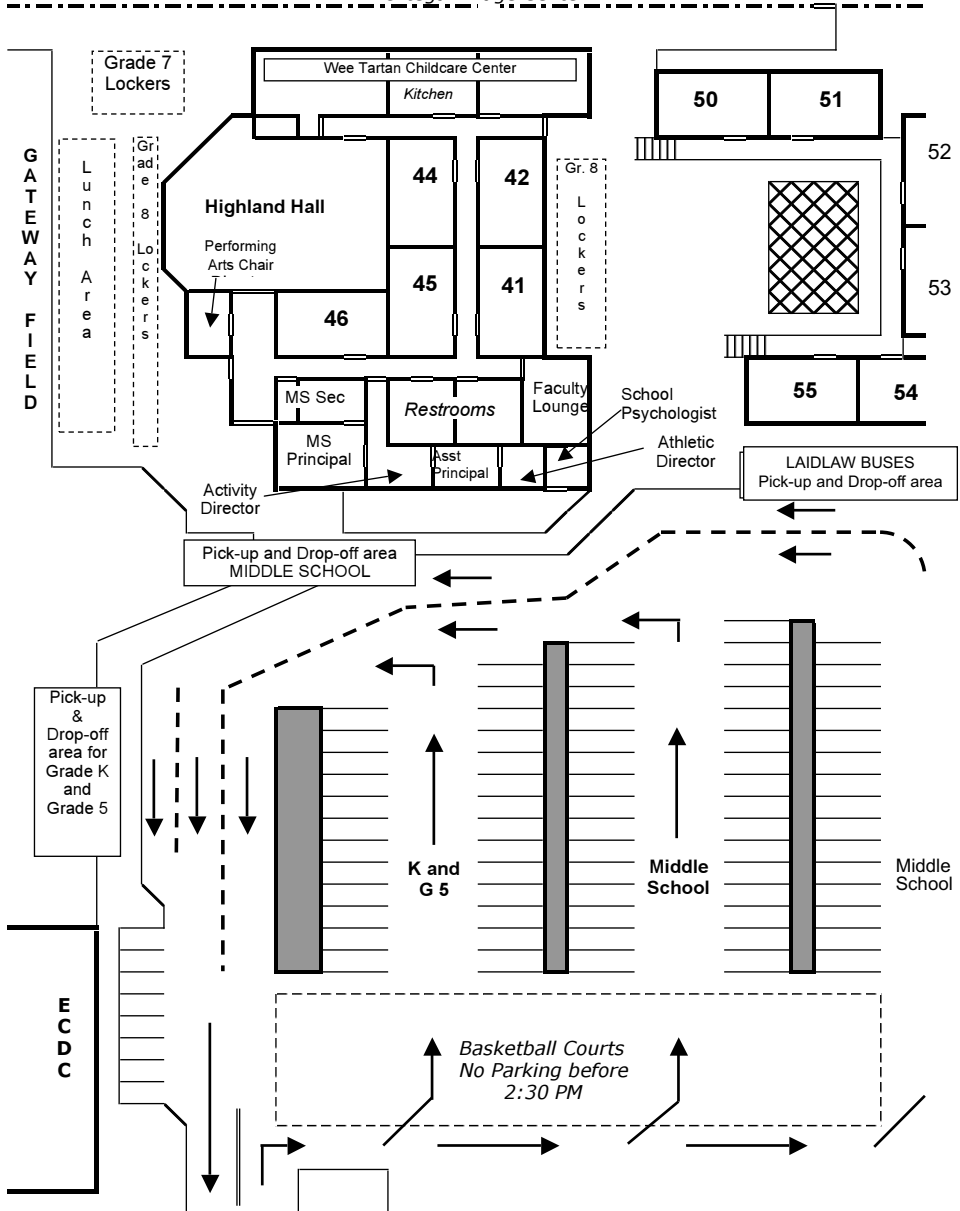
| ROOM | TEACHER | ROOM | TEACHER |
|------|----------|------|--------------|
| 1 | Smith | 6 | Multipurpose |
| 2 | Petrozzi | 7 | Thornton |
| 3 | Tacquard | 8 | Fredette |
| 4 | Helmuth | 9 | Herrera |
| 5 | Kemp | 10 | Desmond |

LOWER SCHOOL



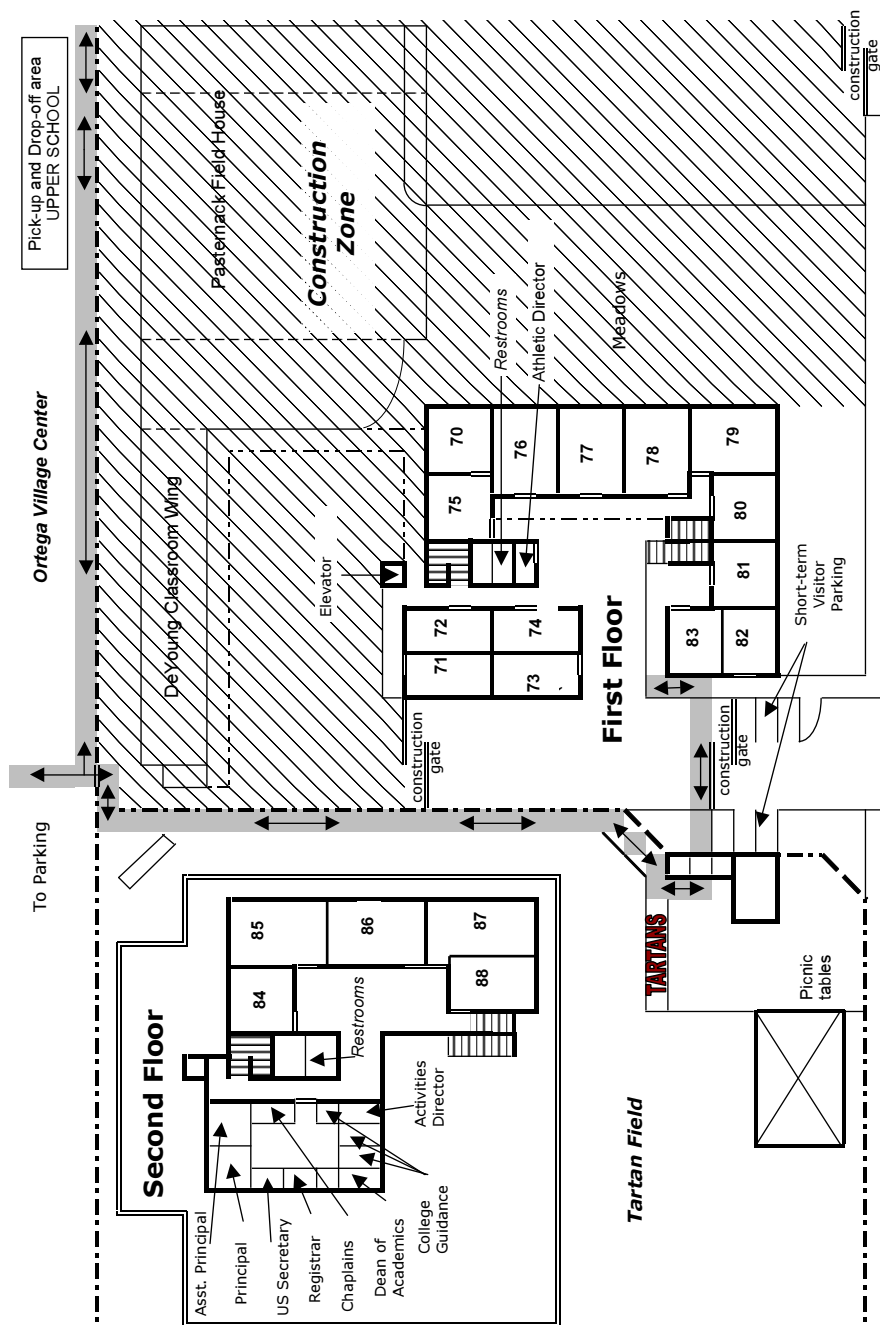
MIDDLE SCHOOL

Ortega Village Center



St. Margaret of Scotland Episcopal School

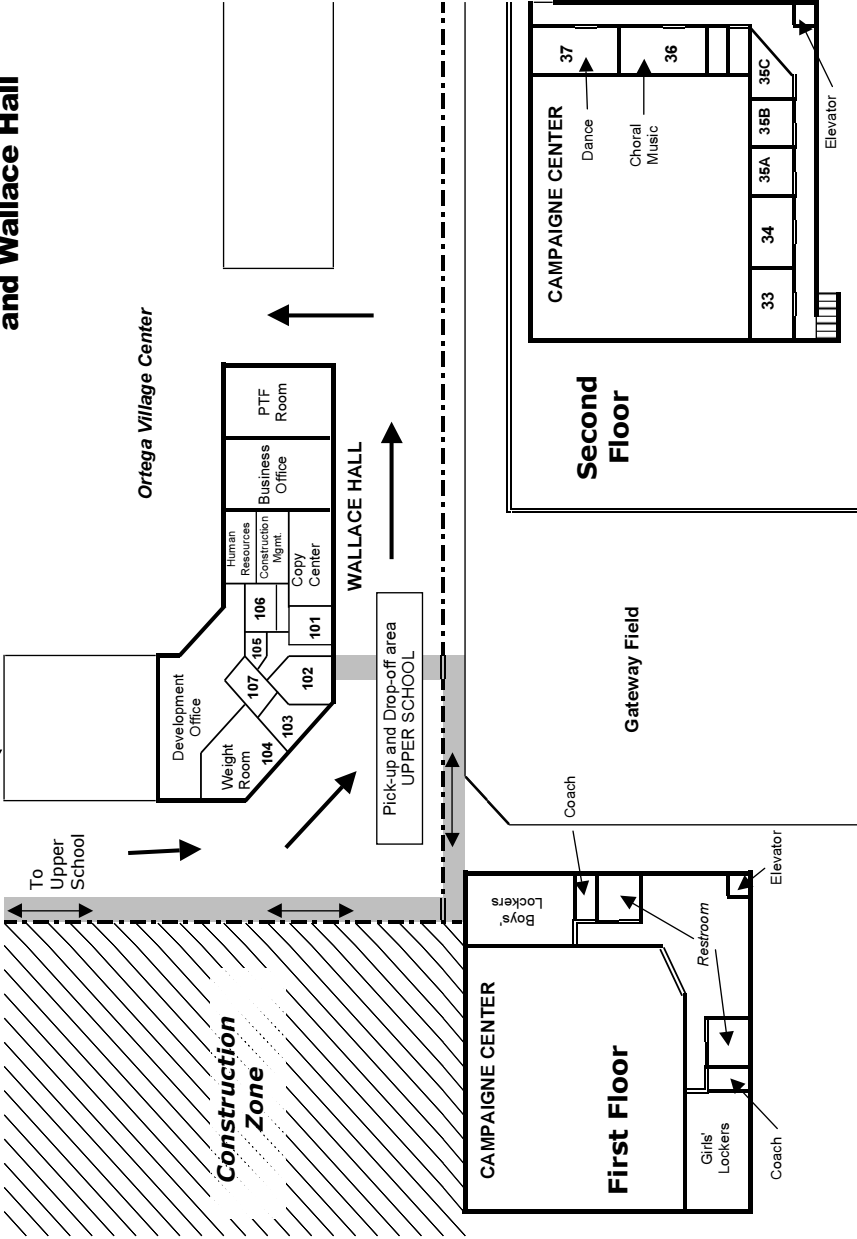
UPPER SCHOOL



**HANDBOOK—
GENERAL INFORMATION**

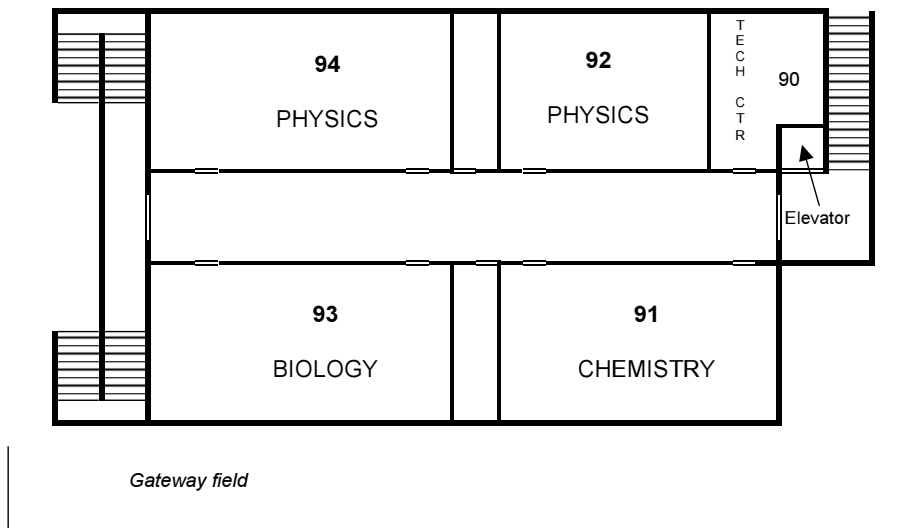
St. Margaret of Scotland Episcopal School

Campaigne Center and Wallace Hall



GATEWAY BUILDING

Second Floor



First Floor

