



2016-2017 Lower School

# Student & Parent Handbook

STUART COUNTRY DAY SCHOOL OF THE SACRED HEART  
 1200 Stuart Road, Princeton, NJ 08540 • 609.921.2330 • www.stuartschool.org

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## **A Profile of Stuart**

Stuart was founded in 1960, when a group of parents and Sacred Heart alumnae presented a request for a school in Princeton to the Superior of the Washington Province of the Society of the Sacred Heart. The Society of the Sacred Heart is a religious congregation of women founded in France in 1800 by Saint Madeleine Sophie Barat. Its mission is to show forth the love of God through education.

With the help of the Society of the Sacred Heart and of friends in the area, a large tract of woodlands was purchased on the Great Road, and Professor Jean Labatut of Princeton University was appointed architect. It was decided to name the school for Mother Janet Erskine Stuart, who was born in England in 1857 and became one of the world's leading and most respected educators of women.

A Roman Catholic school within the Sacred Heart tradition, Stuart is committed to providing an education which is academically strong, value-oriented and faith-centered. Education to justice is a constituent in all Sacred Heart Education. This Christian education encourages respect for all religions, celebrates diversity, and accepts the challenges such diversity entails.

Stuart is committed to helping students grow as responsible and active members of the changing Church. Situated in a world struggling with materialism, poverty, injustice, intense competitive pressures and broadening opportunities for women, Stuart stresses the values of caring, compassion, active social concern and peaceful resolution of conflict. As a unique institution dedicated to the education of women, Stuart has the opportunity to teach young women the skills and responsibilities of leadership; to make it possible for them to enter a greater number of fields than have been traditionally open to women; and in general to increase the self-esteem of each individual as a uniquely gifted person. Since these gifts are emotional and physical as well as intellectual and spiritual, education at Stuart must develop the whole person.

Stuart opened in the fall of 1963 with 85 students enrolled from Preschool to grade 11. The first graduating class, in 1965, had two students. There are now over 450 students enrolled at Stuart, drawn from more than 50 communities in New Jersey and Pennsylvania. The Alumnae Association now has more than 1,479 members.

Over 100 talented faculty and staff are fully dedicated to the education of young women, challenging them to academic excellence, social awareness and spiritual growth.

Today, schools and other works of the Society of the Sacred Heart are flourishing in 34 countries throughout the world. Working among the economically advantaged and disadvantaged, in cities and in villages, in universities and dispensaries, the 4,000 members of the Society seek to enrich the lives of others.

Among the many Sacred Heart schools throughout the world, 22 are in the United States. A distinctive spirit marks each of the schools in this country; yet all are similar because of their adherence to the five Goals of Sacred Heart education.

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## Sacred Heart Goals

As a member of the Sacred Heart Network of 24 schools in North America and a global community of more than 150 schools, Stuart educates to the Sacred Heart Goals and Criteria:

### ***GOAL ONE: A personal and active faith in God.***

- 1** Rooted in the love of Jesus Christ, the school promotes a personal relationship with God and fosters the spiritual lives of its members.
- 2** The school seeks to form its students in the attitudes of the heart of Jesus expressed in respect, compassion, forgiveness and generosity.
- 3** The entire school program explores one's relationship to God, to self, to others, and to all creation.
- 4** Opening themselves to the transforming power of the Spirit of God, members of the school community engage in personal and communal prayer, reflection and action.
- 5** The entire school program affirms that there is meaning and value in life and fosters a sense of hope in the individual and in the school community.
- 6** The school fosters inter-religious acceptance and dialogue by educating to an understanding of and deep respect for the religions of the world.
- 7** The school presents itself to the wider community as a Christ-centered institution and as an expression of the mission of the Society of the Sacred Heart.

### ***GOAL TWO: A deep respect for intellectual values.***

- 1** The school develops and implements a curriculum based on the *Goals and Criteria*, educational research and ongoing evaluation.
- 2** The school provides a rigorous education that incorporates all forms of critical thinking and inspires a life-long love of learning.
- 3** The school program develops aesthetic values and the creative use of the imagination.
- 4** The faculty utilizes a variety of teaching and learning strategies that recognizes the individual needs of the students.
- 5** The school provides ongoing professional development for faculty and staff.
- 6** Members of the school community model and teach ethical and respectful use of technology.

### ***GOAL THREE: A social awareness which impels to action.***

- 1** The school educates to a critical consciousness that leads its total community to analyze and reflect on the values of society and to act for justice.
- 2** The school offers all its members opportunities for direct service and advocacy and instills a life-long commitment to service.
- 3** The school is linked in a reciprocal manner with ministries among people who are poor, marginalized and suffering from injustice.
- 4** In our multicultural world, the school prepares and inspires students to be active, informed, and responsible citizens locally, nationally, and globally.
- 5** The school teaches respect for creation and prepares students to be stewards of the earth's resources.

**GOAL FOUR:**

***The building of community as a Christian value.***

- 1** The school implements an ongoing plan for educating both adults and students in the heritage and mission of Sacred Heart education.
- 2** The school promotes a safe and welcoming environment in which each person is valued, cared for and respected.
- 3** Adult members of the school model and teach skills needed to build community and practice clear, direct and open communication.
- 4** The school has programs that teach the principles of nonviolence, conflict resolution and peacemaking.
- 5** The school makes a deliberate effort to recruit students and employ faculty and staff of diverse races, ethnicities and backgrounds.
- 6** The financial aid program effectively supports socioeconomic diversity.
- 7** The school participates actively in the national and international networks of Sacred Heart schools.

**GOAL FIVE: *Personal growth in an atmosphere of wise freedom.***

- 1** All members of the school community show respect, acceptance and concern for themselves and for others.
- 8** School policies and practices promote self-discipline, responsible decision-making, and accountability.
- 9** Students grow in self-knowledge and develop self-confidence as they learn to deal realistically with their gifts and limitations.
- 10** School programs provide for recognizing, nurturing and exercising leadership in its many forms.
- 11** The school provides opportunities for all members of the community to share their knowledge and gifts with others.
- 12** All members of the school community take personal responsibility for balance in their lives and for their health and well-being.

It is this tradition of value-oriented educational concepts, academic excellence and an atmosphere of affection and trust, that leads families of many religious faiths to send their children to Stuart

## **Mission Statement**

Stuart's mission is to prepare young women for lives of exceptional leadership and service, through a challenging and innovative curriculum, superb teaching, and close attention to each girl's personal development.

Part of an international community of Sacred Heart schools, Stuart is an independent Catholic school that welcomes and embraces students of all faiths and backgrounds, helping them to become accomplished, committed women whose confidence, global perspective and passion for justice will transform the world in which they live.

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## Diversity and Inclusion

Saint Madeleine Sophie Barat called on our Sacred Heart communities to model respect, compassion, forgiveness and generosity.

Therefore, Stuart Country Day School of the Sacred Heart joins other schools in the Sacred Heart Network who are called to live our daily lives promoting universal respect, in which each person is honored, loved and cared for, and where young women are educated to an understanding of and deep respect for diversity. We believe a diverse community challenges us to make God's love visible in the world, improves our lives as we learn and grow together and affords each of us a deeper understanding of our collective humanity.

We expect all members of the Stuart community, being guided by a spirit of love, to accept individuals' differences, which include, but are not limited to, ability, age, ethnicity, family structure, gender, learning style, race, religion, sexual orientation and socioeconomic status. We believe that all in our community should feel valued and respected, be able to share their knowledge and gifts and be given the opportunity to thrive as equal contributors in enriching life at Stuart.

## The Lower School

Stuart is a member of the Sacred Heart Network of Schools that spans six continents with a single guiding philosophy: to develop the complete person and encourage all to develop their potential. The Goals and Criteria of the Sacred Heart are taught in the Lower School Program at Stuart, just as they are throughout each school in the Network.

These goals, in the words of young children, are:

To Love as You Love  
To Study and Learn  
To Help Those in Need  
To Be a Friend to All  
To Make Wise Choices

### Our Lower School Mission Statement

Lower School awakens and celebrates each girl's unique gifts by immersion in a safe, nurturing atmosphere that fosters her spiritual, intellectual, and social growth.

### Why Stuart?

Stuart Country Day School of the Sacred Heart was founded in 1963 by several Princeton women who sought to establish an all-girls school affiliated with the Society of the Sacred Heart. Three distinctive traits are the bedrock of a Stuart education:

#### ***All Girls***

- Faculty teach to the girls' strengths, giving them the ability to express themselves freely and the freedom to learn without distraction.
- Girls at Stuart recognize and appreciate the safety they have to explore values and take risks they might not otherwise experience.

#### ***Stuart as part of an International Community***

- Stuart is a member of the national network and international community of
- Sacred Heart schools with connections to sister/brother schools as close as Princeton Academy, and as far as Tokyo, Japan.
- Sacred Heart schools educate the whole child, inspire academic excellence, develop a strong sense of community and encourage a lifetime commitment to
- learning and service.
- Stuart educates to the Five Goals of Sacred Heart education.
- Commitment to Innovation
- Stuart founders sought to inspire young women to go out and change the world.
- We continue their charge to this day - not only by inspiring change through social justice, but also by educating girls with 21st century skills and technology to further deepen their ties to the arts, athletics, science and mathematics.

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- Whatever path to learning and service they choose, they are well equipped to lead and make a difference.

### ***As a Lower School Community, it is expected that:***

We embrace the Five Goals & Criteria of a Sacred Heart education

#### **Goal 1**

We are rooted in deep love, respect, and consideration of ourselves and others. We establish a commitment and trust between home and school. We are guided by shared principles of respect and responsibility.

#### **Goal 2**

We foster a lifelong love of learning as we strive to be a community of learning and excellence.

#### **Goal 3**

We educate global citizens who are ready and willing to assume their share of responsibility and act for the good of the entire community.

#### **Goal 4**

Children come to school with a unique set of experiences, backgrounds, and learning styles. Pride in our school

#### **Goal 5**

Practice sound ethical judgment. Children will make mistakes. We help them learn from their mistakes through problem solving, peer mediation, role playing, and conflict resolution skills.

## **Parent-School Partnership in the Lower School**

Parents can expect the following from teachers:

- Embrace the Five Goals & Criteria of a Sacred Heart education.
- Create a climate for active learning and will remain flexible to empower students to explore and discover.
- Serve as role models to the students by being loving, open, and authentic.
- Accept ownership of moving the school forward. She/He will work together in preparation for teaching, in renewing and enhancing instructional skills.
- A commitment to serving the potential of each student by engaging in individualized instruction.
- Focus on the whole child and with service to the potential of each child in all developmental areas including cognitive, social, emotional, and physical.
- Address behavioral concerns in a respectful and nurturing manner.
- Keep parents informed.

Stuart expects the following from parents:

- Embrace the Five Goals & Criteria of a Sacred Heart education.
- Believe in the mission, goals & criteria of the school and partner with the school to impart similar core values.
- Have confidence in the Stuart teachers, understanding that the goal is to continuously keep the interest of all children at the forefront.
- Contact the teacher first in cases of uncertainty or disagreement. They will work together to problem solve and find solutions.

- Make a concerted effort to stay informed and participate in class meetings, special occasions, events, and celebrations.
- Engage in their child's learning - discuss and examine items and work brought home; dialogue about homework assignments and enrichment, and read together on a regular basis.

Stuart expects the following from students:

- Embrace the Five Goals & Criteria of a Sacred Heart education.
- Work and play fully and actively.
- Interact with other students and adults in a loving and respectful manner.
- Are good role models for younger students.
- Engage with others collaboratively, following schools expectations.
- Gradually take on more responsibility for their daily preparation of work and projects.

## **Behavior and Conduct**

As a member of our community:

We are rooted in the Five Goals & Criteria of the Sacred Heart. Our expectation is that all members of our community embrace and live by these essential tenets of moral conduct. We believe the girls benefit most in an environment where clear and consistent expectations along with mutual respect and love are the norms. While children will make mistakes, our goal is to help the girls learn from them as they grow in self-awareness and self-control.

Discipline in the Lower School is intended to be educational. In deciding upon an appropriate consequence, the classroom teacher and Lower School Head will take into account such factors as the age of the child, intent, frequency and/or severity, and the child's willingness to accept responsibility for her behavior.

In most instances, behavioral expectations are understood and easily met by Lower School students. Teachers are expected to resolve differences within the classroom setting. If the behavior persists and/or is deemed unacceptable, a student may be sent to the Head of the Lower School and/or a parent may be called.

The following are examples of unacceptable behavior:

- Verbal and/or physical abuse, bullying, or inappropriate physical touch
- Lying, deceit, or other dishonest conduct
- Destruction of property
- Stealing
- Inappropriate language

Possible consequence for unacceptable behavior may include:

- Verbal warning
- Face-to-face apology; letter of apology
- Phone call to parents
- Loss of gouter or recess time; missing field trip/special events
- Conversation with homeroom teacher and/or Head of Lower School
- In-school, mid-day, or out of school suspension
- Expulsion
- Non-renewal of contract
- Other options as deemed appropriate

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## School Life - The Nitty Gritty

### ***Orientation Day***

Orientation Day is the Tuesday after Labor Day and begins at 9:00 AM for our new families and at 10:00 AM for our returning families. Please park your car and walk with your child to the main entrance of the school. We will greet you and walk you to the classrooms. All drop off and pick up procedures for regular school days will be reviewed during the Orientation Day.

We anticipate that the first morning will be filled with lots of excitement and unforeseen events. The purpose of the morning is to meet and greet, develop a familiarity with the teachers and the classroom setting, and provide a positive first encounter for your child. Each classroom teacher will spend time with the children as they find their cubby/locker, receive school supplies and review the schedule.

### ***Backpacks, Lunch Box & Gym Sneakers***

Please provide your child with a backpack large enough to include artwork, extra clothing and an 8x11 folder. Remember to check it and empty it out regularly. No rolling backpacks in grades K-2, please. Please clearly label your daughter's backpack, a lunch box (unless you sign your child up for the lunch program), and gym sneakers. Please bring the backpack and gym sneakers to school on Orientation Day.

### ***The School Day***

**Arrival:** All students should be in the building by 7:50 AM each morning and go directly to Millie's Garden. Students in K-4 should not arrive in the Lower School before 7:30 AM. Before school care is available from 7:00-7:30 AM through the Extended Day Program. The morning routine includes Mindful Mornings and affords your child the time to get settled, hear daily announcements, and prepare adequately for the day. It is also an important social time for the girls to greet each other and engage in conversation. We encourage informal interactions among the grade levels during the morning time. It is not uncommon to see a kindergartener and a fourth grade student cuddled in a corner reading a book together or putting their minds together to solve a puzzle at a Tinker Station.

**Dismissal:** All children are dismissed at 3:10 PM in order to arrive at bus or car line by 3:15 PM. After-school care is offered until 6:00 PM. At 3:30 PM, any student who has not been picked up or has missed her bus will be sent to after-school care.

An accurate record of how your child goes home is kept in the main Lower School Office. If there is a change in the way your child is getting home, you must contact Mrs. Kristy Tancredi at 609-921-2330 x292 or [ktancredi@stuartschool.org](mailto:ktancredi@stuartschool.org) BEFORE 2:00 PM that day or your child will be sent to the regular dismissal location. Please know that our priority is to keep all children safe, and it is imperative that we know the location of every child at all times. Please plan in advance and contact the office before 2:00 PM with any changes.

Students should be aware of their dismissal plans for the day. Play dates need to be arranged outside of the school day. Unless there is a true emergency, please refrain from making dismissal changes. While we will always accommodate emergency or unanticipated situations, it is not possible for the Lower School office to handle the volume of daily phone messages. Thank you in advance for your assistance with this important safety procedure.

There is no need to call the school if you are running late to pick up your child. Your child will be walked to after-school care. When you arrive, you will need to come in to the school and pick up your child in the after-school program. Please note that you will be charged accordingly; fee information is provided every year with the registration forms.

## **Attendance Policy**

### ***Absence and Late Arrivals***

Regular attendance and punctuality are key components to a student's academic success. If your child will be absent or will be arriving after 9:00 AM, please contact Mrs. Kristy Tancredi at 609-921-2330 x292 or [ktancredi@stuartschool.org](mailto:ktancredi@stuartschool.org). Requests for homework assignments are made with the homeroom teacher and will be left at the Lower School's front desk by 3:30 PM. Please plan family vacations and special events during the regular vacation days throughout the school year. It is extremely disruptive for a child to miss more than two consecutive days of school. If a child has more than five unexcused absences, a discussion with the Head of Lower School is required. Consequences may affect student progress and assessment.

## **A Typical School Day**

Mindful Mornings are organized by our fourth grade students each morning. The girls arrange different stations throughout Millie's Garden where all students find a quiet space to finger knit, draw, tinker, or read. This time culminates with mindful breaths as a community. The girls are then dismissed to homeroom.

Each day, the Lower School gathers for morning prayer or assembly. We share special events and celebrate each other. These gatherings may include "intentions" and prayer, and is followed by a regularly scheduled day of reading/writing, math, gouter, lunch, religion, PE, arts, and STEM. The day ends at 3:10 PM.

### ***Gouter***

In keeping with our French roots, the daily snack is referred to as Gouter. Each class enjoys a healthy snack and recess time outside.

Espacio: Embracing a Sacred Heart tradition, Espacio, the Spanish word for space, is a time of quiet reflection set aside each day at Sacred Heart schools to allow for God in our increasingly busy lives. The tradition was started by RSCJs at a meeting in 2000 in Amiens, France when they took a break from their agenda to silently pray and reflect. The entire Stuart community celebrates Espacio each day.

### ***Lunch***

All JK-4 students eat lunch in our dining room. Students may bring their own lunch from home or subscribe to the school's program. You may choose to subscribe to the Food Service Program at any time throughout the year. The food service menu is available for review on the Stuart website. Please visit our website for further information on the lunch options.

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## Teacher-Parent Communication

### ***Friday Folders***

At the end of each week, your child will come home with a Friday folder containing important information about the classroom happenings, announcements and reminders. In addition, you will receive a weekly Sacred Heartbeat email from Mrs. Dowling highlighting the week's events and/or relevant articles along with reminders for upcoming dates, special occasions, Lower School and all-school events.

### ***Aspen***

Our student information system is Aspen. All parents are expected to visit Aspen regularly to receive information regarding daily life at school. Information about homework, curriculum, daily events and activities, field trips, announcements, and celebrations are all posted on Aspen. More detailed information on how to navigate the Aspen system will be shared at Back to School Night.

## Allergies/Special Dietary Needs

Please inform the school nurse and your child's homeroom teacher of any allergies or special restrictions with regards to your child's eating patterns.

## Other Important Information

### ***Field Trips***

From time to time, field trips are scheduled off-campus. Field trips are designed to enrich the children's experience, and they often enhance the existing curriculum. Details and descriptions of trips will be shared with parents in advance. Children wear their school uniform to all field trips unless otherwise specified. Parents may be asked by their child's teacher(s) to chaperone and/or drive to local field trips. The Business Office requires that a parent registers as a Parent Driver with their office. Volunteer drivers must re-register each school year.

### ***Lost & Found***

Every article of your child's clothing including socks, mittens, sweaters, and shoes must be labeled or marked. Found articles are placed in a bin in the Lower School Office. On Fridays, our 4th graders will return all labeled items to their younger schoolmates. All unclaimed uniform items will be given to the used uniform store, The Encore Emporium; non-uniform items will be donated to charity. Please encourage your child to be responsible with her belongings and to check the Lost & Found bin when missing an item.

### ***Uniforma and Dress Down Days***

Our uniform guidelines are listed in this handbook and posted on the school's website. Students are expected to come to school in uniform each day. On occasion, the students will be given a

“dress down day” when they can come to school in regular play clothes. Please assist your child in choosing items appropriate and comfortable for school.

### ***Birthdays***

If your child wishes to celebrate a birthday (or half-birthday for the summer celebrants), we suggest you send in a small treat for the homeroom or the whole grade. Please consider a healthy option of fruit kebobs, yogurt cups, granola, or mini muffins. Individual cupcakes are permitted, but no cakes or excessive sugary treats, please.

The birthday girl will bring home special “birthday messages,” personal good wishes from classmates, to share with you. You may also want to give a “birthday book” of your child’s choosing to the library with a special nameplate inside indicating its donor. You can also send “birthday gram” greetings through Upper School students. Forms are available on the Stuart website.

At the end of each month, we recognize and sing “Happy Birthday” to all members of our community who celebrated a birthday during a Lower School assembly.

Because we strive to foster Stuart’s community spirit, and we care deeply about each child, invitations to parties held outside of school may not be distributed in school. If you are planning a party outside of school for your child, we ask that you invite the entire homeroom or grade. We fully appreciate that celebrations can be costly, so if the number of guests needs to be limited, please help your child remain discreet and respectful of all members in her class.

### ***Special Events & Holidays***

Throughout the year, the classes will celebrate special events and holidays. Parents are encouraged to share traditions, customs, unique foods, etc. with the class. The classroom teachers and room parents will be in touch with you as we approach these special days. Your support and volunteerism is appreciated and most welcomed!

## **Academics in the Lower School**

### ***Homework Guidelines***

The primary objective of homework is to provide the student with an opportunity to practice and strengthen academic skills. Homework is to be reasonable in length, related to classroom work, well defined by the teacher, and understood by the student.

Homework should be a character building experience. Managed properly by teachers and parents, homework can equip a child with emotional and behavioral skills that will be necessary to meet the complex demands of adult life. These include the skills of responsibility, autonomy, perseverance, time management, initiative, self-reliance, and resourcefulness.

**First and Second Grade:** Homework is assigned each weekday. The time should range from 15-45 minutes. Some assignments require parental involvement while others are an independent assignment to reinforce the day’s lesson. In addition, quiet reading is expected for 15-20 minutes every night.

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**Third and Fourth Grade:** Homework is assigned every day. Approximately 45-60 minutes is an expected guideline. Many assignments are not due the next day and the students are expected to budget their time appropriately. In addition, quiet reading is expected for 20-30 minutes every night.

We encourage students to copy their assignments neatly into their planners and to check the homeroom teacher's Aspen page which has both daily and longer term assignments posted. During class time, we work with the girls to help them manage their time wisely and to plan for long term assignments. We also give ample notice of tests and encourage the girls to study in advance and over time for all assessments.

Detailed information about homework expectations and a parent's role will be discussed at Back to School Night in September.

### ***Learning Center***

The Learning Enhancement Center is staffed with learning specialists to meet the specific needs of students. Internal/external assessments, teacher observations, and parent feedback help us determine the specific academic needs of a particular student. Formal diagnostic testing must be done outside of school at a parent's expense. The Learning Center will recruit and interview local testers, and a list will be made available to those parents seeking these services. Free testing for New Jersey residents by an Independent Child Study Team (Middlesex) will continue to be available as well.

All students benefit from the expertise of the Lower School learning specialist as she visits each classroom 2-3 times a week during the language arts block of time. Students who qualify for additional support may meet with the specialist during regularly scheduled times throughout the school week. If it becomes apparent to the school and/or the family that additional support is required, this must be provided outside of school at the expense of the family. Students identified as needing additional challenge beyond the enrichment already provided in the classroom may also receive meeting times with the specialist throughout the course of the week.

Along with the learning specialist, we also provide a reading/writing coordinator and a math coordinator to support the girls during class time. The coordinators will work alongside the teachers to assess student progress, maintain a comprehensive scope and sequence, provide basic skill instruction, differentiate and individualize, and provide an attractive student/teacher ratio.

## **Computer Usage**

Technology is an integral part of 21st century learning. The girls at Stuart are often working with Smart Boards, computers, laptops, and iPads as valuable tools that enhance their learning. The use of technology comes with an acknowledgement and responsibility.

The use of computers in the Lower School is governed by the following rules:

1. Privacy - the student will not look at anyone else's account, files, or work on the computer.
2. Academic honesty - the student will not present other people's work as her own. She will give credit for other people's ideas, text, images, programs, and sounds taken from the electronic network.

3. Safety - the student will not give out personal information about others or herself while on the electronic network.
4. Reliability - the student realizes that the information found on the Internet is not always accurate, current or complete.
5. Courtesy - the student will not download programs from the Internet, or print without permission of a teacher. She will be responsible for the environment by only printing what she needs and by picking up what she decides to print out.
6. Security - the student will not damage any computer or any part of Stuart's network and will not access anyone else's account.
7. Legality - the student will not use the network for any illegal activity. If she has a question as to what an illegal activity is, she will ask a teacher.
8. Privileges - the student understands that any use of Stuart's information resources is a privilege.

## **Physical Education & Recreation**

All children are expected to participate in physical education, or gym, classes during the week and outdoor recreation twice a day, weather permitting. It is assumed that if a child is well enough to come to school, she is well enough to go outside and participate in gym class. A note from the doctor is required if this is not the case. For gym class, grades JK-4 will need sneakers (kept in the cubby/locker). On cold days, the children need to dress warmly with hats and gloves. When the ground is wet and/or there is snow, children must wear boots and snow pants.

## **Important Dates**

### ***Lower School JK – 4 Back to School Night***

Back to School Night is held each year in September. This evening provides an opportunity to meet your child's teacher, become familiar with the classroom and hear about the year's goals, expectations, highlights, and events. This is a night not to be missed!

### ***Donuts with Dowling***

These morning and evening meetings are a time for the Head of Lower School to get together with parents and talk about the developmental stages and patterns of this particular age group. It is also a great way for parents to meet other parents in their class, share experiences, and perhaps take away helpful hints to try at home. The Lower School guidance counselor, area specialists and coordinators, and/or other classroom teachers and specialists may also attend. Dates are announced throughout the year.

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## Uniform Guidelines for Lower School

School uniforms are worn in Junior Kindergarten through Grade 4. All uniforms must be ordered from Lands' End, the official Stuart uniform supplier.

### **Lands' End School Uniforms**

- Go to: [www.landsend.com](http://www.landsend.com)
- Click on "Uniforms" in the menu bar
- Click on "Find My School" button
- Alternatively, call 1.800.963.4816
- Stuart's preferred-school number is: 9000-2531-3

We recommend you plan ahead as Lands' End often offers discounts through sales and penny-logo promotions.

*Note: All uniform clothing must be clearly marked with your child's full name.*

### **Uniform Guidelines**

The following uniform items are acceptable all year long. During the winter, additional items may be worn as indicated below.

#### **FALL = September through Thanksgiving    SPRING = after Spring Break**

- Hunter/Classic Navy Plaid Jumper (this style only) with white embroidered logo (logo is required)
- Short Sleeve Peter Pan Knit Top – white - with green embroidered logo (logo is required)
- Long Sleeve Peter Pan Knit Top – white - with green embroidered logo (logo required)
- Girls' Solid Bike Shorts – classic navy
- Ankle (above the ankle bone) or knee-high socks – white or navy blue
- Tights – white or navy blue
- SHOES: Shoes must be black. Shoes may be the following styles:
  - Girls' Unit Bottom Mary Jane Shoes – (black suede or patent leather)
  - All weather Mocs in black suede

#### **These additional items may be worn in WINTER = Thanksgiving through Spring Break**

- Pleated Front Iron Knee Easy Blend Chino Pants – classic navy
- Solid Color Drifter V-neck Sweater – red or navy blue with white embroidered logo (logo required)
- Solid Color Drifter V-neck 5-button Cardigan – red or navy blue with white embroidered logo (logo required)

### ***Uniform Condition***

Uniforms should be in good condition and not be ripped or in obvious disrepair. The length of the jumper must be no shorter than four inches above the back creases of the knee.

### ***Cold Weather***

In addition to the uniform pants, students may wear sweatshirts/pants on the playground only, not in the classroom. Snow pants and boots are necessary for winter outdoor play.

### ***Jewelry, Makeup and Hair***

- Hair accessories should remain in keeping with the uniform – no color restrictions on headbands or bows.
- No jewelry is to be worn with the uniform or brought to school.
- Only watches and small, stud earrings for pierced ears are permitted.
- Makeup and nail polish are not to be worn to school.

### ***Physical Education (P.E.)***

Sneakers are required for all PE classes – Velcro or shoe laced sneakers are permitted. It is best to have a pair that can be kept in the locker.

### ***Dress Down Days***

On occasion, the students will be given a dress down day. Please make sure your child is dressed appropriately for school and outdoor play. Shoes must have closed toes, and preferably no shoelaces.

### ***Logo Required***

The Stuart Logo is required on the jumper, tops and sweaters. We will only be using the logo emblem with the Society of the Sacred Heart “Heart” in the middle. If you have an item that is embroidered with the logo of our building in its center – your child may wear it until she needs to order a new item. Please note that when ordering items, you will need to allow an extra 7-10 business days for logo application. Any current jumpers or white tops that your child has may be worn until they no longer fit. We ask that you apply the logo to any new item.

### ***Encore Emporium***

The Stuart Parent Association offers a second-hand, gently used uniform collection. These uniforms may be purchased for a nominal fee at the The Encore Emporium, located on the second floor in the “C” Corridor. The front desk will be able to direct you to the Encore Emporium

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# General School Information

## Administrative Information

### ***Admissions Office***

Admissions Procedures - Admission to Stuart is determined on the basis of an interview, the student's past record, testing, letters of recommendation, availability of places and the belief, on the part of the Admissions Committee, that the applicant will benefit from the Stuart program and will also contribute to the school community in a positive way. It is also based on the parents willingness to support the Goals and Criteria.

Depending upon the grade level, the applicant will either be tested at Stuart or be required to take the Secondary School Admission Test. In addition, those applying are expected to spend a day at Stuart to familiarize themselves more closely with school life and curriculum.

Since classes tend to fill up quickly, the timing of completed applications is extremely important. Interested parents are urged to contact the Admissions Office and complete the application procedure as promptly as possible. Applications received after the deadline of January 31 will be processed as dictated by available space.

**Student Contracts** - Contracts to enroll or re-enroll students will be sent by the Admissions Office to parents. Re-enrolling students must return their contracts with a non-refundable deposit by the date indicated in the contract letter. If a contract is not received on time, a student risks forfeiting her place to another student. Difficulties arise in scheduling and teacher assignments if contracts are returned late.

The Head of School, upon recommendation of the respective Division Head, may withhold a contract for a re-enrolling student. When this occurs, the Head of School will inform parents either verbally or in writing and an appropriate date will be set to make a final determination if re-enrollment can occur.

As set forth in the contract, student withdrawals must be made in writing prior to May 1. After May 1, the entire tuition is required to be paid, regardless of whether the student matriculates.

**Financial Aid** - Stuart commits a percentage of its operating budget to financial aid for qualified applicants who provide evidence of need.

Parents wishing to apply for financial aid must do so through with TADS or School and Students Services by January 31. Specifics regarding the financial aid application process can be found on the Admissions portion of the School's website.

### ***Business Office***

**Tuition Payment** - The payment plan is elected as a part of the enrollment agreement. Non-compliance with this provision may result in the student being denied admission to class. In accordance with the terms of the enrollment agreement, transcripts and records will not be released until all financial obligations are paid in full.

**Tuition Refund Insurance** -The Tuition Refund Insurance option is offered at the beginning of each year. Information concerning this plan will be enclosed with the enrollment contract.

**Parking** - Please park only in the parking lots. Do not park in areas designated as fire zones or no parking zones or in spaces specifically marked. Drivers must be sure not to leave their cars in such a way as to impede the access of fire trucks or emergency vehicles at any time or to block the passage of school buses. You may take any available space with the exception of ones that are specially marked. For the safety of each child, please follow these directions.

### **Office of Institutional Advancement**

Advancement Office staff further Stuart's mission through effective programs in fundraising, communications and with our alumnae. Gifts to Stuart provide the margin of excellence that makes our school so special. As with all independent schools, tuition alone does not cover our costs. Stuart relies on contributions made to The Stuart Fund and special events to help balance the budget. We encourage every family and all faculty and staff to give to The Stuart Fund and participate as possible in special event fundraisers. Participation is celebrated with various incentives and donor names are listed in the Annual Report.

Gifts for specific projects and to endowment are also necessary to maintain the campus, academics, athletics, the arts and special educational initiatives. Stuart receives no financial support from the Diocese of Trenton, the Society of the Sacred Heart, or federal or local government agencies. Contributions left to Stuart through a bequest and other planned gifts have provided significant support through the years. *The Mater Legacy*, was formed to recognize those who make such plans. Please contact the director of institutional advancement or see the "Planned Giving" section of the Stuart website for further information.

**Communications and Marketing:** The communications staff keep the internal and external communities informed about Stuart. News and information are distributed through email, social media, press releases, advertising, print and digital publications, and the Stuart website.

All major events at Stuart are photographed and some are captured on video. The photographs are available, typically within a few days, and can be viewed and purchased on Stuart's online photo gallery. The permission to photograph release is included with the yearly enrollment contract signed by each family. This release serves as permission to release your child's photograph to the media, post on the school website or print in school publications.

**Alumnae Relations:** Stuart alumnae are enthusiastic supporters of their school, giving back through gifts of time and treasure. They graciously return to speak with students at career panels, the Women in Leadership Series, Women We Admire Day and other special events. They provide internships and other career support. The alumnae enjoy the personal and professional support they receive through their Stuart connections, returning to Alumnae Day each fall and staying in touch through social media and the new online Alumnae directory.

These activities are organized by the coordinator of alumnae relations and governed by The Stuart Alumnae Association. The president of the Association is an ex-officio member of the Stuart Board of Trustees. The Coordinator helps identify and organize initiatives that involve our alumnae in the life of the school. An online alumnae database and online class notes help maintain ties among the more than 1,470 Stuart alumnae who live all over the world.

**The Stuart Memorial League:** On the occasion of our 30th Anniversary, Stuart established the Stuart Memorial League. The purpose of the Memorial League is to pray for those people near and dear to the Stuart community on the occasion of a birth, baptism, wedding, anniversary, graduation or death, or to send a special thank you, get well wish or congratulatory message. After a person is enrolled in the Memorial League, that person's name will be inscribed in the Memorial League Book. The book remains on the altar in the chapel and that person will then be prayed for whenever Mass is celebrated at Stuart.

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## Parent Involvement: The Stuart Parent Association

The Stuart Parent Association (SPA), organized in 1971, serves to encourage the interest of parents in the school and to further communication among parents, students, faculty and administration. Its intent is to enhance the quality of our children's lives by providing opportunities for enrichment and support for both students and parents. SPA provide workshops for parents on issues facing children and family life, and sponsors social activities, coffees, orientation gatherings and seasonal parties. New ideas for events are always welcome.

The work of SPA is led by an executive committee, consisting of SPA's elected officers and the Head of School. The Executive Committee, which meets monthly, coordinates the general meetings for all parents and supports the school in many areas where needed.

SPA organizes parent-student socials such as:

- StuartFest/Homecoming
- Teacher/Staff Appreciation Day
- Princeton Common Ground, an association of local independent school parent groups.
- Cookies with Santa

SPA also manages The Book Bag (our school store), and assists the Offices of Admission and Institutional Advancement to coordinate the many other activities involving parent support.

Parents are encouraged to attend the SPA annual meeting and participate fully in all aspects of school life.

## Parent-School Partnership

### ***What parents can expect from Stuart:***

Parents can expect to receive both timely communications about school news and important messages such as “early warning” notifications in writing, by telephone, by postings on the school web site, or by email.

Parents with concerns can expect to have a conference with teachers.

Parents can expect Stuart to model integrity and civility in all contacts with parents and students including respecting family privacy.

Parents can expect to have Stuart faculty, staff and administrators to behave as partners in their children’s education, supporting their academic progress and cooperating with plans for improvement.

### ***What Stuart can expect from parents:***

Stuart expects parents to behave as partners in their daughter’s education, supporting their academic progress and cooperating with plans for improvement.

Stuart expects parents to make direct contact with those responsible for the individual programs of the school for which they have concerns. Contact begins with the individual teacher, the

extracurricular program or coach, and then, if needed, the Head of Division and finally, if needed, the Head of School.

Stuart expects parents to model integrity and civility and respect for others' privacy in all contacts with the school.

The adults at Stuart are trained professionals. Parents are asked to hold discussions with them at times which allow for full and confidential explorations of any concerns about their child's academic performance. Professional conversation involving the school should take place during scheduled appointments rather than at social functions.

Stuart expects parents to maintain their current email address by logging into Aspen and making timely updates.

## Communication with Teachers and Administrators

Stuart holds as essential effective communication with parents. It is key to building community and educating your child. Specific Communication Guidelines can be found at the end of this handbook.

**Telephone** – The school phone number is (609) 921-2330. It is an automated phone system, but you can reach an operator at any time during school days from 7:50 AM – 4:00 PM and during the summer from 9:00 AM – 3:00 PM. Parents are asked to contact faculty, staff and administrators during these times. If they are not available, the call will be directed to their voice mailbox and the calls will be returned as soon as possible. A list of voice mail extensions is available on the school's telephone system, and in the directory.

**Fax** – There is a fax machine in the assistant to the Head of School's office. The number is (609) 497-0784 and it is checked several times a day.

**E-mail** is the main communications vehicle with parents. All school, as well as division, information is communicated by e-mail and on the Stuart website. All personnel at Stuart may be contacted directly by their personal e-mail address using first initial, last name@stuartschool.org. For example, jdoe@stuartschool.org.

**Website** – Stuart's website is a valuable source of information for everyone. Calendar information, special news, school closing, sports news, etc. are all posted on the Web. Stuart's web address is: [www.stuartschool.org](http://www.stuartschool.org).

**Division Information Pages** on the Stuart website are password protected web pages with news and information for parents. They are found in the "Parent" dropdown menu at the top right of the Stuart website. There are four division web pages: Early Childhood, Lower School, Middle School and Upper School. Division-specific news as well as forms and other important information to download can be found on the Division Information Pages. Parents and Middle/Upper School students log in using the email address associated with Stuart (for students, use your @stuartschool.org email and parents, use the email address that you receive emails from Stuart). Click on "Retrieve Password" the first time you log in to have a password sent to your email.

**Aspen Portal** – All student information is kept in Aspen, the student information system, and can be accessed through the parent/student portal. Use the Aspen Portal to access your child's academic records, attendance, class schedule, homework, class pages, and school calendars. The portal is password protected. Login information will be sent to parents and students.

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## Who to Contact

Please contact those responsible for the individual programs of the school for the most effective communication.

We encourage direct contact between you and the individual adult responsible for your child's education in both academic and extracurricular activities. Each faculty member works within a department and is supervised by a Department Head (see Directory).

The Division Head is responsible for the daily operation of their school, including faculty in relation to their classes, schedule and all academic concerns. Contact the Division Head with questions about the academic program or curriculum.

The Business Office can be contacted directly for billing and payment information

Dr. Patty Fagin works closely with the school's administrative team and with the Board of Trustees to further the mission of the school. She encourages direct contact between parents and those responsible for the individual programs of the School for the most effective communication.

<b>School Area</b>	<b>Who to Contact</b>	<b>Extension</b>
Your daughter's class	Your daughter's teacher	See Directory
Lower School Head	Michelle Dowling	278
Middle School Head	Robert Missonis	277
Upper School Head	Trisha Medeiros	207
Campus Ministry & Retreats	Dr. Annie Soler '02	242
Community Service	Dr. Annie Soler '02	242
Personal Counseling	Jennifer Peck-Nolte, Lower School Guidance Counselor	268
Nurse's Office	Maribeth Virzi, Nurse	248
Academic Support	Karen Epstein, Director, Learning Center	210
Gifts to Stuart	Beth Marks, Director of The Stuart Fund	297
Volunteering	Shannon Rangecroft, Dir. of Events	217
Business Office	Rose Neubert, Director of Finance and Operations	208
Head Office	Dr. Patty Fagin, Head of School	205

## Emergency Closing/Delayed Opening Information

Stuart follows the Princeton Regional School System regarding school closing. If the Princeton Police directs the school system to close early, we must follow their direction. We do our best to work together with the other independent school in the area in order to help families who have children in several schools.

When there is a school closing, delayed opening or early dismissal, notification is as follows:

- Automated alert phone message send to the phone number you indicated in Aspen, our student information system.
- An alert email will be sent using to the email addresses in Aspen
- Stuart website homepage: an alert will be posted at [www.stuartschool.org](http://www.stuartschool.org)
- The Stuart main hone (609) 921-2330 will have a recorded message

It is important that the contact information we have in Aspen is current. If you need to update your family information in Aspen, please visit [www.stuartschool.org/familyupdates](http://www.stuartschool.org/familyupdates) for instructions.

It is necessary that you be alert to current weather conditions and inform your child of what will be expected in the case of an early dismissal. There are two early dismissal options:

The bus or private transportation system may be taken home at whatever time it arrives even if we have NOT been able to contact you.

A student may remain at school until picked up - no later than 3:00 PM as we are concerned with everyone's safety, and do not want to delay departure for anyone.

***All after school programs and activities are cancelled in the event of an early closing. All students must be picked up by 3:30 PM***

We are at the mercy of the Transportation Department of your local Board of Education. They notify us when they will be sending the buses to pick up the students and these times vary from district to district. Often they arrive and there is not time to notify you. We ask you to please be realistic in your expectations of what it is possible for us to do. Please look ahead and establish with your child your plan for early closings. PLEASE DO NOT CALL THE SCHOOL WITH INSTRUCTIONS ON THE DAY OF THE EMERGENCY CLOSING. It is impossible to handle the volume of calls. An Emergency Closing Form must be completed and on file in each School Office before the start of the school year. If not complete, your child cannot be released on any transportation system in the event of an emergency closing.

### ***Students Remaining in School After School Hours***

The following procedures are for Middle and Upper School students who remain after school for sports or other activities. (Lower School students who stay after school must attend the After-School Program.)

- Students who have not yet been picked up by the end of regularly scheduled school events should wait inside the school building (near the front desk) with the adult in charge.
- As long as two or more students remain, they should stay together. Any adult supervising a Stuart related event is responsible for staying until all students have been picked up.
- Students may not remain at Stuart after 6:00 PM

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## Dining Services Lunch Program

FLIK Independent School Dining serves our Stuart community. Please visit Stuart's website for a link to the details of dining options.

## Transportation

### ***By Bus***

Transportation forms are mailed to parents with re-enrollment forms and must be returned to the admission office no later than March 15. Transportation is provided by the state of New Jersey; failure to apply on time can result in loss of transportation or reimbursement. Routes are set up by school districts; Stuart does not control their decisions. Questions may be directed to the admission office or the school board of the district where the student resides. Private transportation (car pools, buses and taxis) exists for those students who are not eligible for public transportation. If inappropriate behavior is reported to Stuart from a bus company the student's parent or guardian will be notified.

Students are permitted to ride only on *their assigned buses* as insurance policies cover the assigned buses only. Often, students bring in notes indicating they will be going home with a friend on her bus. Officially, this can only be cleared with the transportation office of the student's school district. Bus drivers can (and have in the past) refused to take a student not on their list.

### ***By Car***

Cars dropping off or picking up students in all grades should follow current school drop-off procedures. School buses will use the drive immediately in front of the school. There will be a crossing guard on duty to help students cross at the flagpole area. For the students' safety, please follow directions at all times.

When you are waiting for your daughter, it is important to follow established procedures. Please do not obstruct the flow of traffic. Drivers must be sure not to leave their cars in such a way as to impede the access of fire trucks: the striped area in front of the school must not be used for parking and the rear driveway and connecting driveway by the Preschool must never be blocked. Please be sure to respect the handicapped parking areas. We appreciate your cooperation in this important matter.

### ***Volunteer Drivers***

When using your car to transport students on field trips or other school sponsored activity trips:

- 1** Be sure that you have a valid driver's license and current automobile collision and liability insurance.
- 2** Check the safety of your vehicle
- 3** Carry only the number of passengers for which your vehicle was designed and has safety belts.
- 4** Children must be secured in an appropriate child passenger restraint (safety seat or booster seat) until they are at least 8 years old or weight at least 80 pounds.
- 5** Complete a Volunteer Driver Registration Form which can be found on the Stuart website

## Health Office (Nurse's Office)

The Health Office is staffed by a registered school nurse from 7:30 AM - 3:30 PM. There is a physician on call in case of an emergency when the student's own doctor or parents cannot be reached. The Health Office has facilities for students to be treated for minor illnesses. In case of more serious illnesses students are referred to their own doctors or, in case of accident, are taken to the Emergency Room at the University Medical Center of Princeton at Plainsboro. In order to be treated by the nurse, a medical examination form and an emergency release slip are required. If an emergency should occur after regular school hours, the faculty or staff member in charge will call the police, who will then dispatch the rescue squad.

If a student feels ill during the school day, she should report to the Health Office. If, because of a visit to the Health Office, a student is late or misses a class, she should obtain a note from the school nurse before leaving the Health Office. The school's policy is that if a student is too ill to attend class she should be sent home by the nurse.

All drugs prescribed for medical reasons must be registered with the nurse. Ordinarily, they will be kept in the Health Office and will be dispensed by the nurse at the appropriate times. This applies to all students Preschool - 12.

### ***Communicable Diseases***

If a student contracts a communicable disease, the school nurse notifies the parents of the children who are in that class, informing them of the nature of the disease, its symptoms and incubation period. The school shall also comply with all applicable statutes and regulations regarding the reporting of communicable diseases. Under applicable statutes and regulations, the school may require medical evidence certifying that the danger of communication of the disease has passed to allow a return to school. The school has the right to prohibit the attendance of students as it deems necessary to prevent the spread of communicable diseases.

## School Chaplain

A school chaplain is on Stuart's staff on a part-time basis.

Stuart is committed to the development of values in our students. In addition to those principles of intellectual growth, integrity, honesty, self-discipline and personal worth, we actively seek to develop in the students a life of prayer and worship which will sustain them in their adult lives by building upon their own particular religious denomination. Service to others flows from and nourishes the life of faith. In addition to a fully developed outreach program, students from all levels are encouraged to participate in an active liturgical life. Student volunteers work with Campus Ministry to plan and conduct a number of prayer services and liturgies.

Stuart needs your assistance as parents by reinforcing at home those values to which we are all dedicated. We welcome you as parents to attend our religious services and also to accompany our students in volunteering their talents and time to those in need.

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## **General Policies**

### ***Medical Leave***

Stuart reserves the right to require a medical leave of absence if a student's own health may be at risk or the health or safety of the community may be at risk, and it is deemed by Stuart, in its sole discretion, to be in the best interest of the student or community for the student to seek treatment from an outside physician, psychiatrist or appropriate healthcare provider. This decision will be made after a consultation with the division head, counselor, and Head of School. If a medical leave of absence is required the student's parent or guardian must come in for a meeting, and will be asked to provide proof of medical or psychological treatment in order for the student to return to Stuart. The length of the leave and the plan for making up academic work will be dependent on the circumstances.

### ***Student in Crisis***

Upon diagnosis, parents will be invited to meet with a member of the school's administration. Concerns will be communicated and the family will be given the option of being seen by their own mental health care professional or seeking treatment at a nearby Emergency Room. Depending on the immediacy of the risk, the school may strongly recommend the student be taken to the Emergency Room. Verbal communication between the treating professional and the Stuart's guidance counselor, as well as a written note from the student's mental health care professional to the appropriate division head, would be required prior to the student's readmission to Stuart.

### ***Visitors***

Students may not have visitors to Stuart without specific permission from their division head. The division head may grant permission for a student to have a visitor in consultation with the student's parents. At no time may students invite other students to come to Stuart during the school day or after school without specific permission. If a visitor is granted permission to be in school during the day, the school requires an emergency contact form for the visitor to be kept on file for the duration of the visit. The visitor must sign in and sign out at the front desk and the division office. Confirmation of adult supervision must take place at that time. Please consult your division head for divisional requirements for visitors.

### ***Honesty***

An academic community can exist successfully only if there is respect and trust among its members. Lying, stealing, cheating and plagiarism are not acceptable.

### ***Drugs and Alcohol***

Stuart, as part of a larger community, adheres to the laws of our society. Illegal drugs are not to be used by Stuart students. In New Jersey, it is unlawful for anyone under 21 to buy or have delivered or served to her any alcoholic beverage. No student may possess, consume or be under the influence of drugs, seek to make them available, or condone any of the above actions by her presence, either on campus, within 1,000 feet surrounding the campus or at any Stuart-sponsored function. Any student selling or giving an illegal substance to anyone at Stuart may be asked to withdraw from the school.

Illegal drugs are not to be used by Stuart students. If a student possesses, consumes or is under the influence of drugs, or seeks to make them available or condones any of the above actions by her presence, either on campus, 1,000 feet surrounding the campus or at any Stuart-sponsored function, she will be referred to the Disciplinary Committee or the Head of School, as appropriate.

Whenever it shall appear to any teaching staff member or any official of the school that any student is under the influence of alcohol, or under the influence of any substance as defined by Title 18A:40A-9, the laws of the State of New Jersey will apply.

The Head of School, division head or their designated representative, may, at any time, open and inspect students' person, personal belongings, motor vehicles, lockers or other storage facilities provided by the school.

### ***Smoking***

By state law and because of our commitment to health, there is no smoking allowed in any part of our school or on our property.

### ***Policy on Reporting Child Abuse***

Stuart Country Day School of the Sacred Heart will strictly observe all laws, statutes and regulations governing the reporting of suspected child abuse.

### ***Harassment***

Schools of the Sacred Heart educate to the building of community as a Christian value and to personal growth in an atmosphere of wise freedom. It is with this commitment that Stuart has developed the following harassment policy: Harassment/taunting/bullying may consist of one action or a repeated pattern of behavior of a physical or psychological nature that is either unwelcome or which creates an uncomfortable or hostile environment for an individual.

Examples of harassment:

- Inappropriate messages communicated through any media, including computer
- Threats, intimidation
- Repetition of demeaning comments directed at an individual
- Purposeful ostracism of an individual
- Demeaning conduct or comments with respect to religion, ethnic origin, gender or sexual orientation

Stuart Country Day School of the Sacred Heart has been and is committed to providing an educational atmosphere that is free of any conduct that can be considered harassing, abusive, disorderly or disruptive. The school recognizes and will endeavor to protect the rights of all students, faculty and staff members to be treated with respect, courtesy and tact. Actions or comments by instructors, administrators, supervisors, colleagues or students, whether intentional or unintentional, that result in unlawful harassment of students or other faculty or staff members will not be tolerated. Such conduct, where reported and substantiated, may result in disciplinary action, up to and including discharge from employment and attendance at Stuart Country Day School of the Sacred Heart.

Sexual harassment is not social or courting behavior. It is sometimes more difficult to identify and understand than other forms of harassment because it is not harassment based on one of the

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qualities of the person being harassed. Instead it is the use of gender or physical characteristics to harass and is best seen as an assertion of power. Because sexual harassment is the least understood of the most common forms of harassment, it is worthwhile to spell it out here.

Federal law prohibits the sexual harassment of all employees and students at schools. The term sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors and similar conduct, reasonably considered offensive, when

- 1** Submission to, or rejection of, such conduct is used as the basis for decisions affecting such individual; or
- 2** Such conduct has the purpose or effect of unduly interfering with an individual's work or education; or
- 3** Such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

Examples of sexual harassment include, but are not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; unwelcome and inappropriate use of offensive, sexually explicit or sexually suggestive language, gestures or humor; and inappropriate display of sexually suggestive objects or pictures.

Sexual harassment may include the following:

- 1** Physical assault, including rape, or any coerced sexual relations;
- 2** Pressure exerted on either an adult or a student for sexual activity or for a relationship that takes on a sexual or romantic tone, which exceeds the limits of healthy adult-student friendship;
- 3** Any demeaning sexual propositions;
- 4** Unwelcome touching;
- 5** Leering at or ogling a person's body;
- 6** Sexually explicit or suggestive remarks about a person's physical attributes, clothing or behavior;
- 7** Inappropriate personal questions.

A member of the Stuart community who believes that he or she has experienced any form of harassment should do the following:

- 1** Report the incident immediately to someone who is trusted, such as the Head of School, Division Head, Advisor, Teacher, Campus Minister, School Chaplain, Counselor, or Nurse. The Head of School must then be informed.
- 2** Whenever possible, speak up at the time. Tell the individual that the behavior is unwelcome and must cease immediately.
- 3** Immediately write down what happened to you. Be as specific as possible, recording direct quotations, actions, and witnesses.
- 4** All members of the community are obligated to take these complaints seriously.

The Head of School, together with an administrator, will review each reported incident of harassment and will make an initial determination of the validity of the charge of harassment. The following process will be followed:

**Students** - Cases of harassment involving Lower, Middle and Upper School students should be directed to the Division Head or Head of School. Any student who is accused of sexual

harassment, or who is charging someone else with sexual harassment, has the right to be represented by legal counsel, or some other representative, at any formal meeting with the Head of School. The Head of School will make the final decision with regard to any disciplinary action.

**Adults in the Stuart Community** - Cases of sexual harassment involving adults should be directed to the Head of School. Any adult who is accused of sexual harassment, or who is charging someone else with sexual harassment, has the right to representation by legal counsel, or some other representative, at any formal meeting with the Head of School. The Head of School will make the final decision with regard to any disciplinary action.

The school will take appropriate action in valid cases of harassment. Members of the community should be aware that, depending on the circumstances and severity or repetition of the offense, the response may range from reprimand up to and including dismissal for a student, or termination of employment for an adult. Any person who directs any form of retaliation towards someone making a complaint about harassment will be subject to disciplinary sanctions.

## The Family Educational Rights and Privacy Act (FERPA)

FERPA affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1** The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.
- 2** Parents or eligible students should submit to the Head of School a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected
- 3** The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- 4** Parents or eligible students who wish to ask the School to amend a record should write the Head of School, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 5** The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- 6** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of

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PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 7 Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
- 8 The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Directory Listing Info from US Dept of Ed  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/safeguarding-student-privacy.pdf>

Schools must have the flexibility to implement directory information policies that reflect their specific needs and policies without endangering students or opening the door for abuses of that information by allowing schools to limit the use of directory information.

FERPA defines "directory information" as information contained in an education record of a student that would generally not be considered harmful or an invasion of privacy if disclosed. Directory information may include elements such as the student's name, address, telephone number, photograph, date of birth, place of birth, grade level or major field of study. **If a school has a policy of disclosing directory information, it is required to give annual public notice to parents and eligible students of the types of information designated as directory information and of the right to opt out of having a student's information so designated.**