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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 that 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 and celebrates diversity.

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.

## 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 lifelong 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 lifelong 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.
- 2** School policies and practices promote self-discipline, responsible decision-making, and accountability.
- 3** Students grow in self-knowledge and develop self-confidence as they learn to deal realistically with their gifts and limitations.
- 4** School programs provide for recognizing, nurturing and exercising leadership in its many forms.
- 5** The school provides opportunities for all members of the community to share their knowledge and gifts with others.
- 6** 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.

## **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 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.

# 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 reenroll 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 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 much 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.

## **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 Admissions 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.

## **Guidelines for Communicating with Faculty & Administration**

If a parent wishes to discuss his/her concerns with a faculty member, a staff member or an administrator, the parent must make an appointment.

To set an appointment with a faculty member, a staff member or an administrator, the parent is asked to call or email Stuart. As faculty and administrators are busy from 7:30 AM – 3:10 PM, they may not be able to respond until the following day.

When visiting Stuart for an appointment or to pick up a child, parents are expected to sign in using the visitor management system at the front desk. The receptionist will contact the appropriate office to make arrangements for the visit. Please be sure to sign out when leaving.

## 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 website, 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 that 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

Stuart holds effective communication with parents as essential. 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.

**Email** 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.

## 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.

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.

Specific concerns or questions regarding a coach or a team should be discussed with the Athletic Director only after you have made direct contact with the coach.

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.

School Area	Who to Contact	Extension
Your daughter's class	Your daughter's teacher	<a href="#">See Directory</a>
Your daughter's athletic team	Your daughter's coach	
Athletics Program	Justin Leith, Director of Athletics	4109
Lower School Head	Michelle Dowling	4102
Middle School Head	Robert Missonis	4114
Upper School Head	Courtney Portlock	4113
Faculty Advisor (meets weekly w/students)	Your daughter's advisor	
Campus Ministry & Retreats	Dr. Annie Soler '02	4201
Community Service	Dr. Annie Soler '02	4201
Personal Counseling	Guidance Counselor	4112
Health Office	Tine Boss, RN	4122
Academic Support	Director, Learning Center	4151
Gifts to Stuart	Beth Marks, Director of The Stuart Fund	4184
Volunteering	Shannon Rangecroft, Dir. of Events	4197
Business Office	Rose Neubert, Director of Finance and Operations	4116
Head Office	Dr. Patty Fagin, Head of School	4107

## 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 made 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 phone (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:

1. 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.
2. 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.)

- Middle School students who remain after school must be in a teacher supervised activity. Students are required to either sign in to the After School Library Program by 3:30 PM, with a sports team, or working with a teacher.
- Middle School students not picked up from car line by 3:30 PM, will be signed into the Afterschool Program.
- At the end of a supervised activity or practice, the coach or supervisor will escort Middle School students to the Front Hall for dismissal. If a student's parent is not present, they will have to be signed out from the library.
- Upper School students may work in the library, in the Upper School Resource Center, or in a teacher supervised activity until 6:00 PM.
- Students may not remain at Stuart after 6:00 PM.

## The Raissa Maritain Library

The Raissa Maritain Library serves both the Middle and Upper Schools of Stuart Country Day School of the Sacred Heart. The purpose of the library is to provide physical and intellectual access to information and resources, and to provide a selective collection of materials to support the educational goals of Stuart. The collection is comprised of approximately 170,000 items, including books, ebooks, and DVDs, as well as subscriptions to many print periodicals. In addition, the library subscribes to numerous reference and periodical databases, providing digital access to thousands of periodicals, scholarly journals, reference works, and multimedia sources.

The library operates under two primary objectives. The first is to promote an appreciation of literature in all grades. The second is the instruction of research, library, and information skills. The librarian works together with classroom teachers to help support library research and projects, and to purchase materials relevant to the curriculum. Classes are encouraged to come to the library to work on class or individual research assignments.

The librarian offers technology support and training to the students, teachers and staff in the use of library technology and research. There are four mobile wireless laptop carts that are maintained and circulated by the library, and both desktops and laptops are available to use in the library. Full access to both Stuart's internal network, as well as the Internet, is available through the library. The library's automated catalog is Web-based and may be accessed through any computer with an Internet connection. Additionally, the library maintains a website with the latest information on resources, bibliography samples, links to electronic sources, book lists, and other library resources.

- 1** Students are expected to maintain an atmosphere of quiet reading, study, and research while using the library. Eating and drinking are prohibited in the library.
- 2** All library materials must be properly checked out of the library. Each person assumes full responsibility for items she checks out of the library.
- 3** When materials are overdue, students will receive overdue notices. Students must pay for items that are not returned or damaged.
- 4** Students must enter and leave the library using the glass doors that open into the main reading room. The use of emergency exits is prohibited except in the case of emergency.
- 5** The Stuart Country Day School of The Sacred Heart Acceptable Use Policy, signed by every student at Stuart and included in this Handbook, is applicable to the use of all library computers and resources. Library laptops are available for use in the library only. Computer use in the library will be suspended until this form is signed by the student and parent and returned.
- 6** Upper and Middle School students may use the library until 6:00 PM, Monday through Friday. Students are expected to maintain the same academic atmosphere during these hours that are followed during the school day and must be respectful of any additional rules specific to the after school program.
- 7** Infractions of library rules, misuse of computers, and inappropriate behavior will be reported to the Judiciary or the Disciplinary Committee.

## 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 and daily menu.

## 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 vehicle to transport students on field trips or other school sponsored activity trips:

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

## Health Office

Annual requirements exist for physicals and immunizations which are communicated during the annual registration process. It is essential that all requirements are met by the stated deadline.

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 an 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.

## Expulsion and Suspension Policies

In keeping with the philosophy of Stuart, each student is responsible to conduct herself in such a way as to express her dignity as a person of moral integrity, to respect the rights and needs of others as well as her own, and to uphold the values with which she has been entrusted as a full member of the Stuart community. This applies to all students enrolled at Stuart, both during the school year and during vacations, from the time she enrolls until the time she graduates or leaves the school. This also applies to all Stuart-sponsored activities, including athletics and club events on and off the campus. Failure to meet this responsibility, including conduct unrelated to Stuart or Stuart activities or persons, or to comply with the regulations set forth in this handbook, may result in disciplinary procedures, including dismissal, in appropriate circumstances. Repeated disciplinary infractions may result in expulsion or a request for withdrawal. For specifics, please refer to the academic and social regulations in the section for the appropriate school.

The school will exercise its obligation to require the withdrawal of a student any time it becomes evident that the school program is clearly unsuited to her needs, that progress is unsatisfactory, that the student's influence does not serve the best interests of the school, or that the attitude of the student or of her parents is uncooperative and contrary to the values inherent in the goals and criteria of a Sacred Heart education. In cases of suspension or expulsion the Stuart School Community will be informed. Once the student has withdrawn or is expelled for disciplinary reasons the school reserves the right to set forth guidelines for the student's attendance at events at Stuart or events sponsored by Stuart. These guidelines will be set forth in a letter to the student's parents.

**Expulsion** – In any circumstances where the School decides that it may be advisable to require the withdrawal of a student, it shall so notify the student and the parent or parents (or guardian) of the student of its reasons for considering the action and provide a reasonable time for the student or parent to respond to the Head of School in writing. The authority to make decisions regarding expulsion is vested in the Head of School, and her decisions are final and binding on the parties.

It is Stuart's policy to report documented disciplinary infractions to colleges, other educational institutions or programs when formally asked by that institution, or when in the judgment of the School, it would be irresponsible for Stuart not to inform these parties.

In the event a student is expelled, the decision of the school is final and binding on the parties.

**Suspension** – If a student is suspended from school she may be assigned an In-School or Out-of-School suspension. In-school suspension requires that a student attend school during the regular school hours of 7:55 AM to 3:10 PM. She will not be allowed to attend classes or other activities or socialize with peers at lunch, Gouter, or other periods for the duration of the suspension. When suspended, a student may not participate in any academic classes or extracurricular activities before, during, or after school. This includes attending or participating in sports, drama, celebrations, assemblies, dances, or other Stuart-sponsored events. An exception to this policy would need to be in writing by the Division Head. During the suspension, a student will be responsible to complete all homework and other academic work normally due during the duration of the suspension. She may also be required to work on other assignments predetermined by the Division Head. An out-of-school suspension is similar in all respects to an in-school suspension except that the student will not be allowed to be in school before, during, or after school for the duration of the suspension. All other guidelines for in-school suspension apply to this type of suspension.

## **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 subject to disciplinary action, up to and including expulsion.

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 expelled and referred to the Head of School for potential discipline.

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 a student's person, personal belongings, motor vehicles, lockers, or other storage facilities provided by the school.

### ***Smoking and Vaping***

By state law and because of our commitment to health, there is no smoking or vaping 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 and cellular phone
- 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 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

- Submission to, or rejection of, such conduct is used as the basis for decisions affecting such individual; or
- Such conduct has the purpose or effect of unduly interfering with an individual's work or education; or
- 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:

- Physical assault, including rape, or any coerced sexual relations;
- 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;
- Any demeaning sexual propositions;
- Unwelcome touching;
- Leering at or ogling a person's body;
- Sexually explicit or suggestive remarks about a person's physical attributes, clothing or behavior;
- Inappropriate personal questions.

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

- 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.
- Whenever possible, speak up at the time. Tell the individual that the behavior is unwelcome and must cease immediately.
- Immediately write down what happened to you. Be as specific as possible, recording direct quotations, actions, and witnesses.
- 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. 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.

# Computer Acceptable Use Policy

## ***I. Introduction***

The development of a comprehensive computer network at Stuart Country Day School (SCDS) provides a virtually unlimited array of resources and information to the community. The computing resources are designed and intended to support the instructional, research, and administrative activities of this academic community.

The internet is an electronic highway connecting computers all over the world and linking millions of individual subscribers. The purpose of providing internet access at SCDS is to promote the objectives of the school by providing access to the vast educational resources available on the internet, to promote academic collaboration as well as to augment independent learning through the use of current technologies. These resources, and those that will add functionality to the network in the future, place an enormous responsibility on all users.

## ***II. General Usage Guidelines and Rules***

- A.** Because the internet is a vast and unregulated information network, it also enables access to ideas, information, images, and commentary beyond the confines of SCDS's mission, physical library collections, selection criteria and collection development policies. Since all access points on the internet can, and do, change rapidly and unpredictably, SCDS cannot protect individuals from information or images that they might find offensive or disturbing. Therefore, it is the responsibility of the user to retreat immediately from such inappropriate material. All users are cautioned that ideas, points of view, and images can be found on the internet that are controversial, divergent, and/or inflammatory.
- B.** The use of the SCDS computer network or Stuart computers by faculty, staff, and students should be consistent with the educational and institutional objectives of our school. All users are expected to use the computer network to pursue intellectual activities, seek valuable resources, access libraries and develop other types of learning activities. These intellectual activities are meant to be shared with the broader learning community. All users of the network must adhere to the same code of ethics that governs every aspect of life in our learning community. Therefore, all school rules, particularly those pertaining to academic honesty, plagiarism, and copyright laws, are applicable. The guidelines, rules, and restrictions set forth in this policy exist to ensure the ethical and safe use of the computer network at SCDS.
- C.** Academic Honesty- Improper use or distribution of information is prohibited. This includes copyright violations such as software piracy. The computer network is another academic resource, and use thereof is governed by the same rules as library resources with regard to plagiarism. Ideas, text images, programs, and sounds are all considered intellectual property; their sources should be documented. Faculty and students should be aware that academic honesty and protecting intellectual property is imperative when using the network.
- D.** Safety - Users should not intentionally divulge personal information about themselves or others via the computer network. Users are cautioned that, because security in an electronic environment such as the internet cannot be guaranteed, all transactions, files, and communications are vulnerable to unauthorized access and use, and therefore, should be considered public. Such information includes addresses, phone numbers, credit card numbers, social security numbers, passwords, other personal identifiers or confidential information to which strangers should not be privy. Information sent across the computer network should not be considered secure. These rules are intended to safeguard all users from fraud and other dangers associated with use of the computer network and the internet.
- E.** Reliability - Users should understand that their use of information obtained via the internet is at their own risk. SCDS makes no guarantee, either express or implied, with respect to the quality or content of

the information available on the internet. Not all information available via the internet is accurate, current, or complete. SCDS specifically denies any responsibility for the accuracy or quality of information obtained on the internet. Support will be present in the form of teaching and training users to evaluate sources of information, but users themselves are encouraged to be good information consumers by assessing the validity of the information accessed on the internet with a critical eye.

- F. **Represent Your School.** Students using the computer network are representatives of SCDS and are expected to behave accordingly. Students who are unsure of what constitutes appropriate behavior should ask themselves the question: “Will my actions reflect well on the SCDS community?” All students should remember that when they are on the internet, they are representing SCDS. Therefore, when posting messages to discussion groups, chat rooms, social media sites and newsgroups, students should not write anything that they would not be comfortable sharing with the entire SCDS community at any all-school forum. Students should not have an expectation of privacy when using computers or tablets provided by Stuart, which may be inspected at any time.
- G. **Network Capacity.** Because computer networks have limited capacities, faculty, staff and students should also work to ease network congestion. No one should tie up the network or computers with idle activities. Users should use their computer access time efficiently and avoid prolonged periods of email use while at school. Mass mailings and chain letters are generally considered bothersome and inappropriate uses of e-mail. All users should operate with respect and consideration for others.
- H. **Users understand that any use of the SCDS computer network is a privilege.** SCDS makes no warranties of any kind for these computer resources and cannot be held liable for damages suffered whether from delays or inability to access the resources, loss of data, inability to deliver data or files, or interruptions of service for any reason. SCDS, however, will take reasonable steps to secure the information and resources maintained on its computer network.
- I. **It is the responsibility of the user to make additional backup files of essential documents that she creates.** SCDS makes no guarantee that files or items stored on the network or in the “cloud” will be available without error. In the unlikely event that all network redundancies fail, the user is responsible for maintaining additional back-ups.

### ***III. Ownership of the Computer Network and all Electronic Records***

SCDS owns the computer network, all associated system features, and all electronic records contained within or on the computer network. Even if the school’s computer network is used for personal reasons, all messages and documents are the property of the school. Users should have no expectation of privacy in any electronic records, including e-mail messages, stored on or within the computer network. Users also should be aware that it is possible to retrieve and read electronic records even after they have been deleted or erased.

### ***IV. Misuse of Computer Resources***

- A. **The following conduct/activities shall violate the Acceptable Use Policy and shall be grounds for termination of the user’s computing privileges at SCDS and/or other disciplinary action in accordance with the Student Handbook.**
- B. **Sharing copyrighted content, including music or movie content, with others through the use of peer-to-peer software or other means.**
- C. **Downloading computer programs, software applications, or executable files on Stuart desktop or laptop computers without permission.**
- D. **Using the network for commercial purposes, product advertisement, political lobbying, or in support of illegal activities.**
- E. **Using the network to view web sites depicting or displaying pornographic or obscene images.**
- F. **Using the network to play video games or to engage in other non-educational or non-intellectual endeavors.**

- G.** Using the network to gamble, bet on sports, and/or participate in free or fee-based sports leagues or tournaments.
- H.** Using the Stuart network to shop for or purchase items unrelated to the educational or intellectual mission of SCDS.
- I.** Using the network to tamper with SCDS computer systems, networks, equipment, software, files, documentation, accounts or information associated therewith.
- J.** A student is prohibited from giving that student's password to any individual, except an authorized network administrator. Each student must safeguard that student's own account and its content, and will be responsible for any misuse. A student may not search for, access, copy or use passwords belonging to other individuals.
- K.** A student may not use computer resources to misrepresent herself as another individual.

### ***V. Misuse of Digital Communication (Email, Instant Messaging, Video Chatting)***

The following conduct/activities shall violate the Acceptable Use Policy and shall be grounds for termination of the user's computing privileges at SCDS and/or other disciplinary action in accordance with the Student Handbook.

- A.** The use of profane, abusive, harassing, threatening, obscene, pornographic, or other offensive language in digital communication.
- B.** Attaching profane, abusive, harassing, threatening, or offensive images (sexual or other) to an e-mail or instant messages.
- C.** The use of e-mail for commercial or political purposes without prior written consent of SCDS.
- D.** The use of digital communication for any unlawful purpose, including without limitation: transmitting copyrighted material without express permission, harassing, defaming, unlawfully discriminating against, or otherwise unlawfully injuring others.
- E.** Students are prohibited from reading the e-mail messages of other students.
- F.** Students may not send group emails to adult members of the community without permission.

### ***VI. Monitoring of Users***

Users of the SCDS computer network understand that the SCDS administration maintains the right to monitor and regulate use of the computer network in the following ways:

- A.** Ownership of email Messages. SCDS owns, and retains the rights in, all electronic records stored on the computer network, including e-mail messages. Students should have no expectation of privacy in email messages sent or received. Even when a message is erased or deleted it is still possible for that message to be retrieved and read.
- B.** Access to e-mail. SCDS retains the right to monitor the use of its email systems for any reason, including ensuring compliance with this policy, observing the operation of the computer network, and resolving system problems. Further, SCDS may access a user's account at any time for any reason or no reason to read e-mail message to ensure compliance with this policy. All users should be aware that SCDS reserves the right to conduct random reviews of email accounts to ensure compliance with this policy.
- C.** Tracking Web Sites Accessed. SCDS retains the right to monitor the web sites accessed by any particular user at any time and for any reason, including but not limited to ensuring compliance with this policy, observing the operation of the computer network, and resolving system problems. All users should be aware that SCDS reserves the right to conduct random reviews of users' web site usage to ensure compliance with this policy.
- D.** Making Complaints. If a student becomes aware of or suspects a violation of this policy, such student may make a complaint by notifying the Division Head of the suspected violation.

- E.** Responding to Complaints. In the event that SCDS becomes aware of a violation or alleged violation of this policy, SCDS reserves the right to:
  - 1) read the e-mail messages of the suspected student and closely monitor such student's use of email and/or the computer network;
  - 2) indefinitely suspend the suspected student's computer privileges pending the outcome of any investigation;
  - 3) terminate the student's computer privileges;
  - 4) inform the parents;
  - 5) take other disciplinary action against the student in accordance with the Student Handbook.

### ***VII. Use of the Computer Network from Home***

Student users of the SCDS computer network understand that the school's granting of remote access (from home or other locations) to the computer network is a privilege that should be respected. Accordingly, students remotely accessing the computer network must adhere to the following terms and conditions:

- A.** Students will use the same degree of discretion and care from the remote location as they would use if accessing the computer network or utilizing e-mail while on school premises. The fact that the user may not be on school premises does not relieve the student of the responsibility to use the SCDS computer network in a manner consistent with the school's educational mission and in a manner that reflects favorably on the SCDS community.
- B.** All terms and conditions of the computer use and email use policies shall apply to the use of the SCDS computer network by students accessing the network remotely. Specifically, the provisions on misuse of computer resources, misuse of email, and monitoring of users shall apply fully to a student's remote access or use of the computer network.

### ***VIII. Electronic Equipment***

During school hours, students are not permitted to use personal electronic equipment (such as cell phones, personal laptops, or other related equipment, digital cameras, iPods or other electronic listening devices, electronic games, etc.) without the consent of their Division Head. Students are discouraged from bringing such expensive personal belongings to school; Stuart cannot be held responsible for their loss. Students are allowed to use personal iPads as long as they follow the iPad Use Policy to which they and their parents have agreed.

## Use of Social Networks and Blogs for Students

### **Context**

Social media (such as but not limited to Facebook, Twitter, Instagram, SnapChat, etc.) bridge both the educational- and personal lives of students - and thus, some cross-over and conflict of responsibilities may occur. The school's interest is in defining the educational and work-related contexts of social media, for the protection of our employees, students, and the school community as a whole.

### **Key Principles**

In essence, interacting online with faculty, students, parents, and alumni is no different than interacting with these individuals or groups face-to-face—i.e., we are required to maintain the principles of respect, dignity, prudence, and concern for the safety and protection of all parties in all interactions.

With specific regard to social media, all students should understand the following:

- A.** Accountability. Understand that they are accountable for their postings and other electronic communications that are school-related -- particularly online activities conducted with a school email address, or while using school property, networks, or resources, or while discussing school-related activities. All students should also ensure that they respect other individual's privacy rights by not taking photos/video or posting without permission.
- B.** Reputation. Recognize that social media activities may be visible to current, past, or prospective students, parents, colleagues, and community members and thus they must exercise appropriate discretion when using social networks (even for personal communications) when those communications can reflect on the school. Students should be mindful that anything posted digitally can be permanent.
- C.** Cyberbullying. Students are forbidden from harassing, defaming, unlawfully discriminating against, or otherwise unlawfully injuring others or using profane, abusive, harassing, threatening, inappropriate, or offensive images or text through technology either inside or outside of school. Students should be mindful that digital communication can be taken out of context and tone can be misjudged and should be cautious.
- D.** Balance of Rights. Balance their right of individual expression with the valid interests of the school in promoting and presenting its mission, culture, and values to the community at large as reflected by the public actions and statements of its students. Students should be respectful of the school as a community member in their digital communication.
- E.** Filtering. Stuart reserves the right to restrict access to certain social networks at any time.
- F.** Please be aware that the school considers discretion and prudent judgment in social networking activities to be a serious matter with regard to protecting the school, its students, and employees. As such, violation of this policy may lead to corrective action up to and including expulsion.

### **Guidelines**

- "Friending" faculty and staff. Do not initiate or accept social media relationship requests (also known as "friend" or "contact" requests) from faculty and staff.

- **Posted Content.** Exercise care with personal profile data and posted content, to ensure that this information does not reflect poorly on your ability to serve as a member of the Stuart community.
- **Privacy Settings.** On most sites, privacy settings can be changed at any time to limit access to profiles and searchability. Students should be prudent in limiting access to their personal content, in line with the above guidelines. Students should be mindful of what information they make public and who is able to see their posts.
- **Online Identity and Posting to Blogs.** As a vibrant academic community, we encourage active engagement in a range of activities, intellectual pursuits, causes, and the like—including social, political, religious, and civic-oriented groups, blogs, etc. At the same time, an individual’s right to participate in these groups must be balanced with the school’s right to manage public communications issued in its name or on its behalf. When posting messages to any blogs, students must use the same level of discretion described under Key Principles. Example: If a student chooses to post a personal message on a blog, they must not sign the post, “Jane Smith, Faculty Member, ABC School” but rather only “Jane Smith.”
- **Use of Logos, Trademarks, and Intellectual Property.** Students are not permitted to use the school’s logo, trademarks, official photographs, and all other intellectual property or proprietary materials in a social media context without the written consent of the Director of Communications. Sharing information posted by the school is acceptable.

## Anti Cyberbullying Policy

All people in our community have the right to teach and learn in a supportive, caring and safe environment without fear of being bullied. We believe that every individual in school has a duty to report an incident of bullying whether it happens to herself or to another person.

### **WHAT IS CYBERBULLYING?**

There are many types of cyberbullying. Although there may be some of which we are unaware, here are the more common.

- 1 Text messages** – that are threatening or cause discomfort – also included here is “Bluejacking” (the sending of anonymous text messages over short distances using “Bluetooth” wireless technology).
- 2 Picture/video-clips** via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed.
- 3 Mobile phone calls** – silent calls or abusive messages; or stealing the victim’s phone and using it to harass others, to make them believe the victim is responsible.
- 4 E-mails** – threatening or bullying emails, often sent using a pseudonym or somebody else’s name.
- 5 Chat room bullying** – menacing or upsetting responses to children or young people when they are in web-based chat room.
- 6 Instant messaging (IM)** – unpleasant messages sent while children conduct real-time conversations online using MSM (Microsoft Messenger) or Yahoo Chat – although there are others.
- 7 Bullying via websites** – use of defamatory blogs (web logs), personal websites, and online personal “own web space” sites such as Bebo (which works by signing on in one’s school, therefore making it easy to find a victim) and MySpace – although there are others.

At Stuart Country Day School of the Sacred Heart School, we take cyberbullying as seriously as all other types of bullying and, therefore, will deal with each situation individually. An episode may result in a simple verbal warning. It might result in a parental discussion. Clearly, more serious cases will result in further sanctions.

Technology allows the user to bully anonymously or from an unknown location, 24 hours a day, 7 days a week. Cyberbullying leaves no physical scars so it is, perhaps, less evident to a parent or teacher, but it is highly intrusive, and the hurt it causes can be very severe.

Young people are particularly adept at adapting to new technology, which is an area that can be more difficult for adults. For example, the numerous acronyms used by young people in chat rooms and in text messages (POS – Parents Over Shoulder, TUL – Tell you Later) make it difficult for adults to recognize potential threats.

***At Stuart Country Day School of the Sacred Heart School, pupils are taught to:***

- Understand how to use these technologies safely and know about the risks and consequences of misusing them.
- Know what to do if they or someone they know are being cyberbullied. Report any problems with cyberbullying. If they do have a problem, they can talk to the school, parents, the police, the mobile network (for phone) or the Internet Service Provider (ISP) to do something about it.

***Stuart Country Day School of the Sacred Heart School has:***

- An Acceptable Use Policy (AUP)
- Information for parents on: E-communication standards and practices in schools, what to do if problems arise, and what is being taught in the curriculum.
- Support for parents and pupils if cyberbullying occurs by: assessing the harm caused, identifying those involved, taking steps to repair harm and to prevent recurrence.

***Information for Students:***

***If you're being cyberbullied***

- Remember, bullying is never your fault. It can be stopped, and it can usually be traced.
- Don't ignore the bullying. Tell someone you trust, such as a teacher or parent or call an advice line.
- Try to keep calm. If you are frightened, try to show it as little as possible.
- Don't get angry; it will only make the person bullying you more likely to continue.
- Don't give out your personal details online – if you are in a chat room, watch what you say about where you live, the school you go to, your e-mail address etc. All these things can help someone who wants to harm you build up a picture about you.
- Keep and save any bullying emails, text messages, or images. Then you can show them to a parent or teacher as evidence.
- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.

There's plenty of online advice on how to react to cyberbullying. For example, [www.kidscape.org](http://www.kidscape.org) and [www.wiredsafety.org](http://www.wiredsafety.org) have some useful tips.

***Text/video messaging***

- You can easily stop receiving text messages for a while by turning off incoming messages for a couple of days. This might stop the person texting you by making them believe you've changed

your phone number.

- If the bullying persists, you can change your phone number. Ask your mobile service provider about this.
- Don't reply to abusive or worrying text or video messages. Your mobile service provider may also have a number for you to ring or text to report phone bullying. Visit their website for details.
- Don't delete messages from cyberbullies. You don't have to read them, but you should keep them as evidence.

Text harassment is a crime. If the calls are simply annoying, tell a teacher, parent or caregiver. If they are threatening or malicious and they persist, report them to the police, taking with you all the messages you've received.

### **Phone calls**

If you get an abusive or silent phone call, don't hang up immediately. Instead, put the phone down and walk away for a few minutes. Then hang up or turn your phone off. Once they realize they can't get you rattled, callers usually get bored and stop bothering you.

- Always tell someone else: a teacher, youth worker, parent, or carer. Get them to support you and monitor what's going on.
- Don't give out personal details such as your phone number to just anyone. Never leave your phone lying around. When you answer your phone, just say "hello," not your name. If they ask you to confirm your phone number, ask what number they want and then tell them whether they have the right number or not. You can use your voicemail to vet your calls. A lot of mobile phones display the caller's number. See if you recognize it. If you don't, let it divert to voicemail instead of answering.
- Don't leave your name on your voicemail greeting. You could get an adult to record your greeting. Their voice might stop the caller ringing again. Almost all calls can be traced. If the problem continues, think about changing your phone number. If you receive calls that scare or trouble you, make a note of the times and dates and report them to the police. If your mobile can record calls, take the recording too.

### **E-mails**

- Never reply to unpleasant or unwanted e-mails (flames) – the sender wants a response, so don't give them that satisfaction.
- Keep the emails as evidence and tell an adult about them.
- Ask an adult to contact the sender's Internet Service Provider (ISP) by writing abuse @ and then the host, e.g. [abuse@hotmail.com](mailto:abuse@hotmail.com).
- Never reply to someone you don't know, even if there's an option to "unsubscribe." Replying simply confirms your email address as a real one.

### **Web bullying**

- If the bullying is on a website (e.g. Bebo) tell a teacher or parent, just as you would if the bullying were face-to-face – even if you don't actually know the bully's identity.
- Serious bullying should be reported to the police – for example threats of a physical or sexual nature. Your parent or teacher will help you do this.

### **Chat rooms and instant messaging**

- Never give out your name, address, phone number, school name or password on line.

- It's a good idea to use a nickname and don't give out photos of yourself.
- Don't accept e-mails or open files from people you don't know.
- Remember, it might not just be people your own age in a chat room.
- Stick to public areas in chat rooms, and get out if you feel uncomfortable.
- Tell your teachers, parents, or caregivers if you feel uncomfortable or worried about anything that happens in a chat room.
- Think carefully about what you write; don't leave yourself open to bullying.
- Don't ever give out passwords to your mobile or e-mail account.

**Three steps to stay out of harm's way**

- 1** Respect other people – online and off. Don't spread rumors about people or share their secrets, including their phone numbers and passwords
- 2** If someone insults you online or by phone, stay calm - and ignore them
- 3** "Do as you would be done by." Think how you would feel if you were bullied. You're responsible for your own behavior – make sure you don't distress other people or cause them to be bullied by someone else.

## Prevention and Treatment Policy for Sports-Related Concussions & Head Injuries

### ***Preemptive Prevention***

To help prevent and diagnose possible concussions, Stuart will do the following:

- Preseason baseline testing for all Upper School students every other year. (ImPACT testing performed by Licensed Athletic Trainer)
- Review of educational information for student-athletes on prevention of concussions by the Athletic Trainer at Middle and Upper School Back to School Nights.

### ***If A Head Impact Injury Occurs***

- If a student demonstrates no symptoms following a sports related impact, the certified Athletic Trainer on duty can clear them for reentry to the practice or game.
- Student-athletes who are exhibiting the signs and/or symptoms of a sport-related concussion or other head injuries during practice or competition shall be immediately removed from play and may not return to play that day.
- Possible Signs of Concussion: (Could be observed by coaches, licensed athletic trainer, school/team physician, school nurse, athletic director, officials)
  - a. Appears dazed, stunned, or disoriented.
  - b. Forgets plays, or demonstrates short-term memory difficulty.
  - c. Exhibits difficulties with balance or coordination.
  - d. Answers questions slowly or inaccurately.
  - e. Loses consciousness (must be transported to hospital immediately)
- Possible Symptoms of Concussion:(Reported by the Student-Athlete)
  - a. Headache – number 1 symptom
  - b. Nausea/vomiting
  - c. Balance problems or dizziness
  - d. Double vision or changes in vision.
  - e. Sensitivity to light and/or sounds/noise.
  - f. Feeling sluggish or foggy.
  - g. Difficulty with concentration and short term memory.
  - h. Sleep disturbance (excess sleep or insomnia)
  - i. Irritability
- Parents and respective Division Heads will be notified following a head injury for any student who exhibits concussion symptoms. Students who demonstrate symptoms either during the game/practice or after MUST be evaluated by a physician/medical care professional and may not return to Stuart without a doctor's note and Stuart Physician Evaluation Form.

### ***Students Diagnosed With a Concussion***

#### ***Graduated Return to Competition and Practice Protocol:***

- Any student diagnosed with a concussion cannot participate in practices or games until they are symptom free. Once they are symptom free the graded return to play protocol is put into place.
- Complete physical, cognitive, emotional, and social rest is advised while the student-athlete is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limiting overstimulation, multi-tasking etc.)
- After written medical clearance is given by a physician stating that the student-athlete is asymptomatic at rest, the student-athlete may begin a graduated individualized return-to-play protocol supervised by

Stuart's athletic trainer.

The following steps will be followed:

- Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without re-emergence of any signs or symptoms. If no return of symptoms, next day advance to:
- DAY 1: Approximately 10-15 minutes of light aerobic exercise, which includes walking or stationary cycling, keeping the intensity < 70% maximum percentage heart rate: no resistance training. The objective of this step is increased heart rate. If no return of symptoms, next day advance to:
- DAY 2: Approximately 20-25 minutes of sport-specific exercise including running; no head impact activities. The objective of this step is to add movement and continue to increase heart rate. If no return of symptoms, next day advance to:
- DAY 3: Non-contact training drills (e.g., passing drills, agility drills). The student-athlete may initiate progressive resistance training. If no return of symptoms, next day advance to:
- DAY 4: Following medical clearance (consultation between school health care personnel, i.e., Licensed Athletic Trainer, School Nurse and student-athlete's physician), participation in normal training activities. The objective of this step is to restore confidence and to assess functional skills by the coaching staff. If no return of symptoms, next day advance to:
- DAY 5: Return to play involving normal exertion or game activity.
- In the absence of daily testing by the Athletic Trainer, to clear a student-athlete to begin the graduated return-to-play protocol a student-athlete should observe a mandatory 7 day rest/recovery period. This is applicable for all students K-12.
- If concussion symptoms recur during the graduated return-to-play protocol, the student athlete will stop for that day. The student athlete can return to the graduated return-to-play protocol, once they are symptom free for 24 hours. The return-to-play protocol will be resumed on the last day that no symptoms were exhibited (e.g., if the athlete experienced symptoms on Day 4, they will start up again on Day 3).

### ***Temporary Accommodations for Student-Athletes with Sports-Related Head Injuries***

- Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration and speed of processing significantly impacts learning. Further, exposing the concussed student-athlete to the stimulating school environment may delay the resolution of symptoms needed for recovery.
- Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting – even watching movies if a student is sensitive to light/sound – can slow a student's recovery.

Students who return to school after a concussion may need the following accommodations to be requested via their physician:

- Take rest breaks as needed.
- Spend fewer hours at school.
- Be given more time to take tests or complete assignments. (All courses should be considered)
- Receive help with schoolwork.
- Reduce time spent on the computer, reading, and writing.
- Be granted early dismissal to avoid crowded hallways.

## Special Sacred Heart Feast Days

**Feast of Mater Admirabilis** – In 1844, Pauline Perdreau, a young Frenchwoman, later a religious of the Sacred Heart, gave expression to a desire to have Our Lady in our midst by painting a picture of her on one of the cloister walls. The picture was called the Madonna of the Lily until October 20, 1846. When Pope Pius IX while on a visit to the Trinita, was shown the fresco and exclaimed: She is truly Mater Admirabilis. Our Lady as Mater Admirabilis is considered the patroness of Sacred Heart schools throughout the world. Stuart is the only Sacred Heart School to depict “Mater” on glass, in the large window facing the front entrance hall. Every year on October 20, the Stuart Community celebrates her feast day.

**Feast of St. Madeleine Sophie Barat** – St. Madeleine Sophie founded the Society of the Sacred Heart in France in 1800. Her feast day is May 25.

**Feast of St. Rose Philippine Duchesne** – St. Philippine, who brought the Society of the Sacred Heart to the United States in 1818, was declared a saint at St. Peter's in Rome on July 3, 1988. St. Philippine founded the first free school for girls west of the Mississippi and was also a pioneer in the education of Native Americans. Her feast day is November 18.

**Feast of Janet Erskine Stuart** – Reverend Mother Janet Erskine Stuart, Superior General of the Society of the Sacred Heart at the time of World War I, was chosen by the founders to be patroness of our school for very special reasons. Her lively personality, incisive mind and practical spirituality are pertinent examples for Stuart's young women. Her father's life as an Anglican clergyman and her own conversion to Catholicism reflect the diversity that Stuart prizes. Her eminent leadership as an educator and writer are an inspiration for our mission. Her feast day is November 11.

## Summer Camps and Enrichment Programs

### ***STEM, Arts, Athletics and Enrichment***

Each year, Stuart offers a comprehensive summer program that includes academic enrichment, performing and visual arts activities, athletic camps, technology programs and a day camp (for children in Early Childhood through Kindergarten). The programs are co-educational (with the exception of the girls sports and STEM camps) and are open to all children. Stuart's faculty, as well as selected professional educators, staff these programs. The programs run from mid-June through August and children may sign up for a variety of courses. For information visit [www.stuartschool.org/summer](http://www.stuartschool.org/summer).

# The Middle School

## Middle School Mission Statement

Within a vibrant and energetic learning community, a Stuart Middle School girl discovers who she is, who she wants to become, and how she wants to make a difference in the world. Every day, our girls are challenged and nurtured as they do the often-difficult work of maturing spiritually, intellectually, emotionally, and physically. Our enthusiastic faculty and students energize one another. Our innovative curriculum inspires girls to be inquisitive, creative, collaborative, resourceful, reflective, and empowered learners. Through local and global community service, Stuart Middle School girls develop consciousness and commitment. They lead, compete, and create in athletics, STEM, the arts, and clubs. We believe there is something special for every girl here as she embraces the freedom to wisely express her complete self.

## General Information

**Advisory** Students are assigned into small groups with a member of the Middle School faculty. Advisory meets on Tuesday and Thursday mornings from 7:55-8:05 AM and last period on D days. These regularly scheduled meetings provide opportunities for the students to plan activities and to discuss questions and academic, social or personal concerns that may arise throughout the year. This intimate group serves as a home for the students in the Middle School with the advisor serving as a mentor, advocate, and guide throughout the year. The group also follows a grade specific advisory curriculum to help them learn to deal with social issues that arise during these transformative years.

**Book bags** must be emptied at the beginning of the day and remain stored neatly in the student's locker or in a cubby in the MSRC until dismissal time. Students are required to keep their books and materials in their spacious lockers, which are accessible throughout the day.

**Goûter** occurs mid-morning and offers students the time to meet with a faculty member, have a snack or socialize with friends. Small snacks are provided for students who wish to play outside. Students may also bring their own snack or purchase food from the Dining Room.

**Lockers** At the beginning of the academic year, each student is assigned a locker. Students are to keep their books, class materials, and belongings in their lockers, which are to remain neat and orderly. Locker assignments are subject to change only with permission of the Head of Middle School. At any time, the Head of Middle School may inspect or search the contents of a locker or similar storage facility. Students are not permitted to enter another student's locker at any time for any reason with or without permission. On birthdays, students are permitted to decorate the locker of their friends. They may use wrapping paper and pictures brought from home. These decorations should be removed after one week. At the end of the year, it is the student's responsibility to clean her locker.

**Lost and Found:** Items found in the Middle School area are placed within the benches in the MSRC. At the end of each trimester, these items are laid out on tables for students to look through. Unclaimed items are given to charity. It is highly recommended that students put her name on all belongings so that they may be returned promptly.

**Reflection:** All students are required to attend Reflection at 7:55 AM on Mondays, Wednesdays, and Fridays. This is a time set aside each day for prayer, reflection, readings, music, updates on school events, and special activities. Students interested in participating or sharing a talent in Reflection should sign up with the Middle School office. Each student in the 8th grade will be required to lead one reflection over the course of the year.

**Textbooks:** Stuart requires books to be purchased prior to the start of school in September. Information on where to purchase textbooks is posted on the Back to School portions of the website by mid-June. In some classes, texts are provided for use during the school year. If a student loses her book, it is her responsibility to replace it. Many classes provide books for their students; students who lose or damage these books are required to reimburse the school for the price of the damaged or lost book.

## Expectations and Responsibilities

Stuart educates to a personal growth in an atmosphere of wise freedom and to a deep respect for intellectual values. The atmosphere of the school depends on the sense of responsibility and self-discipline of each member. Behavior that disrupts or brings discredit to the community jeopardizes the mutual trust and freedom on which the community depends.

### ***Expectations for Community Behavior:***

#### ***“The building of a community as a Christian value”***

- Stuart is a community in which each individual should be treated with kindness and respect. These qualities are evidenced through verbal exchanges, courteous behavior, appropriate dress, and punctuality.
- Stuart is a community based on a mutual trust among its members.
- Stuart is a community that takes pride in the beauty of its facility.
- Stuart is a community within which there is pride for one’s learning environment and respect for one another.

The following is a list of some of the most common transgressions; however, it is not an exhaustive list:

#### ***Group I Infractions***

- Food or drink in the MSRC or classrooms without permission
- Non-adherence to the uniform code
- Rowdiness (running, bumping, tripping, inappropriate behavior)
- Littering (not properly putting away belongings)
- Neglecting to clean up after oneself after using the dining room or in the MSRC
- Failure to fulfill Lunch Duty or other obligations
- Failure to charge iPad or inappropriate use of iPad
- Inappropriate/disruptive behavior in class or school gatherings
- Entering classrooms during lunch without the presence of a teacher
- Lateness to class

Possible consequences for these violations include notification of parent, Gouter detention, additional lunch duty, lunch detention, work detail or loss of privileges.

#### ***Group II Infractions***

- Repeat of Group I infractions (Same offense three times)
- Entering another student’s locker
- Dishonesty (academic or nonacademic)
- Stealing
- Willful violation of the Computer Acceptable Use Policy

- Social cruelty
- Disrespect shown to a member of the Stuart Community (faculty, staff or other students)
- Physical altercations
- Threatening another student
- Disregarding faculty instruction while under Stuart supervision (e.g., school day, field trips, sporting events, social events)

Group II infractions will be reviewed by the Head of Middle School. Possible consequences for these violations are notification of parent, Gouter or lunch detention(s), additional duties, loss of privileges, suspension or expulsion.

Any violation of or non-adherence to the community expectations could result in serious disciplinary action, including suspension or expulsion. The final decision regarding suspension or expulsion will be made by the Head of School in consultation with the Middle School Head.

## Academics and Grading

### ***Expectations for Student Academic Behavior***

*“A deep respect for intellectual values”*

**Academic Integrity**– Stuart is an intellectual community. Adherence to standards of academic honesty is expected for all its members.

- Students may neither give nor receive aid on any quiz/test, or discuss the content of any assessment with a student in another section of the same course or with a student who must make up the quiz/test without teacher approval.
- Students are not permitted to use electronic translators or websites for world language homework, although the use of online dictionaries for the translation of words is permitted.
- Plagiarism is defined as submitting someone else’s work as one’s own and is prohibited on all assignments. A student must not present as her own the ideas, interpretations, statistics, words, or structure of another. This includes quoting directly from another source/website without using quotation marks and proper citation or using ideas from a website rather than developing their own. Examples of such sources are the internet, encyclopedias, books, periodicals, papers written by others. One must remember that changing a few words or slightly altering the structure of a passage is still considered plagiarism. Copying someone else’s homework and handing it in with one’s own name is also considered plagiarism and is a form of academic dishonesty.
- If a student turns in work that is plagiarized or academically dishonest, the assignment will not be accepted. There will be both academic and disciplinary consequences.

### ***Homework and Grading***

In general, each teacher assigns approximately 20 minutes of homework each evening in grades 5 and 6, and 30 minutes per night in grades 7 and 8. The school also provides the students with an assignment notebook, and teachers post their homework on Aspen, the student information system. Incomplete or late homework may be accepted at the discretion of the teacher, but may also result in a lower trimester average. If a student finds that their homework load is consistently above the guidelines, they are encouraged to speak with their teacher or advisor.

Grades are based on an “A” – “F” basis. The numerical equivalents are as follows:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	60-69
B	83-86	F	59 or under
B-	80-82		

Students who earn a final average of D or below in a given subject at the end of the school year may be asked to be tutored or attend summer school. This program must be approved in advance by the Head of the Middle School. This is mandatory for entrance to the next grade level. Remedial summer work is also advised for those students who have a C- average in a given subject.

***Middle School Grading Criteria***

A - Excellent

- Has a solid mastery of all of the objectives in the subject area
- Has demonstrated a high degree of understanding and insight

B - Good

- Has mastered most of the objectives in the subject area
- Has demonstrated a good understanding of concepts and/or skills

C - Satisfactory

- Has a basic understanding of the objectives in the subject area
- Has demonstrated some understanding of concepts and/or skills

D - Needs Improvement

- Has a limited understanding of the objectives in the subject area
- Has demonstrated significant weaknesses in knowledge and/or skills within a unit or course

F - Unacceptable

- Has minimal to no understanding of the objectives in the subject area
- Has not fulfilled the basic requirements of the course

## Retakes in grades 5 through 8

A student earning a grade of a **69% or lower** on a **any assessment** (test, quiz, paper, formal lab, project, etc.) will be eligible for a retake.

- The student must complete and turn in thorough corrections signed by a parent/guardian.
- The student must initiate a request for a retake - it is not the teacher who asks the student to schedule a time for a retake.
- The student must meet with the teacher at least once to review the mistakes and corrections and receive tips for test preparation.
- All retakes must be completed within 2 weeks of the return of the original assessment.
- The retake assessment may be different from the original assessment.
- Corrections/revisions alone generally should not be applied as a way to earn back credit.

The grade of the original and the retake is averaged up to a **maximum grade of 70%**. Should a student retake one or more assessments during a trimester, it must be noted in Aspen that the final average is reflective of retake opportunities.

\*It is encouraged that differentiated instruction and differentiated assessments be utilized as strategies aimed to increase student achievement and decrease quantity of retakes.

\*\*These guidelines do not supercede accommodations on any student's learning plan

**Late Work Policy** – All assignments are due at the start of class. Students who arrive to school after class or who must leave school before the class meets are responsible for submitting the assignment directly to the teacher by 3:40 PM that day. Students are responsible for arranging to make up all work due to absence within the time prescribed by Stuart's absence policy. Grades on late assignments may be lowered by one-third of a grade per class day.

**Incompletes** – Any student who receives an "Incomplete" on a report card must complete her work within two weeks of the end of the trimester or receive a "zero" for the missing assignment. Under extraordinary circumstances (i.e. prolonged illness), exceptions will be considered by the Head of the Middle School.

**Postponed Test** – No student may be excused from taking a test on the assigned test day without the instructor's permission unless she had an unplanned illness the previous day.

**Communication** – Communication between parents and teachers is extremely important in the Middle School years. By putting the various perspectives together, one gains a more complete understanding of each student's growth and needs. Parents are encouraged to contact their daughter's teachers, advisor or the Head of Middle School if they have concerns, whether academic or social.

**Back to School Night** – occurs in September and offers parents an opportunity to meet their daughter's

teachers and hear about the curriculum. Discussions about a child's individual needs will take place at Parent-Teacher Conferences.

**Parent-Teacher Conferences** – Conferences held in October offer parents the opportunity to meet with teachers on an individual basis. Parents are encouraged to attend these conferences. Parents or teachers may opt to have additional conferences at any time upon request, and should be scheduled through the Middle School Office.

**Reports** for all courses are posted on Aspen at the end of Trimesters I and II. At the conclusion of Trimester III students will receive comprehensive narrative reports only for trimester courses or courses for which the grade is C- or lower.

The Learning Center is staffed with learning specialists to meet the needs of students. Those students who qualify for support will be scheduled to work with either the math or language arts specialists. If additional support is required, this must be provided outside of school at the expense of the family. Testing: Formal diagnostic testing (Woodcock-Johnson Psycho-educational Battery, Kaufmann, Wechsler, etc.) must be done outside of school at parent's expense. (The Learning Center will have a list of specific evaluators available to parents who are seeking these services.) Free testing by public school district Independent Child Study Teams (approved and provided by the State) will continue to be available upon the request of parents.

## Attendance

**School Day (7:55 AM-3:10 PM)** – The school day begins at 7:55 AM. Each student is to check in with her advisor by 8:00 AM. If she arrives after 8:00 AM, she is considered late. Classes end at 3:10 PM. Students must leave school by 3:30 PM unless they have been formally scheduled for tutoring, athletics, rehearsals, school supervised activity or have signed in to the library. A student must be present all day in order to participate in any after school activity. Punctuality and regular attendance are vital to a student's academic success and sense of community. Presence in class is an essential part of the learning process. It is nearly impossible for children who are absent to make up work and have the same understanding as those who were present in class.

In order to receive individual course credit, students may not exceed the maximum number of absences of 15 school days (see exceptions below). For courses less than a full year in length (trimester courses), the maximum number of absences will be 5 school days. Short-term illness (less than 5 days), and other personal absences are included in the 15 days.

Exceptions: The following absences will NOT apply toward policy limits:

- School activities (Participation in activities such as trips, class meetings, athletics)
- Homebound instruction
- Religious holidays
- Verified appointments with a physician or dentist, or court
- Suspension, whether in or out of school
- Death in the family/attendance at a funeral
- Long term illness, documented medical or emotional issue that prevented child from attending school

Students who exceed personal absences in class attendance are in danger of receiving No Credit in that course. Parents can track their daughter's absences and lateness through Aspen.

**Lateness** – All students arriving after 8:00 AM must report to the Middle School office prior to joining Reflection or class.

**Leaving school** – Parents are urged to arrange dental and medical appointments after school hours. Students who need to attend a medical appointment during school hours, must notify the Middle School office in writing at least one day prior to the appointment and upon returning to school from the appointment present the Middle School office with a physician's note. Parents must sign students out of the Middle School office before leaving school.

**Absences** – Parents should notify the Middle School administrative assistant if their daughter is absent. If the Middle School office is not notified by 8:30 AM, parents will be called. For more extensive absences, the Head of the Middle School may request a physician's written statement. When a student is sick, it is her responsibility to make up the work and speak to the teacher about material covered in a timely fashion. Any absences that are not accompanied by a note or parental notification are considered unexcused.

**Make-Up Test Policy** – If a student is absent on the day of a test due to illness, she should be prepared to take it within three days after she returns. Special arrangements will be made for prolonged illnesses. If the absence is due to sports, a doctor's appointment or any other reason not due to illness, she must be prepared to take the test the next day.

Upon returning to school, the student should contact her teachers to discuss making up work, quizzes, tests and content that was missed during this absence. Students who do not complete this could possibly receive a 0 for the grade. Faculty will try to assist students in making up missed work due to illness. In cases of prolonged illness, special arrangements might be needed and will be arranged through the Division Head. In such instances a tutor paid by the parents or offered by the State of New Jersey may be required.

**After School Supervision** – It is of utmost importance that the location of each student remaining on campus be known following the conclusion of classes. Therefore, unless a student is involved in an organized after school activity or is being tutored, she must go directly to the library or home at the conclusion of the school day. At the library, she must sign in and remain there until picked up. Parents are required to come into the building to sign their daughter out of the library. If a student has attended an organized after school activity and must remain in school, she is to proceed immediately to the library and follow the above procedure. Students must be in a supervised area after 3:30 PM. All students must be picked up by 6:00 PM.

## **Student Life: Building Community at Stuart**

### ***Clubs***

Students have the opportunity to participate in various clubs, supervised by a teacher or staff member who has a passion for the club's subject. Clubs change from year to year depending on student and faculty interest. A list of current year clubs is posted on the Stuart website under Student Life.

## **Middle School Athletics**

***Middle School students may participate in the following team sports:***

- Fall: field hockey, tennis, volleyball and cross country
- Winter: basketball, squash, and swimming
- Spring: lacrosse, track & field, and golf

In most sports, Stuart sponsors multiple teams to afford all of our students the opportunity to take part in a team sport to improve their conditioning and skills while developing friendships. Teams are composed of the fifth, sixth, seventh, and eighth grade students and students are placed on the appropriate team by readiness rather than age. No student will be cut from the roster, except for tennis, golf, and squash, which are limited due to court space. Middle School sports teams practice three times a week from 3:15-4:45 PM. Students who need to remain at Stuart following practice or games need to sign into the library.

### ***After-School Trimester Activities***

Stuart offers opportunities for students to participate in after school in a variety of organized activities. Activities tend to vary from trimester to trimester. There is a formal registration process and a fee may be required to participate. Students who are not in an activity must be signed into the library and must be signed out by a parent by 6:00 PM.

### ***Social Events***

A variety of social events involving other schools are arranged during the course of the year. Some of these activities include community service, poetry readings, game nights, and dances. Permission slips are required for attendance at all social events. All dances, except Princeton Academy and Stuart's Spring Dances, are for students in grades 7 & 8 only. Additional activities specifically for grades 5 & 6 students are arranged during the course of the year.

If Stuart Middle School students are invited to a dance or a social by an area school, parents will receive notification in the form of an announcement and permission slip. If parents do not receive an announcement about the dance from the Head of the Middle School, they should assume that the school is not aware of this event. Students are often invited to dances at other schools as "guests." This would not be a Stuart activity and would not involve a permission slip from Stuart's Middle School.

## **Middle School Exchange**

The Middle School hosts one week reciprocal exchanges for interested eighth grade students. In the fall, interested families are encouraged to take part in our exchange. Once students are selected, they are matched up with a family from another Sacred Heart School. Stuart Middle School girls go on exchange and attend classes with their exchange partner. Our students will host their partner either during their winter or spring break. In the past we have exchanged with sister schools in Miami, San Francisco, Bloomfield Hills, New Orleans, Seattle and Saint Louis.

## **Community Service**

### ***"To educate to a social awareness which impels to action"***

The Stuart Community Service Program is designed to help students learn about the different needs of the wider community and to respond actively to these needs with their gifts. In the Middle School, students

participate in some special activities, which have become annual events, as well as organize efforts through advisories. Discussion and reflection are an integral part of this experience.

### **Yearly Middle School Activities**

- **CYO/Martin House Activities:** Students, along with the community service advisor, organize parties to be held at Stuart for the Preschool children of CYO in Trenton (formerly Martin House). These events typically occur at Halloween and Easter time. Parent volunteers and donations are always welcome and appreciated.
- **Thanksgiving:** Each advisory prepares a basket containing all the necessary foods for a family's Thanksgiving meal.
- **Twinning:** Students, along with their families, provide Christmas gifts for less fortunate children.

## **Middle School Uniform Guidelines**

### **Socks**

- White or black short sneaker socks are allowed. May have small colored ribbing, but no designs
- Dress knee socks in navy blue, white, forest green, or red can be worn

### **Tights**

- Solid color tights in navy, green, or red may be worn
- Grade 8 students are given the privilege to wear sheer or opaque stockings
- Solid black or navy blue leggings may be worn
- Sweatpants are not permitted as part of the uniform

**Shoes:** Shoes should be brown, navy blue or black and one of the following four styles:

- Mary Janes
- Penny Loafers
- Topsider/Boat Shoes (Sperry-type)
- Jungle Moccasin (Merrell-type)
- Plain white sneakers

***Lands' End is the provider of Stuart uniforms for skirts, pants and kilts.***

**Find Stuart's Approved Uniform Options on Lands' End's Website**

**800-469-2222**

Preferred-school number: 900138264

- **Skirt:** plaid (hunter/classic navy), a-line, kilt, wrap-around or pleated. Required for all students on Mass Day.
- **Pants:** plain front or pleated cotton chino khaki
- **Polo shirt, long or short sleeve with logo.** The following colors are acceptable and all grades may wear any color with the exception of maize (yellow) which only grade 8 students may wear:
  - White (Grade 5 must wear white on Mass Day)
  - Evergreen (Grade 6 must wear green on Mass Day)
  - Classic Navy (Grade 7 must wear navy on Mass Day)
  - Only grade 8 may wear maize (Grade 8 must wear maize on Mass Day)
- **Sweaters:** Students may wear crew-neck, v-neck, or cardigan style sweaters in evergreen, classic navy, or red. Grade 8 may also wear maize (yellow).
- **Sweatshirts:** Stuart sweatshirts may also be worn in cold weather. Jackets or other types of outerwear are not permitted. Sweatshirts may not be worn during Mass.

**Condition:** Uniforms should be in good condition and not be ripped or in obvious disrepair.

**The length of a skirt must be no shorter than five inches above the back crease of the knee.**

**Makeup:** Students are not permitted to wear makeup but they are allowed to wear nail polish. Unnatural hair colors (pink, green, blue, purple, etc.) are not permitted.

**Jewelry:** Earrings must be small studs and other jewelry should not be distracting.

**Labeling:** All clothing should be labeled with the student's name. Found, unclaimed, and unlabeled clothing is donated to local charities.

**Mass Dress Uniform** which consists of the Stuart kilt and grade color shirt is **required** for Mass and other special occasions.

**Out-of-Uniform:** At special times throughout the year (e.g. birthdays, dress down days, social events and sports awards) students are permitted to "dress down." Students, however, must comply with the school dress code as written below and wear appropriate attire.

- The shirt/blouse/sweater must cover the mid-section, front and back, and have a modest cut or neckline. Tank tops, spaghetti straps, tube tops, etc., are not permitted. Straps must at least be three inches wide.
- The length of a skirt or dress must be no shorter than five inches above the crease in the knee.
- Shoes must have backs. Flip-flops, platform, or high-heeled shoes are not appropriate for school at any time.
- Makeup is not permitted on dress down days.

**Game Days:** On game days, athletes are encouraged to wear their team uniform to school. Appropriate attire for game days includes:

- Field hockey and lacrosse teams: shirt, kilt, Stuart or plain sweats and sneakers.
- Basketball, cross country, track: T-shirts under tank tops, Stuart or plain sweats and sneakers.
- Tennis/Squash –Appropriate Uniform and sneakers
- Swimming – Stuart shirt, Stuart or plain sweats and sneakers

## The Upper School

We assume that all students in the Upper School are responsible students: that all students are familiar with the material contained in this handbook; that all students will keep this handbook throughout the year and that all students are responsible and accountable to carry out those things that have to do with their lives at Stuart remembering that we are all part of the larger community.

– Excerpt from Stuart Handbook, 1976.

### Upper School Mission Statement

In the Upper School at Stuart Country Day School of the Sacred Heart, young women develop confidence within a diverse community that values academic excellence, critical thinking and problem solving, and integrity. Our students are educated to seek justice, fairness, and peace in their own lives and in the world. Sacred Heart traditions of personal faith and service to others nurture the development of individual strength and resilience, and an awareness of our global interdependence. Our graduates are inspired to make an impact with their own unique passions, talents and abilities.

### General Information

**Blazers** - If a student wishes to purchase a new blazer, she must order it from the dean of students.

**Books** - A list of the texts being used during the school year will be posted on Stuart website in early July. State Fund Books are used in some of our classes. Students who lose or damage these books will be asked to reimburse the school.

**Discipline** - If a student violates any of the four regulations - Academic Honesty, Personal Integrity, Drugs and Alcohol, or Computer Violations - she will be reported to the Head of the Upper School and Head of School in accordance with the Disciplinary Committee process. Infractions of the four regulations stated above may result in suspension or expulsion. The Committee has the right to consider any other behavior not listed above which it considers serious enough to merit Disciplinary Committee action. This does not mean that conduct referred to under SCHOOL POLICIES REGARDING EXPULSION AND SUSPENSION must be referred to the Disciplinary Committee. Please refer to the Discipline section of the Handbook for further inquiry.

**Bicycles** – Bicycles should be parked and securely locked.

**Judiciary** - If a student fails to meet the responsibilities as a member of the Stuart community, she will be reported to the Judiciary Committee. The student will get notification via e-mail from a judiciary representative and will be tasked with completing a work detail with a faculty member. Please refer to the Judiciary section of the Handbook for further inquiry.

**Locks and Lockers** – Lockers are assigned at the beginning of each school year. A student may request a lock for her locker. Lock combinations and locker numbers are registered with the Head of Upper School who should be consulted whenever a problem arises. Lost or broken locks must be replaced immediately at the student's expense. Students choosing to use a lock are expected to keep their lockers locked and the area around their lockers neat. The Head of School and the Upper School Head, or their designated representative, may at any time open and inspect students personal belongings, lockers, or other storage facilities provided by the school.

**Lost and Found** – The Upper School Lost and Found is located in the closet adjacent to the office of the Upper School administrative assistant. Items should be reclaimed, or they will be given to the needy. There is a fee of \$1.00 per item for the redemption of any item from Lost and Found.

**Morning Break/Gouter** – This break is a period set aside for a mid-morning snack and to enjoy time with each other.

**Messages** – If a student wishes to leave a message in school for another student or a faculty member, she should use the mailboxes that are located near the Resource Center. Students should check the mailboxes and USRC whiteboard regularly. Students should also check their Stuart email on a daily basis for important messages.

**Visitors Policy** – Any student who wishes to invite a friend to visit the school or to attend classes must first ask permission of the Head of Upper School. If the friend is interested in applying to Stuart, contact the Admission Office before arranging the visit. For security reasons, students from other schools involved in after school activities are not allowed in any other areas of the building except where the activity is scheduled. They are also expected to abide by the school rules. All visitors (including students) to the school must sign in at the front desk and the division office.

## **Traditional Events**

**Art Exhibits** – The Spring Student Art Exhibition showcases work of all art students.

**Cabaret** – The annual Cabaret held in the spring provides an opportunity for students to perform for faculty, students, parents and friends.

**Conge** – Conge is a Sacred Heart Tradition in which students participate in a surprise event that usually takes place during the school day when regular school activities, including classes, are cancelled. Conge may be either on or off campus and the date and place is usually kept secret until the day of the event. Each year students eagerly anticipate the day when the announcement of “Conge” is made.

**Dramatic Productions** – Two major dramatic productions are presented each year: one in the fall and one, usually a musical, in February. Those not in the cast may enjoy important supporting roles, preparing scenery, props and publicity -- all essential for a successful show.

**Faculty-Senior Brunch** – The seniors and faculty members meet for this traditional end-of-the-year farewell which is organized by the seniors.

**New Student Experience** – At the beginning of the year, student government and peer leaders welcome the incoming students to the Upper School with an overnight experience filled with team building, fun, and good spirit.

**Green and White Activities** – These give opportunities for the Green and White Teams to compete in a variety of ways throughout the year.

**Junior-Senior Prom** – Every year the junior class gives a dance in the spring in honor of the senior class.

### **Junior-Senior Prayer Service**

**Kris Kringles** – The week before Christmas Break, students and faculty participate in anonymous gift exchanges known as "K.K.'s." During this week inexpensive gifts -- preferably handmade or baked goods -- are secretly given; on the last day there is a Christmas party where a final gift is given and the identity of

the "K.K." revealed.

**Prize Day** – At the Prize Day ceremony at the end of the school year, students are recognized for their achievements.

**Retreats** – A retreat is held for each class each year. (See “Campus Ministry” below)

**Ring Ceremony** – Students may purchase the Stuart school ring. A ring ceremony is held shortly before Christmas. At this ceremony, seniors present rings to juniors.

**Spirit Week** –The Spirit Committee plans various games and activities.

**Sports Awards** – At the end of the school year, students who participate in after-school sports are recognized and given awards.

**Town Meetings** – Involve the entire Upper School community of students and faculty and are organized and conducted by the Student Government. These meetings give the entire community a chance to discuss important issues.

## The Campus Ministry Program

The Upper School campus ministry program is defined and shaped by the commitment in Sacred Heart Goal I and its Criteria “to educate to a personal and active faith in God.” Through liturgies, prayer, and retreats, students have many opportunities to explore their relationship with God. Our school is connected to the Roman Catholic Church, but our student body represents many different faith traditions. It is Stuart’s adherence to the Sacred Heart Catholic tradition that animates its openness to interreligious encounters. Such interreligious encounters and understandings underscore the call for the Church’s engagement with the world.

Students participate in annual retreats with their classmates, where they leave campus and engage in reflection and discussion about their relationship to their family, friends, themselves, and God. All class retreats are mandatory. A student who misses a retreat must present a doctor's note or it will be considered an unexcused absence from school. A meeting with the Campus Minister is required to discuss possible makeup work. The campus ministry club runs school wide prayer services and coordinates the finding and reading of prayers three times a week during upper school morning announcements. While no assessment grade is associated with retreat participation, participation is mandatory. Not attending and not completing make-up work will result in not passing the annual community service requirement.

## The Service Learning Program

*The following information is for students in the graduating classes of 2018, 2019, 2020, and 2021. Community service requirements will change slightly beginning with the Class of 2020. New information will be published for the Class of 2022 at the beginning of their freshman year.*

**The Upper School Community Service Program has the following objectives:**

- (i) To help students become aware of the different needs of the wider community and to respond actively to those needs with their gifts.
- (ii) To provide education in and opportunity for decision-making in light of the Sacred Heart Goals and Criteria.

- (iii) To provide experiential education which includes elements of reflection, analysis, and synthesis.
- (iv) To enable each member of the school community to be engaged in effective action for social change.
- (v) To provide experiences of diversity which develop an understanding and appreciation of all people.
- (vi) To develop the self-confidence of students as they learn to deal realistically with their gifts and limitations.

**All community service hours will fall into one of three categories:**

“Community Hours”: service specifically giving back to the Stuart community

“Center Hours”: service to an non-profit organization other than Stuart, supporting back-end operations (data base, filing, organizing events, etc.)

“Heart Hours”: one-on-one direct service developing relationships with individuals. Most hours should be “Heart Hours.”

In grades 9-11, each student fulfills 50 hours of service per year. A portion of these hours must be completed according to the guidelines below. Additional hours may be fulfilled through participation in other service activities. Summer service work is strongly recommended and may fulfill all of the requirements for the upcoming year.

In grade 12, students participate in the Senior FaithJustice Xperience, a week-long service experience hosted at the Center for FaithJustice.

***All student placements must be pre-approved by the Community Service Coordinator.***

Each student receives a “pass” or “fail” grade on her report card at the end of the year, depending upon completion of service requirements. If a student receives a “fail” for the year, the hours must still be completed as they are a requirement for graduation. The failing grade will remain on a student’s transcript.

**Grade 9** – This is an orientation year in which students will discuss various components of service and become familiar with the interpersonal dynamics of the service experience. In the ninth grade students are required to complete “Heart Hours,” which are a minimum of **ten hours working with children**. Students may work in the Lower School assisting the teachers once or twice per cycle, or work in the After School Program one day per week. Students will also be encouraged to work in Stuart’s summer camp programs before their freshman year.

**Grade 10** – Students will focus on working with the elderly to develop intergenerational relationships. Tenth grade students are required to complete “Heart Hours,” which are a minimum of **ten hours of service with the elderly**. Students will be responsible for choosing their own placement(s) throughout the year with an accredited agency in their local community.

**Grade 11** - Students are required to complete “Heart Hours,” which are a minimum of **25 hours with a non-profit agency (other than Stuart) of their choice**. This enables the students to maintain consistent contact with a particular agency and to develop relationships with the people who they are serving. Students will be encouraged to participate in the Appalachia Service Project or the Urban Challenge programs before their junior year.

**Grade 12** – Students will enroll in a third trimester religion course titled, “Faith and Social Justice.” At the end of the trimester, seniors will participate in a **week-long community service experience entitled FaithJustice Xperience**, manifesting one important aspect of Stuart’s stated mission: “A social awareness

which impels to action.” Seniors are still encouraged to complete additional community service throughout the year, though it will not officially count towards their year-end service experience.

## Exchange Programs

**Sacred Heart Exchanges:** The National and International Sacred Heart Exchange Program is an important feature of the Upper School curriculum, and Sacred Heart schools across the globe encourage students to participate. The Exchange Program offers an opportunity for students to broaden their horizons socially and academically by sharing the life of Sacred Heart students in other parts of the country, or the world. The students follow regular courses as in their home school and may also be involved in special programs at the host school. They may live as resident students in the boarding schools or with host families whose children attend day school. There is an opportunity for Sacred Heart students to attend Sacred Heart schools abroad for a semester, a full year, or a three or four-week trip. Any student interested in a Sacred Heart exchange should meet with the Head of Upper School or SHAEP coordinator to learn more about the programs available. Complete information on the application process can be found in the Exchange Policy posted on the Stuart web site.

**SHAEP, the Sacred Heart Academic Exchange Program,** began in the 2010-2011 school year. SHAEP is a unique academic immersion program. It provides the opportunity for each of our sophomore students to participate in a two-week reciprocal exchange program in either the winter or, in a few cases, the summer, with another Sacred Heart school anywhere in the world. This program inspires students to become increasingly active, informed, and responsible members of our international community.

## School Schedule

### Upper School Regular Day Schedule\*

7:55-9:25- Period 1  
9:25-9:40 - Morning Meeting  
9:40-10:40 - Period 2  
10:40-10:55 - Gouter  
10:55-12:25 - Period 3  
12:25-12:50 - Office Hours/Advisory  
12:45-1:30 - Lunch  
1:30-2:28- Period 4  
2:28-2:30- Espacio  
2:30-3:10 Flex

### Upper School MASS Day Schedule\*

7:55-8:55 - Period 1  
9:00-10:00 - Period 2  
10:00-10:45 - Mass  
10:50-12:25 - Period 3  
12:25-12:50 - Office Hours  
12:45-1:30 - Lunch  
1:30- 2:30- Period 4  
2:28-2:30 - Espacio  
2:35-3:10 - Flex

**Upper School Assembly Day Schedule\***

7:55-9:15 - Period 1  
9:15-9:25 - Gouter  
9:25-9:50 Assembly  
9:50-10:50 - Period 2  
10:50-12:20 - Period 3  
12:20-12:45 - Office Hours  
12:45-1:30 - Lunch  
1:35- 2:30- Period 4  
2:28-2:30 - Espacio  
2:35-3:10 - Flex

**\*all times may be subject to change**

***Attendance***

Presence in class is an essential part of the learning process. It is nearly impossible for students who are absent to make up work and have the same understanding as those who attended classroom instruction. Students and their parents are reminded that regular attendance is important, no matter what the age of the learner.

Students are expected to attend all classes and other commitments, including morning announcements, assemblies, class and club meetings, scheduled conferences, community service, and (for team members and cast/crew members) athletic practices and games/play rehearsal. A student who is too ill to attend school is unable to participate in after-school activities. ***A student who misses a commitment may not participate in any after school activity that day unless she missed the commitment because of a doctor's appointment and brings a note from the doctor. If a student can not arrive to school by 8:30 A.M. because she is not feeling well, she must remain home for the entire day. Only those with a doctor's note may return that day.***

The Head of the Upper School excuses some absences because the student has no control over the circumstances that necessitated the absence. These are called excused absences. Other absences occur by family or student choice. These are deemed unexcused. It should be noted that an excessive number of excused absences, although not recorded as disciplinary infractions, nonetheless weaken a student's overall performance and contribution to her class and the school. During the college application process, a student's absentee and tardy record may be reported if requested by a college's admissions office. Students are reminded that their attendance record is part of their official transcript.

***Attendance Policy***

A student with any excused-absence request should present a note from a parent or guardian to the Head of the Upper School. The request should be presented well in advance of the trip. A student who knows she will be absent is responsible for notifying her teachers and getting assignments from them by completing a planned absence form. A copy of this form must be filed in the Upper School office.

**Any student planning a personal absence must fill out a planned absence sheet with each of her teachers and leave a copy of this sheet in the Upper School Office.**

When a student is ill, it is the responsibility of the student's parents to notify the school of the absence by 8:30 AM. A phone call from the student herself is not acceptable.

The student must assume responsibility for making up any work missed. She should obtain homework assignments from classmates or the teacher's web page. The day she returns she should contact her teachers about work missed and hand in any completed assignments.

If a student is absent on the day of a test due to illness, she should be prepared to take the test within three days after she returns. Special arrangements will be made for prolonged illnesses. If she is absent because of sports, performance, doctor's appointment, or any other reason not due to illness she must be prepared to take the test the next day.

Faculty are prepared to assist students in making up missed work. Prolonged absences due to illness may require a tutor paid for by the parents or offered by the state of New Jersey. A student who has a pattern of missing school when a major assignment, quiz, or test is given will meet with her advisor, the Head of Upper School, and her parents or guardian to determine how best to rectify this situation

### ***Excused Absences***

- 1 Illness:** For absences of three consecutive days or more, a doctor's written statement is required.
- 2 Family commitments:** such as funerals, weddings, graduations, etc. of an immediate family member.
- 3 College visits:** that are authorized by the school.
- 4 Stuart-sponsored program or activity:** (sports, exchange programs, retreats, career days, field trips, etc.)
- 5 Family trips of a unique educational nature:** Parents may request special permission of the Head of the Upper School to have their daughter participate in a special family trip which provides a unique educational opportunity not otherwise afforded a student. ***Such permission must be requested in writing no later than two weeks before the absence.*** If permission is not granted, it will be considered an unexcused absence.
- 6 Doctor/dentist appointments:** Students are asked not to make appointments during the school day. If an appointment must be made during the school day, the student must bring a note from a parent/guardian in order to be excused from school and a note from the doctor's office. If a student leaves early for a doctor/dentist appointment, the student must bring the stamped note with her when she arrives the next day. All notes must be given to the Upper School Office. Students who do not hand in the stamped note will be referred to Judiciary for cutting.

### ***Unexcused absences***

- 1** Cutting class
- 2** Medical appointments not accompanied by a note stamped by the doctor/dentist
- 3** Prolonged family trips/vacation without prior consent of the Head of the Upper School
- 4** Any absence that is not accompanied by a written note from a parent or guardian

An unexcused absence is recorded in the student's attendance file in the Upper Head office. Students may not receive credit for work done that day including tests and quizzes.

### ***Course Attendance***

In order to receive individual course credit, students may not exceed the maximum allowable number of absences of **15 school days** (see Exceptions below). For courses less than a full year in length (trimester

courses) the maximum number of absences will be 5 school days. Short-term illness (less than 5 days), college visits, and other personal absences are included in the 15 days.

Exceptions: The following absences will **NOT** apply toward policy limits:

- School Activities (Participation in activities such as trips, class meetings, and athletics),
- Homebound instruction
- Religious holidays
- Verified appointments with a physician or dentist, the Division of Motor Vehicles, or Court
- Suspension, whether in or out of school
- Death in the family/attendance at a funeral
- Unusual circumstances, a parental request for special exemptions due to a unique situation such as a long-term illness.

Except for school activities, a written request must be made to the Head of Upper School before an exception will be granted.

Parents will be notified when students are absent 5, 10 and 15 days. Conferences may be arranged at each notification. Credit will not be withheld without parental notification.

Students who lose credit may take the course(s) in an approved summer school or repeat it the following year.

## **Lateness**

At Stuart we believe that regular and punctual attendance at school is an important part of a student's academic success and sense of connection to her community.

**Lateness** – All students arriving after 7:55 AM must report to the Upper School Office. After three late arrivals per trimester, the student will be faced with disciplinary action.

- 1 Late to School** – A student who comes in after 7:55 AM will be marked late to school, with the exception of Senior Privilege. If a student is late three or more times, she will be referred to the Judiciary Committee.
- 2 Late to Class** – If a student arrives up to 10 minutes late to a class, she will be considered late, or tardy. If she comes more than 10 minutes late to class, she will be considered to have cut the class. Three or more tardies will result in judiciary.
- 3 Cutting Class** – Cutting may also occur when a student is present in school but does not attend a class or other school commitment. Cutting a class or other school commitment (assemblies, morning announcements, community service, athletics, clubs, retreats, student council, etc.) is an unexcused absence. Parents will be notified when students cut school, class, or other school commitments.

## **Procedures for going to the Health Office**

- 1** A student should notify a faculty member.
- 2** The nurse will decide whether the student is too sick to attend class and will record times in and out of the infirmary. The school's policy is that if a student is too ill to attend class, she should be sent home by the nurse.
- 3** If a student sleeps through class(es) without the nurse's permission, the missed class(es) will be considered cut class(es). Homework may not be done in the nurse's office.

- 4 The nurse and the Head of Upper School are the only adults authorized to send a student home due to illness. **Students may not excuse themselves.** Students who do not follow this procedure will receive judiciary.

## Permissions

With proper written permission from a parent, guardian, or administrator, a student may:

- 1 Drive to school and park in assigned areas. Rare exceptions are made upon request, for example, if a student has a job after school that necessitates driving to work directly from school. **Driving a car at Stuart is a junior and senior privilege.** This privilege may be suspended if the student fails to obey rules for driving on campus.
- 2 Leave after the last class on Friday only if they have no other commitment, including clubs, chorus, assemblies and prayer services, sports, or rehearsals. Leaving early is the exception, not the rule. A student must sign out, indicating time and destination, and once she leaves, she is dismissed for the day and may not return. A parent or guardian must enter the building and sign the student out at the US office.
- 3 Go on a class or club field trip.
- 4 Drive with another student or another parent, or drive another student. Students who do not drive to school on their own must have a parent enter the building to sign them out in the US office during school hours. Students must follow the proper procedure, including indicating time and location/destination (i.e. home).
- 5 **Driving for Athletic Events or Practices:** No student is allowed to drive or be driven by another student to a practice or game. Students are allowed to leave a game or practice with their parent or guardian. With written permission from a parent or guardian and the approval of the director of athletics, exceptions may be made. In all cases, students will be expected to obey the laws of the State of New Jersey concerning drivers under the age of 18. If you have any questions concerning this policy, please speak to the director of athletics. The director of athletics will notify the Head of Upper School in writing each trimester of all students who have been given an exception of this rule.

### **Senior Privileges:**

The Senior Privilege is a special permission authorized by the student's parents and Stuart administrators for members of the graduating class. Its purpose is to provide the student with an opportunity to assume more personal responsibility for the use of her free time.

With proper written permission, seniors may:

1. Arrive at school in time for their first class or required school function. Morning meeting, assemblies, and class meetings are some examples of required school functions.
2. Leave school after their last class. Once a student leaves she may not return for after school activities.

Senior Privileges do not allow seniors to miss required functions, nor do they give an automatic permission to leave campus. At the end of first trimester, there will be an evaluation of the use of the Senior Privileges and a decision to continue or expand the privileges will be made by the Head of the Upper School. These privileges are a reward for good decision-making and wise use of time. They may be reconsidered at any time.

## Academics

### ***Requirements for Graduation from Stuart***

70 Units to include:

- 4 years of Theology
- 4 years of English
- 3 years of World Language
- 2 years of History
- 3 years of Mathematics
- 3 years of Lab Science
- 1 year or equivalent of Fine Arts (Art, Drama, Music)
- 9 trimesters of Physical Education, which includes 2 trimesters of Health
- 1 trimester of Computer Science
- AP courses require taking the AP examination
- Four years of community service (50 hours each year) are required
- A trimester course counts as one credit or unit

### ***Dropping or Adding Courses***

The scheduling and staffing of classes is determined by student course selection. Planning and staffing are dependent upon the results of registration. Because of this, students will only be permitted to change their course selections under extraordinary circumstances. If a senior drops a course, Stuart will notify any colleges to which she has applied.

**Teacher Initiated course changes** – If a teacher feels that a student has been placed incorrectly in a class, the student may drop the class at any time during the year. This action will be taken only under the most compelling circumstances, after discussion with parent/guardian, and completion of an add-drop form, which requires a parental signature.

**Student/Parent initiated course changes** – Full year courses: Students who enroll in yearlong courses may drop the course during the first four weeks of the first trimester. Nothing is noted on the transcript when this type of drop occurs. Students must use the Add/Drop Form, which requires the signature of the teacher(s), advisor, parent, and Assistant Head of Upper School. After the add-drop period is over, students are required to remain in the course and are only allowed to drop a course in the most exceptional cases. However, a student may transfer from one level of a course to another level, with the permission of both the teacher and the student's parents, at any time up to the end of December.

### ***Grading***

Letter grades are given on report cards, which are sent home at the end of each trimester. Numerical equivalents of grades are as follows:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	60-69
B	83-86	F	Under 60
B-	80-82		

D is considered a passing grade, but it is not a college-recommending grade. Credit is given for a C- or a D, but remedial work is required before the student may progress to the next level of a sequence.

When classes begin in the fall, each faculty member will distribute a course assessment guideline to students, clearly stating how student work is to be evaluated.

### ***Grading Policy***

**A:** Excellent work that fulfills, in an exemplary and outstanding manner, the required elements of the course. This work is thorough and indicates a high degree of understanding on the part of the student. It often shows thought and insight that goes beyond what was in the text or was covered.

**B:** Good work which fulfills, in a skillful manner, the required elements of the course. The work is fairly thorough and indicates a solid understanding on the part of the student. It shows a good grasp of the material covered in the text and in class

**C:** Work that fulfills most of the required elements of the course and is completed in a somewhat satisfactory manner. The work is not completely developed and/or indicates some understanding on the part of the student. It shows some grasp of the material covered in the text and in class.

**D:** Poor work that fulfills only some of the required elements of the course and is completed in a weak manner. The work lacks development and reflects poor understanding on the part of the student. It shows a substantial number of errors concerning material covered in the text and in class.

**F:** Unacceptable work that meets too few of the required elements of the course. Virtually no part of the course is completed satisfactorily.

## **Grading with Course Level Changes**

When a student transfers from one level to another in the same class (i.e. from honors to regular), the grade she earns in the second course will be used for the trimester grade. However, the student's average before the switch may be factored into the trimester grade after the course change. If the transfer happens so late in the trimester that the new teacher cannot arrive at a fair grade for the student, the two teachers involved will meet with the Head of Upper School in order to agree on a grade. Alternatively, if a student transfers into a new course very late in the term, the final grade may be determined by weighing the number of weeks in each course. Students contemplating a move from one level to another are urged to make the change as early in the school year as possible.

- If a student transfers from an honors level to a non-honors level course at the end of a trimester, the grade in the honors level course will receive a +/- increase when the final average for the year is calculated.
- If a student moves from a regular to an honors course, then the grade in the non-honors course will receive a +/- decrease when the final average for the year is calculated.

All course calculations must be submitted to the Division Head for final approval.

**Tests** - No student is required to take more than two full period tests per day. If a third test is scheduled, the student is responsible for informing her teacher before the day of the tests and scheduling a make-up time.

## **Test Makeup Policy**

If a student is absent because of illness (doctor's note required) on the day of a test, she should be prepared to take it within three days after she returns. Special arrangements will be made for a prolonged illness. If she is absent because of sports, drama, doctor's appointment or any other reason not due to illness she must be prepared to take the test during her next available free period or study hall the day she returns. Should the student not have a free period or study hall the day she returns, then the test must be taken during the class period of the missed class. The procedure for taking makeup tests is as follows:

The student will coordinate with her teacher to makeup the test. The student may take the test only when there is a proctor available. **At no time is the student allowed to take a test without a proctor. If a student does take a test without a proctor, the student will receive a zero for the test.**

Tests can be made up during study hall periods. Students must let the study hall proctor know within the first 10 minutes of the period that she is making up a test.

Study Halls: Students are placed in study halls during the year for a variety of reasons. The primary purpose of a study hall is to offer the opportunity for students to catch up on academic or other school commitments. If a student cuts a study hall she will be sent to judiciary. The proctor may allow students to leave a study hall to use other school facilities at his or her discretion. If a student does leave the study hall to do other academic work, she will need to present a note to her proctor that day confirming she was working in another location. Students who participate in any PE class or team that is scheduled outside the school day are automatically placed in study halls.

## **Late Work Policy**

All assignments are due at the start of the class; work to be graded that is turned in after the beginning of the class, will be considered one day late. Students are expected to submit their written work electronically or directly to the teacher at the teacher's discretion. Teachers should discourage the practice of allowing students to turn in work to faculty mailboxes. Students who arrive at school after the class, or, who must leave school before the class meets are responsible for submitting the assignment DIRECTLY to the

teacher (not their mailbox) by 3:10 PM that day. After ONE WEEK work will not be accepted and the student will receive a zero for the assignment. No student may be excused from taking a test on the day it is given without the permission of the teacher. See also the Makeup Test Policy in this Handbook.

Grades on late assignments will be lowered by one plus or minus grade per day, including weekend and vacation days. For example, a B+ will be lowered to a "B" if it is one day late.

**Incompletes** - Any student who receives an Incomplete on a report card must complete the work within two weeks or receive an F for the missing work. Exceptions will be made by the Head of School under extraordinary circumstances (i.e. prolonged illness).

**Honors** are awarded at the end of each trimester to students who receive a grade point average (GPA) of 3.5 or higher and no grade below C. Red Ribbon Certificates are awarded at the end of the school year to students who receive a final GPA of 3.5 or higher and no final grade below C.

**Graduation Honors** are based on a student's cumulative GPA. A student with a GPA of 3.3 is awarded Honor; a student with a GPA of 3.5 is awarded High Honor; a student with a GPA of 3.8 is awarded Highest Honor.

**Learning Center** - The Learning Center is staffed with learning specialists to meet the needs of students. The Center provides the following services:

- A generic screening device (similar to Key Math) will be used to identify students who may have special learning needs. More formal diagnostic testing (Woodcock-Johnson Psycho educational Battery, Kaufmann, Wechsler, etc.) must be done outside of school at parent's expense.
- The Learning Center will recruit and interview a list of local testers which will be made available to those parents seeking these services.
- Free testing by an Independent Child Study Team (approved and provided by the state) will continue to be available.

Those girls who qualify for support may receive up to 2 periods (meetings) of assistance per cycle. If additional support is required, this must be provided outside of school at the expense of the family.

Parents of students with diagnosed learning differences are urged to visit the Learning Center website to be informed of deadlines and procedures for requesting accommodations on standardized tests.

### ***Granting an Exception to Academic Requirements***

Any request by a student for a waiver to an academic requirement (i.e. the graduation requirement in the Upper School) or to receive credit for a course taken at another school while a student at Stuart must first be reviewed and approved by the appropriate Department and Assistant Head of Upper School.

- A written proposal for such a waiver must be submitted in advance by the student and have the approval of that student's family.
- The Academic Advisor must review the proposal.
- If the request is to receive credit for a class taken at another school, a complete description/syllabus of that class must accompany the proposal.
- After sharing the proposal with the Assistant Head of Upper School, the Department Chair then presents the request to the Department Heads for review.
- The proposal is then submitted to the Head of Upper School for final approval.
- The Head of Upper School will communicate the final decision to the student and her family.

**Interim Reports** - Interim reports may be sent whenever a teacher wishes to inform parents of a student's

progress. These reports are mandatory for any student with a class average of C- or below.

**Advisors** - Each student in the Upper School has an advisor, who serves as the student's main "point person". Advisory groups meet regularly for check-in meetings, fun activities and academic course registration. Advisors are available to their advisees for consultation throughout the school year. They monitor each student's academic progress and provide support and advocacy to advisees throughout the year. The faculty member advises on academic affairs such as course registration, workload, study habits, and academic progress. Advisors also monitor the wellbeing of their advisees. When a student is having difficulty for any reason, we strongly encourage her and/or her parents to talk with her advisor who can facilitate further communication with teachers or other support persons as necessary. An advisor may call a meeting with a student's teachers and parents if it seems appropriate, helpful, or necessary.

**Senior Independent Study Projects** - The Senior Independent Study Program provides an opportunity for a student to explore some particular interest in depth during the third trimester. This may involve a full-time or part-time commitment, such as participating in a work-study program, serving as an intern, or researching and writing an in-depth paper. A faculty-administration committee reviews proposals, which must be submitted before the end of Trimester 1. Upon approval of the proposal and selection of a faculty sponsor, each student is required to meet on a regular basis with her faculty sponsor and submit written progress reports. At the end of the trimester, a report and an evaluation of the project are submitted by the student and her advisor, and the student may give a project-related presentation to the entire Upper School.

**Early Graduation** - A request for early graduation must be made at the end of sophomore year and must include reasons for the request. The student's emotional maturity, academic status, and length of time at Stuart are among the important matters that must be considered. Each request will be considered individually. The Head of the Upper School will consult with the Director of College Guidance and the student's academic advisor before making a recommendation to the Head of School.

**Academic Probation** - The purpose of academic probation is to provide help and support for the student. It is not intended as a punitive measure, but is designed to provide a student with the structure and guidelines she needs to improve her academic performance.

Several conditions can lead to academic probation and may be reported to colleges. These may include interim reports that indicate poor performance in more than one course, a failing trimester grade or **2 D's in any course**, or performance which is judged to be significantly weaker than a student's ability.

Academic probation lasts at least one month. The student may be required to spend free periods in the library, to schedule regular conferences with teachers able to help, and/or to drop her extracurricular activities. A senior who is placed on academic probation will have her senior privileges suspended. The decision to impose or lift academic probation is made by the Head of the Upper School, based on the advice of the student's advisor and teachers. The Head of School will be informed of any action taken.

**Teacher Absence** - If a teacher is not present in the classroom five minutes after the beginning of the period, one student from the class should report the absence to the Upper School administrative assistant. Students should remain in the class and await further instruction.

## College Counseling at Stuart

Our mission is to advise and support our students as they consider their futures beyond Stuart. In our student-centered process we urge students to be self-aware as they explore their full range of options. We assist them in preparing authentic applications that highlight their academic accomplishments and talents.

We encourage students to focus on finding the "right college match." For our students that means identifying and applying to colleges and universities where they will be intellectually challenged and

socially engaged, schools which will encourage and inspire them as learners, thinkers, and citizens.

Applying to college is a process of discovery, of pondering who you are and who you want to become, of contemplating what role you want to play in the larger world. The college search is, in essence, an extended research project, which will require students to look within themselves for many of the answers. Students will learn to identify and assess themselves, to set priorities, and to make major decisions. How a student navigates through this process is just as important as where she ends up. Along the way, students will develop and hone their organization, communication, and research skills.

The Stuart College Counseling staff are here to guide and support the student as she navigates the college admissions process. We believe that each student has her own journey through this process, so almost all of our work with students is individualized. Our commitment is to be responsive to both students and parents, as well as being professional, realistic, and well informed.

## ***College Counseling***

### **Grades 9-10**

Freshmen and sophomores learn about relevant college counseling topics during class meetings and assemblies at various times during the year, such as the importance of class work and developing self-advocacy skills, summer opportunities, making appropriate course choices, leadership and service, standardized testing, and the concept of creating a college profile over time. One-on-one meetings scheduled between students (or parents) and the Director of College Counseling are available during second and third trimester.

### **Grade 11**

For juniors, the formal college process begins in second trimester. Each student has many one-on-one meetings with the Director of College Counseling where they get to know one another, create a standardized testing calendar, explore colleges, begin to make a college list, and plan visits to college campuses. There are also class meetings and assemblies that provide specific information on topics such as course registration, utilizing Naviance, writing college essays, and organizing an activity list. Parents of juniors are encouraged to schedule meetings with their child and Director of College Counseling after an initial student-counselor meeting has occurred.

### **Grade 12**

During the fall term, seniors work with their counselors in both group and individual meetings on college applications and essays, finalizing an application strategy, interview preparation, and more. Seniors also have the opportunity to meet with nearly 100 college representatives who come to Stuart between September and December. Senior parents are encouraged to schedule a family meeting with their child and Director of College Counseling as well. By May 1, students make their college choice from among a wide variety of excellent college acceptances and transition to leave Stuart.

### **College Visits**

Each senior is permitted a maximum of six days of excused absence for on campus college visits but may not exceed 15 days overall. Each junior is permitted a maximum of three days of excused absence for on campus college visits. A note from the parent/guardian to the Head of the Upper School detailing the visit is to be presented at least three days in advance of the absence. Students are held responsible for all class work and are required to complete and file planned absence forms at least three days in advance. Students participating in activities such as sports and dramatic productions need to notify their coach or director at least a full week in advance of their planned absence. Students desiring an overnight stay are urged to contact the Alumnae Office for a listing of Stuart alumnae who have indicated an interest to host visitors at

their respective colleges.

### **College Visits at Stuart**

Seniors and juniors are permitted to leave class during the day for the purpose of meeting with college representatives here at Stuart with permission of the classroom teacher. Students are held responsible for all class work. While visits are for juniors and seniors, juniors should use these opportunities sparingly. Seniors are encouraged to meet with all college representatives of schools to which they are applying.

### **College Testing**

The Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is administered at Stuart in October of the freshman, sophomore, and junior years. Students who believe they are entitled to special accommodations on college testing must contact the LC during their freshman year.

Most of the colleges to which Stuart students apply require that applicants take a national assessment test. We urge that all juniors take the American College Test (ACT) in February of the junior year as well as the Scholastic Assessment Test of Reasoning (SAT 1) in January or March. Many of the colleges will require specific subject tests (SAT 2) which can be taken in either May or June of the junior year. A review of colleges on a student's list determines when and what subject tests are taken. Sophomores and freshmen may take a subject test in June at the completion of an accelerated course after consulting with the classroom teacher, the Department Head, and the Director of College Counseling. Freshman and sophomore students are discouraged from taking any other national assessment tests.

## **Athletics in the Upper School**

### **General Policies**

Every student enrolled in gym or personal fitness is required to take four class periods of physical education each cycle. For these classes, a student is required to dress appropriately.

Borrowing and lending of uniforms is prohibited. No jewelry of any sort may be worn in class, and gum is not allowed. If a student needs to be excused from active participation in class for a medical reason, this need will be honored; however, the student is required to dress for class and participate in a limited way. Written excuses are necessary; the note should come from a physician explaining the extent of the injury or illness and the time at which full participation may be resumed.

All students participating in Stuart athletic teams must have had a recent physical and have an examination form signed by a physician. All students must submit a medical questionnaire completed by their parents or guardians every year.

### **Independent Physical Education Program**

This program is an option for those who participate on a competitive level in a sport that Stuart does not offer. This participation must meet all guidelines listed below:

- 1** A student must submit a request to participate in independent physical education in writing. This request should state what activity the student is interested in and why she is interested, as well as where and with whom she expects to participate. Her request is due no later than four weeks before the beginning of the trimester involved. For first trimester, the request must be made before the end of classes the previous May.
- 2** The course must be supervised by a teacher or instructor at all times.

- 3 The instructor of the course must agree to the terms of the contract in writing.
- 4 The course must 8-10 hours/week.
- 5 The course must meet within the time frame of the trimester.
- 6 The individual student is responsible for:
  - a) Attending all classes unless absent from school for legitimate reason. (Not attending a scheduled class will be considered cutting the class and can result in a failing grade.)
  - b) Making up any classes missed when possible.
  - c) Getting her contract, having it filled out by the instructor, and returning it within the first week of classes.
  - d) Getting her evaluation form, having it filled out by the instructor, and returning it within the last week of the trimester

### **Team Sports**

Stuart offers competitive team sports on the varsity and junior varsity levels.

- **Fall:** tennis, cross-country, field hockey, and volleyball
- **Winter:** basketball, swimming, indoor track, and squash
- **Spring:** lacrosse, track and field, golf, and dance

All of these sports require students to try out for a place on the team and, if they make the team, to attend all practices, team sessions and games during the season.

### **Practices and Games**

All Upper School sports teams practice Monday – Friday from 3:30 – 5:30 PM. In addition, varsity student-athletes should plan on 10:00 AM – 12:00 PM practices on Saturdays. Attendance at practices and games is required.

Team members are expected to attend any practices held during Stuart vacations, such as basketball practice during Christmas Break, and lacrosse and track & field during Spring Break. Fall sports pre-season practices begin two-three weeks prior to the start of the school year, in August. (See Student-Athlete Contract for full details.)

**Driving for Athletic Events or Practices:** No student is allowed to drive or be driven by another student to a practice or game. Students are allowed to leave a game or practice with their parent or guardian. With written permission from a parent or guardian and the approval of the director of athletics, exceptions may be made. In all cases, students will be expected to obey the laws of the State of New Jersey concerning drivers under the age of 18. If you have any questions concerning this policy, please speak to the director of athletics. The director of athletics will notify the Head of Upper School in writing each trimester of all students who have been given an exception of this rule

A student who misses a commitment may not participate in any after school activity that day unless she missed the commitment because of a doctor's appointment and brings a note from the doctor. If a student arrives at school in time for her first period class but misses a commitment such as advisory or morning announcements or class meeting, she will receive a cut from judiciary, and a warning about participating in after-school activities. For the first infraction and warning she may participate in after-school activities. If it happens again the student will not be able to participate in after school activities on the day of the infraction. A pattern of unexcused absences may result in disciplinary action or the possibility of receiving an "F" grade for the trimester and/or loss of PE credit. This applies to the entire course of the school year.

Anyone who considers participating in team sports should realize that she is assuming a serious responsibility and a serious commitment of her time and energy as a member of the team; therefore, no one should undertake a team sport without full consideration of all that it will demand of her, as specified in each team's contract. Students need to consider academic commitments when participating in sports.

Students must realize that when they are participating in a team sport they are representing their school. If a varsity or junior varsity player violates school rules in connection with her sport, whether at home or away, she will face action by either the Judiciary or the Disciplinary Committee. Possible penalties include forfeiting participation in a given number of games, suspension from the team and loss of sports awards and recognition as a team member, as well as other penalties that may be imposed through the Disciplinary Committee process.

### **Team Sports Policy**

**(Please see Upper School Attendance Policy in this Handbook for more information)**

- 1** If Stuart Upper School students try out for and make an athletic team, they may use team practices and games to fulfill the physical education requirement. Coaches will grade team members.
- 2** Coaches will select team members based on their performance at practices from the beginning of the season. Individual coaches will make these judgments in accordance with their own methods of coaching and the needs of the team. Coaches have the option of making changes in teams throughout the season.
- 3** Team members are expected to know and live up to the requirements each coach sets forth for the team.
- 4** The New Jersey State Interscholastic Athletic Association requires that students attend six practice days prior to participating in an official school game or scrimmage. All preseason activities are required and viewed as official practices; therefore, unexcused absences will not be tolerated. (See Student-Athlete Contract for full details.)
- 5** Any student attending tryouts for a team sport must have an up-to-date Physical Examination Form on file with the Stuart nurse prior to attendance at their first practice. The Physical Exam Forms are available on the Athletics page of the website. All students must also submit a Health History Update Questionnaire completed by their parents each season.
- 6** In addition to the Physical Exam Forms, Upper School athletes/parents must have a concussion test (please contact the school trainer to schedule) and read and complete the following forms:
  - a. Concussion Consent Form
  - b. Sudden Cardiac Death Basic Facts
  - c. Sudden Cardiac Death Acknowledgement Form
- 7** Students and parents are required to sign the athletic contract prior to participation in any practice or contest.

## **Extracurricular Activities**

Student Activities (clubs, committees, organizations, academic teams and publications) reflect the interests of the student body and may vary from year to year. Student activities have a faculty advisor, but are primarily student led and facilitated. Time and commitment levels of specific student activities vary from group to group. It is expected that a student attend all meetings for any club she joins. Students who participate in extracurricular activities must understand they are representing Stuart. Students must also be aware that if a student violates school rules in connection with an extracurricular activity, she will face action by either the Judiciary or Disciplinary Committee. At the end of the year, advisors will submit a list

of active club members to College Guidance and the Dean of Students. Detailed expectations and guidelines are provided for students in the “Upper School Student Activity Handbook.” Specific requirements differ from activity to activity.

### ***A Sampling of Student Activities – subject to change***

**Admissions** – Students serve as ambassadors of Stuart for visitors and during open house times.

**Dance Society** – Students interested in a variety of genres of dance.

**Film Society** – A group of students who watch and discuss films.

**La Source** - The Stuart yearbook provides an opportunity for development of the many skills required for publishing. The long-range and hard work entailed is a challenge for which many students compete; great pride is taken in the final production.

**Mock Trial Team** – The New Jersey Bar Association's Mock Trial Competition is a vehicle for students interested in law to try their wings in an actual case and courtroom setting. In the fall, students prepare arguments, develop lines of questioning, do legal research, and actually try the case amongst themselves. Judges for these intramural trials are chosen from volunteers from the Princeton legal community. A varsity team is then selected to compete in the County tournament (held in February) with the expectation of competing on the State and eventually the National levels.

**Model United Nations/Model Congress Club** – The members of this club participate in a Model UN Conference and a Model Congress Conference each year. Other activities may include a winter trip to the UN. Student may join this club for one or both conferences. The number of students who may participate in the conferences may be limited.

**Mu Alpha Theta** – A mathematics society that meets to promote the fun, exploration and appreciation of mathematics. It may involve some competitions.

**Robotics, Forensics, and Science Bowl** – Teams compete against other local high schools during the school year.

**Student Government** – The purpose of the Student Government is to enable students to participate in an effective and flexible representative system that provides them with opportunities to discuss policies, create projects, make recommendations that strengthen the quality of student life, and to serve as a link between students, faculty, and the larger community. Members of Student Government must be in good academic and disciplinary standing, as they serve as role models.

**Campus Ministry Committee** – The Campus Ministry Committee is a sub-committee of Student Council. The members of this club embrace many different faiths and organize social-action projects, liturgies, Morning Prayer, prayer services and retreats for Upper School students.

**DAYS Committee** (Diversity Awareness Youth Studies) – The DAYS Committee is a sub-committee of Student Government. This group organizes activities that celebrate the contributions of all cultures.

**Outreach Committee** – The Outreach Committee is a sub-committee of Student Government at Stuart. The purpose of Outreach is to contribute to Goal III of the Sacred Heart Goals and Criteria - a social awareness which impels to action. Activities of this committee have traditionally included food drives, blood drives, the Loaves and Fishes Soup Kitchen, and collection of winter clothing for families in need.

**Social Committee** – The Social Committee is a sub-committee of Student Government. Its purpose is to

plan, organize and advertise social events at Stuart and off-campus. Some typical activities have been dances, trips to Great Adventure, a haunted hayride, pizza parties and movie nights. Some of these events are carried out in conjunction with other area schools.

**Spirit Committee** – The Spirit Committee is a sub-committee of Student Government. The purpose of the spirit committee is to foster and encourage school spirit through fun activities. Many of the activities planned by this committee are organized around holiday or seasonal themes, including a pumpkin contest, Kris Kringles (secret Santas), and a Spirit Week in the spring. Spirit committee also sponsors an Upper School Cabaret, holds spontaneous contests and decorating events, and plans trips to sporting events to cheer Stuart teams.

**The Tartan** – The student newspaper includes a variety of features, current topics, and news items. Students with ability in or an interest in developing skill in editing, reporting, layout, photography or business management are invited to become contributors to *The Tartan*.

**Un(author)ized** – The student literary magazine gives members a chance to share their writing passions and artistic talents with the community.

**Vox Unum** – Vox Unum is a select music ensemble that performs at Stuart and in the community. Admission to the ensemble is by audition and previous participation in TartanTones, Stuart's non auditioned singing group.

## The Stuart Community Expectations and Responsibilities

### **Judiciary Committee**

Members of the Stuart community are also expected to take personal responsibility in the areas described below. If a student fails to meet these responsibilities, she will be reported to the Judiciary Committee. When a teacher reports a student to judiciary, the teacher is encouraged to talk to the student in person if possible. The student will get a notification via email if she is turned into judiciary.

### **Student Expectations**

- 1** Smoking, drugs and alcohol are not permitted anywhere on school grounds or at any Stuart sponsored function, in the building or on adjacent property. Suspect use may be subject to disciplinary action. Any non-smoking student who is in the presence of another student who is smoking will also be reported to Judiciary.
- 2** Students are expected to behave in an appropriate manner at all school activities and throughout the school. Inappropriate behavior is behavior which disrupts, disrespects, or brings discredit to the community.
- 3** Classrooms are adjacent to the Resource Center and the hallways, and students are consequently expected to refrain from creating any noise that will disturb classes.
- 4** Students are expected to abide by the library regulations set forth by the librarian.
- 5** Students are expected to abide by the rules and expectations of the dining hall staff.
- 6** Freshmen, sophomores and juniors may not leave the school grounds any time during the school day except on Friday afternoon with parental permission after their last school commitment of the day. Seniors are expected to abide by the regulations of the Senior Privileges listed in this handbook. Whenever a student leaves the school building during the school day, she is expected to sign herself out, give her destination, and to sign herself in on her return. Students leaving the immediate surroundings (for example, to walk on the Nature Trail or to run) should sign in and out. It is

imperative that we know where students are at all times during the school day. Any student who neglects to sign in or out will be given judiciary. If it happens a second time, she will be given detention. Any further infractions will be referred to the Disciplinary Committee. Any visitors need to abide by sign in regulations.

- 7** The school belongs to the community and students are expected to share in the responsibility for its clean, healthy, and orderly appearance. Food and drink, with the exception of bottled water, are not allowed in the Resource Center, library, or classrooms before, during or after the school day. Teachers, at their discretion, may occasionally allow students to eat in classrooms. Students must eat lunch in the dining room only, or the picnic tables outside the dining room. The Serpentine Parlor may be used only with permission. Only during teacher-sponsored meetings, when a teacher is present and has given permission, may a student eat lunch in any area other than the dining room or the picnic tables outside the dining room. Privileges to snack in the hallway will be revoked for a period of time if there is trash or food left in the hallway.
- 8** The USRC: All members of a class are responsible for making sure the class sections in the USRC stay clean and tidy. If there is evidence that food is being eaten in the Resource Center class funds will be fined \$5.00, and if the eating continues, the section will be closed for a period of time. A section is clean when all trash and recycling is put away, books and other items are placed in book bags and lockers, and book bags are off tables and out of walkways. All sports equipment must be stored in the locker room. If sports equipment and other items are left in the wrong place, or not cleaned up, they may be placed in the Lost and Found and retrieved for a \$1 fine. Every day the section is untidy will impact future senior privileges. If the USRC is not cleaned prior to a school event (i.e. open house), senior privileges will be affected for one week.
- 9** iPods, other electronic music players, tape recorders, radios, headphones, electronic games and TVs are not permitted to be used for recreation between the hours of 7:55 AM – 3:10 PM. In addition, cell phones or other similar electronic devices may not be used during the school day. Cell phones should neither be seen nor heard during this time period. If a cell phone is seen or heard during the school day, a faculty or staff member may confiscate it and report the student the judiciary offense of inappropriate behavior. Other electronic equipment used inappropriately may also be confiscated and reported. (See Electronic Equipment in All-School policies section of Handbook.)
- 10** Students are not permitted to sleep in the Resource Center or in the Campus Ministry Office. Students may go to the Nurse's Office if they are sick, or they may rest in the Campus Ministry Room if they are free and just tired. If a student needs to sleep instead of attending class and is in the Health Office for more than one period, then her parents and the division office will be notified. The school's policy is that if a student is too tired or ill to attend class, she should be home by the nurse.
- 11** When student have prior knowledge of a trip or another commitment resulting in their absence from school, then the student is required to fill out and submit a "planned absence form" to the upper school administrative assistant.
- 12** All handbook policies apply to students at any event where they represent the school and the Stuart community.
- 13** Students may not use transportation services other than those coordinated by parents/guardians administration. Administration must give permission for any outside transportation services to be utilized. This includes, but is not limited to: Uber, Lyft, Click-n-Ride, etc.
- 14** Students may not order food from outside vendors during the school day or after school without special permission from an administrator.
- 15** 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.

- 16** School sponsored trips and activities, such as retreats and class trips are mandatory, not optional. Failure to participate is the equivalent of cutting school and can therefore result in judiciary or disciplinary action.
- 17** Students who cut school will be referred to the Discipline Committee. Additionally, parents/guardians will be notified.

### ***The Judiciary Committee Process***

The Judiciary Committee exists to establish a consistent and fair discipline system. It is meant to create a sense of personal responsibility and respect for our entire community and our surroundings. The Judiciary Committee has set up a penalty system for infractions of school rules. If a student fails to meet the responsibilities listed in this handbook, she will be called before the Judiciary Committee or the Head of Upper School. For purposes of consistency, the following guidelines are recommended:

Level I Infractions: (20-minute work detail)

- Gum chewing
- Technology violation\*
- Inappropriate behavior\*

Level II Infractions: (30-minute work detail)

- Late to class (0-10 minutes)
- Failure to park in third lot
- Eating in non-designated areas
- Technology violation\*
- Inappropriate behavior\*
- Failure to follow food service/dining hall regulations

Level III Infractions: (45-minute work detail)

- 3 Tardies to school
- Late to class three times
- Cutting class or another commitment
- Failure to sign “in” or “out”
- Failure to indicate location in sign out book
- Dress code violation of any kind
- Technology violation\*
- Inappropriate behavior\*

*\*Technology and inappropriate behavior violation levels will vary upon case by case situations, and are at the discretion of the faculty or staff member.*

The basic penalty for infractions of school rules is to spend free periods working at assigned jobs around the school. The amount of free time spent working will depend on the severity of the infraction. Students will complete work duty at the discretion of the committee, and may be assigned to gouter, lunch or after school clean up the same day they receive judiciary. Judiciary takes precedence over other extracurricular obligations.

The Judiciary process begins with an e-mail being sent to the student by a judiciary representative, detailing the infraction, the date of infraction, the level of the infraction, and the teacher assigned to supervise the work detail. If the student does not complete the judiciary within the time allotted (one week upon receipt

of the e-mail), and does not request an extension, the length of the work detail assigned will be doubled, then tripled. Should the student fail to complete the work detail in the amount of time given, the student's parents will be notified and an out of school detention will be assigned. Failure to complete the out of school detention will result in the student being referred to the Disciplinary Committee.

Serving detentions will be determined on an individual basis.

In addition to assigning work detail minutes, the Committee may also take privileges away from a student or recommend to the Head of Upper School that the student appear before Disciplinary Committee or that a meeting be scheduled with her parents. If a student accumulates more than 2 violations for the same infraction (for the year) the penalty will be doubled. If a student accumulates more than 3 violations for the same infraction she will receive a Saturday or out-of-school detention, the Head of Upper School will call her parents, *and she may be referred to the Disciplinary Committee.*

## ***Disciplinary Committee***

A violation of any of the four following regulations is so serious that major disciplinary action will be taken by the Head of the Upper School and Head of School in accordance with the Disciplinary Committee process.

- 1 Academic Honesty:** Stuart is an intellectual community. Adherence to standards of academic honesty is expected from all members. No student should give or receive help on any test or quiz or discuss the content of any test or quiz with a student in another section of the same course or with a student who must make up the test. She should not give or receive assistance on homework or other assignments unless the teacher has given the class permission to do so.

No student should present as her own the ideas, interpretations, statistics, words, or structure of another. These actions are considered to be plagiarism, which includes quoting directly from another source without using quotation marks and citations and/or incorporating into a paper the ideas of another person without citations. A student should be aware that changing a few words or slightly altering the structure of a passage is plagiarism. She should therefore use her own words and sentence structure when paraphrasing, and still consider using a citation if it too closely resembles the original passage. Failing to include a bibliography of all sources read in the preparation of a paper is another form of academic dishonesty. Sources include but are not limited to: Encyclopedias, books, periodicals, papers written by another, and the Internet. While we understand that certain concepts may be difficult for a student to fully comprehend, we will investigate any instance in which plagiarism could be an issue. It is our hope and our intent that such investigations will prove to be valuable learning experiences for the student, so that she will feel confident of her ability to write research papers in college. No student should present for one class a paper that she has prepared for another class. A paper cannot satisfy the course requirements for more than one course unless the instructors involved give their permission. Stuart discourages the use of translators in its World Languages classes.

Cheating and plagiarism are serious violations not only because such actions affect the student and her academic future but also because they affect the intellectual environment and standards of the entire Stuart community. When cheating or plagiarism occurs or is suspected, the teacher must notify the Head of Upper School of the incident. The Head of Upper School will consult in a confidential manner with the faculty members involved to investigate the incident. If the student is referred to the discipline committee then the Disciplinary Committee Process described in this handbook will be followed.

- 2 Personal Integrity:** A community can exist only if there is respect and trust among its members. Honesty is a primary value of the Stuart community as well as of the larger society of which we are a part. Stealing is a violation of the rights of others; no student may use, take or borrow any property that belongs to another without permission. Lying is a violation of trust; students are encouraged to be true to their word on all occasions. Neither lying nor stealing will be tolerated in the Stuart community.

Inappropriate behavior of any kind may be subject to disciplinary action.

- 3 Alcohol and Drugs:** Stuart is a part of a larger community and adheres to the laws of our society. In New Jersey it is unlawful for anyone under age 21 to buy or have delivered or served to her any alcoholic beverage. If a student possesses or consumes or is under the influence of alcoholic beverages at Stuart or a Stuart-sponsored event, she will be referred to the Disciplinary Committee. If she makes alcoholic beverages available to anyone else, or if she is present and condones such action although not necessarily consuming alcohol herself, she will be referred to the Disciplinary Committee.

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. Drugs prescribed for a student for medical reasons must be registered with the school nurse, and be administered by the school nurse.

Students who sell or make available illegal substances to anyone at Stuart or on a Stuart sponsored event may be asked to withdraw from school.

- 4 Computer Violations:** All computer network use is monitored. Any student who sends threatening or offensive e-mail, who violates network security or integrity, or who logs into the niche of another may be referred to the Disciplinary Committee.

### ***The Disciplinary Committee Process***

The Disciplinary Committee deals with infractions of the four regulations stated above which may result in suspension or expulsion. The Committee also has the right to consider any other behavior not listed above which it considers serious enough to merit Disciplinary Committee action. This does not mean that conduct referred to under SCHOOL POLICIES REGARDING EXPULSION AND SUSPENSION must be referred to the Disciplinary Committee.

The Disciplinary Committee is comprised of the Committee Chair, who is the Upper School Dean of Students, two Upper School faculty members, the President of the Student Council and the Chair of Judiciary Committee (other Student Government representatives may be appointed if student who committed an infraction is a senior). If any member of the Disciplinary Committee is involved in the incident they may not participate in the proceedings. The Committee can be called into session by recommendation of the Judiciary Committee, by the Head of School, or by the Head of the Upper School. It is the responsibility of the Upper School Dean of Students to inform the student involved, her parent(s) or guardian(s), her advisor, the faculty and student members of the Disciplinary Committee of the subject of concern and the time of a hearing. The student has the right to be represented by her advisor or another faculty member. The hearing process is intended to review fairly the circumstances of the alleged violation and any mitigating circumstances. It is not intended to be an adversarial or quasi-judicial proceeding. After the Disciplinary Committee hears the evidence, the Committee will deliberate for no more than 24 hours before making a recommendation to the Head of Upper School, who will make the final decision and inform the Head of School. The Head of Upper School will inform the student, the student's parent(s) or guardian (s), and her advisor of the decision.

Typically, with the exception of a significant violation of the above stated expectations, the first disciplinary offense could result in in-school or Saturday detentions, disciplinary probation, and loss of some privileges. Consequences are less severe for those students who come to the Discipline Committee ready to take personal responsibility for their own actions, and for those who are honest about the situation. A student on Disciplinary Probation may, for a specified period of time, lose her privileges, be required to spend free periods under supervision, be removed from participation in school activities, and/or be required to perform additional service in the school or community. While on Disciplinary Probation, a student is not eligible for any school-wide award. A letter will be placed in the student's file for a specified period of time. If the student does not appear before the Committee again the letter will be destroyed. The Head of Upper School will request that parents have a conference to discuss the conditions surrounding disciplinary

probation.

Repeated appearances before Disciplinary Committee may result in expulsion or a request for withdrawal. If a student is found to have violated the above regulations for a second time consequences will be much more severe and may include suspension or expulsion. In any case which could result in suspension or expulsion, the Head of School will make the final decision. **In cases of suspension or expulsion the Stuart School Community will be informed.** Please also refer to SCHOOL POLICIES REGARDING EXPULSION AND SUSPENSION in this handbook. In any case in which the decision is expulsion or suspension, the process for expulsion and suspension in this handbook will also apply. Further discussions will not involve student members of the Discipline Committee.

If school is not in session or in other times in which the student members of the Disciplinary Committee are not available, the Disciplinary Committee will be comprised of the Head of the Upper School, the Upper School Dean of Students, and the faculty members listed above, if available.

The Administration may, when deemed appropriate, discuss any disciplinary matters as they affect the Stuart community.

In some extraordinary cases and after a full discussion with a student, parents and appropriate faculty or advisor, the student may choose not to appear before the Disciplinary Committee. A student may also choose to waive peer representation and appear alone or with her advisor. Whether or not the full Disciplinary process is invoked, the parents and student will accept the decision of the Head of the Upper School and the Head of School. Students may waive their right to have peer representation during the disciplinary process.

### ***Disciplinary Committee (DC) Timeline of Events***

- 1** Any Member of the Stuart Community (MSC) may bring a problem to the attention of Head of Upper School (HOUS) or Upper School Dean of Students (USDS) in one of the following areas: academic integrity; personal integrity; computer violations; alcohol/drug offenses; or behaviors/attitudes contrary to values of Stuart. If a student or students reports another student to Disciplinary the reporting student/students must be willing to appear before the Disciplinary Committee. The HOUS or USDS takes the statement from the MSC in writing and may decide whether or not to initiate the disciplinary process.
- 2** The HOUS or USDS then notifies the student of the alleged problem and the student writes a statement describing in detail her memory of events in relation to the problem. If the decision to go ahead with the DC process is made, the following steps will then take place.
- 3** The HOUS or USDS goes over the alleged violation with the student, and explains the disciplinary procedure. The HOUS or USDS then calls the student's parents while the student is present, and reminds the parents of the Disciplinary Process.
- 4** The HOUS or USDS notifies the following members of the Disciplinary Committee of the meeting time and place. Those individuals include the Faculty members on the Disciplinary Committee, the student Judiciary Chair, the Student Council President (the HOUS informs the Head of School). The Student involved and her Advisor or advocate are also informed. The Head of School may decide to attend the meeting at his/her discretion.
- 5** At the Disciplinary Committee meeting, the USDS informs the committee members of the alleged infraction, and goes over the DC process. All are reminded that ALL DELIBERATIONS ARE CONFIDENTIAL. Then, in the presence of the student and her Advisor, the Member of the Stuart Community (MSC)'s statement is read, additional statements may be given, and the DC or the student and her advisor may ask questions of the MSC, if the MSC is present. If present, the MSC then leaves the proceedings. Next, the student's statement is read and the student tells her story. The Committee may ask questions of the student and of her advisor. The advisor may give additional input on behalf

- of the student. Then the student and her advisor leave.
- 6** Next, the DC deliberates. The Judiciary Chair will take notes. Student and faculty representatives have an equal voice. The process of deliberation may take up to 24 hours. The USDS may participate in the discussion, but does not vote.
  - 7** The DC then makes the final recommendation to HOUS, who has final authority in all cases, including involving the Head of School.
  - 8** Depending on the infraction and consequences, when the decision has been reviewed and finalized, one of the following will occur.
  - 9** The student and her advisor may be recalled to meet with the Committee. The Judiciary Chair reads the decision, and members of the committee discuss consequences and recommendations. Parents are then informed of the decision by telephone by the USDS. Parents may meet with the HOUS about the infraction and the consequences.
  - 10** In other cases, including cases involving Suspension or Expulsion, the student and parents will be expected to meet with the HOUS and the Head of School to go over the consequences and decisions of the Disciplinary Committee.
  - 11** A follow up letter reiterating the DC decision is written by the USDS and sent to the parents. A copy of the letter will be kept in the student's file. This letter is sealed, marked CONFIDENTIAL, and will only be opened if the student incurs another Disciplinary infraction.

## **Dress Code**

The Upper School does not have a daily uniform because we seek to help our young women learn to dress appropriately for a given situation. Students' clothing may reflect individuality as long as it is in keeping with the dress code. We wish to create an environment that is respectful of the feelings and attitudes of the community.

Dressing for school is not the same as dressing for leisure time outside of school. Standards of *cleanliness*, *neatness*, *modesty*, and *appropriateness* in dress are expected for the classroom and school day. Clothing must be modest whether standing or sitting.

Students should dress in more formal attire on "Mass Day Dress" which includes the school blazer for religious services, awards ceremonies and special occasions. Jeans, flip-flops, hats, athletic attire (with the exception of game days), shorts and printed t-shirts are not appropriate.

The following is a list of specific clothing and its place in the classroom dress code:

- 1** Pants, slacks, shorts, skirts and dresses can be worn. Cut-offs, gym shorts, and spandex shorts are not allowed. The length of a skirt, dress or shorts should be mid-thigh or longer. This applies to everyday dress as well as Mass Day Dress, Prize Day and Graduation, but not events such as dances or Prom. Pajamas, skin-tight skirts or pants are not allowed; leggings must be worn with a top that reached mid-thigh.
- 2** Shirts/blouses/sweaters must cover the mid- section, front and back, and have a modest or appropriate cut or neckline. Tops must be long enough to cover the midsection when arms are raised above the head. Tops must also have wide shoulder straps (no spaghetti straps.)
- 3** T-shirts/sweatshirts providing sufficient coverage may be worn. Shirts with any mention of alcohol, drugs, violence, cigarettes or sex are not allowed.
- 4** Hats may be worn to school and in the building. A teacher may request students to remove hats for class.
- 5** Apparel should be opaque, and not transparent.
- 6** On game days only, athletes may wear Stuart game jerseys or team-issued athletic warm up suits.

Other sweatpants are not allowed. Clothing below the waist must conform to the dress code as in #1. Team-issued pants must be worn with team-issued top.

- 7** Clothes that are ripped, ragged, dirty, expose underwear or expose areas normally covered by underwear are not allowed.
- 8** Shoes must be worn at all times.
- 9** No body piercing is allowed except ear piercing. No visible tattoos are allowed.

Anyone who comes dressed to school inappropriately may be sent home to obtain the proper attire or may be lent appropriate dress to wear for the remainder of the day. In addition, the student will be reported to the Judiciary Committee. The dress code is a general guide that is not all-inclusive. We trust students and their parents to make wise decisions in choosing appropriate dress for school.

### ***Computer Offenses***

Students and parents are reminded to consult the section of the Handbook on **Computer and Email Use Policy** for computers. “Use of computers while at school should be to pursue intellectual activities, seek valuable resources ... and other types of learning activities.” Matters which could be taken to Judiciary or Disciplinary Committee and which could result in the loss of computer privileges (these apply to all computer use on the Stuart campus, both during the school day and at other times):

- Inappropriate print jobs: Printing multiple copies, print jobs not related to schoolwork
- Desktop offenses: The rule is to leave it as you found it.
  - a. Changing fonts
  - b. Saving files anywhere except your niche or the temporary storage folder
  - c. Changing the background
- Changing hard drive names
- Getting into someone else’s niche WITH their permission
- Downloading and or installing programs
- Using instant messenger or outside e-mail or chat rooms
- Playing games on the computer
- Any use of a school computer for personal reasons
- Misusing social media

## 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 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.**