



**STUART**  
COUNTRY DAY SCHOOL OF THE SACRED HEART

# Early Childhood

Program | PARENT HANDBOOK



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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.

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

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

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## Sacred Heart Goals

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

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

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

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

- 1** The school develops and implements a curriculum based on the *Goals and Criteria*, educational research and ongoing evaluation.
- 2** The school provides a rigorous education that incorporates all forms of critical thinking and inspires a 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.

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***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.

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## **Mission Statement**

Stuart's mission is to prepare young women for lives of exceptional leadership and service within the framework of the Goals and Criteria of the Schools of the Sacred Heart.

## **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.

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# The Early Childhood Program

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

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

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

## Why Stuart's Early Childhood Program?

### ***We Believe in Your Children***

Stuart's early childhood classes are warm, caring and nurturing environments that truly support and inspire all aspects of your child's development. It is our belief that all children are endowed with individual strengths and capabilities and by nature are intellectually curious.

### ***We Believe in Community***

Your child will work and play in a loving community. It is in this nurturing environment where relationships to other children, the family, the teachers, and the community are formed. We believe one of the most important benefits of being part of the Early Childhood Program at Stuart is that each child is also a member of our larger Preschool through Grade 12 community.

### ***Learning and Play***

Children learn best through play. We encourage your child to ask questions, explore and discover, while interacting with engaging materials.

### ***Problem Solving***

We recognize that problem solving is the foundation of a young child's learning; opportunities for problem solving occur in the everyday context of a child's life. In this process your child will assess his/her choices, learn from mistakes, and become independent evaluators of their work.

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## ***Exploration***

Children learn by doing. They have the opportunity to investigate and follow through on their interests. They will master a wide variety of skills in the context of developmentally appropriate activities. Young children at Stuart are empowered with a sense of purpose.

## **School Life**

### ***First Week of School***

The first day of school is an orientation on the Wednesday following Labor Day. Parents and students attend a 1 hour orientation from 8:30-9:30am. Please park your car and walk with your child to the main entrance of the school. We will greet you and walk you to the classrooms. All drop-off and pick-up procedures for regular school days will be reviewed in the classrooms by your child's teacher on the first day.

We anticipate that the first few days of school will be filled with lots of excitement and unforeseen events. Therefore after the orientation day on Wednesday we run a two-day phase in on Thursday and Friday. The purpose of these mornings is to develop a familiarity with the teachers and the classroom setting, and provide a positive first encounter for your child. Each classroom teacher will spend time with the children as they make their way around the various areas in the classroom.

Due to the nature of these days, we also expect a variety of child reactions as they adjust to their new school environment. If possible we encourage your child's day to end at 12:00pm. This will provide you an opportunity to talk about the experience with your child and prepare them for the following day. There is an option to have your child stay for the remainder of the day until the 3:00 PM pick up time. Please advise your classroom teacher on the first day of your plans.

### ***Drop/Off Pick Up***

Drop Off can be at any time between 8:00-8:30 AM. Pick up for half day is at 1:00 PM and full day is at 2:45 PM.

### ***Communication***

Your child will come home at the end of each week with a Friday folder containing important information about the classroom happenings, announcements and reminders. In addition, you will receive a weekly Sacred Heartbeat email from the Head of Lower School highlighting the week's events and reminding you of upcoming dates, special occasions, Early Childhood, Lower School, and All-School events.

### ***Seesaw***

Seesaw is a digital portfolio that gives us a safe place to communicate what goes on in the classroom. The Seesaw platform is a user friendly communication app that will give you a window into your child's learning and will serve as a vehicle to share regular academic progress with you.

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## ***Goûter***

In keeping with our French roots, the daily mid morning snack is referred to as Goûter. Each class enjoys a healthy snack provided by the school.

## ***Rest***

Every child will be provided a rest mat. Your classroom teacher will give you more information about bedding on the first day of school. You may be asked to bring home an item for washing every Friday. Make sure to bring it back on Monday mornings.

## ***Backpacks***

Please provide your child with a backpack large enough to include artwork, bedding, extra clothing and an 8x11 folder. Remember to check it and empty it out regularly. No rolling backpacks, please.

## ***Lunch***

There are two choices for those children who stay for the full day program. You may have your child bring his/her own lunch from home or subscribe to the school's lunch program at any time throughout the year. Lunch menus and information is on the Dining Services webpage at [www.stuartschool.org/parents/dining\\_services](http://www.stuartschool.org/parents/dining_services)

Please be advised - Flik Food Services provides a nut-free lunch in a nut-free facility. However, food is brought in from time to time - to celebrate birthdays, for example - that may contain nut products and/or that may be manufactured in a facility containing nut products.

## ***What to Wear***

Comfortable, weather-appropriate clothing is strongly recommended. Your children will be playing, jumping, running, working on the floor, and experimenting with art materials. Do not send your child to school with clothing that you mind getting messy. Your child should wear sneakers or rubber-soled shoes to school - please know that an additional pair of sneakers that will remain in your child's cubby is necessary for PE classes. Flip-flops are not permitted.

## ***Extra Clothing***

Please bring a supply of additional clothing on Orientation Day. Each item should be clearly labeled and packed in a shoebox size container that will be stored in your child's cubby. As the weather changes, we will remind you to pack appropriate extra clothing.

## ***Required Supplies***

Each child needs a clearly labeled backpack, a lunch box (unless you sign your child up for the Lunch

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Program), gym sneakers, and a change of clothing. Please bring these items on the first day.

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

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

### ***Back To School Night***

This evening, held each year in September, offers you the wonderful opportunity to meet your child's homeroom teacher in the classroom setting. She will talk about the goals and expectations for the year, guide you through the various materials in the classroom, and further explain your child's daily experience at Stuart.

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

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

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# General School Information

## Administrative Information

### ***Admissions Office***

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

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

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

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

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

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

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

Parents wishing to apply for financial aid must do so through 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.

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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 endowments 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 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

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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 Admission and Institutional Advancement to coordinate the many other activities involving parent support.

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

## **Parent-School Partnership**

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

Parents can expect to receive both timely communications about school news and important messages such as “weather” 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 or son’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

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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 Magnus and making timely updates.

## Communication with Teachers and Administrators

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.

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

**mySTUART Parent Portal** - mySTUART is a parent portal designed to help parents easily access, manage, connect and share information from one central location. The mySTUART parent portal offers:

- Online enrollment process
- Single sign-on access to Magnus Health for health and permission forms and Smart Tuition
- Searchable student/family directory
- Links to Aspen Student Information System and Seesaw
- Links to division information and news, and Back to School information, when available, on the Stuart website

Log in to mySTUART at <https://stuartschool.myschoolapp.com> using the email address with which you receive emails from Stuart. Click on "Forgot login or First time logging in?" 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. Log in at <https://nj-stuart.myfollett.com/aspen>. The portal is password protected. Login information will be sent to parents and students.

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**Parent Information Pages** on the Stuart website contain news and information and are broken down by division for Early Childhood, Lower School, Middle School, and Upper School. To get to the Parent Information Pages, use the “Parent” link at the top right of the Stuart website. Division-specific news as well as links to school calendars, parent enrichment, the SPA (Stuart Parent Association) page, the Health Office, and the school store: The Bookbag online. Visit the Stuart website at [www.stuartschool.org](http://www.stuartschool.org)

## Who to Contact

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

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

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

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

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

School Area	Who to Contact	Extension
Your child’s class	Your child’s teacher	See Directory
Early Childhood & Lower School Head	Christine D’Alessandro	4102
Middle School Head	Robert Missonis	4114
Upper School Head	Marissa Muoio	4193
Personal Counseling	Jennifer Peck-Nolte, Lower School Guidance Counselor	4117
Health Office	Tine Boss, RN	4122
Academic Support	Judy Shakespeare, Learning Specialist	4205
Gifts to Stuart	Beth Marks, Director of The Stuart Fund	4184
Business Office	Rose Neubert, Director of Finance and Operations	4116
Head Office	Dr. Patty Fagin, Head of School	4110

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## **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 Magnus on your MyStuart portal.
- An alert email will be sent using to the email addresses in Magnus.
- Stuart website homepage: an alert will be posted at [www.stuartschool.org](http://www.stuartschool.org)

It is important that the contact information we have in Magnus is current. If you need to update your family information in Magnus, please visit <https://stuartschool.myschoolapp.com/app/parent#login>.

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.***

## **Extended Day and Enrichment Programs**

**Extended Care** is available for children in Early Childhood through Grade 4 before school, starting at 7:00 AM (7:30 for EC II and III), and after school until 6:00 PM. The program is run on a two semester basis and registration and payment is required prior to the beginning of each semester. Extended Care is also available on a per semester or per diem basis. Lower School Children who are not picked up at dismissal will be brought to the Extended Day Program. A drop in fee will be charged to the parent after 3:45 PM.

**Enrichment Programs** at Stuart offer students an opportunity to try something new, develop new talents, take a homework break and learn with an experienced teacher and have fun! An exciting line-up of programs is available each semester including creative movement, ballet, Lego Robotics, art, math and more! Open to students in Early Childhood through Grade 4, courses are taught by Stuart faculty and selected subject-matter experts. Minimum numbers of students are required to run these programs.

**Vacation Camp** is available during our parent conference, faculty in-service days, and some of our vacation breaks. Stuart offers Vacation Camp from 9:00 AM to 3:00 PM. Our wonderful extended day staff will provide lots of fun and relaxation with arts, crafts and projects for the Loaves and Fishes soup kitchen. Siblings are welcome! Snacks will be provided but please send your child with their own lunch. Per-diem

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registration is \$65 per day. Registration will be available one month before the camp. A minimum number of students is required to run the program.

## Dining Services Lunch Program

FLIK Independent School Dining serves our Stuart community. Please visit Stuart's website for more details on dining options. <https://www.stuartschool.org/campus-life/dining-services>

## Transportation

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

### *Volunteer Drivers*

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

- 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.

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If a student feels ill during the school day, he/she should report to the Health Office. The school's policy is that if a student is too ill to attend class he/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.

## **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.

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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.

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

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

## ***Harassment***

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

Examples of harassment:

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

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

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

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- 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 should 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.

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# 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 Stuart Country Day School of the Sacred Heart ("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** 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 Stuart Country Day School of the Sacred Heart to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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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.**