



2022-2023

LOWER SCHOOL

**PARENT/STUDENT
HANDBOOK**



STUART
COUNTRY DAY SCHOOL OF THE SACRED HEART

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Introduction

This Handbook provides detailed information about Stuart Country Day School of the Sacred Heart (“SCDS” or the “School”), including summaries of school policies, practices, academics, activities, and goals. To stay up to date on any changes or additions to this Handbook, please visit stuartschool.org/parents.

Please take the time to carefully review this Handbook, including reviewing it with your daughter(s). It is important that families understand the School’s expectations and policies, and that families know to whom they can direct their questions or concerns. Students are expected to know and understand all information in this Handbook, as well as any information or regulations issued by the School, including those in the information sheets, and announcements around campus.

Please understand that this Handbook is intended only to highlight current policies, practices, and procedures. The policies and procedures set forth herein are intended as general guidelines—specific situations may call for handling a matter in a manner different from that described herein, depending upon the particular facts and nature of the situation. However, it would be nearly impossible to review every element of every policy, or every possible scenario and outcome. Rather, this Handbook serves as a series of policy summaries to keep your family better informed.

In addition, circumstances will require that the policies, practices, and procedures described in the Handbook may change from time to time. Stuart reserves the right to modify or change any or all such policies, practices, and procedures in whole or in part, at any time, with or without notice.

SCDS will make every attempt to give timely notice of substantive changes in policy. Should events which are beyond SCDS’s reasonable control and which occur without its fault or negligence necessitate a closure, delay, or modification of its educational programs and activities, the family's obligations as outlined in this Handbook, as set forth in the Enrollment Agreement, and/or as otherwise established by SCDS shall continue. SCDS shall not be liable for any failure, delay, or modification of its programs or activities. SCDS reserves the right to make modifications to the school year as necessary to account for any time lost due to any closure or delay, including without limitation the following: extending the school year for a period of time; changing schedules; conducting classes via distance-learning; and/or scheduling weekend classes. Possible events which could necessitate closure, delay, or modification as described above include, but are not limited to, acts of nature, fire, pandemic, U.S., state or local government restrictions, wars, and insurrections.

This Handbook supersedes all prior policies (whether written or oral, expressed or implied) which in any way contradict with the policies herein. However, this document is not intended to supersede any individual written agreement between you and SCDS, or any applicable law. If you find that such a conflict or discrepancy exists, please contact Ms. D’Alessando. This Handbook is not intended to constitute a legal contract of any kind.

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 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. 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.

Sacred Heart Goals

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

GOAL ONE: A personal and active faith in God.

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

GOAL TWO: A deep respect for intellectual values.

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

GOAL THREE: A social awareness which impels to action.

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

GOAL FOUR: The building of community as a Christian value.

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

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

- 1** All members of the school community show respect, acceptance and concern for themselves and for others.
- 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 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.

The Lower School

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

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

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

Our Lower School Mission Statement

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

Why Stuart's Lower School Program?

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

- All Girls
- Sacred Heart Goals, National Network, and Global Community
- Commitment to Innovation

All Girls

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

Stuart as part of an International Community

Stuart is a member of the national network and international community of Sacred Heart schools with

connections to sister/brother schools as close as Princeton Academy, and as far as Tokyo, Japan.

- Sacred Heart schools educate the whole child, inspire academic excellence, develop a strong sense of community and encourage a lifetime commitment to learning and service.
- Stuart educates to the Five Goals of Sacred Heart education.
- Commitment to Innovation
- Stuart founders sought to inspire young women to go out and change the world.
- We continue their charge to this day - not only by inspiring change through social justice, but also by educating girls with 21st century skills and technology to further deepen their ties to the arts, athletics, science and mathematics.
- Whatever path to learning and service they choose, they are well equipped to lead and make a difference.

As a Lower School Community, it is expected that:

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

Goal 1

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

Goal 2

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

Goal 3

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

Goal 4

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

Goal 5

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

Parent-School Partnership in the Lower School

Parents can expect the following from teachers:

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

- Keep parents informed.

Stuart expects the following from parents:

- Embrace the Five Goals & Criteria of a Sacred Heart education.
- Believe in the mission, goals & criteria of the school and partner with the school to impart similar core values.
- Have confidence in the Stuart teachers, understanding that the goal is to continuously keep the interest of all children at the forefront.
- Contact the teacher first in cases of uncertainty or disagreement. They will work together to problem solve and find solutions.
- Make a concerted effort to stay informed and participate in class meetings, special occasions, events, and celebrations.
- Engage in their child's learning - discuss and examine items and work brought home; maintain a dialogue about homework assignments and enrichment, and read together on a regular basis.

Stuart expects the following from students:

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

Behavior and Conduct

As a member of our community:

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

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

In most instances, behavioral expectations are understood and easily met by Lower School students. Teachers are expected to resolve differences within the classroom setting. If the behavior persists and/or is deemed unacceptable, a student may be sent to the Head of the Lower School and/or a parent may be called. Specific behavior modifications and/or discipline protocols may be put in play after consultation with the teacher(s), student(s), school psychologist, and parent(s).

The following are examples of unacceptable behavior:

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

Possible consequence for unacceptable behavior may include:

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

School Life - The Nitty Gritty

Orientation Day

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

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

Backpacks, Lunch Box & Gym Sneakers

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

The School Day

Arrival: All students should be in the building by 7:50 AM. Early care is available for all students EC through grade 4, from 7:30am - 8:00am..

Dismissal: All children are dismissed at 3: 00PM At 3: 15PM any student who has not been picked up or has missed her bus will be sent to after-school care. After-school care is offered until 6:00 PM.

An accurate record of how your child goes home is kept in the main Lower School Office. If there is a change in the way your child is getting home, you must contact the Lower School Administrative Assistant before 2:00 PM that day or your child will be sent to the regular dismissal location. Please know that our priority is to keep all children safe, and it is imperative that we know the location of every child at all times.

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

If you are running late, your child will be walked to after-school care. When you arrive, you will need to come into the school and pick up your child in the Lower School. Please note that if your child is not picked up by 3:45 PM you will be charged accordingly.

Attendance Policy

Absence and Late Arrivals

Regular attendance and punctuality are key components to a student's academic success. If your child will be absent or will be arriving after 8:00 AM please contact Lower School Administrative Assistant. Requests for homework assignments are made with the homeroom teacher and will be left at the Lower School's front desk by 3:30 PM. Please plan family vacations and special events during the regular vacation days throughout the school year. It is extremely disruptive for a child to miss more than two consecutive days of school. If a child has more than five unexcused absences, a discussion with the Head of Lower School is required. Consequences may affect student progress and assessment.

A Typical School Day

The Lower School gathers for morning prayer, community time, or assembly bi-weekly on Wednesday mornings. We share special events, presentations, and celebrate with each other. These gatherings may include "intentions" and prayer, and are followed by a regularly scheduled day that includes literacy, math, Goûter, lunch, recess, theology, drama, music, art, world language, PE, library/media and STEM. The school day ends at 3:00 PM.

Goûter & Espacio

In keeping with our French roots, the daily snack is referred to as Goûter. Each class enjoys a healthy snack (provided by the school) and recess time outside. Students are permitted to bring a snack from home.

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

Lunch

Lunch is included for all JK- 4 students. Students may bring their own lunch from home if they choose. 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.

Teacher-Parent Communication

See

You will receive a weekly Sacred Heartbeat email from Ms. D'Alessandro highlighting the week's events along with reminders for upcoming dates, special occasions, Lower School and all-school events. In addition, each homeroom teacher writes a weekly newsletter through Seesaw to convey important information about the grade.

Seesaw

All classrooms use Seesaw as a digital portfolio 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, important information and news, and will serve as a vehicle to share regular academic progress with you.

Other Important Information

Field Trips

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

Conge

Conge is derived from the French word leave (farewell). It's Conge! This announcement is recognized by students at Sacred Heart Schools as signaling a day when they take leave of their regular studies and channel all energy into having fun. Conge comes when they least expect it, since the planning for them is done in secret. Head of Lower School will send out an email the morning of Conge to alert parents where we will be going.

Lost & Found

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

Uniforms and Dress Down Days

Our uniform requirements are listed in this handbook and posted on the school’s website. Students are expected to come to school in uniform each day. On occasion, the students will be given a “dress down day” when they can come to school in regular play clothes. Please assist your child in choosing items appropriate and comfortable for school.

Birthdays

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

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

Special Events & Holidays

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

Academics in the Lower School

Homework Guidelines

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

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

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

Third and Fourth Grade: Homework is assigned every day. Approximately 25-30 minutes is an expected guideline. Students are expected to work independently on assignments, making note of any questions for the teacher to address for the following day. Many assignments are not due the next day and the students are expected to budget their time appropriately. In addition, quiet reading is expected for 20-30 minutes every night.

During class time, we work with the girls to help them manage their time wisely and to plan for long term assignments. We also give ample notice of tests and encourage the girls to study in advance and over time for all assessments.

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

Academic and SEL Support

The Lower School is staffed with an Academic and SEL support team who work alongside the teacher to assess student progress, maintain a comprehensive scope and sequence, provide basic skill instruction, differentiate and individualize, and provide an attractive student/teacher ratio

Internal/external assessments, teacher observations, and parent feedback help us determine the specific academic needs of a particular student. Formal diagnostic testing must be done outside of school at a parent's expense. We maintain a list of evaluators, which is available to those parents seeking these services. Free testing for New Jersey residents by Catapult Regional Educational Services will continue to be available as well.

All students benefit from the expertise of the Lower School learning specialists as they visit each classroom 2-3 times a week during the language art and math periods of time. If it becomes apparent to the school and/or the family that additional support is required, this must be provided outside of school at the expense of the family.

Computer Usage

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

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

1. Privacy - the student will not look at anyone else's account, files, or work on the computer.
2. Academic honesty - the student will not present the work of other people as her own. She will give credit to the originator of ideas, text, images, programs, and sounds taken from digital sources.
3. Safety - the student will not give out personal information about others or herself while online and will not engage in any type of cyberbullying.

4. Reliability - the student realizes that the information found on the Internet is not always accurate, current or complete.
5. Sustainability - the student will not be wasteful in printing more than needed.
6. Security - the student will not damage any computer or any part of Stuart's network, will not access anyone else's account, and will not download programs from the internet.
7. Legality - the student will not use the network for any illegal activity. If she has a question as to what an illegal activity is, she will ask a teacher.
8. Privileges - the student understands that any use of Stuart's information resources is a privilege. Students should not have an expectation of privacy when using computers or tablets provided by Stuart, which may be inspected at any time.

Physical Education & Recreation

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

Important Dates

Lower School JK – 4 Back to School Night

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

Coffee with Christine

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

Lower School Uniform

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

Lands' End School Uniforms

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

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

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

Lower School Uniform:

- Hunter/Classic Navy Plaid Jumper (this style only) with white embroidered logo (logo is required)
- Short Sleeve Peter Pan Knit Top – white - with green embroidered logo (logo is required)
Or
- Long Sleeve Peter Pan Knit Top – white - with green embroidered logo (logo required)
- Girls' Solid Bike Shorts – classic navy
- Ankle (above the ankle bone) or knee-high socks – white or navy blue
Or
- Tights – white or navy blue

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

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

SHOES: Shoes must be black. Shoes may be the following styles:

- Girls' Unit Bottom Mary Jane Shoes – (black suede or patent leather)
- All weather Mocs in black suede

Uniform Condition

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

Cold Weather

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

Jewelry, Makeup and Hair

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

Physical Education (P.E.)

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

Dress Down Days

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

Logo Required

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

Encore Emporium

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

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 Enrollment and Re-enrollment Agreements

Agreements to enroll or reenroll students are released to parents through the MySTUART portal.

Re-enrolling families must sign and submit their agreements with a non-refundable deposit by the date indicated. If an agreement is not received by the due date, a student risks forfeiting her place. 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 an agreement 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 regarding reenrollment.

As set forth in the agreement, 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 documentation of need.

Parents wishing to apply for financial aid may 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

The Office of Institutional Advancement seeks to further Stuart’s mission of preparing girls for lives of exceptional leadership and service by engendering constituent engagement and support through effective programs in fundraising, alumnae and family engagement, and communications.

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 for budgetary relief so that Stuart can provide all girls with an exemplary education. We encourage every family and all faculty and staff to support The Stuart Fund and to serve as advocates and ambassadors for the school. 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 and enhance 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 Society*, 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, talent and treasure. They graciously return to speak with students at career panels, the Women in Leadership Series, Women We Admire Day, #LEADLIKEAGIRL 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 spring and staying in touch through social

media and regional events.

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.

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 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.

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.

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.

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.

Custody Issues and School Access

Unless notified otherwise, the School will presume both parents are permitted to attend school activities and be provided with information and report cards with respect to their child. The School will also presume that both parents are entitled to be involved in their child’s schooling, and both parents must agree and authorize a child’s enrollment and/or withdrawal from a school.

Is it not the intention of the School to become involved in familial disputes. However, should custodial arrangements and school access as between the parents change, the School expects that both parents will inform the School of the change and any relevant restrictions. Information of this nature is kept strictly confidential.

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 daughter's class	Your daughter's teacher	See Directory
Lower School Head	Christine D'Alessandro	4102
Middle School Head	Robert Missonis	4114
Upper School Head	Dr. Marissa Muoio	4113
Personal Counseling	D'Anne Lewis Lower School Psychologist	4117
Nurse's Office	Tine Boss	4122
Academic Support	Amanda Rivenburgh	4151
Gifts to Stuart	Beth Marks, Director of The Stuart Fund	4184
Business Office	Rose Neubert, Director of Finance and Operations	4116
Head Office	Julia Breen Wall, 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 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

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 Extended Care is 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.

The **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 and faculty in-service days and some of our Vacation Breaks, Stuart will offer **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! Snack will be provided but please send your child with their own lunch. Per-diem registration is \$65 per day. Registration will be available one month before the Vacation and minimum numbers of students will be required in order to run the program

Dining Services Lunch Program

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

Transportation

By Bus

Transportation forms are mailed to parents with re-enrollment forms and must be returned to the admission office when requested. Transportation is provided by the state of New Jersey; failure to apply on time can result in loss of transportation or reimbursement. Routes are set up by school districts; Stuart does not control their decisions. Questions may be directed to the admission office or the school board of the district where the student resides. Private transportation (car pools, buses and taxis) exists for those students who are not eligible for public transportation. If inappropriate behavior is reported to Stuart from a bus company the student's parent or guardian will be notified.

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

By Car

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

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

Volunteer Drivers

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

- 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

Please see stuartschool.org/covid for changes to Health Center policies, that will be in effect for the duration of the pandemic.

Role of the Health Office

The role of the Health Office is to support the overall well-being and academic success of our students. The Health Office institutes health and safety guidelines; provides nursing assessment for any injuries or illnesses; help students manage chronic illnesses or life-threatening allergies; and assists in health education. In addition, the Health Office maintains medical records and health information in accordance with the requirements mandated by the applicable law.

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. The school's policy is that if a student is too ill to attend class she should be sent home by the nurse.

SCDS is extremely nut-aware, and strives to maintain as much of a "nut-free" space as possible, although parents with children suffering from nut allergies should be conscious of the fact that we cannot guarantee a 100% nut-free environment at all times. However, in our efforts, we are asking for your assistance in providing all students with a safe learning environment

Please do not use peanuts or peanut shells in projects that might be brought into the classroom with your child. Our intent is to not use these products in the classrooms at any time. The School prohibits including peanut butter or nuts in your child's lunches/snacks.

Medical Information

SCDS requires that parents submit certain medical information and proof of an annual physical before the student may begin attending classes. All students must have an electronic health record completed in Magnus before school begins.

Any changes in the students' health situation during the school year, for example, any illness, medication change, surgery needed, etc. should be communicated to the school nurse. The school nurse is the first to respond to an emergency situation; therefore, the nurse need to be aware of each student's complete and current medical history. This information is kept strictly confidential and only shared with school administration and faculty on a need-to-know basis.

Immunizations

SCDS complies with New Jersey State law regarding immunization requirements for students. A record of immunization is required on the medical information form. Parents agree to comply with SCDS's policies and instructions regarding required immunizations, vaccinations, testing for communicable diseases, possible exemptions, and provide SCDS with required health records and documentation.

Medications

If your student will require prescription medication to be administered during the school day or at school-related activities, SCDS requires parents submit written authorization for the school nurse to administer such medications. This information must be filled in on the medical form submitted prior to the first day of classes. The school nurse cannot give your student medication of any kind without written permission. Ordinarily, prescription medicines 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.

Parents who would like their daughter to be able to receive over the counter medication during school hours must provide the school with written authorization. Students are not permitted to carry over-the-counter medications with them during the school day.

Emergencies

The School Nurse will attempt to contact parents regarding serious illness or injury, but in circumstances that warrant immediate attention or when the School is unable to reach the parents/guardians, designated emergency contacts, or the student's physician, the school nurses will determine appropriate management. In the event of a serious emergency, an ambulance will be called, the student will be taken to the nearest hospital emergency room, and at least one parent will be notified immediately.

Parents are expected to keep emergency information up-to-date. Please remember, it is most important that the School have current home, work, and cell phone numbers for parents/guardians, or others (relatives, friends, or neighbors) who routinely assume temporary care of the student if the student's parent(s) cannot be reached.

Parents will be notified of an illness or injury that may require follow-up medical care. A Permission for Emergency Care form must be on file for every student, allowing the School to render treatment and obtain outside medical assistance when necessary medical.

Communicable Diseases

Every season brings various contagious illnesses. The circulating and more common viruses in school are colds, conjunctivitis, influenza, stomach bugs, and strep throat. A student must be kept home from school under the following circumstances:

- A fever of 100°F or higher. When your child has been fever-free for 24 hours (without the use of fever-reducing medication) and has no other symptoms, they may return to school
- Diarrhea or vomiting (that is not from motion sickness or gag-reflex induced) in the past 24 hours
- Influenza – children who have been diagnosed with the flu should stay home and return as ordered by their Pediatrician. Please report cases of the influenza virus to the nurse's office, as we keep track of the number of cases.

This policy is to protect the health of your daughter as well as the SCDS community. A student with a fever, vomiting, diarrhea and/or chills who comes in to take a test, attend a rehearsal or participate in athletics is doing a disservice to herself, her peers and teachers and/or coaches.

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.

Community Health and Safety

SCDS reserves the right, in its sole and exclusive discretion, to implement any and all policies or procedures which it deems necessary to protect the health and safety of the School community. Examples of such policies or procedures may include, but are not necessarily limited to, modifying the method of delivery of its program, restricting or limiting access to campus, and/or requiring additional health

screenings or immunizations. Parents specifically agree to comply with any and all such policies or procedures as SCDS may implement.

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.

Accommodations for Students with Disabilities

SCDS is committed to ensuring that students with disabilities are provided with equal access to SCDS's programs and services, in accordance with applicable law. SCDS may require medical documentation regarding the student's condition, and will make reasonable accommodations to enable a student to participate in the program and where doing so does not pose an undue burden to SCDS, or a threat to the safety of its students

For students who need additional support or curricular adjustments, the School will require medical documentation regarding the student's condition. Extended time and other accommodations constitute adjustments in the learning environment (e.g., instruction and assessment conditions) that are intended to support a student in acquiring and then demonstrating course content knowledge and skills. Academic accommodations will be granted only in those cases where there is specific, descriptive documentation that the onset, duration, and severity of the condition or impairment creates a significant functional limitation for the student. Accommodations are not designed to change course content, what assessments are intended to measure, or the meaning of a student's performance. Moreover, they are developed neither to guarantee a particular result nor to maximize potential. So, while grades may improve once obstacles created by the impairment are accommodated, extended time or other accommodations with the sole intent of raising grades would be a misuse of the provision.

Parents who are seeking academic accommodations for their child must submit a neuropsychological evaluation conducted by a professional experienced in conducting evaluations of this nature to the Committee. Outside evaluators are expected to conduct diagnostic evaluations using research-based and evidence-based practice, always following best practices for assessing areas of concern. Evaluators should hold appropriate, current certification or licensure and be qualified to evaluate the condition(s) diagnosed. Outside neuropsychological evaluations should include following:

- Diagnosis of a disability with a DSM-5 code or the equivalent;
- Description of the functional impairments which are related to the disability diagnosis;
- Impact of the disability over time in multiple areas; and
- If a specific accommodation is recommended, a description of objective evidence that is related to the accommodation recommended.

In addition, and because evidence of a disability must extend beyond performance on a diagnostic evaluation, SCDS will also assess whether there is evidence of significant challenges or learning style issues in real-world settings, including in the classroom. While stress and anxiety are certainly challenges faced by many students, accommodations are not designed to address the stress and anxiety of daily life.

Because the decision of whether to grant an accommodation is an individualized assessment and because the need for an accommodation can change over time, evidence of a student having received testing accommodations by a previous school or on a previous standardized test is not sufficient basis for the student to be granted accommodations at SCDS. SCDS will review the evaluations, as well as other information provided, when determining the need for accommodations.

It is customary for evaluators to make a variety of recommendations for the student and family to follow outside of the school environment and beyond specific testing accommodations. Examples would be psychotherapy, working with a learning specialist, vision therapy, etc. In addition to the evaluating the report and the student's real-world performance, SCDS will look for evidence that the family and student are following those recommendations outside of school, in addition to seeking testing accommodations at school.

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 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 referred to the Head of Lower 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 students' person, personal belongings, motor vehicles, lockers or other storage facilities provided by the school.

Smoking and Vaping

In accordance with New Jersey law and consistent with Stuart's commitment to the health of its community, smoking and vaping (including the use of e-cigarettes) is prohibited on School property or on school-related activities. Students caught smoking or vaping on campus or during school-related activities will be subject to appropriate discipline.

Policy on Reporting Child Abuse

SCDS is committed to the highest standard of care for its students, which includes protecting students from inappropriate or harmful actions by adults responsible for their care. 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.

This Policy covers conduct which occurs both on and off of School grounds. In addition to the School, this includes locations such as field trips, athletic activities, and events for School clubs. Even misconduct that occurs outside of School, during “personal time,” could have continuing effects in the School, and therefore is covered by this Policy

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 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.

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 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. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.

- F. 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.
- G. 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.
- H. 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 during class.

- 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.
- E. 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. 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

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. Student Use of Third-Party Programs, Apps ,and Online Services

All grade levels have access to the Internet. SCDS additionally contracts with a variety of third-party software programs, apps, and online services that may collect personal information from students in order to provide services used by the school and our students. These services are governed by their own privacy policies. These services are available on devices to support effective communication, collaboration, and creativity while strengthening technology skills. Often, students are required to register by providing personal information such as a name, email address, and sometimes a student ID.

SCDS has consented to such collection of personal information on behalf of parents and guardians of SCDS students. In addition, as a parent or guardian of a SCDS student, Parents consent to these services collecting personal information from your daughter(s) by agreeing to the SCDS Handbook.

