



STUART HALL SCHOOL

Community
Handbook
2019-2020

Dear Stuart Hall Community,

Welcome to a new academic year at Stuart Hall School! The faculty, staff, and I look forward to working with you to make this a rewarding year for us all.

I ask you to read this handbook carefully to understand our general expectations of you. We feel these expectations are essential to our ability to live as a community.

While this handbook cannot cover every aspect of Stuart Hall School life, it does serve as a guide to help us as we work and learn together. It is possible that the development of certain circumstances may require us to depart from some of these policies and procedures in order to meet the needs of the School. In addition, the School may revise policies and procedures from time to time without notice.

Again, welcome to a new school year where, working together, we will succeed in our mission to prepare students of all faiths for success in universities worldwide and engaged lives of intellectual curiosity, creativity, and contribution.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Robinson", with a long horizontal flourish extending to the right.

Michael Robinson
Head of Stuart Hall School

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STUART HALL SCHOOL MISSION

To prepare students of all faiths for success in universities worldwide and for engaged lives of intellectual curiosity, creativity, and contribution.

KEY PROFICIENCIES

The Stuart Hall curriculum is designed to provide an intellectual, physical, and ethical journey for students in grades PreK-12. To prepare students for their next level of academic and personal success, the School has identified a list of competencies that each Stuart Hall School graduate should have, so they are prepared for success not just in college, but also in life.

Each Stuart Hall graduate will be a/an:

- Critical Thinker
- Creative Innovator
- Effective Communicator
- Global Citizen
- Honorable & Ethical
- Effective collaborator

STUART HALL SCHOOL VISION

Stuart Hall School will be recognized globally as a distinctive teaching and learning environment: a premiere day and boarding school in the Episcopal tradition with historic Staunton, Virginia as our campus, offering students innovative educational and real-world experiences and equipping them to be meaningful contributors to the world.

An Invitation to Parents and Community Members

Stuart Hall School values its relationships with students, parents, and the community. We invite you to reach out to us with feedback and questions at any time. Please see any of our administration or reach out to Tanya Farrell, Director of Parent Engagement (540/213-7779), so she can help you find the resources you need. We look forward to partnering with you to ensure an outstanding educational experience for each child at Stuart Hall.

HISTORY OF STUART HALL SCHOOL

Incorporated in 1844, Stuart Hall School is one of Virginia's oldest college preparatory boarding schools. Originally named the Virginia Female Institute (VFI), the School was founded for scholars, with its programs and honor code deriving from the academic model at the University of Virginia. From its inception, the School has focused on enlightened learning and the formation of character within every student. The School was renamed Stuart Hall more than a century ago in honor of Flora Cooke Stuart (Mrs. General J.E.B. Stuart), who served as principal from 1880 until 1899.

Throughout its rich history, Stuart Hall School has met changing needs with perseverance, innovation, and expansion. During the first 40 years of the twentieth century, the School served students from Kindergarten through Upper School, with a post-graduate experience available. Boys were accepted into the Lower School in 1908. By 1940, the educational focus had shifted to young women in their Upper School years, and the Lower and Intermediate Schools were discontinued. In 1992, the Cochran Middle School (serving boys and girls in grades 6-8) was added. Boys were first accepted into the Upper School program in 1999.

In August 2007, in recognition of the environmental demand for a K-12 independent educational model and in appreciation of its relevance for families today, Stuart Hall School merged with Hunter McGuire School. Hunter McGuire School, a fully accredited K-5 independent school serving more than 100 students in Verona, Va., was founded in 1987. The School was named for Dr. Hunter McGuire, founder of the University College of Medicine, which later became part of the Medical College of Virginia (MCV). He was married to Mary Stuart, who graduated from the Virginia Female Institute in 1857. Historically, Stuart Hall and Hunter McGuire Schools have both promoted academic excellence, personal attention to students, and an atmosphere of innovation, while embracing missions that are highly compatible. The merger between the two schools built upon this shared history of academic excellence to deliver a unified and comprehensive PreK-12 program rich in the liberal arts and sciences.

Stuart Hall School is continuing to grow and thrive in the 21st century. In August 2014, boys were added to the boarding program, completing the transformation to a fully co-educational PreK-12 school. In April 2016, phase I of the School's strategic plan to evolve its educational program was announced. To educate in the 21st century is to instill in students the truth of Socrates' famous paradigm, "wonder is the beginning of wisdom." To that end, the School's vision is to collaborate with the city of Staunton and the community at large to deliver outstanding inquiry-based and authentic learning through curriculum that is inextricably tied to the people, places, and programs within this vibrant, nationally recognized area. To accomplish this, the School will revolutionize the physical learning environment, commit to strategic partnerships with institutions across the area, enhance transportation, and support faculty in their professional development.

The Episcopal Tradition: Educating the Whole Person

Stuart Hall School is part of a system of Episcopal Schools in The Diocese of Virginia. Each school enjoys its own distinctive traditions and programs, but all share a deep level of professional and personal collegiality. As an Episcopal School, Stuart Hall is the inheritor of an educational tradition dating back to the 16th century. The Episcopal Church, and its parent, the Church of England, have always made the business of schools, colleges, and universities a priority. The schools are unapologetically Episcopalian in worship and ethos, but celebrate and honor other traditions in teaching and worship. Individuals are encouraged and supported in their personal faith traditions, or in their individual explorations of spirituality and faith.

SCHOOL ACCREDITATION and MEMBERSHIPS

A member of Church Schools in the Diocese of Virginia, Inc. (CSDV), Stuart Hall is accredited by the Virginia Association of Independent Schools (VAIS), and is a member of the National Association of Independent Schools (NAIS) and the National Association of Episcopal Schools (NAES).

GOVERNANCE

Stuart Hall School is an independent school fully accredited by the Virginia Association of Independent Schools. VAIS is a fully approved accrediting member of the Virginia Council of Private Education and, therefore, recognized by the state of Virginia to accredit Virginia independent schools. Stuart Hall is also a member school of Church Schools in the Diocese of Virginia, Inc. Stuart Hall is governed by an independent Board of Governors (BOG).

The BOG develops policy and oversees, by committee, the various aspects of the School: Academics and Student Life, Admissions and Marketing, Buildings and Grounds, Development, Finance, Governance, and Planning. The Stuart Hall School Foundation is a separate entity that manages the endowment of the School. Its mission is to support Stuart Hall School.

GENERAL HANDBOOK REMINDER

This Handbook reflects the basic guidelines for families associated with Stuart Hall School. Community members should remember interactions with and at school should be guided by consideration and respect. Stuart Hall School, like other social institutions, is living and ever-evolving. As such, the School reserves the right to make changes to its policies, procedures, and rules when appropriate and necessary.

STUART HALL LEADERSHIP

Administration

Michael Robinson, Head of School
Sharon Arne, Academic Dean
Chris Aycock, Director of Development
Jason Coady, Director of the Staunton Campus
Connor Gwin, Chaplain
Anne Hedman, Chief Business Officer
Katherine Meier, Program Support Manager
Cindy Patton, Lower School Head
Ann Snyder, Director of External Affairs

Board of Governors

Dr. David H. Charlton, President, Church Schools of the Diocese of Virginia
Dennis Cross, Chair
Cary Dahl
Julia East '79
Carter Frackelton
Tom Kalasky
Dylan Hall Kramer '12
Catherine Parks Loevner '67
Mattie Maisel '05
Steve McAllister
Holly Miller '75
Dr. Dennis G. Nielson
Richard Tankard
Kitty Quarles Wafle '71
Martha Walton '70
The Honorable Don Wilson
Susan Lambert Yates '73

WHOM TO CONTACT WITH QUESTIONS

Academics:

Sharon Arne, Academic Dean, sarne@stuart-hall.org

Admission/Marketing/Financial Aid:

Ann Snyder, Director of External Affairs: 540-213-7050, asnyder@stuart-hall.org
or admissions@stuart-hall.org

After School Study Hall, Staunton Campus

Staunton Campus Front Desk, 540-885-0356

Annual Fund:

The Development Office: 540-213-7074, development@stuart-hall.org

Athletics:

Tim Lawrence, Athletic Director, tlawrence@stuart-hall.org

College Counseling and Registrar (transcripts):

Meghan Munsey, Director of College Counseling & Registrar, mmunsey@stuart-hall.org

Communications and Special Events:

Tanya Farrell, Director of Parent Engagement, tfarrell@stuart-hall.org or communications@stuart-hall.org

Computers/Technology: helpdesk@stuart-hall.org**Learning Resource Center:**

Carol Stanley, Director, cstanley@stuart-hall.org

Lower School:

Cindy Patton, Director of Lower School, cpatton@stuart-hall.org

Parents' Association:

Carla Hansen, President and Tanya Farrell, Director of Parent Engagement, parentassociation@stuart-hall.org

Residence Life:

Maria Ortiz, Residence Life Coordinator, reslife@stuart-hall.org

Staunton Campus Student Life:

Jason Coady, Director of the Staunton Campus, <mailto:jcoady@stuart-hall.org>

Student Accounts/Billing:

Sarah Gibson, Accounting Manager: 540-213-7409, sgibson@stuart-hall.org

Verona Campus Before and After-School Programs:

Debra Schmid, Lower School Services Administrator, dschmid@stuart-hall.org

Textbooks:

Liz Moore, Textbook Coordinator, lmoore@stuart-hall.org

Transportation:

Debra Schmid, Transportation Coordinator: 540-248-2404, dschmid@stuart-hall.org, Joseph Bandy, Director of Operations, jbandy@stuart-hall.org

ENROLLMENT OFFICE INFORMATION

ENROLLMENT FORMS

All health forms, miscellaneous forms, and online enrollment forms are due to the Enrollment Office by August 1. **No student will be allowed to attend classes until all forms are complete and will be sent home until all forms are in place.**

FINANCIAL AID

Financial Aid is need-based and determined by a committee of individuals in strict confidence. Returning students are asked to complete financial aid applications by January 15 for the following school year. Families will be asked to come in for meetings every other year or as needed to review financial aid for the following year.

Financial Aid Timeline

November - January 15

Online application completed through FACTS

February

Awards are made to returning families. (Please note our costs rise each year, therefore, every family's tuition level will increase a modest amount each year as well, regardless of their financial aid status, except in extenuating circumstances.)

After March 1

Aid not yet allocated for returning families is now allocated for new families for the following school year.

While the dates listed above are not "concrete deadlines," financial resources will be distributed to qualifying families on a first-come, first-served basis, so following these guidelines is recommended. It is necessary to apply each year in order to qualify for financial aid. If you have questions or need more information, contact the Enrollment Office at 540-213-3726.

In cases where the parents/guardians are separated or divorced, the custodial parent/guardian should file the FACTS Application to include income and asset information of the second parent/guardian. Stuart Hall will consider the income and assets of both parents/guardians before making an award. All financial information is confidential and reviewed only by those on the Financial Aid Committee.

RE-ENROLLMENT

Each winter, students are invited to return to Stuart Hall School for the following year based on their academic accomplishments and commitment to the community. To be a student at Stuart Hall School is a privilege, not a right, and to abuse its principles could result in being asked to leave during the school year or not being invited to return.

SIBLING APPLICATIONS

Sibling applicants of current Stuart Hall Students are given priority in both the admission process and financial aid process. Siblings are encouraged to apply on time (by February 1) to ensure a space for the following school year. All siblings must go through the admission process and cannot be admitted without doing so.

BUSINESS OFFICE INFORMATION

Financing of student tuition is established through FACTS Management during the online re-enrollment process. If you have questions about the payment process, you may call FACTS customer service at 866.441.4637. Sarah Gibson, Accounting Manager, can assist you with other payment questions at sgibson@stuart-hall.org or 540-213-7749.

GENERAL ALL-SCHOOL INFORMATION

ACCIDENT INSURANCE

All students purchase accident insurance to assist with expenses not covered by health insurance when an accident occurs during the school day or at a school-sponsored event. Coverage and benefits can be found at the applicable link below.

Day students and domestic boarders:

<https://isminc.com/sah>

International students:

<https://isminc.com/insurance/employee-benefits/international-student-accident>

ATHLETICS

Athletics and physical fitness play an important part in the life of the Stuart Hall School student. Young people learn a great deal from participation, including the value of teamwork and competition, and how to win and lose gracefully—all of which are integral parts of our athletic program. Athletic participation also plays an important role in helping students develop a healthy self-concept and a healthy body. Athletic competition improves school spirit and helps students develop pride in their school.

Specific expectations of the Stuart Hall School athlete and her/his parent(s) are outlined separately in the Athletics Handbook which can be accessed in ParentsWeb under Resources.

CHAPEL

Stuart Hall Chapel services are designed to be inclusive and welcoming to all people. As an Episcopal school, we are called to fulfill two simultaneous commitments: to provide students an authentic experience of Christian worship that is unapologetically and identifiably Anglican; and to welcome, affirm, and support the spiritual development of students of all faiths or no faith at all. Our Chapel program takes many forms, from the full liturgy of the Holy Eucharist to celebratory gatherings steeped in school tradition and informal gatherings of song, story, and prayer. Family and friends of Stuart Hall are encouraged to join students at Chapel.

COMMUNITY STANDARDS

Communities, like Stuart Hall, need standards and expectations to guide their students and to promote a safe, productive learning environment. Our Mission, Honor Code, and Conduct Code help define our community as a place of cooperation, respect, and truthfulness.

Stuart Hall School operates upon the assumption that students will conduct themselves with a high level of personal integrity, on and off campus. Stuart Hall School trusts its students to monitor their own behavior as well as the behaviors of others.

CONDUCT CODE

Our Conduct Code ensures the safety and success of our community members and is important for the day-to-day and long-term order of our community. The Conduct Code also functions to support the values of responsibility, honesty, civility, and integrity that are vital to Stuart Hall School.

Conduct Expectations for All Community Members

All members of the Stuart Hall community - students, parents/guardians, family members, faculty, staff, and alumni - are expected to support the Mission of the School by conducting themselves honorably and with civility on and off campus. Kindness and concern for others are of paramount importance within our community. Gossip, negativity, and discourtesy detract from the important work Stuart Hall undertakes each day. Stuart Hall School expects every adult associated with the School community to be respectful in their dealings with one another and to model the behaviors the School expects from its students. Respect for the rights and feelings of others is such a critically important element of our School's culture that if a member of a student's family chooses not to conform to the School's stated values system, the family may be asked to leave the School. This applies in all actions and communications, whether written, oral, or otherwise.

Conduct Code Guidelines

The following are examples of conduct that may—at the School's sole discretion—result in discipline, up to and including expulsion. The following list is not intended to cover all possible forms of unacceptable conduct, but may serve as a guide:

Bullying and Other Forms of Harassment: The School will not tolerate any form of harassment, bullying, initiation, or mistreatment of one community member by another, whether on or off campus. Stuart Hall's Core Values are compromised when individuals or groups within the community engage in acts of hostility and aggression. Such acts undermine the fundamental standards of the entire community and contribute to a negative environment which may limit or deny access to the educational process, not just for those subjected to such acts but to the community as a whole. Any behavior that disregards these values is inappropriate and unacceptable. All community members are subject to this policy.

Bullying and harassment is defined as follows: any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student which creates an objectively hostile school environment. Stuart Hall does not tolerate harassment or bullying. Examples of harassment and bullying include but are not limited to:

- Pressure or daring another person to do something he or she does not want to do
- Pressure to make others be mean to or ignore another person
- Teasing or name calling
- Spreading rumors
- Taunting
- Embarrassing someone in public
- Hitting, kicking, tripping, pushing
- Taking or breaking someone's things

Speech or any other act or expression is unacceptable if:

- It deliberately insults, stigmatizes, threatens, or intimidates an individual or small group of specific individuals on the basis of race, color, religion, religious practices, gender, sex, sexual orientation, ethnic origin, physical or mental disability, age, marital status, or other personal attributes;
- It is addressed directly to the specific individual or individuals who it insults, stigmatizes, threatens or intimidates; or

- It makes use of ‘fighting words’ or unacceptable non-verbal symbols (‘fighting words’ or non-verbal symbols are words, pictures, or symbols that are or could be understood to convey direct hatred or contempt for human beings).

In addition, the School does not tolerate unwelcome behavior of a sexual or other inappropriate nature that interferes with a student’s ability to learn, study, work, or participate in school activities. This may include:

- Unwelcome conduct, such as displaying sexually oriented or demeaning pictures
- Telling sexually oriented jokes
- Making sexually offensive remarks
- Engaging in unwanted sexual teasing or subjecting another student to pressure for dates
- Sexual advances or unwelcome touching
- Unnecessary touching in any form
- Subtle advances for sexual activity
- Demanding sexual favors with stated or implied promises or threats concerning one’s well-being
- Inappropriate personal questions
- Sexual remarks about a person’s clothing, body or sexual activity
- Physical or verbal abuse

Complaint Procedure for Bullying, and Other Forms of Harassment

Any community member who believes that he or she has been subjected to harassment or bullying should report such behavior immediately. Reports should be brought to the attention of any faculty or staff member who should immediately notify the Director of the Staunton Campus or the Lower School Head. They will promptly notify the Head of School. The School will initiate an investigation consistent with its investigative and disciplinary process. During such investigation, the School will strive to protect the confidentiality of the individuals involved, as reasonably practical and consistent with the particular circumstances.

Any person found to have violated this policy or to have engaged in conduct deemed inappropriate by the School shall be subject to disciplinary action, up to and including dismissal. Any person found to have made an intentionally false report under this policy shall be subject to discipline as well.

The School will not take negative action against any person for making a report of improper conduct under this policy in good faith.

Disrespect and Threats: This includes verbal and physical intimidation of or a threat toward any person, disruption of a classroom activity, and a threat or disrespectful act against the institution

Technology Misuse: Technology misuse includes infractions of the School’s responsible use policy. Students are responsible for reading and following the Stuart Hall *Responsible Use Policy and Agreement*.

Willful Disobedience: Students are expected to take immediate corrective action when asked to remedy a behavior or situation.

Additional behavior guidelines are detailed in the Lower School Information and Middle/Upper School Information sections of this handbook.

COMMUNICATION

The faculty, administration, and staff try to keep parents informed of the many school activities that enhance your child's education, and they employ several methods to do so. It is never our intention to overburden families with too much information from multiple sources but rather to keep our families well informed.

Open and honest "two way" communication is important for your child's school experience to be successful. We invite you to come in and talk with us about your child, the climate of the School, the effectiveness of the School's programs, and whatever else you deem appropriate. Generally, concerns should be expressed first to your child's classroom teacher and advisor, then to the appropriate School administrator, and finally to the Head of School.

Occasionally we get requests from the public for information to be sent home with students. The administration must approve all such requests. Generally, only information and programs about Stuart Hall will be approved.

Social Media

Stuart Hall maintains an all-school Facebook page and Instagram account for updates and pictures. Search for [Stuart Hall School](#) and @stuarthallschool.

Grade Reports

Grade reports will be made available to parents at the end of each of the four marking periods: October, January, March, and June. Lower School Parent conferences are held in conjunction with the October and March grade reports. For those lower school reports, a general class narrative will be recorded on the written report. Comments specific to your child will be discussed with you during your conference. The January and June reports contain a narrative that is specific to your child's progress in addition to the general class comment. **Please note: student-billing accounts must be current in order to receive grade reports and to schedule conferences on Parent/Teacher Conference days.**

Headlines

Headlines is an e-newsletter containing general School information such as calendar items, updates, reminders, and menus.

Parent Conferences and Meetings

Teachers or parents may request a conference at any time that it seems beneficial. "Drop-in" meetings and conferences, especially during the busy school day, are generally not as productive as scheduled meetings. In order to have a productive meeting it is important for the person requesting to share the reason for the request. Please do not hesitate to schedule an appointment with any of your child's teachers or administrators by calling the School office.

ParentsWeb

ParentsWeb, part of RenWeb, is a secure, online platform that allows parents and students to access their schedules (MS/US only), grades (MS/US only), billing information, School calendar, daily announcements, and our faculty and family directories. Re-enrollment is also completed through ParentsWeb.

ParentsWeb Parent Alert

Instant alerts will be sent via text message and email to let parents know as soon as possible about School delays, closings, or other time-sensitive information. If you would like to receive a text, please be sure your cell phone number is in ParentsWeb and you have chosen “yes” to receive Parent Alerts.

Visiting Classes

Parents are welcome to visit their child’s class after the second week of school as long as it does not distract the students. Please speak to the teacher in advance rather than drop in unannounced. Often children are reticent to participate when a visitor is in the room, and we want to protect the learning environment as much as possible. We value parents as instructional partners and appreciate their willingness to help with special projects.

CONFIDENTIALITY

Whenever possible, the School seeks to respect the privacy of each student and family. However, complaints, allegations, investigations, hearings, and other such meetings may require the involvement of multiple members of staff, the School community, and even students. The School will make its best efforts to respect individual privacy where appropriate, but reserves the right to operate consistent with its business and educational needs and objectives.

HEALTH

Students who have a contagious illness must stay at home. If a student or a family member in the student’s home is diagnosed with any serious communicable disease, it should be reported to the School immediately. A student with a fever must remain home until he or she is fever free without the assistance of fever-reducing medication for 24 hours. In the event a student gets sick or injured while at School, the School will notify a parent/guardian or designated emergency contact and arrange for the student to be taken home.

HONOR CODE

Stuart Hall’s Honor Code is a special part of the School, distinct from all other expectations. Our Honor Code is based on the principles of mutual trust and honesty. The Code provides the School community with an environment of cooperative spirit, respect, and truthfulness.

Each student within Stuart Hall has the responsibility to develop a sense of personal honor by promoting and upholding our Honor Code. Lying, cheating, and stealing not only diminish the School’s trust in a student, but also violate one’s personal honor code.

Plagiarism, being evasive or deceptive, using fake identifications, recycling work, and/or falsifying information are forms of lying, cheating, and stealing and are not tolerated.

Honor Code Pledge

The Honor Code Pledge of Stuart Hall School reads as follows: “As a member of the Stuart Hall School community, I will not lie, cheat, steal or tolerate the behavior of those who do.” On submitted academic work, all students sign an abbreviated form of the Honor Code: “I have neither given nor received assistance on this paper or exam.”

Honor Code Convocation

At the beginning of each academic year, Stuart Hall holds a special Honor Code Convocation. At this gathering, students in grades 6 through 12 sign their names publicly under the Honor Code Pledge in the presence of community members. This signifies that each student understands our Honor Code and demonstrates the commitment to abide by its principles. Students who arrive

mid-year must also sign the Honor Code.

INCLEMENT WEATHER/SCHOOL CLOSINGS

Stuart Hall does not necessarily follow the public schools' snow day decisions. Based on hazardous road conditions, School may be closed for the day or may open two hours late. Families should always make decisions for their own families based on their level of comfort and conditions where they live. Every attempt will be made to announce School closings or late openings by 6:00 a.m., and will be made on the following:

Radio Stations

WMRA FM 90.7 in Harrisonburg
WMRA/WMRL FM 89.9 in Lexington
WMRA/WMRY FM 103.5 in Crozet

Television Stations

WHSV Channel 3
WVIR Channel 29
WDBJ Channel 7

Other

- Website homepage: www.stuarthallschool.org
- RenWeb Parent Alert: Instant alerts will be sent via text message and email to let parents know as soon as possible about School delays, closings, or other time-sensitive information. Please be sure you have clicked "yes" to accept Parent Alert texts.

If the decision is to open School late, **please continue listening to the radio or television for an update**. If road conditions deteriorate, the School may announce it is closed for the entire day. In the event that School must close early due to impending weather conditions, an announcement will be made by email and through Parent Alert. You may reply to the email with any transportation changes. This will reduce the amount of telephone calls we need to make and keep the telephone lines open.

NON-DISCRIMINATION STATEMENT

Stuart Hall School does not discriminate on the basis of gender, race, creed, color, sexual orientation, or national or ethnic origin in its hiring procedures or in its administration of its educational policies, admissions, financial aid, or other social programs. It affords all faculty, staff, and students the rights and privileges that are generally made available at the School.

SAFETY AND SECURITY

Fire Drills

Fire drills may be held at any time. They are signaled by the fire siren and emergency lights. Anyone in the building must follow fire alarm procedures:

1. Dress quickly in outerwear as necessary.
2. Exit the building from the closest exit, quietly and in an orderly fashion. Students follow the exit plan posted in each classroom and walk with their teachers.
3. Gather at the designated area. Students line up by grade. Attendance will be taken.
4. Everyone must remain quiet so that safety authorities may relay instructions.
5. After permission by the adult in charge, students may re-enter the buildings.

The Staunton campus buildings are old, historic, and wooden. Fire safety is paramount. Fire safety depends on each individual's care and good judgment. Smoking and open flames are prohibited in all School buildings and grounds.

Tornado Drill

The School will conduct tornado drills during the school year.

Intruder Procedure

In case of a security breach or other threat, the School may initiate its intruder protocol. Faculty and staff are trained in the procedure and assist students in understanding the procedure. The School will practice its intruder procedures periodically. A communication will go out to parents notifying them of an Intruder Drill.

STUART HALL PARENTS' ASSOCIATION

This partnership between parents and the School administration and faculty is vital to the positive school experience of your student. The mission of the Stuart Hall Parents' Association is to:

- Promote communication and understanding between parents and the School administration and faculty.
- Foster a positive School environment.
- Develop a spirit of inclusion and investment, by advocating active participation and open communication among parents, families and all members of the Stuart Hall School community, including administration, faculty, staff and Board of Governors, and by advocating collaboration amongst all parent and alumni organizations.

The goals of the Stuart Hall Parents' Association are to:

- Actively promote the mission of the School and provide support and resources to the School for the benefit and educational growth of the students.
- Enrich and enhance the education and experience of all students and their families by providing a positive and welcoming environment for all parents and by encouraging a spirit of inclusion through the mentoring of new day and boarding families.
- Support the School community by encouraging and coordinating opportunities to volunteer and to share resources.
- Participate in fundraising by supporting programs and activities for the benefit of all students.
- Create a forum for the expression and exchange of ideas between the parents and the School.

All parents, step-parents, guardians, or adults responsible for the custodial care of a Stuart Hall student are members of the Stuart Hall Parents' Association (PA). There is no fee for membership, and each member is entitled to one vote at all general membership meetings. In addition to attending and participating in all meetings, please select a committee (see below) on which you would like to volunteer.

The Parents' Association serves both the Staunton and Verona campuses. Each division of the School (Lower, Middle, and Upper) is represented on the Executive Committee, which is made up of the President, Vice-President, Secretary, and Treasurer.

The other committees, described below, play essential roles in the life of the School. Parents chair the committees, calling and leading meetings, and organizing the work of parents

volunteering to serve on the committees. The PA is your organization, so be sure to participate in any and every way you can.

Hospitality Committee

- The purpose of this committee is to enhance daily life of Stuart Hall School and its vital sense of community.
- Activities include:
 - Organize and execute activities to welcome all new families and boarders.
 - Support teachers as homeroom parents and chaperones for field trips.
 - Organize snacks and other support for students, such as during exams.
- The staff liaison is the Associate Director of Parent Engagement.

Fall Fundraiser Committee

- The purpose of this committee is to organize and execute a major annual community building and fundraising event.
- Primary activities include:
 - Set theme and program for the event.
 - Set fundraising goal and establish budget.
 - Establish timeline for event preparation, including communications and invitations.
 - Track expenses and revenue and report to PA Treasurer.
- The staff liaisons are the Associate Director of Parent Engagement and the Director of Development.

Annual Fund Committee

- The purpose of this committee is to increase parent participation in the Annual Fund (the annual giving program of unrestricted gifts to support annual operations of the School).
- Activities include:
 - Educate parents on the vital role of the Annual Fund.
 - Undertake peer to peer fundraising.
 - Communicate to parents about fundraising results and use of funds raised.
- The staff liaison is the Director of Parent Engagement.

A gift to the Annual Fund is the most important and effective financial contribution parents can make. Tuition dollars pay for our teachers, but do not cover the cost of a full Stuart Hall School education. Contributions to the Annual Fund pay for everything else that's part of running a school. That includes programs, technology, field trips, athletics, equipment, supplies, food, facilities, and utilities. More Annual Fund gifts from parents, grandparents, alumni, and friends of the school translate directly to enhanced quality in all that Stuart Hall does for each and every child.

Because Stuart Hall parents care, parents are leading the Annual Fund charge. This dedicated group encourages each family to make a gift - of any amount - every year - to the Annual Fund. Please say "yes" when a fellow parent asks you to join them in supporting Stuart Hall. The goal is

for 100% of parents to make a donation, because it conveys the message that “we’re all in,” when it comes to quality education.

TECHNOLOGY RESPONSIBLE USE POLICY

Responsible Use Policy (formerly Acceptable Use Policy) will be distributed and collected with enrollment forms.

TRANSPORTATION - Bus

Bus service is offered to all PreK-12 students on a contract basis with the option of riding part-time or full-time to suit the student’s scheduling needs. We offer morning and afternoon bus service to and from Harrisonburg, Lexington, and Waynesboro as well as a morning and afternoon shuttle between the Verona and Staunton campuses. We also offer an early evening activity bus from the Staunton campus to Harrisonburg, Lexington, and Waynesboro to accommodate after school enrichment activities and sports programs.

School Bus Guidelines

For your children's safety, the School asks that you have your child observe the following guidelines. Uncooperative children will receive a warning from the bus driver. If poor behavior continues, the child will meet with an administrator and his or her parents will be informed. Ultimately, a child who disregards the guidelines may lose the privilege of riding the school bus for a period of time.

1. Keep away from the curb until the bus comes to a complete stop.
2. Be at the bus stop and, unless it is raining, out of your car five minutes before the usual arrival time in the morning.
3. Sit in the assigned seat, **fasten your seatbelt**, and remain in that seat for the entire bus trip.
4. Talk in quiet voices and do not engage in “horseplay”.
5. Keep heads and arms inside the bus at all times.
6. Use earphones with electronic devices.
7. Do not eat or drink on the bus.
8. Keep all articles out of the aisle of the bus.
9. Be courteous and considerate at all times. Remember to thank your bus driver.
10. Items left on the bus will be taken to the lost and found box at the School.

If your child is not picked up at his or her regular stop in the afternoon, he or she will continue on the bus and can be picked up at the next regularly scheduled bus stop. If a child is not picked up and the parents cannot be located, the child will be taken back to the Staunton Campus Front Office to wait to be picked up and the parents will be charged the additional hourly cost and mileage cost to the School.

THIRD PARTY PROMOTION POLICY

Stuart Hall School does not endorse or promote outside organizations, programs, camps, or events directly to families without a community-wide or curricular impact on our parents and students. Therefore, we allow approved, printed materials to be made available for

community members in our front offices, on message boards, and in other common areas, but the School does not distribute physical or digital information on behalf of third parties.

LOWER SCHOOL

STUART HALL LOWER SCHOOL PHILOSOPHY

Stuart Hall Lower School, in partnership with its parents, seeks to instill in its students high standards for scholarship, integrity, and leadership. Through a rigorous, child-centered curriculum offered in a stimulating, project-based, discovery-oriented environment, students grow to become enthusiastic collaborators, communicators, critical thinkers, global citizens, and creative innovators.

Furthermore, the Lower School believes that character building and respect for one's self as well as respect for the unique qualities of others are vital for the development of the whole child. In a nurturing environment, which embraces diversity and fosters unity, children embark upon their journey to living engaged lives of intellectual curiosity, creativity, and contribution.

Objectives

Partnerships & Communication

- To promote a family atmosphere by developing a sense of unity among students, faculty, parents, and community.
- To foster effective communication within the School community and encourage parental involvement in School activities.

Scholarship

- To offer a challenging academic environment.
- To encourage and cultivate students' talents, interests, and creativity by integrating core subjects and co-curricular programs.
- To foster the development of intellectual curiosity.
- To encourage students to develop to their fullest potential.

Citizenship

- To foster responsibility as citizens of family, School community, and society.
- To foster in students a sense of respect for self and for others.
- To promote a sense of caring and kindness.
- To develop high standards for honor and integrity.
- To instill the value of contribution to others.
- To create opportunities for developing leadership skills.

STUART HALL LOWER SCHOOL CONSTITUTION

Written in September of 1987 on the two hundredth anniversary of the signing of the Constitution of the United States of America, by the first students at Hunter McGuire School in celebration of the Bicentennial of our United States Constitution, the Constitution of Stuart Hall Lower School is our daily framework for life together in this learning community.

We, the people of Stuart Hall Lower School, in order to have a friendly, safe and happy place to go to school, do establish this Constitution.

1. Each of us has a right to learn. Therefore we will stay on task, do our best work, and listen to our teachers and fellow students.
2. Each of us has a right to be in a clean and orderly school. Therefore we will contribute to our environment by not chewing gum. Things will be put back in their places after we use them.

Property will be respected. We will follow classroom procedures.

3. Each of us will contribute to creating an environment in which we can work and share with one another. Therefore we will respect the thoughts and feelings of others. Good manners will be used at lunch. We will play nicely and be good sports. We will be good listeners. We will always be polite.
4. Each of us has the right to be safe in school. Therefore we will work quietly in school. No one will harm anyone else. We will always treat each other as friends.
5. Each of us has the right to have the best expected of him or her. Therefore we will give each other the benefit of the doubt, always treating one another with love, understanding and kindness.

The School expects *each* member of its community, students and adults, to live by the principles set forth in its constitution. Anyone who disregards these principles is subject to disciplinary action and potentially jeopardizes his or her place at Stuart Hall Lower School.

Consequences

The following consequences will be administered in the event of community, conduct, or honor code infractions. Levels one, two or three may occur more than once as is age-appropriate. Consequences are not necessarily followed in the order listed. More serious offenses may require an immediately higher level of attention:

1. **Student Conference:** A teacher and/or administrator have a conference with the student to identify the behavior and review this behavior plan. The parent will be notified.
2. **Student/Parent Conference:** A teacher and/or administrator have a conference with the student and/or the student's parent.
3. **In-School Suspension:** In-school suspension is a student's temporary physical separation from the School community, while still physically present at School. This may be for a partial day or full days. A student serving in-school suspension (ISS) is required to complete all coursework assigned by his/her teachers. The work will not be punitive in nature, and it will be part of the regular academic program. Students assigned to ISS are required to report to their designated location on time and remain at that location for the entire ISS period including lunch. The student will have supervised physical activity on the front walkway.
4. **Out-of-School Suspension:** Out-of-school suspension is a student's temporary physical separation from the School community, while away from School. This procedure may be used when an extremely serious conduct violation has occurred or in the event of repeated conduct code violations. Students are not allowed on campus or allowed to participate in School-sponsored off-campus events during the suspension period. Students suspended from Stuart Hall School are expected to keep up with their coursework independently, to hand in assignments on due days, and to make up any missed assessments immediately upon return to School. Students may receive a maximum of 75% credit for any work, quizzes, or tests done during the time of the suspension. Teachers are not responsible for re-teaching material missed during the student's suspension.
5. **Dismissal:** After repeated conduct violations, a particularly egregious one-time offense, or if a student chooses to disregard Stuart Hall School's expectations of personal integrity and behavior, that student may be permanently separated from the School. In the event of dismissal, the student will not be allowed to return to campus or participate

in School-related events or functions. A dismissed student must secure written permission from the Head of School to return to campus at any time and in the event he or she wishes to re-apply for enrollment to the School.

ARRIVAL and DISMISSAL PROCEDURES (ALSO SEE “Transportation”)

Children are to arrive between 8:15 and 8:25 a.m. Teachers are in their classrooms at 8:15 a.m. prior to that time there is no supervision for students. Students should arrive no earlier than 8:15 unless they have made arrangements with the Lower School Head. At that time they will proceed directly to their classrooms. Students should never be dropped off at School without ensuring they are supervised by an adult.

School hours are 8:30 a.m. until 3:10pm. PreK half-day ends at 11:45 a.m. (before lunch).

For the security of our students, all doors, except the one to the Main Office, will be locked at 8:30 a.m. when classes begin. After that time, all persons must enter through the Main Office.

Early Dismissal

On regularly scheduled early dismissal days students will be released at **12:10 p.m.** **Lunch is not served on scheduled early release days.**

Children After School

It is the School’s expectation that students ride the school bus, or are picked up **promptly** at 3:15 p.m. by parents or carpool. When a parent/carpool is late, children will wait in the office and are asked to wait there and not to wander through the building. Any students not picked up by 3:30 p.m. will be sent to the after-school program, Dragons’ Den, and parents will be charged. The parent or carpool driver should check in at the School office to pick up the children. Proper supervision ensures each child’s safety. When changes in a regular pickup schedule are necessary, please notify the office **in writing**. Notes will be recorded and sent on to the teacher. **In the event transportation changes need to be made during the school day, please call the School office before 2:00 p.m. to allow time to inform the teacher and student.** Please do not email this change after 12:00 p.m. or leave this information on the School’s voicemail.

Release of Children

The School will not release your child to anyone other than his or her parents or those designated on the transportation permission. For this reason, please send a note to your child’s teacher if he or she will be going home with a classmate or with someone else (grandparent, neighbor, etc.). Permission is needed as well for a child to attend a classmate’s birthday party if traveling with another parent or on the bus.

Tardy to School/Early Pickup

The entire school day is important, and children are engaged in meaningful activities from 8:30 a.m. until 3:10 p.m. Students should **arrive by 8:25** in order to be ready to start school by 8:30. If your child arrives or departs from School at any time other than the normal beginning or end of the school day, **please check in at the School office first before taking your child to or from the classroom.** All late arrivals and early dismissals will be recorded on your child’s progress report.

ATTENDANCE

Planned Absence

Because of the importance of our academic program and because ample time is scheduled for vacations, parents are expected to cooperate with the School by not taking children out of School for vacations. If a child is to be out of School for any reason other than sickness, notify the **classroom teacher and Lower School front office** in writing at least one week prior to the absence. The amount and type of assignments prepared in advance of the absence are at the teacher's discretion. Academic work must be made up; some academic assignments might be collected and given to your child to complete upon return to School. *Students who miss standardized tests due to family travel will not receive make up testing.*

In the event of parents being out of town, please notify the teacher and office for emergency purposes. A written note with phone and sitter information helps both teachers and children.

Absence Due to Illness

If your child is sick and at home on a school day **please phone the office by 9:00 a.m. to inform the School of the absence.** If your child has a fever, he or she should not be in School, even if the fever is lowered by medication. *Children should not return to School until 24 hours fever free without medication.* Make-up work will be sent home upon your child's return to School. In the event of extended (more than two days) absence due to illness, contact your child's teacher to make arrangements to pick up work. *Please remember - teachers have very little time without students during the school day; therefore they will need enough lead time to put together make-up work.*

If your child should become sick while at School, the administrative assistant will call and ask that you make arrangements to pick him/her up. It is important to the health and well-being of all children, faculty, and staff that sick children are not in school. Attendance will be recorded on the progress reports and on the transcript as part of the child's permanent record.

BIRTHDAYS

On a child's birthday, parents are invited for lunch. Please make a concerted effort to be at School on your child's special day. Children with summer birthdays may choose a day for their parents to come to School for a celebration.

Birthday Parties

Children's birthdays are recognized in each classroom. Parents may send a birthday treat, preferably after lunch, (not elaborate, please!) that will be given to the class at a time that does not conflict with the academic program. Please consult the classroom teachers in making these arrangements for the purpose of logistics as well as to accommodate any dietary restrictions in the classroom. If an after-school or weekend party is planned to which the entire class is invited, invitations may be distributed at School. Invitations may not be distributed at School unless the entire class is invited. Feelings can easily be hurt if all but a few classmates are invited to a child's birthday party.

CHARACTER EDUCATION

Each week the Lower School community comes together for character education at Monday Meeting (M&M). The Habits of Mind program is implemented and reinforced during M&M. Additionally, a variety of developmentally appropriate topics including, but not limited to, manners, friendship, fair play, personal space, sportsmanship, tattling, and self-confidence are covered.

DRAGONS' DEN AFTER-SCHOOL PROGRAM AND DRAGONS' DEN EX

The Dragons' Den after-school program will be offered on every Monday-Friday that School is open. The program will begin at 3:10 p.m. with pick up no later than 5:30 p.m. Children not picked up on time will be charged \$15 for the first five minutes past 5:30 p.m. and \$1 per minute thereafter until a student is picked up. Dragons' Den Extended Care days will be offered on certain early release days, conference days, and faculty workdays. Contact **Debra Schmid**, Lower School Services Administrator, for more information and a schedule.

Enrollment in the Dragons' Den program can be accomplished as follows:

- Contract enrollment for 2, 3, or 5 days per week, billed through the business office;
- Coupon booklets for 25 visits may be purchased for \$550, or 50 visits for \$950 in advance;
- Single coupons may be purchased for a daily rate of \$25 per coupon.

Contract enrollment guarantees placement on those days chosen. Others without contracted reservations will be served on a first come, first served basis. Therefore, requests for such enrollment must be made to the Lower School Services Administrator as early as possible.

The Dragons' Den schedule will generally follow this schedule. Times may vary slightly:

- 3:10–4:00 – free play (outside or in gym) & eat snack
- 4:00–4:30 – quiet homework time for all
- 4:30–4:45 – finish uncompleted homework (free play for those who are finished)
- 4:45–5:30 – free play for all

A side note for parents of Dragons' Den students: DD teachers do not correct your child's homework. They are available to answer questions, check for legibility, and completeness of assignments during the designated homework period. Some students may not complete all homework and test preparation during the quiet work time in Dragons' Den.

DRESS CODE

Children should come to School in comfortable clothing for an active school day.

- All clothing should be modest (no questionable, offensive, or controversial writing or bare midriffs)
- **For safety reasons, flip-flops are not permitted.** Sandals are permitted, but may not be worn to P.E.
- All children must have sneakers for P.E. Children may wish to keep an extra pair of sneakers in their cubbies for this purpose.
- Spaghetti straps or very thin straps on girl's shirts and dresses tend to slip off of the shoulders causing discomfort and distraction.
- It is recommended that girls, especially in grades PreK-1, should wear tights, leggings, or shorts under dresses and skirts.
- Dressy clothes are appropriate for the Holiday/Spring programs and commencement.
- PreK and kindergartners should bring an extra change of clothes, including underwear and socks, to keep in their cubbies.
- Because children represent the School at large when on a field trip, we ask that they wear the **Stuart Hall polo shirt**. Khakis are suggested but not required.
- On special occasions, teachers may specify attire. On two formal occasions, Honor Code Signing and Founder's Day, students in grades 4 and 5 travel to the Staunton Campus. Lower School students will observe a modified dress code of the Staunton Campus: khaki pants/skirt with field trip shirt.

Art Smock

All children should have an art smock at School to protect their clothing from those creative art room projects! Make an inexpensive art smock by taking an old button-down shirt or t-shirt, cut the sleeves short, and sew a hand towel or large wash cloth on the shirt for wiping hands.

Lost and Found

Please mark your child's clothing clearly with his/her name. Our lost and found box fills up quickly. Parents are encouraged to check the lost and found box in the office. Items will be laid out on the benches during carpool periodically. Items not claimed will be donated to a local charity.

Snow Gear

When there is snow on the ground, children should bring snow pants, boots, a hat, and mittens to play outside.

EXTRA/CO-CURRICULAR ACTIVITIES

After-School Clubs

Each year, parents are encouraged to share their interests, hobbies, and/or enthusiasm for a particular subject with our student body. Clubs, which are parent led and supervised, can provide students extra-curricular opportunities for friendship, collaboration, and enrichment, as well as provide parents an additional opportunity to be involved in the life of the School. Chess, Lego Exploration, and Robotics have been popular clubs in years past. Contact the Lower School Services Administrator if you are interested in hosting a club.

Chorus

Chorus meets during the academic day and is open to students in grades 3, 4, and 5. The chorus sings for School functions and in the community. Some performances occur during the school day and some are in the evening.

Intramural Sports and Clinics

The Lower School offers a program of intramurals and clinics, under the direction of the Lower School Services Administrator, reflecting the standards of best practices as set forth by the NASPE. This program is designed to complement our physical education program, include sports offered at the Middle and Upper School, and incorporate student-centered activities and planning. In addition to teachers, volunteers may be used to support the program.

Service Learning

As a way of teaching children the importance of contribution to the community, all Lower School students, beginning with PreK, participate in service learning activities each year with their class during the academic day. Parents are frequently asked to assist with these activities.

FORMS

Students may not attend School until the following forms have been received:

Birth Certificate

All PreK and students new to the Lower School are required to have a Birth Certificate on file.

Family Profile and Permission to Treat

Family contact information is updated each year through Online Enrollment. It is expected that families will review their information for accuracy and ensure that it reflects all necessary emergency contacts. Should your information change during the school year, please immediately update it through ParentsWeb.

Lower School Entrance Health Forms

All new PreK and kindergarten children are required to have a physical examination and immunization records are required by the Commonwealth of Virginia. The Lower School Entrance Health form is three parts and can be obtained through the Admission Office. Parents can find up-to-date immunization information at <http://www.vdh.state.va.us/epidemiology/Immunization/requirements.htm>.

HOMEWORK

Homework is a key example of the home/School partnership. Please review your child's assignments and the notes sent home by teachers each night even if your child is doing homework independently or in Dragons' Den. It is an investment of your time that will benefit you and your child immeasurably. We want both parents and classroom teachers to be aware of where students are succeeding and where they are struggling. This kind of teamwork is part of the privilege and responsibility of belonging to a small independent school community. The home/School partnership is an important reason many of our families choose the independent school experience.

A side note for parents of Dragons' Den students: DD teachers do not correct your child's homework. They are available to answer questions, check for legibility, and completeness of assignments during the designated homework period. Some students may not complete all homework and test preparation during the quiet work time in Dragons' Den.

ILLNESS and OTHER

Guidelines for Keeping Children Home from School

It is often difficult to decide whether or not your sick child can attend school. Two major considerations are whether the child is comfortable enough to be able to participate fully in the school day and whether the child might spread a contagious condition to other children and staff. Please consider these guidelines:

- **Fever** Children with a temperature of 100.5 degrees or more should remain home until fever free for 24 hours without medication. Children at school who develop a temperature (100.5) will be sent home.
- **Diarrhea/Vomiting** Children should remain home until 24 hours since their last episode of vomiting or diarrhea.
- **Cough/Cold/Runny nose** Children may attend school if they have a normal temperature and are feeling well enough to participate. The child should not have ear pain, severe sore throat or difficulty breathing. Coughing or runny nose associated with seasonal allergies or mild colds are not reasons to miss school.
- **Rashes** Mild rashes associated with contact allergies, eczema, or other chronic skin conditions should not prevent the child from attending school. Rashes that are blistered or draining should be evaluated by the child's primary physician.
- **Known Communicable Diseases** Children should not be sent to school without the specific approval of your doctor. *Impetigo* (exclude until under treatment or unless licensed

health care provider suggests it). *Strep* (exclude until under treatment for 24 hours). *Ringworm* (exclude until treatment has been started). *Conjunctivitis* A child with conjunctivitis or “pink eye” should not return to school until the drainage and redness have resolved or they have started treatment with antibiotic eye drops.

- **Lice** If the child has active lice, he/she may return to school once child’s hair has been treated and combed with a nit comb to remove lice and nits (eggs), he/she may return to school. Proof of treatment will be sent with child. The school’s nurse/clinic aide will determine if a student is lice free and able to return to the classroom. It may be beneficial for the parent to be present while the student is checked as this is often a useful time for questions and education.

LUNCH

Lunch is an important time during the school day. It is a time when our School community gathers together to socialize and eat a nutritious, well-balanced meal. Lunch is served family style, and students eat with a member of the faculty, fifth grader, or a parent volunteer. Good manners are stressed in the dining room. Only one menu is served each day, and children are encouraged to have a “taste” of each food item. Sandwiches, salad, and rice or soup are always available to the child who prefers not to eat the main entree once he or she has taken a taste. The kitchen manager will make every effort to accommodate special dietary needs of your child. Please speak with the Lower School Head if your child has special dietary requirements. Unless there is a medical reason, students are requested not to bring a packed lunch. In the case of milk allergies, a student may have water or the parent may provide a nutritious alternative. In other cases, parents may choose water for their child. We welcome our parents and encourage you to volunteer to serve your child’s table.

Manners

- Servers expect the same polite table manners that would be expected at home.
- Walk, do not run.
- Use an indoor voice. No one except the people at your table should be able to hear you talk.
- Stand until announcements have been made and grace has been sung.
- Wait to eat until everyone at the table has been served.
- Put your napkin in your lap before you eat.
- Say please and thank you when asking for food or being served.
- Wipe your place clean with a napkin and pick up things under your chair before you leave the table.
- Stack the chairs gently.
- Wait in line quietly for your class to leave the lunchroom.
- Say thank you to your servers.
- Thank the kitchen staff as much as possible.

Procedures

- Only two people from each table should be out of their seats at a time; this includes people who go to the bathroom and those who are getting food.
- There are no seconds of dessert served unless the dessert is fruit.
- Each student has a job at the end of lunch. These jobs include: sweeping under and around the table; stacking chairs; clearing the table; and washing the table.
- The plates are scraped before they are brought to the dish table.
- All students from a grade leave the lunchroom at the same time.

MEDICATIONS

Non-prescription Medications

Non-prescription medications are strongly discouraged. Stuart Hall Lower School cannot administer any medications (this includes cough drops, Tylenol and other aspirin substitutes) without your permission. If your child is to take medicine at School, please send the medicine and instructions to the front office with a signed permission note. Medication is dispensed in the front office.

Prescription Medications

Parent/Guardian Responsibilities:

Complete and have physician complete Medication Permission Form.

- Sign the Medication Permission Form prior to the administration of the prescription medication.
- Refill/renew medications in a timely manner and keep a check on the expiration date of any medication.
- For the safety and protection of students, all medication must be brought to School by the parent/guardian or adult designee in the original container that is appropriately labeled by the pharmacist. Medication **may not** be transported on the school bus due to the potential danger of improper use and handling. Medication in plastic bags or other non-original containers will not be accepted.
- Parents/guardians should cut tablets as needed for appropriate dosing.
- When medication is brought to School, the amount of medication in the container should be noted (e.g., the number of capsules or the volume of liquid).
- Unused medication should be picked up by the parents/guardians within two weeks of the last day of school. After this time, the Lower School Head or designee will destroy the medication.

PARKING

The parking lot located along the north side of the building is reserved for parents and guests. Parking along the islands is reserved for faculty and staff. During special events, additional parking locations may be added. We will notify you in advance of any changes/additions to parking locations.

PROGRAMS

Assemblies

A function of our 5th Grade leadership program, assemblies are held on many Friday afternoons at 2:15 p.m. All parents are welcome to attend, as are grandparents, friends, and neighbors. This is an opportunity for you to keep in touch with School activities and to observe the development of the children. We hope you will come prepared for a relaxed event. Assemblies are designed not for the purpose of presenting a “finished product,” but rather for the sharing of ongoing activities. Although many assemblies will feature students “on stage,” outside performers may conduct some assemblies. Please be considerate of our actors on stage by keeping younger siblings quiet and attentive. Ringing cell phones during assemblies are distracting to the actors and the audience. Please turn them off before the assembly begins.

Field Trips

From time to time, you will be asked to fill out and sign a form authorizing the School to transport your child on class field trips by school bus. Children are required to wear seat belts while on the school bus. Occasional distant field trips may require transportation by charter buses. In this case, you will be notified well in advance. Field trips are an important part of the School’s curriculum. All students are expected to participate in all field trip activities. For all

trips, you will receive a notice explaining the details with a permission form. The permission form must be signed and returned in order for your child/children to go on the trip. Parents chaperoning field trips are asked to help supervise students. Because field trips are learning experiences and siblings can distract from the student's learning, please make other arrangements for younger siblings. As ambassadors of our School, we expect our students to reflect the high level of courtesy and respect that we embrace.

On overnight field trips, alcohol is absolutely unacceptable for the adults even after the students are asleep.

Staunton Campus Trips- Parents must sign a transportation permission slip (see REQUIRED FORMS section) each year to allow students to attend Staunton Campus activities. You will always be notified in advance of these trips. Students will not be transported by bus to the Staunton Campus without this form on file and must be picked up from School during the scheduled time off campus.

Grandparents' Day

We would like to have your child's grandparents or special friends included at our Grandparents' Day assembly. Our annual Grandparents' Day is held the week before Thanksgiving. Special activities and an assembly are planned to involve grandparents and acquaint them with our program. Students whose grandparents are unable to attend may wish to invite a special friend.

Parent Orientation/Back to School Night

Parent Orientation at Stuart Hall Lower School provides an opportunity for parents to obtain a more in-depth view of the happenings of our classrooms. Please plan to listen to a presentation from your child's classroom teacher and the teachers of Spanish, computer technology, music, art, library, and physical education. The School routine, curriculum, and special happenings will be explained. Parents' Night is an adult event, and you are asked not to bring your children at this time. PLEASE PLAN TO ATTEND.

TRANSPORTATION

In the event transportation changes need to be made during the school day, please call the School office before 2:00 p.m. to allow time to inform the teacher and student. Please do not email this change after 12:00 p.m. or leave this information on the School's voicemail.

Arrival

At 8:15 the double doors will be unlocked for children to arrive. Children are to arrive between 8:15 and 8:25 a.m. during which time adult supervision is provided both at drop off and in the classroom. Prior to 8:15 teachers have not arrived in their classrooms. We must have our students properly supervised at all times. *Please pull forward to the first available adult or safety patrol.* Students should be ready to quickly exit the vehicle by gathering all items and removing safety belt. Remain in the vehicle until an adult/safety patrol opens the door and sees that children are safely on the sidewalk. All students must exit the vehicle on the passenger/School side. **For safety and to encourage independence, all students will be dropped off at the curb each morning. Students should never be dropped off from the parking lot.** We understand, however, that some parents may feel more comfortable walking their child into the building; thus, we have reserved the parking spaces in the side lot for that purpose. Do not park along the hedge or the islands during arrival/dismissal.

Early Arrival

Early Arrival hours are 7:30-8:15 a.m. every day that School is in session with prior permission from the Lower School Head. Please contact the Lower School for more information.

Carpool

For the safety of your children, and because there is limited parking, the use of carpool drop-off and pick-up is encouraged. If you are interested in forming a carpool, please call the School office to receive the names and addresses of other Lower School families in your area. See **LOWER SCHOOL CARPOOL PROCEDURES** in the Appenedix.

Dismissal

In the afternoon, bus riders and Dragons' Den students will be dismissed at 3:07 p.m. The bus riders will be escorted to the buses. At 3:10 the buses will pull out and teachers will accompany car riders to the front of the School and see that they are safely delivered to their parents or carpool drivers. Please do not engage faculty members in conversation during the afternoon pick up process. You may, of course, make an appointment to speak with your child's teacher at any time.

Traffic Flow

In order to prevent traffic from backing up onto Quick's Mill Road, all morning and afternoon carpool and individual drivers should enter Church Street from Route 11. Proceed along the hedgerow and, as space is available, swing around the islands to the sidewalk at the front of the School. Please do not block the entrance to Quick's Mill as parents may use that ingress to enter or exit when parking. Once you have dropped off or picked up your child in carpool, proceed back up Church Street to Route 11. This will mean that the road will carry two lanes of traffic and you will need to slowly turn from the parking lot on to Church Street. Please stay in your car in the carpool line. *We want everyone to have a safe arrival and dismissal.*

MIDDLE AND UPPER SCHOOL DIVISIONS

COMMITMENT TO COMMUNITY STANDARDS

At the beginning of the school year, students sign the following commitment to the community standards (Mission, Honor Code, and Conduct Code): “I accept my responsibility to uphold our community standards. I also accept any consequences that may result should I choose not to uphold Stuart Hall School’s Community Standards.”

Stuart Hall School reserves the right to temporarily or permanently separate from the School community any student whose presence on campus or in the School community would be – in the School’s sole opinion – detrimental to the School.

CONDUCT CODE EXPECTATIONS FOR MIDDLE AND UPPER SCHOOL STUDENTS

In addition to the Conduct Code Guidelines discussed in the All-School Information section of this handbook, students must also adhere to the following:

- 1. Students in Dormitories:** Day students are not permitted in School dormitories without permission from the Director of the Staunton Campus or the Residence Life Coordinator. Boarding students are not allowed in dormitories during the academic day without permission from the Director of the Staunton Campus or the Residence Life Coordinator.
- 2. Inappropriate Public Displays of Affection:** This includes physical displays of affection considered distracting, offensive, embarrassing, or uncomfortable to community members and School visitors, at School and at School-sponsored activities. Students are expected not to engage in public physical displays of affection.
- 3. Absent Without Leave (AWOL):** AWOL is the unauthorized absence from campus, unauthorized use of a motor vehicle, riding with an unauthorized person, and riding to an unauthorized destination.
- 4. Unauthorized Use of Accounts:** This includes using the debit account, calling card, or other account or identifying information of another without permission.
- 5. Substance Possession, Use, Abuse, Sale and Distribution:** This includes the use, possession, abuse, sale and distribution of any regulated or illegal substance at School, on School property, buses, and at any School-related event or function. Substances include, but are not limited to, alcohol, prescription and over-the-counter medications (unless administered through the School’s process for administration of medication), illegal drugs, and drug paraphernalia. The School reserves the right to test students for drugs and alcohol at any time. Refusal to submit to a test may be deemed a violation of this policy. Students found in violation of this policy may face discipline, including immediate suspension or expulsion. *Parents/Guardians and students must be aware that some violations of this policy may be prosecution by the appropriate agency of the Commonwealth of Virginia.*
- 6. Weapons:** This includes the use, possession, abuse, and distribution of fireworks, firearms, explosive devices, other weapons or any item that can be construed as a weapon, and other dangerous implements in School, on School property, buses, and at any School-related event or function. Students found in violation of this policy may face discipline, including immediate suspension or expulsion. *Parents/Guardians and students must be aware that some violations of this policy may be prosecution by the appropriate agency of the Commonwealth of Virginia.*

7. **Abuse of Fire Code:** The abuse of the fire codes is the use and possession of any open flame or flammable material including, but not limited to the following: cigarettes, cigars, pipes, lighters, matches, lighter fluid, candles, and incense. Open flames on campus are regarded as severe fire safety violations, potentially endangering the lives of those at the School and threatening the School's historic buildings and grounds. *Any student who is found smoking or in possession of an open flame or flammable material at School, on School property, or at any School-related event or function is subject to discipline, including immediate suspension or expulsion.*
8. **Vandalism:** This includes intentional damage, abuse, or destruction of School property or the property of another person. Vandalism is the willful or malicious destruction or defacement of public or private property. Vandalism includes tampering with items, such as computers and fire extinguishers.
9. **Possession, Use, Abuse, and Distribution of Tobacco, E-Cigarettes, and vaping products:** This includes the use, possession, abuse, and distribution of these products at School, on School property buses, and or at any School-related event or function. Tobacco products include but are not limited to cigarettes, cigars, pipes, vaporizers, and smokeless tobacco. Stuart Hall School adheres to a strict NO SMOKING policy. Parents/Guardians will be notified when the smoking policy is breached, and the offending student is subject to discipline, *including immediate suspension or expulsion.*

Conduct Code Discipline

A Middle or Upper School student in violation of the Conduct Code may face one or more of the sanctions below, or any other penalty or discipline deemed appropriate by the School. The severity of the discipline, of which the School has final and ultimate discretion, will be based on the nature and magnitude of the act in question. There is no required order for discipline. *Students are subject to immediate suspension or expulsion for a one-time offense.*

1. **Personal Conference:** A teacher or administrator has a conference with the student and/or the student's parents/guardians.
2. **Restricted town permission for Upper School students:** No sign-out privilege, including for lunch, during the academic day and week.
3. **Activity Suspension:** For a period of time determined by School administration, the student may not participate in any co/extra-curricular activities.
4. **Lunch Detention:** Assigned by a teacher or administrator, this is a period of time served during a lunch period in a given location.
5. **Before or After-School Detention:** The student spends a period of time in a location determined by a teacher or an administrator. The student may not attend meetings, activities, or athletic events if serving detention at those times.
6. **In-School Suspension:** In-school suspension (ISS) is a student's temporary physical separation from the School community, while still physically present at School. A student serving an ISS, whether full-day or specific class periods, is required to complete all course work assigned by his/her teachers. The work will not be punitive in nature, and it will be part of the regular academic program. Students serving ISS may receive a maximum of 75% credit for any work, quizzes, or tests done during the time of the suspension. Students assigned to ISS are required to report to their designated location on time, in proper dress, and remain at that location for the entire ISS period.

7. **Out-of-School Suspension:** Out-of-school suspension is a student's temporary physical separation from the School community, while away from School. This procedure may be used when an extremely serious conduct violation has occurred or in the event of repeated conduct code violations. Students are not allowed on campus or allowed to participate in School sponsored off-campus events during the suspension period. Students suspended from Stuart Hall School are expected to keep up with their coursework independently, to hand in assignments on due days, and to make up any missed assessments immediately upon return to School. Students may receive a maximum of 75% credit for any work, quizzes, or tests done during the time of the suspension. Teachers are not responsible for re-teaching material missed during the student's suspension.
8. **Absolute Probation:** This procedure is generally applied when a student is found responsible for a Conduct Code violation and has received discipline for a prior conduct violation. After this level, a student should recognize that another violation of the School's expectations generally results in expulsion. A student on absolute probation may be prohibited from representing the School in athletic competition.
9. **Expulsion:** After repeated conduct violations, a particularly egregious one-time offense, or if a student chooses to disregard Stuart Hall School's expectations of personal integrity and behavior, that student may be permanently separated from the School - expelled. In the event of expulsion, the student will not be allowed to return to campus or participate in School-related events or functions. An expelled student must secure written permission from the Head of School to return to campus after being expelled and in the event he or she wishes to re-apply for enrollment to the School.

HONOR CODE

The Honor Code of Stuart Hall School states that members of the Stuart Hall School community will not:

**Lie,
 Cheat,
 Steal,
 Tolerate the behaviors of those who do.**

Honor Code Violations

Stuart Hall School's Honor Code functions to define the School as a community of individuals willing to live together in trusting relationships. Honor requires a resolve of self-discipline, a willingness to counsel others to be honorable, and the moral obligation to report honor violations.

All suspicions or knowledge of Honor Code violations are to be reported to the Honor Council faculty advisor or the Director of Community Life. Students with knowledge of a possible Honor Code violation in a class are encouraged to notify the classroom instructor as well. Failure to report a suspected or actual violation of the Honor Code within a 24-hour period may be considered an independent honor offense. Additionally, a student or faculty member who reports an honor offense must also inform the suspected student that they are being charged.

Along with other possible outcomes, students found responsible for an Honor Code violation may be removed from, or not considered for admission to honor societies, awards, leadership positions, and/or academic honors/high honors.

Honor Council Procedures in Upper School

1. If a suspected Honor Code violation is referred to the Honor Council, the Council's faculty advisor schedules the hearing and notifies the council members. The Director of the Staunton Campus will notify the accused student(s) and his/her advisor(s).
2. At the scheduled meeting, the incident report is read aloud. The Council interviews and gathers information from the accused student and his/her advocate.
3. After a thorough interview, the Honor Council reviews the facts, deliberates, determines the level of responsibility, and makes recommendations to the Director of the Staunton Campus.

Student Rights and Responsibilities

1. Any student asked to speak before the Honor Council has at least 48 hours to prepare for the hearing.
2. Any student accused of an Honor Code violation may have a faculty advocate (either the student's advisor or another faculty member of the student's choosing) attend the hearing.
3. Any student found responsible for an Honor Code violation may appeal the decision through the Director of the Staunton Campus.
4. All individuals appearing before the Honor Council are expected to report truthfully and fully. Violations of this may be an independent Honor Code violation.

Middle School Procedures

Suspicious or knowledge of Honor Code violations within a classroom setting are to be reported to the teacher. The teacher reports the information to the Director of the Staunton Campus. The Director of the Staunton Campus and the teacher decide a course of action. Actions may include further investigation, a conversation with the student and her/his parents/guardians, and any of the sanctioning levels found below.

Suspicious or knowledge of violations outside of the classroom are to be reported to either a teacher or the Director of the Staunton Campus. Failure to report a suspected or actual violation of the Honor Code within a 24-hour period may be considered an independent honor offense.

Honor Code Sanctioning

If a Middle or Upper School student is found in violation of the Honor Code, sanctions include but are not limited to one or more of the following:

1. **Honor Warning:** This typically results when a student is found responsible for a minor first Honor Code offense and the violation is unlikely to be repeated.
2. **Honor Probation:** This typically results when a student is found responsible for a serious Honor Code offense or the student has received a prior Honor Code sanction." At this sanctioning level, a student should recognize that another violation of the School's expectations generally results in expulsion. A student on honor probation may be prohibited from representing the School in athletic competition and/or other events or programs.

3. **Academic Penalty:** Students found responsible for Honor Code offenses of an academic nature will receive an academic penalty determined by the reporting instructor.
4. **Out of School Suspension:** Suspension is a student's temporary separation from the community. Students are not allowed on campus or allowed to participate in School-sponsored activities, including off-campus events. Students suspended from Stuart Hall School are expected to keep up with their coursework independently, to hand in assignments on due dates, and to make up any missed assessments immediately upon return to School. Students may receive a maximum of 75% credit for any work, quizzes, or tests done during the time of the suspension. Teachers are not responsible for re-teaching material missed during the student's suspension.
5. **Expulsion:** Expulsion is the permanent removal of a student from School. This typically occurs when a student chooses to disregard Stuart Hall's expectations of personal integrity and behavior and/or after previous Honor Code sanctions. It should be understood that the student will not be allowed to return to campus or participate in off-campus, School sponsored events for the remainder of the academic year. An expelled student must secure written permission from the Head of School to return to campus after being expelled.

If an Honor Code violation is found, the School may impose any sanction; it need not impose sanctions in incremental or any other order. Expulsion for a first offense is possible.

ATTENDANCE POLICIES

Attendance and promptness are critical to the learning process. A student's absence from or tardiness to any part of the school day, including athletics, is detrimental and should be avoided if at all possible. Stuart Hall encourages its students to hold good attendance and promptness as essential, reachable goals.

Stuart Hall School expects its students to be:

- Present and active participants in the classroom;
- Involved in co-curricular School activities; and
- Prompt in meeting their obligations, including in advisory, assemblies, classes, chapels, School programs, required activities, and extracurricular commitments.

The School may require parent/guardian conferences and detention for students who the School deems is excessively absent or tardy. A student who accumulates excused or unexcused absences reflecting 10% or more of the total number of school days may be required to repeat coursework in order to receive credit or to repeat the course.

Absences

Absences fall into two types, excused and unexcused. The Director of the Staunton Campus determines whether an absence is excused.

Type I – Excused Absence

Absences due to illness, medical appointments, family emergencies, religious holidays, School-sponsored activities, college visits, and the like are considered excused with prior notice and reasonable explanation. Parents/Guardians should inform School of a planned absence as early as possible.

If a student is sick, her/his parent/guardian should inform the School office by phone before 8:30 a.m. If a student attends a medical appointment during School hours, he or she must submit a certification of the appointment to the School.

Make up Work for Type I Absences. In consultation with the affected teachers, students are expected to make up any work missed as a result of an excused absence as soon as possible. Generally, students will be given two days to complete their missed assignments for every excused class day absent. Points may be deducted from assignments that are turned in late. After five days, students will receive a zero for the assignment.

Type II – Unexcused Absence

An absence will be considered unexcused when the School does not receive prior notice and/or reasonable explanation and in certain other situations, such as when the School considers the absence avoidable. Some examples of unexcused absences include but are not limited to oversleeping, attending a professional sporting event, taking a driving test, missing School for tutoring without prior authorization, taking extra days of vacation, and staying home to finish schoolwork.

A student missing School for an unexcused reason may be subject to grade consequences for work missed and may be restricted from participation in extracurricular activities.

Make up Work for Type II Absences. Students are responsible for all information and assignments missed during an absence. Teachers are not obligated to assist students with any information or assignments missed due to an unexcused absence. Upon return to School from an unexcused absence, all assignments previously due must be turned in, or the work will not be accepted. Any tests must be taken immediately upon return to School. If a Type II absence is anticipated, students should use their best efforts to meet with teachers regarding assignments prior to the absence.

School Hours

The academic day begins promptly at 8:00 a.m. with morning meeting. The School doors open at 7:25 a.m. The academic day ends at 3:30 p.m. Stuart Hall expects each student to be on campus for the complete school day or to have correctly signed in if late or signed out prior to leaving early.

Typically, athletic practices run from 3:30 p.m. to 5:30 p.m., with athletic competitions varying in start and end times. We encourage all students to return to School to support our athletes engaged in competitions. Students may not remain on campus to wait for an athletic event without direct supervision by an adult.

Without prior written approval, students are only allowed to remain at School after 3:30 p.m. if they are:

- Participating in athletics;
- Participating in a drama production;
- Signed up for the After-school Care Program; or
- Under the direct supervision of a faculty or staff member overseeing co-curricular activities or during their office hours.

Arrival to School

Students should arrive on campus between 7:25 a.m. and 7:55 a.m. in order to be prepared for the day ahead. We ask day students not to arrive before 7:25 a.m., as the buildings will not be open.

On Time Arrival

Middle School students should be dropped off at the Middle School entrance. Upper School students may enter at the main (Fillmore Street) entrance or the Middle School entrance. Bus riders enter at the Middle School.

Late Arrivals

Students arriving late to School should enter at the Fillmore Street main entrance and check in with the receptionist.

****Please note:** For safety reasons, the Middle School foyer doors are locked between the hours of 8:00 a.m. and 3:25 p.m. During this time, we ask that everyone enter the Fillmore Street entrance and sign in with the receptionist.

Tardiness to School

Students who are not in Morning Meeting when the bell rings at 8:00 a.m. are considered tardy. Parents/guardians must notify the School if a student will be arriving late and explain the reason for the late arrival. Students who arrive late without proper notification may be issued an unexcused tardy. Students arriving late for School must enter at the front desk and sign in in order to receive a pass to class. Students who miss classes because they are late to School must submit any class work due upon arrival to School.

Tardiness to Class

Students who arrive late to a class must have a note from a teacher or staff member explaining the reason for the tardy. Without this note, the tardy is unexcused. Students who are excessively and/or consistently tardy may face disciplinary consequences. Attendance and promptness are critical to the learning process. A student's absence from or tardiness to any part of the school day, including athletics, is detrimental and should be avoided if at all possible. Stuart Hall encourages its students to hold good attendance and promptness as essential, reachable goals.

Departure

Day students must be picked up by 3:40 p.m. unless they are staying for an after-school activity as noted under the School Hours section. Parents/Guardians should notify the School if there is a change in a student's departure routine, i.e. time change or pick up person.

Special Note Regarding Middle School Students: Middle School students may not leave campus at the end of the day to walk downtown, either alone or with friends, without a School administrator receiving verbal or written permission from a parent/guardian.

Signing Out & Early Departures

All students are expected to sign out when leaving campus before 3:30 p.m. For an early departure, parents/guardians need to notify the School prior to the departure by phone, e-mail, or written note, giving the reason, day, and time the student will leave. All students sign out at the Front Desk.

When students leave campus for a School-approved activity under the supervision of the School, there is no need to sign-out. However, students must submit assignments due for the classes they will miss prior to leaving School whether it is a School-approved activity or personal reasons.

STUDENT HEALTH

Counseling

The School is fortunate to have available to students, faculty and parents/guardians excellent outside resources in clinical psychology and child and adolescent development. Families interested in a referral for such care should see the School nurse, or another member of administration. As much as possible, and consistent with its operational needs, the School will keep information shared by a student and/or her or his family confidential with those who need to know.

Health Center

Stuart Hall's Health Center is typically open Monday through Friday from 7:30 a.m. - 3:30 p.m. The School nurse typically provides or facilitates medical care for students. If possible, student visits to the nurse should not be done during class time. If necessary, the School may admit a student to the Health Center during the school day. In that instance, the student may not leave the Health Center without the nurse's permission.

Health Conditions - Chronic

Students with a chronic medical condition must provide the School a detailed, written care plan provided by the student's physician.

Health Conditions - Temporary

Temporary medical conditions such as sprains, surgeries, and broken bones should be reported in writing to the School.

Health Disclosures in the Admissions Process

Upon application for enrollment or re-enrollment and as a condition of enrollment, it is the responsibility of any student applicant and/or parent/guardian to notify the appropriate Division Director or the Director of External Affairs of any and all pre-existing or newly-arisen health condition that may require special measures on the part of the School or its staff.

Health Forms

All students must have the following health forms on file *before the first day of school*:

- Authorization to Obtain Medical Treatment
- Physical Form
- Immunization Record

Health Needs - Special

Parents/Guardians of students with specific health needs must notify the School in writing about the medical condition and treatment.

Medical Appointments

If a student must leave School early for a medical appointment, the student's parent/guardian must notify the School in writing, providing the details of and reason for the early departure. Parents/Guardians should avoid scheduling medical appointments during the academic day whenever possible. The School does not provide transportation to and from day students' appointments. Students may drive themselves to appointments with proper prior notice to the School.

Medical Emergencies

Any emergency – including medical emergencies – should be immediately reported to a staff member or to any adult in the School. Students witnessing an accident or medical emergency may be asked to contribute to the School's Incident Report.

Medical Leave

If a student is unable to adequately function within the School community due to a physical, mental or medical issue, he or she may be placed on medical leave. During a period of medical leave, the student's status will be periodically reviewed by the School to determine the status of the medical leave period and the ability of the student to perform school work during such period and the propriety of the student's continued enrollment in School. Prior to returning to School from a period of medical leave, the parent(s) or guardian(s) of the student must meet with the School and provide the School with appropriate documentation to ensure the student is medically able to return to the School community. The School may ask a student returning from medical leave to meet certain guidelines in order to remain at and enrolled in the School.

Medications

Students who require prescription and nonprescription medication during the academic day must bring the medications to the Health Center, where they will be kept and dispensed by the nurse or designated staff. All medications must be in their original containers and be clearly marked with the student's name. All medications and instructions must be written in English.

Students may not take or have in their possession prescription or over-the-counter medication without the permission of the School nurse. A parent/guardian of a student who requires an inhaler or EpiPen should talk with the School Nurse.

Non-prescription Medications: The Health Center keeps an inventory of regularly dispensed non-prescription medications. If a student requires an over-the-counter medication during the academic day and it is not kept in the clinic inventory, a parent/guardian must send in a dated and signed note indicating the requested dispensing instruction.

Prescription Medications: If a student requires a prescription medication during the academic day, a parent/guardian must provide written instructions from the prescribing physician that include the time(s), dosage(s), and duration of the medication. Any change in medication type, dosage, and/or frequency must be authorized by the prescribing physician. Telephone authorizations by the prescribing physician must be followed by written verification.

Physical Exams and Immunizations

The School requires all Middle and Upper School students to have a physical exam each year. The Commonwealth of Virginia requires each student to be **current** on the following immunizations: Diphtheria, Tetanus, Polio, Mumps, Measles and Rubella, and all required booster. In addition, the School requires a MMR II booster (Mumps, Measles, Rubella), a Tetanus booster within ten years, and a current tuberculin test, if necessary. Parents/Guardians should contact the School's nurse with questions about immunizations.

Parents can find up-to-date immunization information at <http://www.vdh.state.va.us/epidemiology/Immunization/requirements.htm>.

Surgery

Students recovering from surgery must rehabilitate at home. The School will generally not accept a student into the Health Center for postoperative treatment.

DAY-TO-DAY STUDENT LIFE

Books and Supplies

Stuart Hall students purchase their own books and supplies. Although the School uses MBS Direct as a source for new and used textbooks, parents/guardians may purchase textbooks from other sources. Parents/Guardians should check with the School to ensure that they are buying the correct editions.

Individual teachers may request certain supplies for courses. Information regarding textbooks and supplies for classes can be found on ParentsWeb under "Resources."

Campus Stewardship

At Stuart Hall, students share the responsibility of keeping the School's property and facilities clean, orderly and safe at all times.

Students must:

- Pick up any trash indoors or on the grounds;
- Keep personal belongings in their lockers or in their backpacks, which can be hung on hooks provided in the hallways;
- Avoid leaving any item on the floor or in public areas;
- Keep an eye out for safety issues

In striving to maintain a clean campus, students are prohibited from littering, chewing gum on campus, and vandalism (such as writing on lockers or desks).

Cell Phones

Middle School students are prohibited from having their cell phones during school hours. Faculty members have the right to confiscate the device. Repeat offenders will be reported to the Director of the Staunton Campus.

Upper School students are allowed to have their cell phones during school hours. Cell phones should only be used for academic purposes during class periods and enrichment. Absolutely no cell phones are allowed during community gatherings (i.e. chapel, assembly, dining hall, etc.). Teachers reserve the right to confiscate devices. Repeat offenders will be reported to the Director of the Staunton Campus.

Dress Code

The purpose of the Stuart Hall dress code is to establish a standard level of professional dress in accordance with Stuart Hall's image and rich traditions while providing an opportunity for students to express their individuality and creativity. While Stuart Hall values students' self-expression through dress, students are responsible for maintaining a professional appearance in accordance with Stuart Hall's community standards.

In this context we provide the following guidelines:

Always Prohibited

- Bare feet, bedroom slippers, and flip-flops
- Pajamas and sleepwear (except on special days)
- Ripped pants and cut-off shorts
- Hats and head coverings (other than for religious reasons), and visors
- Excessively tight or form-fitting clothing, including Spandex, Lycra, and workout clothes
- Athletic clothing: tank tops, mesh shorts, yoga clothes, etc.
- Visible underwear
- Any clothing with writing other than small logos (no larger than 9" square inches) and Stuart Hall issued clothing
- Any clothing with explicit language, references to illegal activities, and sexual imagery, or other forms of obscenity

Dress Code Guidelines

Everyday Dress

Bottoms:

- All pants and shorts must be in good repair, clean, and without holes.
- A variety of colors is permitted, but traditional blue and/or faded denim jeans are prohibited. Other colors of denim pants are acceptable.
- Inseams of shorts must be at least 5".

Tops:

- Tops and shirts must cover the waistband.
- All tops must be in good repair, clean, and without holes. Logos can be no larger than 9" square inches (3"x3")
- Sweatshirts, jackets, or sweaters with hoods, must be worn with the hoods down.

Dresses/skirts:

- Dresses and skirts must be no more than 6" above the knee.

Shoes:

- Shoes must attach securely to the foot around the heel.

Formal Dress

Ladies

- Dress, skirt or dress pants and blouse, with dress shoes in good repair. No sneakers.
- Dresses and skirts must be no more than 6” above the knee

Gentlemen

- Dress pants, collared dress shirt, tie, blazer, and dress shoes in good repair. No sneakers.
- A sweater may be worn in addition to or in replacement of a blazer.

Red/White Dress Down Days

On these special days the same everyday dress guidelines apply with the exception that students are permitted to wear red or white Stuart Hall t-shirts and blue jeans.

Dress Down Days

In addition to Everyday Dress, traditional blue jeans or jean shorts in good repair are permitted on “Dress Down” Days.

Dress Code Procedures

Students who come to School out of dress code will be asked to change into appropriate attire, which may include communicating with parents/guardians. A Middle or Upper School student in violation of the dress code may be disciplined as follows. This list is not all-inclusive, additional consequences may apply.

1. **Warning and parent notification:** Student will contact her/his parent to inform them of the specific infraction.
2. **Assigned Clothing:** Students will be given proper attire as available from the School. Students must wear what is available.
3. **Request for parents to bring appropriate clothing:** Student may sit out of class until appropriate attire is delivered.
4. **Lunch detention:** Students will be assigned to eat lunch in a designated, supervised location separated from the community.
5. **Formal Dress make up day(s):** Students will be required to wear Formal Dress on a day designated by the Director of the Staunton Campus. Repeated offenses may result in having to wear Formal Dress for a specified length of time.
6. **Loss of privilege:** Students may lose the privilege of any or all future red-white and dress down days.

Lockers

Lockers are the property of Stuart Hall School. Each student is responsible for his or her locker and its content throughout the school year. The School expects students to keep their lockers clean and organized. For safety and other reasons, from time to time the School may inspect lockers. Students may be required to clean out their lockers. Locker decorations must not be permanent. Tape may only be used on the inside of a locker. Students should have no expectation of privacy in their assigned School lockers. *The School reserves the right to inspect any locker without prior notification of any student or parent/guardian.*

Lost and Found

Items left at School each day are collected and held in the Lost and Found bins located in the Middle School Lobby and the vending machine room. Valuables (phones, computers, etc.) may be stored elsewhere for safekeeping. Unclaimed items may be donated to charity.

Lunch

Lunch is provided to students, teachers, and staff Monday through Friday. Middle School students must attend lunch each day and are dismissed from the dining room by teachers. All students must use appropriate table manners and etiquette.

Personal Possessions

Students are responsible for their personal belongings. The School is not responsible for damaged or lost items. Large amounts of cash and valuables should not be brought to School. Personal possessions should be marked with the student's name. Possessions are to be kept with the student or in their lockers. No personal items should be left in public areas, on the floor, or in classrooms at any time. *Personal items, including cars, book bags, purses, coats, and pockets are subject to inspection by the School without prior notice at any time.*

Physical Education Uniforms

Students must wear appropriate gym attire as set out in the course requirements. No specific uniform is required.

Senior Responsibilities

1. As young adults, each senior assumes the role of leader at the School and should act accordingly, modeling the highest level of behavior for all students. Seniors should each be well-versed in the Mission and Vision of the School and strive, with kindness, to bring out the best in others in word and in deed.
2. Each senior assumes responsibility for meeting all School expectations at the highest level. Failure to fulfill such responsibilities may result in the removal of senior privileges.
3. Each senior must present a senior chapel talk.
4. Seniors placed on academic, honor, or conduct probation may lose all senior privileges.
5. Any violation of the permitted college absence privilege may result in removal of that privilege for either the semester or the remainder of the year.

Senior Privileges

In order to enjoy senior privileges, a senior must be in good academic, honor, and conduct standing:

1. Relax in the arcade during study periods, after signing in his/her location on the sign-in sheet in the library.
2. **Off Campus Privilege:** Seniors are allowed to walk downtown during study hall and lunch on designated days. Parent permission for this privilege is required. Abuse of the privilege, tardy return, and/or any issue relating to the student being off campus may result in loss of privilege, and may be subject to additional disciplinary/honor code action.
3. **Senior Steps** (see *Traditions* section)
4. **Exam Exemption:** Any senior who achieves an average of 90 or above in any course during the second semester, depending on the course, may qualify for exemption from the second semester examination in that course.

Student Drivers

Students driving to School must at all times have the following information on file with the School: description of vehicle(s) driven, license plate numbers, and driver's license number. Students may only park on the streets surrounding the School in compliance with the law. Without prior approval from the Director of the Staunton Campus, student drivers may not leave the School in their vehicles during the school day.

Student Leadership

Middle School Leadership

Middle School is a time when students begin to establish themselves as individuals, to pull away from family, and to test themselves in the academic and social worlds around them. Developing and practicing the ability to lead and gaining the confidence to do so is a critical influence on the paths that middle schoolers take. Stuart Hall Middle School students have the chance to be leaders in a variety of ways in the classroom as well as out of the classroom.

In the classroom, students take leadership roles through leading presentations, taking notes for absent students, distributing and collecting work, assisting with routine class procedures, and tutoring and mentoring their classmates.

In the broader School community, middle schoolers organize service fund raisers, organize and sponsor School community events, serve as hosts for visiting students, assist as guides on campus, and read during chapel services and events.

Upper School Student Leadership: Prefects

Prefects hold the most prestigious student leadership positions in the School. Prefects function to perpetuate the Honor and Conduct Codes, to report violations of the School's expectations, to act as peer support, to provide leadership in community activities, and to uphold and preserve the standards and traditions of the School.

To be chosen as a prefect is one of the highest honors of the School. It recognizes the level of trust and respect bestowed by peers and teachers. This respect is derived from the student's demonstrated leadership, high standard of personal integrity, and mature judgment. Both the faculty and the student body nominate prefects each fall. No student under serious honor and conduct sanction may be nominated. The Director of the Staunton Campus and Honor Council Advisor interviews the candidates and determines the final selection.

Prefects assume responsibility for orienting new students to the expectations of the Honor and Code of Conduct. Prefects on probation for an honor or conduct offense will lose all leadership responsibilities and privileges during their probationary period. Prefect status may be revoked by the School at any time.

Upper School Student Government Association

The Student Government Association (SGA) serves as a vehicle for students to exercise effective leadership, address concerns, sponsor School activities and service projects, and accomplish tasks efficiently. The SGA meets regularly. The student body, through the SGA, makes proposals for change in the School by majority vote. Once each semester, the SGA President presents student body proposals to the Director of the Staunton Campus. After review, proposals may be discussed with the faculty, and the School may act on certain proposals when practical and possible. An SGA member under an honor or conduct sanction will lose all leadership responsibilities and privileges. Qualifications for SGA Offices are determined by the SGA. SGA status may be revoked by the School at any time.

Upper School Leadership and Honor Positions

- SGA Officers
- ELA
- Class Officers
- Varsity Team Captains
- Honor Representative
- Club and Enrichment Heads
- National Honor Society
- International Thespian Society
- Tri-M Music Honor Society

Telephones and Phone Messages

Telephones are available for students at the front desk for appropriate usage. Students may not use classroom phones. Parents/Guardians seeking to reach their children are to call the School's main number. Messages will be relayed to the student as appropriate.

PROGRAMS AND SERVICES

Dining Hall

Stuart Hall community members must follow certain guidelines in the Dining Hall:

1. All Dining Room property and equipment must remain in the Dining Hall.
2. No food should be taken out of the Dining Hall.
3. Used items such as dishes, glasses, silverware, and trays should be taken to dishwashing station.
4. A clean dish must be used for each visit to any food station.
5. Spills are to be cleaned up promptly. The Dining Staff has cleaning products available if necessary.
6. Students, teachers, and staff who do not live on campus but want to eat breakfast or dinner, should provide advance notice to the Dining Staff.
7. Lunch guests must sign in, remain with the person being visited, and follow all Dining Hall guidelines.
8. When sponsoring a mealtime activity that may keep students from eating in the Dining Hall, Dining Staff should be informed in advance so they may adjust preparations.
9. Respect the Dining Hall, Dining Staff, and thank staff for their work.
10. Students are to use exemplary manners at all times.

Library

The Stuart Hall School Library program provides students with a place to become information literate as well as independent and socially responsible learners. The Stuart Hall Library has a collection of more than 10,000 media items. It contains computers and a printer/copier for student use. Students have access to "Find It Virginia," a database that includes Gale Resources, eLibrary, and Info-Trac. Students also have access to ProQuest database featuring History Study Center and ProQuest Learning: Literature. Both "Find It Virginia" and ProQuest databases can be accessed on campus as well as from home, allowing students to search thousands of curriculum targeted primary documents, biographies, topical essays, background information, critical analyses, magazines and newspapers.

Library Use

All users are to follow the following Library expectations:

1. Those using the Library must adhere to the Honor Code.
2. Students may check out books and other materials. Taking any material from the Library without following the correct checkout procedure may be an Honor Code violation.
3. Students may be charged the cost to replace any material attributable to them not returned to the Library.
4. Magazines, encyclopedias, DVDs, and other reference books (marked R above the number on the book spine) may be checked out with special permission from the Librarian.
5. Teachers may place materials on reserve. Reserved books are marked with a reserve card and are located on a shelf behind the checkout desk. These materials are to be shared and must remain in the Library so that all class members may have access to them.
6. Use of the computers in the Library is governed by the School's Acceptable Use Policy.

Morning Meetings

The Staunton Campus school day begins each day with Morning Meeting from 8:00 until 8:15. Morning Meeting is an energetic gathering of the whole community including all Middle and Upper School students and faculty that sets the tone for the day. It offers a chance for necessary announcements to be made as well as time for each Advisor to check in with their students. Morning Meeting generally follows the same pattern and features music, announcements, mindfulness practices, and community celebrations. Morning Meeting is held in the auditorium unless otherwise noted.

TRADITIONS

Stuart Hall School traditions, many of which date back to the beginning years of the School, involve students in the life of the School community. Included in these traditions are academic and athletic competitions, seasonal celebrations, and class activities.

Class Projects

Each Upper School grade traditionally takes on the following projects:

- 9th grade: Pumpkin Carving Contest
- 10th grade: Ring Ceremony
- 11th grade: Junior/Senior Event
- 12th grade: Gift to the School

Holiday Season

During the Thanksgiving and Christmas seasons, Stuart Hall undertakes several activities that may include Christmas door decorating, the Staunton Christmas Parade, and service projects. Students may be asked and/or required to participate.

Junior-Senior Reception

Each spring, Juniors honor the Seniors with a special occasion. This event has taken many forms over the years. Originally, the Juniors and Seniors were treated to a day off campus with a picnic. The Juniors would entertain the Seniors with skits, along with personal recognition of each Senior. The purpose of the occasion is to strengthen the bond between the two classes.

Loving Cup and Graduation; Ushers and Sub-ushers

Each Senior selects one usher and one sub-usher, who are current Stuart Hall School students or alumnae/i in good standing, to participate in Loving Cup and Graduation. Sub-ushers toast the

Seniors in the Loving Cup ceremony the night before graduation by sharing personal reflections about the Senior. Ushers form an arch with garlanded shepherd's crooks under which the Seniors process during the Graduation service. The School encourages all students to attend these two, very special ceremonies.

Red-White Competition

Since the 19th century, the School has been divided into two teams, whose friendly competition boosts School spirit and provides special occasions for relaxation and fun. Each student and professional staff member is given the designation of Red or White. Throughout the year, various competitions between the two groups are held. At the end of the year, a trophy is awarded to the group that has compiled the highest year-long score. The captains of the Red and White teams are seniors given the leadership responsibility of inspiring the teams to a worthy effort in the competitions.

Ring Ceremony

Ring Ceremony is held each year in the fall. On this occasion, seniors are given their distinctive School rings, and ask friends to participate in the Ring Turn. Once a senior has received his or her class ring, the traditional practice begins of asking others to turn the ring once away from his or her heart. The total number of turns is equivalent to the last two digits in the senior's graduation year. The last turn is reserved for a special person, who turns the ring towards the senior's heart.

Senior Steps

The front steps of Old Main are reserved for the use of the Senior Class, faculty and staff, adults, and visitors. Seniors, faculty and staff members may invite underclassmen to accompany them on the Senior Steps.

VISITORS

Student Visitors

Student visitors are welcome if prior permission has been received from the Director of the Staunton Campus.

All Other Visitors

All visitors to the School, including parents/guardians, must report to the Front Office to obtain a visitor's pass and to sign in. Visitors must wear the passes at all times while on campus and sign out when leaving.

APPENDIX

2019-2020 Major Dates Calendar

Thursday, August 15	All Boarders Arrive: Dorms open at 1 p.m. Evening Reception for Boarding Parents
Friday, August 16	Varsity Fall Sports Begin Lower School Back to School Night & Parent Orientation
Saturday, August 17	Boarder Retreat Day
Monday, August 19	6th grade, 9th grade, and New Student Orientation Lower School Open House All School Family Picnic (Staunton Campus)
Wednesday, August 21	First Day of School; All School Early Dismissal
Thursday, August 22	MS Fall Sports Begin
Monday, September 2	School Closed: Labor Day
Wednesday-Friday, September 4-6	9th Grade Trip
Thursday-Friday, September 5-6	Senior Retreat
Friday, September 6	Day Away for Grades 6-8, 10, 11
Thursday, September 12	Staunton Campus Back to School Night
Friday, September 27	No Classes: Faculty Professional Development Day
Thursday, October 10	Quarter 1 Ends Ring Ceremony
Friday, October 11	No Classes: Teacher Workday
Saturday, October 12	Local Food For Thought Fundraiser
Monday, October 14	School Closed: Columbus Day
Wednesday, October 16	PSAT; Staunton Campus Half Day (TENTATIVE) Staunton Campus Parent Conferences (p.m.)
Friday, November 1	Verona Campus No Classes: Parent Conferences
Friday, November 22	Lower School Grandparents' Day (noon)
Saturday, November 23	Boarder Shuttle to Dulles at 6 a.m.; Dorms close at noon
Monday-Friday, November 25-29	Thanksgiving Break
Sunday, December 1	Dorms reopen at 1 p.m.
Monday, December 2	Classes Resume
Friday, December 13	Last day for 6th grade before Christmas break
Monday-Thursday, December 16-19	MS/US Exams (grades 7-12)
Wednesday, December 18	Last day for Lower School & Middle School before Christmas break--Early dismissal
Thursday, December 19	Last day for Upper School before break--Early dismissal Quarter 2 Ends Boarder Shuttle to Dulles at 6 a.m.; Dorms close at 5 p.m.
Friday, December 20	No Classes: Teacher Workday
Monday, Dec. 23-Friday, Jan. 3	Christmas Break
Sunday, January 5	Dorms reopen at 1 p.m.

Monday, January 6	Classes Resume
Monday, January 20	School Closed: Martin Luther King Day
Thursday, January 30	LS Early Dismissal for Parent-Teacher Conferences
Friday, January 31	LS No Classes: Parent-Teacher Conferences
Friday, February 14	No Classes: Faculty Professional Development Day
Monday, February 17	School Closed: Presidents' Day
Thursday, March 12	Quarter 3 Ends
Friday, March 13	No Classes: Teacher Workday Boarder Shuttle to Dulles at 6 a.m.; Dorms close at noon
Monday-Friday, March 16- 20	Spring Break Dorms reopen at 1 p.m.
Sunday, March 22	
Monday, March 23	Classes Resume
Friday, April 10	School Closed: Good Friday
Monday, April 13	No Classes: Faculty Professional Development Day
Friday, May 1	School Closed: Spring Day
Monday-Wednesday, May 18-20	Senior Exams
Thursday, May 21	Loving Cup
Friday, May 22	Last day of classes for 6th grade Upper School Graduation, 6 p.m.
Saturday, May 23	Senior Boarders depart by noon
Monday, May 25	School Closed: Memorial Day
Tuesday-Friday, May 26-29	MS/US Exams (grades 7-11)
Thursday, May 28	Last Day for Lower School & Middle School—Early Dismissal Fifth Grade Commencement
Friday, May 29	Last Day for Upper School—Early Dismissal Quarter 4 Ends Boarder Shuttle to Dulles at 6 a.m.; Dorms close at 5 p.m.

DEPARTMENT OF SOCIAL SERVICES DISCLOSURE INFORMATION FOR PRE-K AND DRAGONS' DEN

Public Disclosure Information

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

Religious Exemption

In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a "religiously exempt child day center."

Qualifications of Personnel

Staff position descriptions are posted for your review in the Lower School front office.

Description of Facilities

- The School is located at 74 Quicks Mill Road, Verona, VA 24482.
- The size of the building is 19, 510 sq ft.
- The number of rooms used for the School is six - classroom, music, tech, art, library, multipurpose rooms.
- The kitchen facilities are not available for use by the School. The dining facilities are available.
- Play equipment consist(s) of swings, climbing wall, soccer fields, kickball field, playhouse, play structure, monkey bars.

Other Significant Features of the Facilities (if any) Include:

Outdoor classroom and running trail.

Enrollment/Capacity

The maximum number of children that the School will enroll is 20.

The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 31.

Food Service

The School provides food service. The description of the service consist(s) of hot or cold lunch and afternoon snack for Dragons' Den (after-school program) participants

Health Requirements for Staff

Staff employed at the School are certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the School.

General Liability Insurance

The School is covered by general liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the School as a result of negligence.

LOWER SCHOOL CARPOOL PROCEDURES

Arrival and dismissal is a very busy time of day and can get hectic! We have a very simple process that flows amazingly fast and safe.

Drop Off and Pick Up

- From Rt. 11, use Church Street (between Burger King and Verona Methodist Church) to enter the carpool queue. Please stay to the right as far as possible, do not block driveways, and never pass another vehicle.
- Follow the traffic flow around the “islands” to the front walkway.
- Pull up to the first available person (safety patrol, Ms. Patton or other adult) who will open the door for your child to exit.
- Children should always be seated on the passenger side of the car.
- Backpacks and all other belongings should be ready by the child’s side.
- Once the children exit the vehicle and step up on the curb, the adult or safety patrol will close the door.
- Pull off -please do not pass other vehicles *unless* an adult waves you around a vehicle.
- Exit the same way you enter, Church Street. Please be safe when going around the corner as it is very tight. A fisheye mirror has been installed to aid you.

Parking

For safety and to encourage independence, we hope you will drop off your child at the curb each morning. In the event you must park your car and come in the building during arrival or dismissal:

- From Rt. 11, use Quicks Mill Road to enter the parking lot.
- Enter the parking lot on the side of the building.
- There is no parent parking along the “islands” in front of the school.
- For the safety of your family, we ask that you not use the parking spaces at the front of the building during arrival and dismissal due to the heavy congestion.

These rules have been established to provide the safest possible environment for your child.

At a Glance:

- **Please stay in your car in the carpool line. Once the line starts it moves very quickly.**
- Students may not be dropped off from the parking areas.
- Do not park alongside the “islands” during carpool. This is a very congested and busy area.
- **If you park and pick up your child let the adult in charge know that you are taking your child. Students know not to leave the sidewalk loading area unless accompanied by an adult.**
- Thank you for not engaging faculty members in conversation during the pick-up process as this holds up the line and be distracting.
- ***We respectfully ask that you do not use your phone while driving on school grounds.***

We want everyone to have a safe arrival and dismissal. Thank you for your cooperation!