



**Convent &
Stuart Hall**
Schools of the Sacred Heart San Francisco

Elementary School Student/Parent Handbook 2020–21



“The Schools of the Sacred Heart emphasize studies which nurture the desire for truth. You will be challenged by the intellectual dimension of your education. Great emphasis is placed upon your capability for critical thinking and reasoning. The intention of Sacred Heart education is to address the whole person. You come as you are and are cared for with great love. The hope is to implant in you a sacred love for yourself, to challenge you to be more honest, to lead you along the road of integrity.”

Life at the Sacred Heart, 1982

Convent & Stuart Hall reserves the right to make changes to the Student/Parent Handbook during the school year. The Handbook has been written to be as comprehensive as possible and is intended to be a guide in regard to a majority of issues; however, it cannot predict all issues that may arise in the school year.

The community norms and expectations articulated in the Handbook are conditions of continued enrollment. All students and parents are expected to comply with the provisions of the Handbook.

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History and Guiding Principles

History

The Society of the Sacred Heart (RSCJ) has its origins in Paris where it was established in 1800 by Saint Madeleine Sophie Barat. In the wake of the religious, intellectual, political and social upheaval of the French Revolution, St. Madeleine Sophie responded by identifying educational needs which subsequently led to the Religious Order of the Sacred Heart of Jesus. Now associated with over 200 schools and colleges throughout the world, the Society has remained dedicated to the education of young women and young men. Adapting its programs to the requirements of specific times and places, the Society maintains its concern with “the value of the student as a person growing into full Christian participation in a democratic society.”

Schools of the Sacred Heart San Francisco was founded by the Religious of the Sacred Heart in 1887. The first schools established were for the purpose of educating young women in both the elementary and high school years. Named for Janet Erskine Stuart, RSCJ, a world-renowned English educator, Stuart Hall for Boys (K–8) was founded in 1956. Stuart Hall High School, offering a college preparatory education for young men, was established in 2000, completing the K–12 program for Sacred Heart education in San Francisco.

Mission Statement/Goals and Criteria

Mission Statement: Convent & Stuart Hall educates mind, Heart and body, animating a zeal for discovery, inspiring a passion for justice and nurturing the strength to transform.

As foundational context for our mission, each Sacred Heart school promotes the educational tenets of the Religious of the Sacred Heart. We share with the other members of the nationwide Network of Sacred Heart Schools five common goals and criteria and a commitment to educate to:

Goal 1: A personal and active faith in God;

Goal 2: A deep respect for intellectual values;

Goal 3: A social awareness that impels to action;

Goal 4: The building of community as a Christian value;

Goal 5: Personal growth in an atmosphere of wise freedom.

The Goals and Criteria are reviewed and updated by the Society of the Sacred heart

every 15 years. With a belief in the capacity of each student, Convent & Stuart Hall students are expected to achieve their highest level of scholarship while learning to assume leadership roles as responsible, compassionate and contributing members of their community and their world.

Schools of the Sacred Heart Prayer

Gracious God,
Instill in each of us a bold faith;
A deep respect for intellectual values;
A passionate desire to serve others, especially those most in need;
An instinct for building community;
And a profound and honest commitment to our personal growth.
May we always act as persons of courage and integrity. Amen.

Prayer of Janet Erskine Stuart

Keep us O, God, from all pettiness
Let us be large in thought, in word, in deed
Let us be done with fault finding and leave off all self-seeking.
May we put away all pretense and meet each other face-to-face without self-pity and without prejudice
May we never be hasty in judgment, always generous
Let us take the time for all things, and may we grow calm, serene and gentle.
Teach us to put into action our better impulses, to be straightforward and unafraid.
Grant that we may realize that it is the little things of life that create the differences, that in the big things of life we are one.
And, Lord God, let us not forget to be kind.

Philosophy of Education

As Sacred Heart educators, we believe the integration of sensing in all its forms – intellectual, spiritual, emotional and physical – is foundational to teaching and learning. In addition, a developed interiority and a sense of purpose increase the capacity for the education to take hold and be relevant.

Interrogating our philosophy and bringing it to practice requires our educators to continually ask the following questions:

What is the relevant methodology for:

- a rich engagement with information?
- translating information through sense-making and knowledge formation?
- fluid recall and integration?
- appropriate application and delivery?
- learner output to be a unique expression of deep, personal understanding?
- ensuring that students connect their learning to purposeful engagement in the world?

This handbook is meant to encapsulate the school's expectations of behavior that promote an age-appropriate healthy learning and living environment. Each member of the school community commits to the basic tenets of trust, honesty and integrity. Expected behavior follows a code of conduct that promotes and upholds:

- respect for self
- respect for others
- respect for school environment
- respect for community

Convent & Stuart Hall reserves the right to make changes to the Student/Parent Handbook during the school year. The Handbook has been written to be as comprehensive as possible and is intended to be a guide in regard to a majority of issues; however, it cannot predict all issues that may arise in the school year.

The community norms and expectations articulated in the Handbook are conditions of continued enrollment. All students and parents are expected to comply with the provisions of the Handbook.

Student Code of Conduct

A code of conduct represents guidelines for what is hoped for in regards to student conduct and boundaries for behavior expectations. We intend for the code of conduct to equip and empower each student to bring out her/his best self in our community.

Students at Convent & Stuart Hall participate fully in the school's goals of fostering academic excellence and personal growth. The school's policies provide a structure for

responsible members of the community to move toward these goals. These policies represent the school's expectations of all students, and every effort will be made to enforce them in a fair and consistent manner. The school reserves the right to interpret and apply these principles of conduct.

"Self-control is so vital to the conduct of life that no price is too great for the habit; it is so indispensable that no kind of duty can be well done without it, and no action is too small in which to practice it. It is a vain expectation to hope that self-control and unselfishness will come forth at command in a crisis, when they have not been practiced in the small occurrences of daily life. The rare crises of life reveal us to ourselves, but we are made in the small victories or defeats of every day." - Janet Erskine Stuart

"The schools of the Sacred Heart emphasize studies which nurture the desire for truth. You will be challenged by the intellectual dimension of your education. Great emphasis is placed upon your capability for critical thinking and reasoning. The intention of Sacred Heart education is to address the whole person. You come as you are and are cared for with great love. The hope is to implant in you a sacred love for yourself, to challenge you to be more honest, to lead you along the road of integrity." - Life at the Sacred Heart, 1982

School Building Hours

The Convent & Stuart Hall buildings open at 7:30 a.m. A security guard is on site until 7 p.m. In the interest of student safety, students may not remain in the school building outside of school building hours.

Communication Philosophy

Convent & Stuart Hall's Code of Conduct includes the belief that good communication skills are critical and that the following forms of communication are integral to success:

- Positive social interactions with peers — in person, online and in social media
- Respectful interactions with faculty and staff
- Positive nonverbal behavior
- Limited and appropriate use of personal devices in the school setting in service of community, learning and well-being
- Appropriate dress
- Good manners

The school encourages the practice of open, straightforward and honest communication. In regard to developing essential communication skills, particularly with faculty and staff, students are encouraged to address concerns and communication directly with those adults. The school views parents as partners in developing the communication skills of students and recognizes that parents can provide valuable coaching with regard to this communication. *The school encourages the development of students as primary advocates for their academic, athletic and social learning.*

It is not the practice of the school to engage with petitions or social media campaigns whose desire is to effect change by exerting pressure. The school commits to working with constituents in an open, dialogue-centered frame, working together and with one another. All members of the community are expected to display the spirit of the Goals and Criteria, Goal 4, Criterion 3: “Members of the school community practice and teach principles of non-violence and conflict management with a spirit of peace and reconciliation”; and Goal IV, Criterion 4: “Members of the school community model and teach respectful dialogue in support of clear, direct, open communication.”

Every Thursday during the school year, the school will send out an emailed newsletter (Thursday Notes) highlighting important events and information. Students and parents may access the school website for calendar information, daily announcements and athletic news.

If parents have questions regarding a particular class, we ask first that the student initiate the inquiry with the specific teacher (with the guidance of parents as appropriate). Should a parent require additional information beyond this first contact, please direct your question or concern to the teacher.

Students and parents who reach out to a teacher via email may expect a response within 24 hours (with the exception of weekends). Out of respect for their personal time, teachers are generally not available for correspondence with families in the evenings or during the weekend. Parents may reach Convent & Stuart Hall employees by using the following protocol for all employee email addresses: firstname.lastname@sacredsfs.org.

Student Conduct

Students are expected to engage in the spirit of the Goals and Criteria of a Sacred Heart education. As students progress from Lower, through Middle, and into Upper Form they are guided by and held accountable for developmentally appropriate expectations for conduct framed by the Goals and Criteria. Each choice a student

makes represents a learning experience and the faculty and administration seek to guide students through the process of learning from decisions made.

Behavior that, in the judgment of the School Administration, undermines the quality of the community experience and the safety of the learning environment are not tolerated. Conduct that detracts from the educational experience includes:

- Disruption of class activity
- Verbal and physical altercations
- Willful and deliberate disrespect or disregard for authority of faculty or staff
- Vulgar and obscene language
- Vaping and smoking
- Hazing
- Displays of physical affection related to romantic engagements among students
- Harassment (defined below)
- Illegal activity

Such conduct may result in disciplinary action including possible suspension or expulsion from school.

The School reserves the right to exercise its discretion in how it interprets and applies these principles of conduct.

In addition to establishing a quality of community experience in regard to the behavioral norms listed above, the School takes seriously the following societal boundaries and laws to which it requires students conform their conduct.

Conduct outside of the school day and school activities is typically not under the purview of the school. However, if such conduct is detrimental to the quality of the school community, Convent & Stuart Hall may find it fitting to respond.

Bullying

The Goals and Criteria make clear the dignity and worth of every person. As such, bullying strikes at the basis of Sacred Heart life. It is the responsibility of the administration and the faculty to create a safe school environment with physical, intellectual, spiritual, social and emotional safety. Convent & Stuart Hall defines bullying as the misuse of power, position or privilege and that it is done to intimidate, coerce, control or engender fear. In addition, it observes these main parameters of bullying: it is

repetitive (prolonged over time); it is targeted; it involves an imbalance of power; it may be verbal, physical, social or psychological. Bullying that takes place in cyberspace e.g. cell phones, email, instant messaging, etc. falls under a violation of our school policies and will be dealt with in the same way as other forms of bullying.

Convent & Stuart Hall has outlined the following protocol in responding to allegations of bullying:

1. Investigate the matter
2. If bullying is occurring, parents of both the victim and the bully(ies) will be informed
3. Parents and students will meet with the elementary leadership team
4. Suspension may follow
5. If, after that, the situation does not correct itself, a bully may be put on behavioral probation or may be expelled from school

There are clear steps parents can take if they suspect their child is being bullied:

1. Watch for signs of distress in your child
2. Inform your child's teacher, advisor or the elementary leadership team
3. Advise your child to confide in a trusted teacher, administrator or counselor
4. Assure your child there is nothing wrong with him/her
5. Discourage your child from retaliation
6. Schedule a meeting with the elementary leadership team

Harassment

Convent & Stuart Hall respects the dignity of all students and strives to ensure that each student is provided with an environment that is free from harassment, as defined below.

Accordingly, the School requires that its community members, including parents and students, abide by standards respecting the rights of individuals to be free of harassment based on, for example, one's race, religious creed, color, national origin, physical or mental disability, medical condition, sex, gender identity, sexual orientation and age.

Prohibited harassment may take many forms, but some common forms include:

- Repeated verbal taunts or teasing
- Inappropriate and unauthorized physical contact, which may include blocking of movement, touching, grabbing, hugging, kissing, patting or poking
- Jokes, epithets, slurs, demeaning comments and negative stereotypes related to protected characteristics, such as those mentioned above

- Unwelcome comments about one's physical characteristics
- Leering, stalking and repeated unwelcome flirting
- The unwelcome sending and sharing of sexually suggestive images or content
- Unwelcome or inappropriate posting, publishing or sharing of statements, photographs, videos or audio records of another member of the school community
- Violence, threats of violence and intimidation

This policy prohibits such harassment whenever it is related to school activity or attendance and includes school grounds, travel to and from school and school activities, or, that in the judgement of the school administration, tends to affect the operations of the School. Should substantiated conduct outside the school environment — including the harassing use of social media — come to the attention of school officials, the student may also be subject to disciplinary action including suspension and dismissal from school.

The School does not actively monitor the internet for content that may violate the above policies; however, the School will assess conduct when it comes to the School's attention.

Assessments of Perceived Harassment

Convent & Stuart Hall is committed to providing an educational environment free of harassment. Thus, the School will promptly assess reported violations of the harassment policy and will intervene, in a manner deemed appropriate by the school administration, to ensure a safe school environment.

Students shall cooperate honestly and sincerely with the School's efforts to assess and rectify such reports. Retaliation against students who report perceived harassment in good faith or participate in good faith in an assessment of harassment is prohibited.

Electronic, Internet and Other Forms of Aggression

Convent & Stuart Hall teachers work with students to help them understand that phones and tech devices are not toys. Students may not use phones, computers or other media for pranks, hurtful or obscene phone calls, texts, letters or emails to anyone. Such activity generally occurs at home, on evenings or weekends so parents and guardians are asked to very carefully monitor their child's use of phone and electronic communication.

What Not to Bring to School

- Expensive jewelry or large amounts of cash
- Magazines or books which are not considered acceptable reading material
- Chewing gum
- Knives, firearms, matches, cigarettes, e-cigarettes or lighters

Substance Policy and Intervention

Possession or use of illegal or other controlled substances without possession of medical prescription is not tolerated on the school campuses or at school-sponsored functions. A breach of this policy will most likely result in removal from the community in the form of suspension or dismissal. Similarly, a student's use of these substances before or after the school day or school activities is not tolerated, and students may not attend any school event while under the influence of substances. Known distribution or sale of controlled substances constitutes grounds for dismissal from school.

Weapons or the Appearance Thereof

The School considers safety to be of paramount concern. Possession of any weapon -- including all forms of firearms, knives, explosives -- at school, including school-sponsored activities off campus, is not tolerated. Disciplinary action may include dismissal from school and filing of a criminal complaint with the police department. Items resembling the appearance of a weapon, regardless of context, are not tolerated.

No toy weapons are to be on school property or on a school field trip. These include but are not limited to: toy guns, water guns, plastic knives, toy knives, pocket knives or toy swords.

Willful Damage, Graffiti, Vandalism

Participation in the defacement or damage of school property is not tolerated. Students and parents will be liable for reimbursing the school for any damage caused by engaging in these activities, and disciplinary action may follow.

Theft

Students are expected to respect others' belongings. Taking any property, identity or money that belongs to others without permission constitutes theft. Such conduct will

result in disciplinary action, including possible suspension or dismissal from school. Further disciplinary action may include dismissal from school and filing of a criminal complaint with the police department.

Physical Altercations

Physical altercations, regardless of resulting injury, will be addressed by the school administration. Engagement in such conduct will result in disciplinary action, including possible suspension or dismissal from school.

Elevator Use

The use of the elevator is reserved for the facilities team and for adults. Students are expected to use the stairways. A student with a physical disability or injury may use the elevator after receiving authorization from the Administrative Assistant.

Internet Use

Internet network access is provided by the school. Students are required to review and sign the Acceptable Use Policy (AUP) and Contract before using the school's internet service and are expected to adhere to the AUP at all times when using a device on campus.

Out-of-School Activities

Conduct outside of the school day and school activities is typically not under the purview of the School. However, if such conduct is detrimental to the quality of the school community, the School may find it fitting to respond. Misconduct might include posting of inappropriate information on the internet or social media, illegal sexual activity, or social behavior that demeans self or others. Convent & Stuart Hall students involved in inappropriate or illegal activities at any time are liable for disciplinary action, up to and including permanent separation from the school. The School may also contact law enforcement in situations that our own policies and procedures do not cover or have the authority to address.

To be successful in achieving our educational mission, it is essential that families and the School work together. A successful partnership can exert a strong influence by modeling adult working relationships based on civility, honesty and respect, and by helping young people become educated, mature and responsible young adults.

Our students' safety and well-being are of paramount concern, whether on campus for school activities or off campus in their private moments. In this spirit, we expect that Convent & Stuart Hall families, as members of this community, will work cooperatively with us to ensure the welfare of the students in our mutual charge.

If you are entertaining thoughts of hosting a student event at your home, make yourself aware of the liabilities and responsibilities in regard to the law, the student handbook, and the suggestions made above.

Academic Integrity Policy

Academic integrity is required of all members of our community. We believe that each student is capable of success without engaging in cheating of any kind. Regardless of one's confidence, the pressure s/he is experiencing or another external factor, we seek to instill confidence to choose honesty as the best policy. We desire for students to believe that their best is enough, and to learn the advocacy skills necessary to obtain support when additional support is needed. Homework, papers, tests and major assignments are to be the work of the individual student. Copying and/or sharing of assignments, submitting any work that is not one's own, cheating on any test or passing on of test information, and plagiarism are not tolerated. Cheating can display an isolated poor choice, or in some cases, a need for intervention. Academic integrity violations undermine the trust that is required in an academic environment. Continued violations may result in disciplinary action.

Disciplinary Process

Students and faculty work together to come up with shared classroom agreements on appropriate behavior. When a student breaks one of those shared agreements, there are certain steps that can happen, depending on the situation. A relatively minor infraction might be dealt with in the moment by a conversation with an adult, possibly with a behavior consequence. More serious infractions might require coming up with a plan to repair any physical or emotional damage caused by the behavior, possibly including completing a written document that needs to be signed by the advisor and the parent. In-school detention, usually taking place during lunch and/or recess, can also be a consequence, as can in-school conferences with the parents and the elementary leadership team. We will respond to student missteps using a frame of reflection, repairing and restoring into the learning community.

Suspension and Expulsion

Certain serious disciplinary infractions may warrant immediate suspension or expulsion from the school. The decision to suspend or expel a student is made by the Division Head in consultation with the President.

Academic Program & Experience

Convent & Stuart Hall is divided into single-sex divisions and coed developmental bands called Forms:

- Lower Form includes students in Kindergarten–Grade 3
- Middle Form includes students in Grades 4–6
- Upper Form includes students in Grades 7–8

Academic classes are single-sex to best serve the learning needs of girls and boys. Our coed forms allow for students to enjoy coed recesses and social activities together. Our elementary academic program is based on current best practices and educational research. We strive to regularly evaluate and improve our program with ongoing reflection and professional development.

Homework

Convent & Stuart Hall is committed to assigning work that reinforces and extends content explored in the classroom and fosters the development of responsibility, organizational skills and good study habits. Each teacher will review homework expectations at the beginning of the school year.

Work sent home with your child is meant to strengthen her/his study and work habits and to reinforce lessons and material covered during the school day. As your child advances through grades, to provide her/him with a sense of agency, she/he will be given longer term multi-disciplinary projects to both engage her/his curiosity and to practice time management skills.

The times below represent the average amount of time your child can expect to spend on homework. This is in addition to 20 minutes per night, on average, of independent reading of the student's choice. If she/he is spending significantly longer on homework, that is valuable information for the teacher to know and should be shared. If your child finishes in less time, please have her/him spend the remaining time reading any book of choice.

- Kindergarten – up to 10 minutes
- Grade 1 – up to 20 minutes
- Grade 2 – up to 30 minutes
- Grade 3 – up to 40 minutes

In Grades 4–8, the amount of homework will vary with the time of year. On "light" homework nights, please have your child spend the extra time reading a book of her/his choice.

You can support your child with homework by:

- Providing a space that is conducive to productive work and free from distractions
- Checking to see that assignments are neat and thorough
- Helping to plan ahead for long-range assignments
- Budgeting your child's time between extracurricular activities and school assignments

Student Progress

In addition to ongoing communication of student achievement, there will be regular, more formal communication of student progress at the following times:

- November and March: Student progress reports and parent teacher conferences
- January and June: Official report cards

The purpose of the conferences is to review academic progress and discuss social and emotional development. The dates of these conferences align with communication of progress reports in order to emphasize student growth and support. The child's homeroom teacher conducts conferences for Grades K–4. In Grades 5–8, conferences are held with the student's advisor. By Grade 5, students are expected to become active participants in these parent-teacher conferences. This is designed to help them better engage with, and take ownership of, their own learning.

It is our expectation that parents be available during conference days. Parents schedule their conferences electronically (the school office is available to assist if you run into problems once the system opens). Please do not schedule vacations during conference days.

Advisory

Each student in Grades 5–8 is assigned to a faculty adviser. Advisers lead social emotional learning (SEL) lessons, track student academic progress, support students to

persevere through setbacks and serve as the point person for the home/school partnership.

Nut Policy

We ask that families refrain from bringing nuts and nut products into the school. While we cannot guarantee a completely nut-free campus, we have this request in place for the safety of all our students. We thank you in advance for honoring this restriction.

Attendance Policy and Procedures

Regular attendance is expected as part of the enrollment contract at Convent & Stuart Hall. Consistent attendance is a critical component of success. Should a student's attendance be cause for concern, the teacher will notify the student and the student's family via email. If attendance concerns are not resolved, a member of the elementary leadership team will provide written notification to the student's family. Long or continuous absences due to illness verified by a doctor will be acknowledged as an exception to the general policy; in the case of extended absence, the student must perform whatever makeup work is specified by the teachers from whose classes s/he has been absent. When there is a special schedule or program, all students are expected to attend.

Students who are tardy must get a late slip from the school office before they are admitted to class. Patterns of chronic tardiness may require a parent meeting with an administrator. Students who arrive after the designated start time are considered tardy. Five tardies in a semester comprise a pattern of concern, and parents can expect notification from the school if a student's attendance becomes a chronic problem. There is no distinction between excused and unexcused tardies. Missing class is detrimental to learning outcomes and meeting academic goals. Excessive absences and/or tardies reduce learning capacity and cause disruption to learning. Chronic absences and/or tardies, those exceeding 10% of instructional time for any reason (excused or unexcused), may require an action plan created by the school administration. Grade retention or other repercussions may result as determined by the elementary leadership team due to the fact that there may not have been sufficient engagement with grade-level material following chronic truancy.

Students may not leave the building or grounds without permission of the school. If a student has to leave school early, the parent must write an email to the office, clearly stating the child's destination, their time of departure from school, what time they will

return to school (if they will return), and who will be picking them up. Students must sign out from the school office prior to leaving campus early. If the student is in Lower Form, the parent must pick up their son or daughter from the school office.

Parents/Guardians must contact their respective Division's Office via email at cesoffice@sacredsf.org or shboffice@sacredsf.org or by phone (415-292-3136 for Convent Elementary or 415-292-3144 for Stuart Hall for Boys) **before 9 a.m. to report a student absence, late arrival or early dismissal**. Absences due to illness of more than three consecutive school days must be verified by a doctor's note.

Sick Days

To prevent spreading viruses/bacteria please keep your child home when sick. Please *always* notify the office (cesoffice@sacredsf.org or shboffice@sacredsf.org) and teacher via email before school if your child is ill and will not be attending school.

- Please refer to the website's [Back to School Health & Safety Plan](#)

Extended Vacations

The school calendar is designed to provide ample vacation time and is published in advance to provide families the opportunity to arrange for family vacations. Because school attendance is critical to a student's success, the School discourages both additional vacations and the extending of vacations before or beyond the listed dates. These extra vacations burden the student, who misses explanations, discussions and other class activities that cannot be made up or replaced. In the event of a family emergency, and whenever possible, the School will make every effort to provide materials needed for makeup work as well as a time period for students to complete their missed work.

Student Appearance

Philosophy and Expectations

The school expects that student appearance reflects a global standard of excellence as characterized by the international hallmark of a Sacred Heart education. In many Sacred Heart schools across both the nation and globe, daily school dress follows a strict uniform code. Convent & Stuart Hall has a uniform for elementary grades (Grades

K–8). Specifics regarding each division and form uniform requirement are posted on the school website.

Dress Uniform

Dress uniform is required on designated school days, often to celebrate a school or religious tradition. Dress uniform may be worn on any school day at the student’s discretion. See website for uniform guidelines.

Students are expected to be in complete uniform at all times, except on Free Dress days or when otherwise notified. Students have a Regular Uniform and a Dress Uniform. Consult your division and form requirements on the website.

Free Dress

Occasionally students will have Free Dress days. On such days, clothing appropriate for school must be worn. Students also receive a Free Dress day for their birthday.

Communications and Electronic Devices

Our teachers support, enhance and extend learning for all students with increasingly innovative curricular tools that propel greater communication, organization, creativity, collaboration, conceptual understanding and production of knowledge. Our educational technology philosophy is a “use to learn” model rather than the “learn to use” model of stand-alone computer labs.

For more about Convent & Stuart Hall’s Digital Literacy and Design curriculum and associated policies, please visit the [school’s website](#).

Expectations around Digital Devices

Convent & Stuart Hall expects all technology users to conduct themselves ethically and in accordance with the Goals and Criteria, whether they are using school resources on or off campus. We educate toward responsible Internet use and positive digital citizenship. We have the following expectations for students, which can be found in our school’s [Acceptable Use Policy](#):

- You must follow laws. Violating laws puts you, your parents and the whole school community at legal risk.

- No watching or listening to your own video or audio entertainment while at school without permission from the teacher as this is not part of the classroom learning and slows down access for everyone.
- Do not record anyone (including a class) without the subject's permission.
- Before sending any information to others or posting online, ask yourself, "Might this hurt the feelings and/or the reputation of others?"
- Use websites, apps and other internet-connected sites wisely and in accordance with School rules. When in doubt, ask a parent or teacher for advice.
- You may accidentally access inappropriate information, and when you do, exercise "wise freedom" and immediately close or quit the application.
- Do not use services that hide your real identity unless this is part of a teacher-led activity.
- Seek advice from your teachers or librarians before making copies of any material.
- Do not copy and distribute any songs, videos, software or other media. Owning a song or video does not give you permission to send copies to others.
- Do not photograph or copy money or legal documents.
- If you are developing a product or service using any school device, seek permission first from the President.
- Hacking into any system designed to keep you out is wrong. The school can monitor your actions.
- Never attempt to access someone else's account. Don't provide your login information to others. Assume anything you write or post might be viewable to others.
- If you break the rules, expect serious consequences.

Tech Ten

Students who use devices on campus, including school-issued iPads, are to follow the Tech Ten, which are as follows:

1. Respect other people, their devices and their work. Do not touch anyone else's device and do not use other people's work without giving proper credit.
2. Be charged and ready to go everyday, there are no loaners for forgotten devices. If it is broken, glitchy or lost, ask for help right away.
3. Stow devices away during lunch and passing periods.
4. Keep it fresh! Only have apps that you are currently using for school. If there are apps you need for school, you may request them to be included in Self Service.
5. Back up your files regularly to Google Drive and set Notability to back up automatically.

6. If an adult asks you to put your tech away, it needs to be put away immediately.
7. If you see something suspicious or unkind happening with technology, let an adult know.
8. Ask permission before you write about, take photos, videos or audio recordings of people.
9. Do not use private browsing or erase your browsing history.
10. If you are in doubt, remember “If it’s for school, it’s cool!” School devices and school accounts are NOT to be used for non-academic purposes such as gaming or social media.

Student Email

Students, particularly those in Middle and Upper Forms, have access to school email on their school-provided iPads. Students through Grade 7 cannot use their email addresses to contact, or be contacted by, any email address not associated with Schools of the Sacred Heart. Students in Grade 8 who have demonstrated responsible use of technology may send and receive messages from outside email addresses.

Cell Phones, Wearable Technology and Electronic Devices

Students should not use cell phones during school hours. Any student using a cell phone during school hours without explicit permission will have it confiscated. Parents will be contacted if the student ignores this policy.

As a reminder, parents may not call or text students during the school day. All communication for students should go through the school office.

Wearable technology and other electronic devices will be confiscated if used in an inappropriate or distracting manner. In addition, wearable technology may be collected by the teacher on test days and returned to students at the end of class.

Use of Computers, Tablets and Mobile Devices

In keeping with the school’s commitment to building community, and with equal respect to each student’s growth and development, we discourage ubiquitous connection to screens during the course of the school day when the screen in question is not in service of enhancing learning and instruction. To the extent possible, the school community promotes “in-person” interaction. There is a time and a place for productive screen use.

For this reason, students are asked to use phones on a limited basis during school hours. Mobile devices may be used before school, during lunch and after school. Otherwise, phones should be stowed and not accessed during class time or passing periods. Inappropriate student use of phones in class or the hallways may result in confiscation. We therefore ask that parents refrain from calling or texting during the school day and call the front desk instead. Students may use their divisional office phone with permission.

Prior to accessing wifi on campus, students must agree to conditions of acceptable use. Computers and tablets used within the school environment are for school-related tasks. Students may not use their computers or tablets during the school day to play online games, post or participate on social media, or access other websites inappropriate to the work of school. Online streaming of entertainment is against the school's conditions of use.

Parental Partnership & Engagement

School Building Hours

The Convent & Stuart Hall buildings open at 7:30 a.m. A security guard is on site until 7 p.m. In the interest of student safety, students may not remain in the school building outside of school building hours. Morning supervision begins at 7:30 a.m. Students proceed directly to the classroom at the beginning of their arrival window.

Attendance Policy and Procedures

Regular attendance is expected as part of the enrollment contract at Convent & Stuart Hall. Consistent attendance is a critical component of success. Should a student's attendance be cause for concern, the teacher will notify the student and the student's family via email. If attendance concerns are not resolved, a member of the elementary leadership team will provide written notification to the student's family. Long or continuous absences due to illness verified by a doctor will be acknowledged as an exception to the general policy; in the case of extended absence, the student must perform whatever makeup work is specified by the teachers from whose classes s/he has been absent. When there is a special schedule or program, all students are expected to attend.

Students who are tardy must get a late slip from the school office before they are admitted to class. Patterns of chronic tardiness may require a parent meeting with an administrator. Students who arrive after the designated start time are considered tardy. Five tardies in a semester comprise a pattern of concern, and parents can expect notification from the school if a student's attendance becomes a chronic problem. There is no distinction between excused and unexcused tardies. Missing class is detrimental to learning outcomes and meeting academic goals. Excessive absences and/or tardies reduce learning capacity and cause disruption to learning. Chronic absences and/or tardies, those exceeding 10% of instructional time for any reason (excused or unexcused), may require an action plan created by the school administration. Grade retention or other repercussions may result as determined by the elementary leadership team due to the fact that there may not have been sufficient engagement with grade-level material following chronic truancy.

Students may not leave the building or grounds without permission of the school. If a student has to leave school early, the parent must write an email to the office, clearly stating the child's destination, their time of departure from school, what time they will return to school (if they will return), and who will be picking them up. Students must sign out from the school office prior to leaving campus early. If the student is in Lower Form, the parent must pick up their son or daughter from the school office.

Parents/Guardians must contact their respective Division's Office via email at cesoffice@sacredsfs.org or shboffice@sacredsfs.org or by phone (415-292-3136 for Convent Elementary School or 415-292-3144 for Stuart Hall for Boys) **before 9 a.m. to report a student absence, late arrival or early dismissal**. Absences due to illness of more than three consecutive school days must be verified by a doctor's note.

Sick Days

To prevent spreading viruses/bacteria please keep your child home when sick. Please *always* notify the office (cesoffice@sacredsfs.org or shboffice@sacredsfs.org) and teacher via email before school if your child is ill and will not be attending school.

- Please refer to the website [Back to School Health & Safety Plan](#)

Extended Vacations

The school calendar is designed to provide ample vacation time and is published in advance to provide families the opportunity to arrange for family vacations. Because

school attendance is critical to a student's success, the School discourages both additional vacations and the extending of vacations before or beyond the listed dates. These extra vacations burden the student, who misses explanations, discussions and other class activities that cannot be made up or replaced. In the event of a family emergency, and whenever possible, the School will make every effort to provide materials needed for makeup work as well as a time period for students to complete their missed work.

Traffic Policies and Regular Dismissal

Each year, families should review and agree to the [traffic policies and procedures](#) with the expectation that they will consistently adhere to the established traffic flow. If a family, through the course of the year, shows an inability to abide by traffic protocols consistently, their re-enrollment may be held for review.

The school will only release your child to those adults you have authorized on the Family Information Form or in writing by the child's parent or guardian.

Students are to be picked up on the north side of Broadway, or at the loading zone on the south side in front of Herbst House. Parents are expected to adhere to communicated pick up locations.

Created specifically for Convent & Stuart Hall, the easy-to-use ZoomX app provides secure transition and dismissal management for K–8 students and cuts down pick-up car line congestion and wait times. Parents are required to use the app when picking up their student(s) and to inform teachers about any carpool and dismissal instructions. The app will alert teachers and staff about changes in a schedule, such as carpools and playdates, and whether a student should be escorted to Broadway for normal dismissal or if they will be headed to ASP on a particular afternoon. Learn more on our [traffic page](#).

Parents Association

Building a sense of community is a valued part of the Goals and Criteria of a Sacred Heart education, and the faculty and administration appreciate their partnership with the parent community. The Parents Association, in close collaboration with the school's administration, provides many opportunities throughout the year for parents to be involved, including service and volunteering, supporting critical fundraising events and social activities.

Parent Chaperones and Volunteers

Together, the entire Sacred Heart Community maintains the excellence of our programs and facilities. Our parents consistently demonstrate their commitment through volunteering, fundraising and financial support. Parent Volunteer Coordinators help coordinate involvement with field trips, Celebrate Spring and Field Day (among other things), some of which are linked to the Parents Association. The teachers and the class parent volunteer coordinators will inform you of opportunities to share your time and talents in the classroom. Look for opportunities in Thursday Notes or other teacher communications as well. Your focus and attention are required when volunteering at school. Younger siblings may not accompany you. The time you spend with your child is very special to him/her!

Any Parent Volunteer who works on campus in any capacity which involves contact with students is required to be trained for Mandated Reporting every two years. Training must be completed prior to volunteering. Volunteers involved in overnight field trips or coaching must also be fingerprinted in advance in order to be cleared to volunteer. If you are being considered for a volunteer position, please complete the [Volunteer Information Form](#) in order to initiate the training and fingerprinting, if applicable. Volunteers must complete the Volunteer Information Form at least 10 business days prior to the volunteer date in order to allow sufficient time to complete the training and be cleared by the Human Resource Department.

Volunteers should expect to be supervised by a School employee and should never be in a room or other area alone with a student. **All visitors to campus must check in at the Flood building and receive a visitor badge before entering any space on campus.**

Non-School Sponsored Activities/Trips

Parents may, from time to time, organize events for parents and students in a class that are not school-sponsored events. The school has no responsibility for the planning or execution of these activities/trips. Participation in these events is not required by the school and is voluntary by the participants. The safety or appropriateness of these activities/trips should be determined by the parent or guardian of each participant, as they are optional activities/trips organized by parents. Families that choose to participate assume all responsibility for itinerary, transportation and all activities and supervision related to these activities/trips.

Birthdays

If parents want to invite a child's classmates to an out-of-school party, the School recommends that less than one-half *or* all of the class be invited to the party. If all of the boys are not invited to the party, invitations may not be brought to school.

Cell Phone Use at School

Students should not use cell phones during school hours. Any student using a cell phone during school hours without explicit permission will have it confiscated. Parents will be contacted if the student ignores this policy.

As a reminder, parents may not call or text students during the school day. All communication for students should go through the school office.

Parent Absences

When parents are away from home, the school must be notified in writing as to who is responsible for the child, who will be picking the child up from school, and whether the child will be at home or at another address.

Athletics & Extended Programs

Students and parents are representatives of the school when participating in extracurricular activities. As such, they are bound by the same behavioral expectations that are implemented during the school day. While participating in an after-school activity, both students and parents are expected to follow the same guidelines around attendance, commitment and communication that are outlined in our school policies (see "Attendance" above).

Athletics

Students in Grades 5–8 have the opportunity to participate in seasonal sports with Convent & Stuart Hall Athletics. These offerings will be communicated with both parents and students before each season. Participation is voluntary and highly encouraged.

Team selection is based on:

- Evaluation or tryouts before the start of the league season
- Performance in physical education class in relation to that particular sport
- Experience on teams in previous years
- Demonstration of good sportsmanship.

The selection of players for BAIAL and CYO is done jointly by the Athletic Director, the physical education teachers and the individual coaches. You can view the athletics handbook [here](#).

Grades K–4 Sports

The Convent & Stuart Hall Athletic Department believes that the K–4 athletic experience should be focused on teaching sports-related skills, the values of cooperation, teamwork and good sportsmanship. We do not want teams to be solely focused on winning or encouraging students to become specialized in specific positions or sports. Rather we want to foster a lifelong love for sports and develop the whole child by teaching life lessons through sports. The Convent & Stuart Hall Athletic Department offers guidance to Grades K–4’s optional after school athletic programs in areas such as providing training from coaches, forming teams, and ordering uniforms.

Theater Program

Students in Grades 6–8 are eligible to audition for the winter and spring performances. For more details you can visit the [school’s website](#).

Music Conservatory

We are invested in delivering proficiency and an impactful instructional music experience. Our program is designed for all students who are interested in instrumental study, beginning with proficiency and leading to mastery. Students should have access to the instrument they are studying in order to practice in between instructional sessions. A critical step in gaining performance aptitude is practice. Practice develops muscle memory, a musical ear and is the path to artistry.

After School Program

As a school that is rooted in community, Convent & Stuart Hall’s After School Program (ASP) serves Grade K–8 families and the student experience by providing supplemental programming until 6 p.m. on school days, including midday dismissal days. ASP is a unique coed opportunity that provides time for homework if desired, and facilitates a combination of free choice activities and structured play, including free play on outdoor playgrounds and courts, imaginative play and reading in the Hoffman Learning Commons, and design and tinkering in the Unkefer Spark Studio.

Resources

Learning Strategy, Counseling and Resources

Students at Convent & Stuart Hall are supported by a team that includes division heads, assistant division heads, learning strategists, school counselors and classroom teachers.

Members of this education team work closely with students, families, faculty and administration, and, should further services be advisable or required, assist them in acquiring outside resources. This includes but is not limited to: research-based pedagogy, learning and attention differences, curriculum and its differentiation, case management, outside support (referrals, consultation, management), screenings and standardized testing. Academic Strategy Lab helps students reach their full academic potential. The school does not provide neuropsychological evaluation or intensive one-on-one therapy. Administrators work diligently to ensure effective communication of support services both in and out of school.

The school implements and updates accommodations for students as appropriate. However, if accommodations are not sufficient to provide successful progress in class, the educational team will confer with the student's family to discuss additional support, to provide referrals and resources and, when needed, other school placements.

Counseling

The school counselor assists the parents and faculty with the social emotional and psychological development of the students. School counselors build relationships with all students upon their entry to the school. The counselor also helps children whose families are in a time of crisis. If the problem seems to be a long-term one, the counselor makes appropriate referrals. The counselor is the liaison between outside therapists and the School. The counselors conduct parent education sessions throughout the school year.

Parent Education

Over the course of the year, the education team meets with the parents of each grade to discuss student developmental issues and parenting approaches. Parents are highly encouraged to watch for the Parent Education (Parent Coffee) dates in Thursday Notes and to participate in fruitful discussion regarding your child's development. We seek a

strong bond between home and school; parent education sessions with the elementary leadership team and counselor help us to be a strong and supportive adult team.

Tutoring

Convent & Stuart Hall believes that early external intervention strategies can set students on a path to success. It is our goal to implement in-school strategies as an initial step. When classroom teachers and/or learning specialists identify areas that suggest tutoring should become part of the students educational plan, that recommendation is sent to the appropriate student support team. After reviewing the recommendation, the team notifies parents and a match is made with a tutor. Communication plans for all parties is determined, including student goals and reciprocal responsibilities. Teachers are not permitted to tutor their current or prospective students, nor the siblings thereof. Additionally, the use of school facilities for tutors not employed by Convent & Stuart Hall is prohibited.

Business Office

Tuition bills are sent in early June and early December. Families with past-due tuition bills will not be issued re-enrollment contracts. Accounts of those in Grades 8 or 12 need to be paid in full by the February winter break for the student to continue attending Schools of the Sacred Heart. For information regarding payment plans, please contact the Senior Accountant, Kent Nesbitt, at 415-292-3139 or kent.nesbitt@sacredsf.org.

Financial Assistance

Schools of the Sacred Heart strives for excellence in education and for diversity in the student body. The administration and faculty of the Schools of the Sacred Heart are dedicated to the belief that a vital part of education in a pluralistic society is the opportunity to grow up with students from a variety of social, cultural and economic backgrounds. Financial assistance is extended to those students whose need for such aid is established and who otherwise could not afford to enroll. Financial assistance is need-based and awarded without regard to race, color, religion, nationality or ethnic origin.

All financial assistance requests are handled through the Enrollment Office. All information regarding financial assistance is kept in strict confidence. Parents complete a confidential statement which is processed by the School Scholarship Service (SSS) in Princeton, New Jersey. Parents also submit their most recent 1040 (IRS) to the school

as part of their application process. The Enrollment Office informs parents about any grant they may or may not receive. For more information about financial assistance, please contact the Enrollment Office.

SAGE Food Program

SAGE is the food service provider at Convent & Stuart Hall. They provide our school community with delicious, dietitian-approved meals that are cooked from scratch using fresh, locally sourced, nut-free ingredients. Menus and ingredient lists are provided online to help with specific dietary needs or concerns.

Lice

Head lice cases are relatively common and a nuisance, though not a health hazard. Convent & Stuart Hall has a no lice and no nits policy, and students will be sent home if they have lice or nits. Since transmission among a group of children occurs quite easily, it is imperative that you notify the school immediately should you be the person to discover lice or nits on your child. Upon receiving this information, the school office will email a Head Lice Notification to the parents of all children in your child's grade. We request that all parents check their child's head diligently. Lice checks are conducted at school by an outside contractor after every school break.

Emergency Preparedness

We are deeply committed to taking care of our students and adults at all times, particularly in emergency situations. Fire drills are held monthly and drills for lockdown and earthquakes are held twice yearly. The Convent & Stuart Hall faculty and staff are trained in First Aid procedures and knowledgeable about the school's comprehensive emergency plan:

Staying Connected to the School

- We have contracted with an emergency broadcast system called BrightArrow, which can send voice, text and/or email messages to our contacts.
- To the extent possible, updates may also be posted on the homepage of the school website sacredsfs.org.

First Response

- Both campuses are equipped with trauma kits and emergency supplies.
- Most faculty and staff are first aid certified; all employees are offered a free first aid course each year to stay current on their certification; and a full-time registered nurse provides guidance and support for faculty and students.
- We have employees on both campuses who have also taken First Responder training and who have been trained in triage, security, rescue and communications.
- Teams of adults on both campuses are trained to quickly assess the stability of our buildings. These teams will evacuate students and adults out of compromised buildings/areas as soon as they can do so safely.

Student Release

- Unless the building is compromised or other hazards make the immediate surroundings unsafe, students and adults will shelter in place in most situations.
- Both campuses of Convent & Stuart Hall are equipped with food and water, as well as comfort and waste necessities, for every student and every adult for five days.
- Faculty and staff will stay with your children until they are picked up by you or an authorized adult named on your emergency form. Keep your student's [Family Information Form](#) up to date at all times. You can also email any updates or changes to roster@sacredsfs.org.

How You Can Be Prepared

- Keep your child's [Family Information Form](#) up to date.
- Talk to your child about the importance of taking fire, earthquake and lockdown drills seriously.
- Talk to your child about your family's emergency plan. These resources may help you develop one: <http://72hours.org> or <http://quakequizzesf.org/>.

Fire Alarm Policy

- Students are informed of the serious nature of any action which violates the proper use of fire alarms.
- Students who set off a fire alarm either intentionally or unintentionally will be held accountable for their actions. Unless the alarm has been activated for an emergency, setting off the fire alarm is cause for disciplinary suspension from the school.

Sacred Heart Traditions

Convent & Stuart Hall students enjoy many customs, practices and traditions. A few are listed here:

- **Congé:** This announcement is recognized by students at Sacred Heart Schools as signaling a day when they take leave of their regular studies and channel all energy into having fun. Congé, meaning “a leave” in the French language, comes when it is least expected since its planning is done in secret. Originally, the activities and games, such as cache-cache (a group form of hide-and-seek), were planned by the Religious for the girls of the boarding schools. The tradition has carried over to many Sacred Heart Schools of today and provides an opportunity for older students to exercise skills of planning and organizing as they work with administrators and faculty members to prepare activities for the younger students.
- **Goûter:** Goûter is a long-standing tradition in Sacred Heart schools. In the days of the boarding schools, when it was not uncommon for classes to meet until 5 p.m., it was necessary to provide the students with a mid-afternoon snack. Later, as the schools grew, the cost and logistics of providing daily goûter became too complex. Today, goûter, is a special treat to which students in Sacred Heart schools look forward on special feast days and holidays.
- **Noëls:** Following a tradition in which students used to sing Christmas Carols as their Christmas gift to their teachers, Convent & Stuart Hall convokes as a K–12 community for the singing, grade by grade, of holiday-themed songs in their language of study.
- **Prize Day:** Prize Day brings a formal end to the school year in Sacred Heart schools. Students are recognized for their academic achievements throughout the year and, in some schools, for character formation. The school community comes together for a formal assembly to distribute the prizes.
- **Feast Days:** Network Schools recognize the accomplishments and impact of two of the Founding Mothers of Schools of the Sacred Heart — St. Madeleine Sophie Barat and St. Rose Philippine Duchesne — on their Feast Days, May 25 and November 18 respectively.