



The Stanwich School Handbook

2018-2019

Updated 8-12-2018

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GENERAL SCHOOL POLICIES

ABSENCES

Attendance and Absences

Class attendance is essential and required. It is important for the school to know if students will be absent. Please call the school's appropriate house office no later than 8:30am to report an absence.

If an occasion arises that makes an absence necessary, prior notification must be given to the House Head. Absences will be considered excused or unexcused depending on the circumstances.

Excused Absences

Illness

It is essential that parents notify the house offices before 8:30am on any day the child will be absent for all or part of the day. If the office is not informed, we will attempt to reach the parent.

Family Emergency

Parents must notify the house offices as soon as the parents know an absence will be necessary.

Medical appointment which cannot be scheduled outside school hours

Parents must notify the house office at least a day in advance when a child's medical appointment cannot be scheduled outside school hours. It is essential that the school knows ahead of time that a child is going to be missing school for an hour or two. Parents must come into the school to pick-up a student for an appointment and must sign the student out of the House Office.

Tardiness

In order to participate in any extra-curricular or athletic activity on a particular day, a student must be at school by 11:00am.

Homework

Lower School homework assignments that will be missed due to an excused absence should be requested and will be available at 3:00pm in the Lower School office. Requests must be made by calling the Lower School office. It is not expected that students complete or make-up work missed on days that they are absent due to sickness

Upper School homework assignments will be available via the school website. Parents are welcome to pick up needed books from a student's locker at the US. ***Students are responsible to complete satisfactorily all work assigned in his/her absence.***

Parents may request special consideration for excused absences in unique situations. In order to request an excused absence for a unique situation, a parent needs to complete a **PLANNED ABSENCE** form AND call the Division Head to discuss the request at least one week in advance.

When an absence is excused through the process outlined above, make-up work will, in most cases, be assigned AFTER the child returns to school, and a reasonable date will be set for completion and evaluation of the work. If presentation of new concepts has been missed, parents may need to seek tutorial support. ***Students are responsible for all work assigned in his/her absence.***

Unexcused Absences

“Vacations” during school time

This includes ski trips, beach trips, recreational trips to destinations such as Disney World, concerts, sporting events, etc. The school does not excuse children early for vacation on the days before or after school holidays. We recognize and support the need for families to have time to play together and know that the synchronizing of parent work demands and the requirements of the school schedule usually requires conscientious planning-ahead. More than four months of scheduled vacations and additional long weekends provide time for coordination, and the school's expectation is that parents will plan family trips, including travel days, at times when school is not in session.

Absences from important school events listed in the school calendar

These events include activities such as the Music and Art Shows, Closing Ceremony on the last day of school, and Community Service. Parents should honor the importance of participation in special programs, school trips, and other scheduled events. Children need to know that their parents place importance on their child's involvement in their school community.

Unexcused Absence Policy

All absences that are not due to a child's illness, a family emergency, or have not been excused ahead of time through the process stated above will be unexcused and will be recorded as such in the child's records. Children whose absence are unexcused may receive failing grades for missed work including exams, tests, quizzes, projects, papers, classwork and homework. Deadlines for assigned work will not be extended. The school reserves the right to request private tutorial support for work missed during unexcused absences. The Stanwich School reserves the right to review the status of any student whose absence record is excessive. At the discretion of the Head of School, unexcused absences or excessive tardies may compromise a student's promotion for the following year or may result in non-renewal of contract.

It is the intent of this attendance policy to insure that children know the importance of their “job”- being at school and working when school is in session. Thus, the policy's intent is to insure that both the child and their parents know how to appreciate the importance of advance planning to ensure trips and vacations occur during vacation time. Many rich experiences are part of each school day and simply cannot be duplicated by “making up work.”

SIBLING ADMISSIONS

If your family has another child not currently attending Stanwich and you are interested in applying him/her to Greenwich Country Day for the 2019-2020 School Year, please contact Keith Radcliffe in the GCDS Admissions Office at kradcliffe@gcds.net or 203-863-5610 and complete an application prior to October 15th.

CLASS AND ADVISORY PLACEMENT

Faculty and administration meet over the summer to place students in sections where we believe they will be most successful and create positive class dynamics. As partners in the educational process, parent requests for teacher will be considered under discussion with the teacher and Division Head, but the school reserves the right to make the decision based upon multiple criteria.

OFF-CAMPUS APPOINTMENTS

Please try to schedule medical and dental appointments after school hours and during vacations. In the case of emergency appointments or other necessary requests to leave during the school day, a written note should be sent to the house office and classroom homeroom teacher in advance. Students must sign out in the house office before leaving campus. Students leaving early in PreK through Grade 8 must be accompanied by a parent.

ATHLETICS /PHYSICAL EDUCATION

Parents must recognize that all children are expected to participate in physical education. While The Stanwich School physical education staff exercises the utmost care for the students' safety throughout

the physical education program, parents are expected to recognize the inherent risks in all physical education activities.

See Lower School, Junior and Senior House Policies (**Athletics**).

BUSES

The Greenwich Board of Education offers bus service to Greenwich residents. The bus routes are established based upon information provided by parents before the deadline. However, any student may board the bus at the nearest stop. The Stanwich School expects students riding buses to be respectful and kind and to observe safety procedures. The bus privilege will be suspended for inappropriate behavior.

With the exception of the Stanwich morning bus from the train station, parents must arrange public school bus transportation from their local community.

BUSINESS MATTERS

Please direct all queries regarding billing and charges, or student insurance, by phone or in writing to the Bookkeeper. The Business Office phone number is: 203-542-0051.

CANCELLATIONS, DELAYED OPENINGS, AND EARLY RELEASES

In the event of cancellations, delayed openings, or early releases, as a general rule The Stanwich School follows the lead of the Greenwich Public Schools. Notice of school cancellations or delays will be posted on the school's website (www.stanwichschool.org). When Greenwich public schools are closed because of inclement weather, school buses will not run and The Stanwich School will close. At times there may be a delayed school opening, resulting in shortened sessions.

In addition, our School Messenger system will generate a phone message, e-mail alert and text message alert to parents and staff in the event of a delay or closure. As the information used for this service is pulled directly from our SIS, it is imperative that you have your contact/emergency contact information up-to-date in Senior Systems' MyBackPack to reflect the appropriate contact addresses/numbers.

In the event that inclement weather requires that school close early, the school will notify you through the School Messenger service. You may also check the Stanwich School website (www.stanwichschool.org).

CRISIS, EMERGENCY AND/OR EVACUATION SITUATIONS

A complete written Crisis Management Plan is available for review in the Main Office. Parents should NOT come to the school unless or until notified to do so. Communication will depend upon the circumstances. Notification of non-serious incidents will be via email and written communication. In circumstances requiring early dismissal, parents/families will be notified via an emergency phone message, an email and website posting (if possible) of the situation, and the plan for dismissal. Efforts will also be made to notify the radio and television stations cited above for early dismissal situations.

EMAIL

The Stanwich School will communicate using email addresses provided by parents. Please keep your "MyBackPack" online account up-to-date with your preferred email addresses. Email addresses listed in the directory are for school use only. Please do not share or distribute any addresses for non-Stanwich related purposes.

ENVIRONMENT

In order to comply with the regulations set forth by the Environmental Protection Agency and the Asbestos Hazard Emergency Response Act (AHERA), The Stanwich School periodically conducts required AHERA inspections of all facilities assessing the condition of friable and non-friable asbestos.

All areas in the school known to have contained asbestos were either cleared out or encapsulated in accordance with state law, or are in areas which are not accessible to students or the general public.

FIELD TRIPS

Emergency forms for the current school year must be completed and submitted to the school before a student may participate in a field trip.

Day

Field trips are arranged by classroom teachers to enrich the curriculum. Parents are notified in advance of these trips. The enrollment contract includes parental permission for these absences from the school campus. Students are expected to behave appropriately at all times.

Overnight

Overnight field trips in the Intermediate House and Upper School are arranged by the appropriate house office.

FOOD POLICY

Candy/Gum/Soda

Candy, chewing gum, and soda are prohibited for all students at all times at the Stanwich School. Please bring birthday celebration treats to the House Office by 8:00am. Gift or goody bags should not be included as part of birthday celebrations in school.

Lunch

Students may bring their own lunch or have the opportunity to order brown-bag lunches through CT Catering and Corbo's Deli. You may register for these services through the MyStanwich section of the website.

Nuts/Peanuts

The Stanwich School strives to be a nut-free environment. Students should not bring food containing nuts, including peanut butter, to school. Parents are asked to observe this standard whenever food is brought into the school including birthdays and special occasions. Although we strive to be nut free, we cannot guarantee that nuts or items containing nuts will not be present.

Snacks

The Stanwich School provides daily snacks for all students. In addition, milk is provided for Lower School students.

Water Bottles

The Stanwich School has bottled water available throughout the school for all students. Students are encouraged to bring water bottles to school. Parents will be notified if they are required for athletic events.

GIFTS TO FACULTY

The policy set forth below is formulated to most appropriately appreciate Stanwich teachers, promote fairness in the classroom, and preserve the dignity of families.

Twice a year the Parent Association Board gives out cash gifts to the staff and faculty from the Stanwich parent community. This is underwritten by the PA dues. Gifts from the heart are strongly encouraged. The faculty are touched by personal notes, cards or drawings from the students. If you feel that you want to add something extra to this, then please do not exceed \$25.

Special Events

With regard to special events such as weddings, babies and retirement, families are requested not to give material or monetary gifts as they have already given generously to the Faculty Appreciation fund. Students are welcome to commemorate these celebratory events with "gifts from the heart" in a

manner that is not disruptive to the school day. In such circumstances, grade representatives may organize a collective homemade card or other handmade gift in such event.

Birthdays

Students may present “gifts from the heart” in a manner that is not disruptive to the school day upon teacher birthdays.

Communication/Interpretation

The Grade Representative Chair will communicate these provisions to all grade reps and advise as needed while the President of the Parent Association shall make any necessary final interpretations.

GROOMING AND HYGIENE

Proper grooming and personal hygiene are mandatory for students at The Stanwich School. Our standards of grooming prohibit extreme haircuts or hair coloring and body piercing of any kind, other than ear piercing.

Hair

Boys

Length of hair in the back may not extend below the bottom of the shirt collar, and the length of hair in the front may not extend below the eyebrows.

Girls

Length of hair must be styled so eyes are visible. No exotic hair coloring is permitted.

Jewelry

Only watches, religious necklaces, and stud earrings are permitted.

Nail Polish

Female students are permitted to wear subtle nail polish.

TUTORING

Regular classroom instruction should enable a student to meet grade level expectations. Lead Teachers, Student Services, and the Divisional Heads work with teachers throughout the school year to facilitate extra help time and additional academic support as needed. If the school determines that tutoring is required for an individual student for a period of time, parents will be notified to discuss options for additional student support. **When possible tutoring is arranged to take place within the school day at a time that will not disrupt the students’ class times. Faculty are not available to tutor students before 4:00pm during school days.**

Fees for services provided by outsider tutors will be directly by the tutors to the families.

GUIDANCE

As part of our focus on supporting the development of the “whole child,” teachers and advisors, with the help of our school psychologist, work with students on a daily basis to build social and emotional skills. Should it be determined that additional or individualized support is required, the school will work with the parents to determine the best course of action. If longer term support is necessary, the school psychologist will be available for limited, initial support for individual students to help this transition.

HARASSMENT and BULLYING

Racial, ethnic, or sexual harassment can be forms of illegal discrimination, and any type of harassment or bullying most certainly is a violation of the guiding principles of The Stanwich School. Such behaviors will not be tolerated at Stanwich.

Everyone who attends or works at The Stanwich School has a responsibility to contribute to and to maintain an environment that is free from all forms of harassment and bullying. To prevent harassment and bullying, students must be self-aware and monitor their own behavior.

If any student is subject to harassment or bullying, or is aware of the harassment or bullying of any other member of the Stanwich community, this behavior may not be ignored. As a responsible, contributing member of the Stanwich community, each of us has the responsibility of helping to maintain a safe and respectful environment for all. Ignoring harassment or bullying is simply not acceptable at The Stanwich School. Each of us must have the courage to address such behavior, so that it never becomes commonplace or acceptable at our school. Any person who experiences or observes harassment or bullying at Stanwich School should make the other person aware of his or her objections, and, if necessary, speak immediately with the Division Head or the Head of School.

Stanwich School will not condone any retaliation against any person who submits a complaint in good faith or who assists in providing information about a complaint. If the facts and the results of the investigation substantiate the complaint, then the appropriate corrective and/or disciplinary action will be taken.

LICE POLICY AND PROCEDURE

Students will be checked for lice if a case is suspected or confirmed. If nits or an infestation is suspected, parents will be notified immediately with information to eliminate nits or an infestation. Students will be sent home from school if nits or live lice are found on the hair.

As always, cooperation is critical. Please notify the school nurse (203 542 0054) if nits or live lice are found in your home or on any of your children. **We will in return notify all parents in the grade if lice are found in any of our classrooms.** Additional information about lice is available in the office.

MEDICAL

Illness or injury during school

A student who becomes ill during the day should first inform his/her teacher and then report to the House Office. Parents will be called. If no one can be reached, either at home or at the emergency number, the student will be kept at school until someone can be notified. In the event of a medical emergency, the school will call 911 and the parent.

A student who is sent home from school or is at home with an elevated temperature, 100 degrees or over, should remain at home for at least 24 hours. The student should return to school only when the student is fever free for one full day without the use of medication.

A parent should consider keeping a child at home that is experiencing discomfort from cold symptoms, such as purulent nasal discharge, nasal congestion and cough. A student with diarrhea and/or vomiting should stay home and return to school after being symptom free for 24 hours. Green nasal discharge does not indicate bacterial infection and is not an exclusion criterion from school. If your child is experiencing other signs of illness associated with the green nasal discharge which include any of the following symptoms: fever, earaches, headaches, cough, nasal congestion, productive "barky" cough, persistent cough, please consider having the child seen by your healthcare provider.

A student who is ill should not attend school. A sick child is less able to learn effectively or to participate in class in a meaningful way. If your child is not feeling well, please exercise your best judgment and do not send him/her to school ill. Keeping your sick child home prevents the spread of illness in our school community and it allows your child to rest and recover.

Please notify the school nurse if your child has been diagnosed by a physician with a communicable disease such as scarlet fever, strep throat, impetigo, conjunctivitis, chicken pox, influenza (Flu), pneumonia, measles, mumps, whooping cough or rubella. The school nurse will advise you of established

recommendations for exclusion requirements for a communicable disease. Please also notify the school nurse if your child has head lice.

Medical Forms

Physical health forms, an authorization to administer medication by school personnel form and initial immunization sheets are available in your "MyBackPack" account on the school website and must be returned before the student starts school. Some forms must be filled out and signed by a doctor.

All students will be required to have checkups and to return the physical health form, filled out and signed by a doctor, no later than August 1.

Medication

Authorization to administer Tylenol to students during school hours is included on a specific form to be completed and signed by the parent. Benadryl will be administered orally only with written and or verbal authorization from a parent and written order from an M.D.

Policy and procedure for administration of medication

No prescription medication will be administered without written order from a physician or dentist and signed authorization from a parent or guardian. It will be given to the student only for whom the prescription was written. This medication is to be brought to school by the parent or guardian in the original container and given to the School Office. Self-administered inhalers carried by students must have written orders from the physician and parents' authorization. Forms are available from the Nurse in the Lower School Office.

Injectable medication will be administered by a certified faculty member specifically trained in this area. Prompt treatment for acute allergic reactions is most important to protect students from serious harm. The school must be notified if self-administration of medication is appropriate. The Division Head and the teachers of the student will be educated in how to administer an injection and how to watch for its desired effects and side effects.

All prescription medications will be kept in a separate locked cabinet. All medications, except those kept by a student and approved for self-administration, will be kept in a locked cabinet in the House Office and must be picked up by parents at the end of the school year.

MONEY AND OTHER VALUABLES

The Stanwich School strongly discourages students from bringing money or other valuables to school. The Stanwich School is not responsible for the loss of money or other valuables brought to school by students. A locked cabinet is provided in the House Office for the safekeeping of money or other valuables if it should be necessary for a student to bring them to school. Valuables should be given to the House Office for safekeeping and picked up at the end of the day.

RECORDS and TRANSCRIPTS

Parents contemplating a change of school for their son or daughter should make an appointment to discuss the circumstance with the Division Head.

All requests for transcripts and records should be made in writing to the Division Head. Transcript Request Forms are available in the House Office. All forms, including teacher reference forms, which need to be completed by The Stanwich School, should be given to the Division Head for approval and must be received two school weeks prior to due date in order to guarantee delivery on time. As early as possible in the school year, parents should notify the Head of School in writing of their intentions to withdraw their son or daughter from The Stanwich School. The transcript forms will not be released until the Stanwich School Business Office has verified that the student's account is paid in full.

RELIGIOUS HOLIDAYS

The Stanwich School will be closed for holidays. Students, faculty, and staff who choose to take additional time in order to participate in religious observances will be given an excused absence. Any student who needs to leave early to participate in a religious observance will be excused, and notification should be given to the Division Head prior to the absence. Accommodations will be made by teachers in respect of religious holidays regarding absences, tests, and homework.

REPRESENTING STANWICH

It is important for all Stanwich School students to understand that they represent Stanwich and the entire community when they are both in and out of the school buildings. For example, when our students attend non-school sponsored sporting events, parties, dances, or even when they go to the movies, they represent Stanwich and its values.

SCHOOL RULES

Students are expected to act in a courteous and respectful manner at all times and adhere to all of the school rules listed below:

General Rules

- Cutting or missing any school appointments including classes, advisory, assembly, class meetings and conferences is prohibited;
- All students must be appropriately attired as defined by the uniform requirements detailed herein;
- Abuse of school or personal property will not be tolerated;
- Late arrival to school, class, or any scheduled appointment is not permitted;
- Disruptive behavior and rudeness are prohibited;
- All student belongings must be stored in lockers or designated locations;
- Unauthorized absence from school during the school day is prohibited;
- Students are not permitted to use personal cell phones or office phones, except with the permission of office personnel, or as permitted by their specific division policy (Senior House, Upper School)

Major School Violations

- Academic Dishonesty - students who cheat on tests or plagiarize work will receive a grade of "0" and may risk suspension or expulsion;
- Extreme disrespect (including bullying – verbal or physical) to fellow students and/or to faculty and staff including abusive or inappropriate use of email, text or instant messaging, and participation in online communities (see TECHNOLOGY);
- Behavior that endangers the welfare of anybody in the Stanwich community;
- Vandalism to school property (students will also be charged for repair costs);
- Conduct on or off campus which reflects negatively on the school;
- Possession of, use of, and/or under the influence of drugs/alcohol.

Please review Stanwich School's policy statement on harassment and substance abuse, located at the end of this document.

Students who are present when a major school rule is violated risk sharing equally in any disciplinary response on the part of the school. Students are also expected to inform school administrators of unethical, dangerous, or illegal behavior on the part of other students who may be in danger of jeopardizing themselves, others, or the reputation of the school. The school reserves the right to take what it considers to be appropriate action when the illegal or unethical behavior of any of its students compromises the good name of the school. A student who lies about his or her behavior when questioned by school officials can expect a more severe response, including possible expulsion.

Violation of School Rules

Notices are issued by faculty and staff for violation of general school rules. Notices are made verbally and are followed by a conversation with said student. Parents will be notified depending on the violation.

Repeated infractions create an uncomfortable, negative environment and monopolize teacher time and energy. If a student accumulates several infractions, he/she may be placed on Disciplinary Probation.

Disciplinary Probation:

Parents will be required to meet with the Division Head, where a plan of action will be formulated to best serve the student's needs going forward. Faculty and staff will closely monitor students' behavior. Lack of improvement may result in a suspension and, in some cases, contracts for the following year will be withheld unless significant improvement is made. During probation, any violation of a major school rule will likely result in suspension and may include expulsion.

Suspension

Suspension means that a student may not attend classes or any other activities at the school for the period of suspension decided upon by the Division Head or Head of School. For serious violation of school rules, suspension may be imposed for an extended period of time.

Suspension Make-Up Policy:

- All tests will be made up the day after a suspension during the scheduled class time;
- Quiz make-ups will be at the discretion of the teacher;
- Labs, projects, and essays must be turned in no later than 7:45am on the day of suspension. Materials submitted after that time will be marked late;
- All class notes, including those missed while taking a makeup exam, must be made up;
- Missed class work and homework during the suspension will receive a zero;
- Teachers will not be expected to meet individually with students to teach previously covered material missed during a suspension.

In addition, the student will be excluded from participation in all non-academic activities (i.e. athletic teams, performing arts programs, clubs, publications, community service, etc.).

It is our suggestion that students who have been suspended from school will also not participate in outside activities such as birthday parties, etc. on the days in question.

Expulsion

Expulsion means that a student will be permanently dismissed from the school. The Head of School will determine and communicate the specifics terms of the expulsion.

SMOKING POLICY

The Stanwich School is a smoke-free environment. No person is permitted to smoke at any time on the campus or at school-sponsored events off-campus.

SOCIAL MEDIA

Technology, including but not limited to social media, is a powerful tool that, used appropriately, can benefit society in many ways, including in education. However, such tools must be used responsibly and appropriately especially within the educational context and setting so as to not distract from learning and to protect students from inappropriate content. In recognition of the powerful purpose that social media can serve, and the necessity of certain restrictions, this policy is designed to foster the responsible and appropriate use of social media at The Stanwich School.

“Social Media” for the purposes of this policy, is defined to include any website, program or application which involves public internet forums, weblogs, social blogs, microblogging, wikis, podcasts, the sharing or posting of photographs, pictures or videos and the rating or tagging of the same. This includes, but is certainly not limited to, the following examples: Facebook, Twitter, Instagram, LinkedIn, YouTube, Vimeo, Pinterest, and Google in Education.

While all social media is subject to the following policies and restrictions, the use of Google in Education — especially Google Drive — is expressly approved by The Stanwich School and it is the intention of The Stanwich School to utilize these specific forms of social media to enhance the educational experience of students.

As new forms of social media emerge, The Stanwich School may incorporate the same into the educational context as appropriate and may prohibit others which have no educational purpose. At no time is any social media to be used for anything other than educationally related purposes.

The Stanwich School reserves the right to create and decide on the content of its social media platforms including photos and videos of students and employees.

No portion of this policy is meant to alter any other existing policy of The Stanwich School, and such policies remain in full force and effect. This policy is reviewed and adjusted on a regular basis, and The Stanwich School reserves the right to modify the policy as necessary.

Terms of Use

- The use of social media is a privilege, not a right, and the violation of any provision of this policy, or the Code of Conduct, will subject a student to discipline, including the discipline identified in the Student Handbook.
- The Stanwich School reserves the right to block access to social media outlets or other internet resources on networks at the school.
- This policy applies any time individuals are at school or while under the supervision of a school authority, such as school sponsored athletic or social events, field trips, or are being transported by school bus to any of the above, or whenever utilizing any Stanwich School resource (including computers, devices, network access, or internet access).
- Students have no expectation of privacy concerning their use of social media while utilizing any Stanwich School resource (including computers, devices, network access, or internet) or while present on Stanwich School grounds. The Stanwich School expressly reserves the right to monitor both student use of social media while present on Stanwich School grounds, regardless of whether such use employs Stanwich School resources or the students own personal resources, and to monitor and inspect any device brought onto school grounds for compliance with this policy. All network and computing activity that takes place on the networks or devices of The Stanwich School is subject to monitoring and review.
- Students are personally responsible for any content that you publish online, whether in a blog, a posted picture or video, or any other form of posting or publishing. The Stanwich School is not responsible for the content of any post or publication.
- Students are prohibited from posting or publishing any insensitive or inappropriate information or content on any social media and viewing any insensitive or inappropriate social media content. Such insensitive or inappropriate social media includes, but is not limited to, threats, ethnic/racial slurs, personal insults, obscenity, drug or alcohol related content, content of a sexual nature, content involving violence, and the like. Should students at any time post, publish or view such social media content, you must notify a teacher or administrator immediately. Immediately reporting the posting, publishing or viewing of such inappropriate content will be given significant weight in considering the level of discipline issued.
- Students are prohibited from posting or publishing any information which may violate any copyright, trademark, or fair use laws. If students are unsure whether a potential posting or publishing may violate such laws, seek assistance from a teacher or administrator before posting or publishing.
- Students are prohibited from communicating with teachers or administrators via social media that is not educationally related. The only permissible electronic method of email communication with a teacher is through emailing the teacher or administrator at their school-provided email account. All Upper School students must use their Stanwich e-mail to conduct all official correspondence and communication.

- Students are prohibited from impersonating or assuming the identity of any other individual while using social media.
- Per the Family Educational Rights and Privacy Act (FERPA), students are prohibited from posting or publishing any information of yourself or another individual that is confidential or of a private nature. This includes posting information such as last names, school names, addresses, email addresses, phone numbers, or other contact information. This also includes any information that students reasonably expect another individual would not want made public.
- Students are prohibited from using any device capable of capturing video, pictures, or audio to record or take pictures of any other individual without their express consent and permission. In addition, no such recording or pictures shall be posted on social media unless it is educationally related. Also, students are not allowed to “tag” an individual in a picture or recording without their express consent and permission.
- Students are prohibited from bullying or insulting any individual via social media. Bullying or harassment will not be tolerated and instances will be reviewed and subject to disciplinary action, up to and including dismissal.

Guidelines

- In addition to the policies above, the following guidelines provide additional information for the safe, respectful, and effective use of social media.
- What you post or publish online should be considered permanent and public. In many cases, once published this information cannot be redacted/removed and becomes the part of the public record. Be cognizant of this before you post or publish anything.
- Be sensitive of others and avoid posting or publishing anything objectionable or inflammatory, including politics and religion.
- Do not post or publish anything that you would not be willing to say to the individual in person.
- Carefully consider and think about the consequences of your actions before posting or publishing anything. Once it is submitted it cannot be taken back.
- Remember that social media, in the context of the educational setting, is an extension of the school and classroom. What would be considered inappropriate in the school or classroom is inappropriate online.
- Should any individual, whether it be a teacher, fellow student, or stranger, attempt to communicate with you via social media in a way which makes you uncomfortable or which is otherwise inappropriate, you should not respond in any fashion and must inform an administrator at The Stanwich School immediately.
- Even under the more strict privacy settings, posts and publications tend to reach a wider audience than intended. Never assume that any post or publication will remain private.

TELEPHONES AND OTHER ELECTRONIC DEVICES

Cell Phone Policy

Cell phones and other personal electronic devices such as iPods, tablets or other portable game or media players are prohibited for student use during the school day.

Phones for student use are available in the school offices. In case of emergency, students may call home from these phones. Forgotten homework or confirmation of after-school plans or playdates are not considered emergencies.

Telephone/Email Messages

Faculty and staff at The Stanwich School may be reached as follows:

Lower School: 203-542-0005
Upper School: 203-542-0001

These offices are open from 7:30am until 4:30pm.

We urge parents not to call the school with messages for students unless there is an urgent and immediate need. Messages of this nature will be relayed to the student by the office and, in the case of younger students; aid will be given in dealing with the emergency.

Any faculty member may be reached at school by voicemail or by contacting the appropriate House Office. If the teacher is not available, a message may be left, and the teacher will return the call within 24 hours. Teachers may also be contacted by using the Stanwich School email formula: first name initial, last name@Stanwichschool.org with no spaces, e.g. Jane Doe's email address would be jdoe@stanwichschool.org. Teachers will respond to email within 24 hours during the workweek. Please communicate any messages of urgency or time sensitivity which relate to schedule changes or the like to the House Office.

SUMMER READING

The students at The Stanwich School will be given grade-appropriate reading lists from which to choose summer reading books. Each summer there will be one required book for PreK students and for Primary House students. Intermediate House Students will have two or three required books, depending on grade level. The students in the Upper School will have two required books to read: one for English, one for History. Additionally, US students are strongly encouraged to complete math work over the summer meant to help their transition to their upcoming math studies. Lower School students will also receive a Summer Packet which is designed to reinforce concepts taught during the prior school year and help prepare the students for the upcoming year. Parents are encouraged to assist their child in completing the packet throughout each week of the summer, rather than at either the beginning or end of the summer vacation.

TECHNOLOGY-Enforcement Outside of School

The Stanwich School expects that the values we try to instill in every child are carried with them when they are not on school grounds. That said, violation of computer use outside of school is impossible for us to monitor. If, however, the school becomes aware of computer misuse in the form of harassment, bullying, or abuse of anyone - in or out of the Stanwich Community - through the use of email, text messaging, instant messaging, or while participating in an online community, the school reserves the right to take disciplinary action as outlined under "School Rules." Students who knowingly participate in such activities are at risk of suspension and possibly expulsion, depending on the violation.

TESTING

Beginning in Grade 2, standardized testing will be administered at various times throughout the year. Test results are shared with students in a manner appropriate to their grade level, and parents may initiate conferences to discuss test scores by calling the Director of Student Services. Ongoing formative assessment takes place in every classroom throughout the school year to inform the teachers about student learning and to guide their teaching accordingly.

UNIFORM

See Lower School, Junior and Senior House sections for the details of the uniform for each house. The uniform vendor, **Mills Uniform**, holds a uniform fitting day in June. Items may be purchased in person during the uniform fittings, by telephone at 1-800-541-1850 or online at www.millswear.com.

Clothing items are similar, at times identical, and to prevent loss all items should be marked with name tags or indelible ink. All clothing, including shoes and boots, must be marked with initials or name tags.

VISITORS

Many opportunities are available for parents to visit The Stanwich School, including participation in classroom activities and presentations, as well as parent coffees. Parents are urged to consult The Stanwich School website for a complete calendar of events.

A student who wishes to have a friend or relative visit must make arrangements with the Division Head in advance. Alumni who would like to visit school must contact the Division Head to make arrangements at a time that will not disrupt the learning of enrolled students.

LOWER SCHOOL POLICIES (Grades PreK to Grade 5)

ASSEMBLIES

Daily Morning Assembly

On Monday, Wednesday and Thursday mornings the PH and IH students begin their day together with a Lower School Assembly at 8:00am in the assembly room. Students and their teachers gather to raise the flag, celebrate student birthdays, share in prayer and song, learn about our monthly inspirations and values, and highlight successes and accomplishments that classes are learning throughout the year. On Tuesdays PH has an assembly at 8:00 and IH has an assembly at 8:20. This allows for more focused lessons and targets each age group. Twice per week, Lower School students have presentations within the assembly as part of their public speaking program. Parents are invited to join at any time for our morning assemblies.

Each Friday, time is set aside for Lower School students to engage in STEAM activities, participate in important service learning opportunities, or enjoy a special assembly presentation.

PreK students generally remain in their homeroom for a daily morning meeting/assembly. When appropriate, PreK will attend the larger LS morning assembly.

AFTERS

The Stanwich School offers an after-school enrichment program for the Lower School Monday through Friday afternoons in the fall, winter and spring. The Afters Programs run from 3:00 - 4:00. The Afters are taught by Stanwich teachers as well as outside instructors. Students who are registered for an Afters and live in Greenwich may take the 4:15 pm buses home Monday through Thursday. Information and sign-ups for the offered activities will be emailed to the families before the sessions start. If the Afters program is full, the student will be placed on a waiting list. The students on the waitlist will be given priority for the next term within that school year but will need to register through the online system. Contrastingly, an offering may be cancelled if a class does not have enough enrollments.

A letter containing the Afters Programs being offered, including pricing and other information will be emailed to parents the week before school starts. An email link to register for the Afters Programs and Prime Time child care program will follow. **Payment will be due upon selection during the online registration process.** You may sign up for additional Afters at any time.

Families may choose, as follows:

- Students in PreK through Grade 1 may sign up for Prime Time only.
- Students in Grade 2 through Grade 3 have the choice of Prime Time or Afters options.
- Students in Grade 4 through Grade 5 have the option of Study Hall or Afters options.

Monday -Thursday Intermediate House students are invited to attend Study Hall from 3:00-4:00pm. Study Hall is an optional session during which the students work on their homework assignments in a setting supervised by the IH faculty. This provides students with support with their homework assignments as well as with study skills and organization. There is no additional charge for study hall. At 4:00pm students will be dismissed from study hall to the upper lot car line or the 4:15 bus by the faculty.

TUTORING

Regular classroom instruction should enable a student to meet grade level expectations. Lead Teachers, Student Services, and the Divisional Heads work with teachers throughout the school year to facilitate extra help time and additional academic support as needed. If the school determines that tutoring is required for an individual student for a period of time, parents will be notified to discuss options for additional student support. When possible, tutoring by outside specialist tutors is arranged to take place within the school day at a time that will not disrupt the students' class activities. Faculty may be available to tutor a student who is not in their own class only after 4:00pm on school days. Fees will be billed by the tutors directly to families.

ATHLETICS/PHYSICAL EDUCATION

All children are expected to participate in physical education. While The Stanwich School physical education staff exercises the utmost care for the students' safety throughout the physical education program, parents are expected to recognize the inherent risks in all physical education activities.

ATTENDANCE AND DISMISSAL TIMES

PreK

Monday – Thursday 8:30AM – 2:30PM
Friday 8:30AM – 11:45PM

PH/IH

Monday - Thursday 8:00AM – 3:00PM
Friday 8:00AM – 12:15PM

Tardiness and Absences

In the Lower School students are expected at school by their respective opening times each day (PH/IH 8:00AM and PreK 8:30AM) to provide a smooth beginning to the school day. When the children arrive on time, they are able to organize themselves and get ready for the day. We would appreciate your cooperation in helping your child arrive on time.

*If your child is going to be absent, please notify the office by 8:30AM.

BEHAVIORAL EXPECTATIONS

In the Lower School, students are held to high standards of behavior and are expected to live out our *Stanwich Seven* values in their actions and words each day. Students are required to demonstrate a high level of respect towards their teachers and peers, and to live out the Stanwich mission of being your best, helping others to be their best, and making God's world a better place.

These expectations are communicated and modeled each day in the classroom, throughout the halls, at daily assemblies, on the sports field, as well as during arrival and dismissal. We expect behavior that demonstrates good character at all times, both inside and outside of school walls.

If a student is thought to be acting in a manner that is not in line with our values, the child's classroom teacher should be notified and told of the accusations at hand. Where appropriate, we strive to help the child self-advocate and work to address the matter directly with the teacher. The child's classroom teacher will investigate, discuss with the Division Head, and take appropriate action based on the findings.

Next steps might include:

- Having a child work with others to repair the damage to a social relationship or the classroom community

- Having a child talk through with another adult in the school the reasons for their behavior and the impact it may have had on others. This may be with the Lead Teacher or Division Head
- Having a child spend time in a separate place until given permission to rejoin the group
- Reaching out to the child's parents to inform them of the behavior in question
- Requiring an oral and/or written apology from the child to address any infractions
- Requiring restitution for damaged or stolen property if such damage was found to be done in such cases, a communication home to the involved parents will follow.

Though we ask that the classroom teacher be the first to be notified, if the negative behavior continues, or it is felt that further action is needed, the Division Head should be notified. The Division Head will work alongside the classroom teacher to address the behavior at hand. If the situation is ongoing and not remediated via the initial steps, next steps might include:

- A team meeting with the child's parents to address and plan strategies to prevent the inappropriate behavior
- Involvement of our school psychologist with the parents and/or the student
- Removal from special events or activities, such as field trips, until the behavior is remediated
- A form of suspension (in school/out of school, ½ day or full day(s))

The Division Head and the classroom teacher, along with the Head of School, will continue to monitor the situation to ensure that the behavior is handled in a proactive way. If the child does not remediate the behavior and the family does not show a proactive willingness to address the issues at hand, the child's contract with the school will be in question, and expulsion could result.

BIRTHDAY PARTIES

Birthdays are special times at The Stanwich School. We understand that students want to celebrate with their Stanwich School friends. We ask that all invitations be mailed and not dropped off at school to be distributed in backpacks. If you are having a party where you are inviting half or more of the girls or the boys in the class or in the grade level, please invite all the girls or all the boys.

BIRTHDAY TREATS

Students may bring a treat to be shared with classmates on their birthdays. Please coordinate with the child's homeroom teachers when bringing treats to school, and remember that Stanwich School strives to be a nut free environment.

BUS SERVICE

Students over the age of 5 are eligible to ride the bus to school each morning. The buses leave in the afternoon at 4:15 pm and are available for students who are in Prime Time, Afters or Study Hall. Students may take the 12:30pm bus on Friday. We ask that you let us know if your child will be leaving school in this way on Friday, so the classroom teachers can make sure that students are riding the correct buses. Students riding the bus will be escorted to the bus by a member of the faculty.

CELL PHONES:

Unless given express permission by a member of the faculty, student cell phone use is prohibited at all times during the school day. Land lines will be made available to students if a need arises during the school day. If a student is found using a cell phone, or if a phone rings during the school day, the phone will be appropriated and held by the Division Head for 24 hours. Repeat offenses may result in additional disciplinary action.

COFFEES

Parents are invited to a number of Coffees throughout the year on topics related to child development, curriculum, and teaching at Stanwich.

REPORTING TO PARENTS

Student progress is reported formally three times a year. During conferences in October and March, parents and teachers discuss student development and their learning. Formal reports are sent at the

close of each trimester, December, March and June. Parents are encouraged to schedule additional conferences to share specific concerns, and teachers likewise will keep parents informed.

HOMEWORK

Homework serves to reinforce the lessons of the day and to help build learning from one day to the next. Seeking to achieve a rigorous program for your young one and yet maintain a balance, students are given homework assignments every day except Friday. Please communicate with your child's teacher if the homework load seems overly burdensome for your child. Our priority in the younger grades is to firmly establish good habits of study.

Rigor and complexity of academic work increases as the students mature. In the Intermediate House students are generally given homework assignments every day except Friday and long term assignments are introduced. Parents are asked to communicate with their child's homeroom teacher if their homework load seems overly burdensome. Intermediate House students are invited to attend Study Hall from 3:00-4:00 Monday - Thursday during which time they can work on their assigned homework in a supervised environment.

SERVICE LEARNING

Our Service Learning program in the Lower School is aligned with our values curriculum. The students are exposed in age-appropriate ways to the needs of others and demonstrate through action that their contributions are meaningful. The Stanwich School exposes the students to the needs of people locally as well as globally through a variety of Service Learning projects throughout the year. These projects are student driven based upon the needs of the organization at that time.

TECHNOLOGY

The Stanwich School has established technology goals for each grade level. Ipads, Chromebooks and other computer and technology devices are available to enhance classroom instruction as appropriate, and interactive whiteboards are used in daily instruction. Primary House students also have opportunities to work to explore additional technology and creative learning activities and projects in the Maker-Space throughout the school year.

Intermediate House students participate in weekly technology classes and receive instruction in, and hands on experience with, programming, 3-D design, and fabrication.

LOWER SCHOOL UNIFORM POLICY 2018-2019

For the 2018-2019 school year, the uniform has been expanded. Please review uniform information and adhere to the guidelines provided.

GENERAL UNIFORM INFORMATION:

DRESS CODE

The Stanwich School has a clearly defined Dress Code which is strictly enforced. Discretion for the acceptability of all grooming, hygiene and uniform items listed below lies with the Administration and Faculty of the Stanwich Lower School. The Head of Lower School reserves the right to disallow any questionable or inappropriate uniform items. The Stanwich School is mindful of any individual specific concerns regarding the Dress Code, and if parents or students have any questions or concerns, please contact the Head of Lower School, Lindsey Wohl, 203-542-0022 or lwohl@stanwichschool.org.

WINTER APPAREL

Students go outside for recess and PE during the winter months. During the winter, students need boots, mittens, hats and warm outerwear.

JEWELRY

Boys: Only watches and religious necklaces are permitted

Girls: Only watches, religious necklaces and stud earrings are permitted

MAKE-UP

No make-up is permitted for LS girls

LS girls are allowed to wear subtle nail polish

DRESS CODE/UNIFORM INFRACTIONS

If a student is out of uniform, the student will be given a reminder and provided with an acceptable replacement for that day. Parents will be contacted if dress code violations become a habit.

GROOMING AND HYGIENE

Proper grooming and personal hygiene are mandatory for students at The Stanwich School. Our standards of grooming prohibit extreme haircuts or hair coloring and body piercing of any kind, other than ear piercing. Boys hair may not extend below the bottom of the shirt collar, and the length of hair in the front may not extend below the eyebrows. Girls hair must be styled so eyes are visible. No exotic hair coloring is permitted.

***Please label all articles of clothing**

***PreK and K: Please send an extra set of clothes in case of an accident**

PRE-K GIRLS SCHOOL UNIFORM

SHIRT

- Stanwich logo, or plain white polo shirt - short or long sleeve

JUMPER

- Designated Stanwich plaid jumper

SOCKS/TIGHTS/LEGGINGS

- Solid white ankle socks
- White or navy blue knee socks
- White or navy blue tights
- Fitted navy blue leggings with white socks
- Navy blue bicycle pants or shorts under jumper when they do not wear tights or leggings

SHOES

- Shoes must fit securely on feet for safety
- Rubber soled shoes with ties or buckles or “Merrell” style slip-ons in navy blue, brown, blue or black
- Loafers, topsiders or ballet flats in navy blue, brown or black are permitted (no patent leather)
- Sneakers in solid white, gray, navy blue, or blue (minimal color)
- Solid white, blue, or gray shoelaces
- No flashing lights, neon or distracting colors
- No above the ankle or high top sneakers
- Boots- in rain/snow appropriate weatherproof boots for full recess participation (change of shoes, no boots will be worn in the classroom)

OUTERWEAR

- Stanwich logo outerwear garments are permitted in the classroom, with the exception of hooded-sweatshirts, which may only be worn outside
- Students must have appropriate outerwear garments for outdoor recess participation
- No large logo items or items with inappropriate messaging are permitted

ATHLETIC UNIFORM

- For PE class PreK students remain in full school uniform

BACKPACK

- Stanwich logo navy blue backpack
- Backpack with minimal color/distractions

PRE-K BOYS SCHOOL UNIFORM

SHIRT

- Stanwich logo navy blue polo shirt - short or long sleeve

PANTS

- Option of Khaki shorts with belt before October 15 and after April 15
- Khaki pants with belt (No cargo style pants)

SOCKS

- Solid white, navy blue, or black

SHOES

- Shoes must fit securely on feet for safety
- Rubber soled shoes with ties or buckles or "Merrell" style slip-ons in navy blue, brown, or black
- Loafers/topsiders in navy blue, brown or black are permitted
- Sneakers in solid white, gray, navy blue, or blue (minimal color)
- Solid white, blue, or gray shoelaces
- No flashing lights, neon or distracting colors
- No above the ankle or high top sneakers
- Boots- in rain/snow appropriate weatherproof boots for full recess participation (change of shoes, no boots will be worn in the classroom)

OUTERWEAR

- Stanwich logo outerwear garments are permitted in the classroom, with the exception of hooded-sweatshirts, which may only be worn outside
- Students must have appropriate outerwear garments for outdoor recess participation
- No large logo items or items with inappropriate messaging are permitted

ATHLETIC UNIFORM

- For PE class PreK students remain in full school uniform

BACKPACK

- Stanwich logo navy blue backpack
- Backpack with minimal color/distractions

PRIMARY HOUSE GIRLS SCHOOL UNIFORM

SHIRT

- Stanwich logo, or plain white polo shirt - short or long sleeve

JUMPER

- Designated Stanwich plaid jumper

SOCKS/TIGHTS/LEGGINGS

- Solid white ankle socks
- White or navy blue knee socks
- White or navy blue tights
- Fitted navy blue leggings with white socks
- Navy blue bicycle pants or shorts under jumper when they do not wear tights or leggings

SHOES

- Shoes must fit securely on feet for safety
- Rubber soled shoes with ties or buckles or “Merrell” style slip-ons in navy blue, brown, or black
- Loafers, topsiders or ballet flats in navy blue, brown or black are permitted (no patent leather)
- Sneakers in solid white, gray, navy blue, or blue (minimal color)
- Solid white, blue, or gray shoelaces
- No flashing lights, neon or distracting colors
- No above the ankle or high top sneakers
- Boots- in rain/snow appropriate weatherproof boots for full recess participation (change of shoes, no boots will be worn in the classroom)

OUTERWEAR

- Stanwich logo outerwear garments are permitted in the classroom, with the exception of hooded-sweatshirts, which may only be worn outside
- Students must have appropriate outerwear garments for outdoor recess participation
- No large logo items or items with inappropriate messaging are permitted

ATHLETIC UNIFORM

- Stanwich logo t-shirt
- Navy blue gym shorts
- Athletic sweatpants

BACKPACK

- Stanwich logo navy blue backpack
- Backpack with minimal color/distractions

PRIMARY HOUSE BOYS SCHOOL UNIFORM

SHIRT

- Stanwich logo navy blue polo shirt - short or long sleeve

PANTS

- Option of Khaki shorts with belt before October 15 and after April 15
- Khaki pants with belt (No cargo style pants)

SOCKS

- Solid white, navy blue, or black

SHOES

- Shoes must fit securely on feet for safety
- Rubber soled shoes with ties or buckles or "Merrell" style slip-ons in navy blue, brown, or black
- Loafers/topsiders in navy blue, brown or black are permitted
- Sneakers in solid white, gray, navy blue, or blue (minimal color)
- Solid white, blue, or gray shoelaces
- No flashing lights, neon or distracting colors
- No above the ankle or high top sneakers
- Boots- in rain/snow appropriate weatherproof boots for full recess participation (change of shoes, no boots will be worn in the classroom)

OUTERWEAR

- Any Stanwich logo outerwear garments are permitted in the classroom
- Students must have appropriate outerwear garments for outdoor recess participation-No large logo items or items with inappropriate messaging are permitted

ATHLETIC UNIFORM

- Stanwich logo t-shirt
- Navy blue gym shorts
- Athletic sweatpants

BACKPACK

- Stanwich logo navy blue backpack
- Backpack with minimal color/distractions

INTERMEDIATE HOUSE GIRLS SCHOOL UNIFORM

SHIRT/VEST

- Stanwich logo, or plain white polo shirt - short or long sleeve
- Stanwich logo navy blue vest (optional)

SKIRT/JUMPER

- Stanwich plaid skirt- no shorter than 2 inches above the knee
- Designated Stanwich plaid jumper

SOCKS/TIGHTS/LEGGINGS

- Solid white ankle socks
- White or navy blue knee socks
- White or navy blue tights
- Fitted navy blue leggings with white socks
- Navy blue bicycle pants or shorts under skirts when they do not wear tights or leggings

SHOES

- Shoes must fit securely on feet for safety
- Rubber soled shoes with ties or buckles or "Merrell" style slip-ons in navy blue, brown, or black
- Loafers, topsiders or ballet flats in navy blue, brown or black are permitted (no patent leather)
- Sneakers in solid white, gray or navy blue (minimal color)
- Solid white, blue, or gray shoelaces
- No flashing lights, neon or distracting colors
- No above the ankle or high top sneakers
- Boots- in rain/snow appropriate weatherproof boots for full recess participation (change of shoes, no boots will be worn in the classroom)

OUTERWEAR

- Stanwich logo outerwear garments are permitted in the classroom, with the exception of hooded-sweatshirts, which may only be worn outside
- Students must have appropriate outerwear garments for outdoor recess participation
- No large logo items or items with inappropriate messaging are permitted

ATHLETIC UNIFORM

- Stanwich logo t-shirt
- Navy blue blue gym shorts
- Athletic sweatpants

BACKPACK

- Stanwich logo navy blue backpack
- Backpack with minimal color/distractions

INTERMEDIATE HOUSE BOYS SCHOOL UNIFORM

SHIRT

- Stanwich logo white polo shirt - short or long sleeve
- Stanwich logo navy blue vest (optional)
- Navy blue polo shirt- short or long sleeve

PANTS

- Option of Khaki shorts with belt before October 15 and after April 15
- Khaki pants with belt (No cargo style pants)

SOCKS

- Solid white, navy blue, or black

SHOES

- Shoes must fit securely on feet for safety
- Rubber soled shoes with ties or buckles or "Merrell" style slip-ons in navy blue, brown, or black
- Loafers/topsiders in navy blue, brown or black are permitted
- Sneakers in solid white, gray, navy blue, or blue (minimal color)
- Solid white, blue, or gray shoelaces
- No flashing lights, neon or distracting colors
- No above the ankle or high top sneakers
- Boots- in rain/snow appropriate weatherproof boots for full recess participation (change of shoes, no boots will be worn in the classroom)

OUTERWEAR

- Stanwich logo outerwear garments are permitted in the classroom, with the exception of hooded-sweatshirts, which may only be worn outside
- Students must have appropriate outerwear garments for outdoor recess participation
- No large logo items or items with inappropriate messaging are permitted

ATHLETIC UNIFORM

- Stanwich logo t-shirt
- Navy blue gym shorts
- Athletic sweatpants

BACKPACK

- Stanwich logo navy blue backpack
- Backpack with minimal color/distractions

JUNIOR HOUSE POLICIES

ADVISORY

Beginning in Grade 6, students will be assigned a Junior House teacher as an Advisor. Students will report to Advisory Homeroom each morning for attendance, announcements, and support. Afternoon advisory meetings will be devoted to study halls and serve as a forum for students to discuss academic or social concerns. In addition, the advisory program serves to facilitate our values education. **Advisors serve as the primary contact person for your child's life in the Junior House.** Parents may contact their child's advisor at any time via email or phone. Students will receive a letter from their advisor the week prior to school beginning, welcoming them back to school.

ASSEMBLIES

Daily assemblies are used as a time for the community to come together to hear announcements, discuss values, present student work, or to listen to a guest speaker.

ATHLETICS

The athletic program at The Stanwich School is designed to enhance each student's athleticism and confidence by emphasizing skills development, physical conditioning, and participation. The program stresses sportsmanship and strives to instill a sense of team responsibility and school spirit. With the addition of GCDS sports offerings and Stanwich/GCDS integrated teams, all of our students will enjoy more athletic opportunities this year.

Interscholastic competition begins in Grade 6, and each JH student is required to participate in a sport each season. After a student selects a sport, he or she will have one week to make a change after each season begins. At the end of that week, however, students are expected to make a final decision to participate fully on that team and cannot make another change. Practices and games are scheduled Monday through Thursday, 3:00 4:15 pm. At the beginning of each season, athletes review The Athletic Code, the cornerstone of our athletic program.

Athletic Attendance: Because athletics is an integral part of the school day, all students are required to attend practices and games even if they are unable to physically participate. In order to participate in any extra-curricular or athletic activity, a student must be at school by 11:00 am. **Exemptions:** At the discretion of the Head of Upper School and the Athletic Director, exemptions may be granted to students who engage in sports and activities on a highly competitive level that are not offered at the US that season. *Typically, an athletic exemption is allowed for only one season per school year.* Time requirements for an exempted student must be similar to the time commitment required at Stanwich; approximately 4 hours per week. Any medical exemptions must be supported by a note from a physician. Students with an approved athletic exemption are encouraged to be picked up at the end of the academic day, 2:40 pm, Monday through Thursday.

Stanwich Athletic Code: "The Junior House athletic program shall be conducted in accordance with existing Stanwich School policies, rules, and regulations. While the school takes pride in winning, it does not condone winning at all costs. The athletic program promotes sportsmanship, fair play and teamwork that accurately represent the school's mission and goals. Students are expected to uphold the rules and regulations that govern the Stanwich School Athletics Program and must agree to the following: Respect – yourself, teammates, coaches, officials, and opponents; Commitment – put the team's interests in front of your own; Sportsmanship – conduct yourself in a manner which reflects the schools values; and Excellence – strive to be your best and help your team be its best."

Athletic Spectator Policy: The Fairchester Athletic Association represents 23 non-public schools in lower Connecticut and Westchester County, New York, which compete with each other in various sports and at various age levels. While each of these schools is unique, we are alike in upholding as the core experience of our students the highest expectations of deportment and citizenship of our students.

The Fairchester Athletic Association and the schools it represents are committed to providing students with a full, rich athletic program. Important lessons are taught through athletic participation. Games and practices are “classrooms” in which our coaches can further promote our values education.

In competitive team sports, insistence upon the traditional standards of good sportsmanship is a fundamental value for all of us. We consider sportsmanship among the most important lessons our student-athletes can derive from their participation in our programs. We expect that the rest of our school communities attending athletic contests – especially staff, parents, alumni and guests – will support these values by their behavior before, during and after games. We acknowledge that athletes and coaches, as well as spectators, can on occasion be caught up in the intensity of a particular game or match. This should never be an excuse for irresponsible behavior. Just as we expect civility and self-control in the classroom, we believe the same must apply to athletic contests. Sportsmanship, civility, and healthy competition are not just part of our athletic programs, they are the purpose of these programs.

With these standards in mind, the schools represented by the Fairchester Athletic Association have established the following guidelines that govern the behavior of spectators, students, and adults during athletic events involving our schools.

- Spectators will watch games only from those areas defined by each school as “spectator areas.”
- Spectators must not:
 - a. Go onto the field of play during the game
 - b. Deface, damage, or remove property
 - c. Use noisemakers indoors
 - d. Engage in heckling or taunting or use cheers that are profane or mocking
 - e. Call to players, coaches, or officials in an unsportsmanlike manner
 - f. Directly “coach” a player by shouting playing instructions, etc.
 - g. Run up and down the sidelines
- The use of alcohol, drugs, or tobacco at athletic contests is forbidden.
- We expect that all the constituencies of our schools will join in strengthening our commitment to the role of athletics in furthering our educational goals. We regard the above guidelines as essential to that purpose. Spectators who abuse the above guidelines may be asked to leave the game, may be subject to further action by the school, and may cause forfeiture of the game for unsportsmanlike conduct.

ARRIVAL AND DISMISSAL:

Students may be driven to school or take the shuttle from the Greenwich train station. This shuttle will depart at 7:25 pm each morning.

Beginning of the day: The school day begins at 7:55 am, Monday through Friday. All students must go to Advisory Homeroom when entering the building. Those arriving to Advisory Homeroom after 7:55 am on any day will be marked late, regardless of a note or phone call from home. Those arriving to school after 8:05 am must check in with Mrs. Parron before reporting to class. Students will be held accountable for excessive tardies to school. In such cases, a meeting will be convened with the Dean of Students to deem appropriate consequences. Advisors, with the help of the Dean of Students, will keep track of student tardiness and attendance.

ARRIVAL PROCEDURES FOR UPPER SCHOOL (6-12)

Please note new morning drop-off procedures.

- In order to organize themselves for the day, Upper School students should arrive to school at or before 7:45am. School starts promptly at 7:55am. Students may be dropped off beginning at 7:30am.
- As you approach the Stanwich School driveway on Stanwich Road, follow the instructions of the police officer.

- If traveling northbound, please use the St. Agnes driveway to enter for all drop-off and pick-up. If traveling southbound, please use the 257 Stanwich Rd entrance for all drop-off and pick-up. Please do not get out of your car. After you have dropped off students, proceed to the exit out onto Stanwich Road, exercising extreme caution at the fork. If you are also dropping off a Lower School student, proceed up the hill, following Lower School procedures outlined on the previous page. Obey all school personnel directing traffic.
- When the buses enter the lot, please yield to them. Remember, it is against the law to pass a bus when it is unloading students and its flashing lights are on, even in our parking lot.

DISMISSAL PROCEDURES FOR UPPER SCHOOL (6-12)

- All Junior House students have the option of being picked up from their respective athletic practice or game locations. Specific pick-up times and places will be posted daily on the school calendar website. If you do not pick up your child at the practice or game site, you may pick him or her up on campus in the main parking lot. On game days, students may be picked up at the site of the game or on campus. Please see the school calendar website for the appropriate pick-up time.
- Senior House students will be dismissed following their electives and after-school athletics, Monday through Thursday.
- On Fridays, Junior House students are to be picked up in the main lot, with Senior House students being picked up in the upper circle lot.

Dismissal is generally as follows:

Monday-Thursday:

- Depending on your student's schedule, dismissal times can range from 2:35 – 5:15 pm

Friday:

- 12:45 pm from the Stanwich Road.

Dismissal Procedures from Athletics: All JH students will be dismissed from their respective athletic field practice/game location. Specific times will be posted daily on the Upper School website. On days of athletic practice, there will be a pick-up location somewhere in Greenwich, regardless of where a team practices. On game days, however, students may only be picked up at the game location or at Stanwich Road. **Please note that all students who are playing on teams with GCDS students will be transported by Stanwich staff to GCDS at the start of the sports period. Pick-up for games and practices for students who are participating on teams that are combined with GCDS will be at Greenwich Country Day school.**

Reminder: It is essential that parents make every effort to arrange for student pick-up at these times. For obvious safety reasons, a student will never be left alone to await pick-up; however, it is important to note that members of our faculty have commitments such as their own children, schooling, etc., and it is not fair, nor appropriate, for a student to be picked up past the indicated time. We understand the occasional traffic jam; however, we ask that parents arrive on time for student dismissal each and every day.

ATTENDANCE

Please see details in the General Section of the Stanwich School Handbook regarding make-up work due to illness or other circumstances. Please note that the school does not condone families taking additional days off before and/or after school holidays. In such cases of unexcused absences, students will be held accountable for missed work, homework, essays, projects, etc., and they will be expected to turn in any missed work for less credit and/or take missed assessments on the day of their return.

Pre-assigned work that is not submitted will receive a 0, and work will not be provided "to do on vacation."

The Stanwich School reserves the right to withhold academic credit from students who miss more than 10% of any of their classes for reasons other than medical or reasons approved by administration. Students absent for such reasons will not be penalized academically, and our staff will work with each student/family to catch the student up in a reasonable time frame.

Please note, however, that the number of absences on a student's report card will reflect the number of days that the student was not in school, regardless of the reason for the absence.

Students are required to remain on campus during school hours.

BIRTHDAY PARTIES

Birthdays are special times at The Stanwich School, and we understand that students want to celebrate with their Stanwich School friends. We ask that all invitations be mailed and not dropped off at school to be distributed in backpacks. If a student is having a party and is inviting at least half of the girls or the boys in the class or in the grade level, please invite all the girls or all the boys. We understand that this can become tricky in the US due to the fact that students are no longer in small homerooms, but rather they are treated as a grade-level class. We ask that your child use his or her best judgment when planning parties as to avoid hurting the feelings of students not invited.

BIRTHDAY TREATS

Students may bring a treat to be shared with classmates on their birthdays. If possible, please drop any treats in the Upper School office no later than 8:00 am on the celebration day. When choosing to celebrate, students should bring in enough treats for their advisory OR enough treats for the entire grade level. Please remember that the Stanwich School strives to be a nut-free environment.

CLASS TRIPS

The Upper School takes class trips, 2 nights/3 days, during the spring. These experiential learning opportunities allow our students to make curricular connections, work on team building, and enjoy outdoor education experiences. Details about each trip including chaperones, transportation, lodging, activities, medication distribution, emergency forms, registration, etc., will be sent to you in advance of trip departure. As class trips are an essential part of the US experience, helping kids engage with each other, and to bring the classroom experience for students to life, students are expected to attend these trips.

CODE OF CONDUCT

Students entering the Upper School are required to attend a meeting to discuss the written Code of Conduct and its purpose. At the conclusion of the meeting, students will sign a pledge to abide by the Code of Conduct. Parents sign the pledge as well, which indicates their support of the Code and their responsibility to provide an environment conducive to its purpose.

The Stanwich Code of Conduct is guided by the Ten Commandments and the Golden Rule. It is expected that students will

- Maintain honesty in their word and work;
- Treat each other with respect;
- Be encouraging of others' gifts and talents;
- Work together to maintain a supportive and caring community;
- Protect the property of others.

COMMUNICATION

Please use the outline below for efficient school communication. You should contact the following people:

US Office (Renata Parron) about all attendance including absentees, late arrivals, or early dismissals (cc the advisor as well), lunch orders, changes in pick-up, questions regarding game cancellations, returning of forms, or any other general questions. (rparron@stanwichschool.org)

A teacher directly if you have questions about an assessment, a project, a homework assignment, a missing book, your child's performance in class, or advice on how you can help your child find more success in that particular class. You should copy your child's advisor on all of your teacher-directed communication so that he or she is aware of your concerns and can work to assist you, the teacher, and your child.

The child's advisor if you have over-arching questions regarding school performance, reports from your child (things you were told, overheard, etc) that have you concerned. The advisor serves as the primary contact person for your child's life at the US.

Dean of Students if you have questions regarding school policies, discipline, or a student's general well-being, as well as questions related to social events.

Head of Upper School if all forms of the above communication have not served to resolve the situation.

**These US communication systems are designed to put you in contact with the people who will have the appropriate answers for you in a timely fashion.

E-mail: Using e-mail to communicate with faculty and staff: E-mail is an effective medium for communicating with faculty and staff at school. The directory includes e-mail addresses for reaching community members. The general template for Stanwich School e-mail addresses is FirstinitialLastname@Stanwichschool.org (jdoe@stanwichschool.org).

CONFERENCES

US Parent/Teacher conferences occur twice per academic year, once in October, and once in March. Appointments for this conference will be scheduled using our on-line registration system. Approximately two weeks prior, you will be sent detailed information on how to schedule your conferences.

Parents are encouraged to schedule conferences with their child's advisor on an individual, as needed basis.

If meetings with specific teachers are needed at any other time over the course of the year, parents should schedule these meetings directly with the teacher. Parents are encouraged to schedule additional meetings to share specific concerns.

DRAMA PRODUCTIONS

Students are encouraged to participate in the Junior House musical production. Information will be sent out prior to the auditions. A schedule of rehearsals will be included, and all interested students must be certain they can attend the scheduled rehearsal and performance times and dates.

Musical rehearsals are usually scheduled after athletic practices or on Friday afternoons and may be held on Saturday mornings. Our goal is to make it possible for all students to participate in the musical if they want to participate. Not all students have to sing, and productions are chosen so that large groups of students can be part of the group numbers.

EXAMS

Students in grades 6, 7 and 8 will take exams at the end of the 3rd trimester in June. The exam will count for 5% of the 6th grader's year end grade, 15% of the 7th grader's year end grade and 20% of the 8's grader's year end grade. With the exception of medical and/or personal emergencies supported by documentation, students and families are not permitted to re-schedule exams. If a student has an unexcused absence the day of the exam, he or she will receive a zero. Students will be provided with several days of review in class along with a recommended study guide prior to the start of the exam period.

EXTRA HELP: GUIDELINES FOR PARENTS AND TUTORS

Although some students may require the support of a tutor, it is critical that any assistance be such that the work turned in for correction reflects each individual student's abilities. Appropriate ways to assist students include:

- Referring students to resources where they might find answers;
- Identifying errors to focus students' efforts;
- Asking questions about the assignment that may help students clarify their ideas about approaches;
- Explaining underlying rules or principles that would help students formulate their own answers.

The ultimate goal and effect of any assistance should be to enable students to master the material.

Students should indicate when they have received assistance on an assignment. Teachers need to see students' mistakes, as well as their successes. We ask that tutors resist the impulse to merely give answers or make corrections.

GRADING AND STUDENT REPORT CARDS

The Upper School follows a trimester system. The first trimester runs September through November, the second trimester, December through February, and the third trimester covers March through June. Student performance is reported four times per year: parents will receive interim reports in October during Parent/Teacher conferences, and written student comments will accompany report cards in early December and at the end of the school year in June.

In the Upper School, grades are assigned as follows:

<u>Grades:</u>	<u>Percentages:</u>
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83- 86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

At the end of each trimester, students will receive a trimester grade for each subject. At the end of the school year, students will receive a year end grade which is determined from the average of the three trimester grades and for 6th, 7th and 8th graders, factoring in their exam grade as well. Any student receiving a year end grade of an F will be required to attend an approved summer school program and demonstrate a minimum level of achievement in this program before being promoted to the next grade. Students receiving two or more final grades of an F may risk not being invited to return to the Upper School the following fall.

In addition to the letter grades, students in grades 6-8 will receive effort grades.

- 1 = Consistently exceeds expectations
- 2 = Consistently meets expectations
- 3 = Generally meets expectations
- 4 = Needs Improvement

In assigning effort grades, teachers will assess students for the quality and consistency of their homework, their participation in class discussions, their cooperation with classmates and teachers during class, their

level of engagement with the subject matter, and their efforts in keeping materials organized and in good condition.

HARASSMENT AND BULLYING

Harassment on the grounds of race, ethnicity, gender or sexual orientation can be forms of illegal discrimination, and any type of harassment or bullying most certainly is a violation of the guiding principles of The Stanwich School. Whether on campus or off, respect for the dignity of each individual is of paramount importance to the well-being of the community at-large. Such behaviors will not be tolerated in the Stanwich community and may result in, probation, suspension, or expulsion

All persons who attend or work at The Stanwich School have a right to participate fully in the life of the school without harassment and have a responsibility to contribute to and to maintain an environment that is free from all forms of harassment and bullying.

Harassment is defined as any behavior or pattern of conduct that may reasonably be expected to denigrate, intimidate, or coerce another on the basis of gender, race, religion, color, sexual orientation, national or ethnic origin, or other personal characteristics, including but not limited to those protected by law.

Sexual harassment is both illegal and a violation of this Policy. It includes, but is not limited to, unwelcome sexual advances, sexually suggestive remarks, and other unwelcome verbal or physical conduct or communication of a sexual nature.

Bullying or threatening language or behavior will not be tolerated. Cyber bullying, regardless of whether it takes place on campus or off, will not be tolerated. As the Stanwich School community is built on respectful relationships, dignified behavior must prevail in person as well as in cyberspace.

To prevent harassment and bullying, students must increase their own awareness and monitor their own behavior. If any student is subject to harassment or bullying, or is aware of the harassment or bullying of any other member of the Stanwich community, this behavior must not be ignored. As a responsible, contributing member of the Stanwich community, each of us has the responsibility of helping to maintain a safe and respectful environment for all. Ignoring harassment or bullying is simply not acceptable at The Stanwich School. Each of us must have the courage to address such behavior, so that it never becomes commonplace or acceptable at our school. Any person who experiences or observes harassment or bullying at Stanwich School should make the other person aware of his or her objections, and, if necessary, speak immediately with the Dean of Students, Head of Upper School or the Head of School.

Stanwich School will not condone any retaliation against any person who submits a complaint in good faith or who assists in providing information about a complaint. If the facts and the results of the investigation substantiate the complaint, then the appropriate corrective and/or disciplinary action will be taken.

HOMEWORK, PROJECTS, QUIZZES, AND TESTS

In the Junior House, students may be given homework assignments every day, including weekends and during the ERBs. Junior House faculty work together to evenly distribute large assignments and to ensure that students are not studying for several tests in one evening. Students may have up to two tests and one quiz per day and the many variations thereof. It is important to note that some subjects give a short quiz at the beginning of every class and that these short quizzes do not fall into the category described above. Additionally, the due dates of large essays or projects are announced to all faculty in order to prevent students from getting bogged down. Teachers are required to give advanced notice of any large assignment such as a paper, test, lab, presentation, or project.

It is typical for a JH student to have 20-30 minutes of homework per subject each evening. Students have study halls on most days to help with this load. Some nights they will have more work than others, and your child's pace, work habits, and individual strengths need to be taken into consideration when questioning the "amount of work." If your child is spending an excessive amount of time on homework or if your child continually states that he or she has no homework, you should reach out to your child's

advisor. Students should always be guided towards independent work so that they do not become dependent on teacher help during study hall or on parent help in the evening.

LUNCH

US students may bring their own lunch or have the opportunity to order brown-bag lunches. You can access menu order forms from CT Catering and Corbo's Deli on the school's website, <http://www.stanwichschool.org/mystanwich/calendar/upper-school>

MUSIC and ART SHOWS

Each December and May the Junior House gathers as a community to celebrate our students' many musical talents as well as their talents in the visual arts during our Art Exposition in March. All families and friends are invited to attend. *Please note that these performances are required attendance events for all JH students.*

MUSIC LESSONS

Music is an important part of the Junior House curriculum, and all students are required to participate in chorus, band, orchestra, bells or orchestra two periods per-week. Pull-out lessons may occur for Junior House performing groups, but not for private, out-of-school, lessons. Students are welcome to arrange lessons with the music department for after-school hours.

PARENT EDUCATION

There are several events that take place at the US over the course of the year that will provide logistical information, or a forum just to chat, or a specific presentation on a specific topic related to your child.

Open Coffees: Parents are invited to come in and talk with the Head of Upper School about questions and topics related to the JH and SH. Please check the school calendar or speak to your grade level parent representative to learn more about scheduled coffees.

Developmental Presentations will take place periodically during the year. Topics have included developmental stages, gender differences, internet safety, intimidating behaviors, how best to help your child with school work, what athletics can bring to your middle school student, risky behavior/alcohol/drugs, etc. Please stay tuned for more information related to this year's programs.

REPRESENTING STANWICH

It is important for all Upper School students to understand that they represent Stanwich and the entire community when they are both in and out of the school buildings. For example, when our students attend non-school sponsored sporting events, parties, dances, or even when they go to the movies, they represent Stanwich and our core values.

SCHOOL RULES

Living out Stanwich's mission and core values, the School and home are partners in developing in students the highest standards of honorable conduct, civility and fair play. To that end, the School assumes the responsibility of outlining its expectations for student conduct and relies on the cooperation of parents in supporting the expectations and the School's efforts to uphold them.

Students are expected to be:

- Personally and academically honest
- Respectful of others
- Acting with integrity and moral courage
- Mindful of personal and school property
- Striving toward personal excellence

Personal Honesty

Due to the nature of Stanwich's intimate and open learning environment, trust and honesty are essential elements required of each student. The School expects all members of the community to be honest at all times, and any breaches to such honorable behavior are grounds for serious disciplinary action.

Academic Honesty

Presenting the work of someone else as one's own is academically dishonest. Academic dishonesty is broadly construed to include giving or receiving unauthorized aid on a test or paper, possessing or using unauthorized materials on a test, paraphrasing or quoting the works of another on any written work, (including computer programs) without proper acknowledgment of the source or sources used (plagiarism), and giving or receiving unauthorized assistance in the preparation of any work (including homework) done in or out of class. Any student involved in academic dishonesty violates a major expectation of the school and will be appropriately disciplined by the administration. Faculty and/or the administration will work with the student to promote positive changes in behavior. Rarely are students dismissed without an opportunity to correct their actions. During this process, at the discretion of faculty/administration or at the request of the parents, there may be a parent/student/administration conference.

Students are expected to act in a courteous and respectful manner at all times and adhere to all of the school rules listed below:

General Rules

- Cutting or missing any school appointments including classes, advisory, assembly, class meetings and conferences is prohibited;
- All students must be appropriately attired as defined by the uniform requirements;
- Abuse of school or personal property will not be tolerated;
- Late arrival to school, class, or any scheduled appointment is not permitted;
- Disruptive behavior and rudeness are prohibited;
- All student belongings must be stored in lockers;
- Unauthorized absence from school during the school day is prohibited;
- Students are not permitted to use cell phones during the school day, including athletics. Cell phones should remain in student lockers and be shut off. Please refer to Cell Phone Policy below.

Major School Violations

- Academic dishonesty - students who cheat on tests or plagiarize work will receive a failing grade and may risk suspension or expulsion;
- Personal dishonesty with a Stanwich teacher or administrator;
- Extreme disrespect, including intimidation or bullying – verbal or physical – to fellow students and/or to faculty and staff including abusive or inappropriate use of email, text or instant messaging, and participation in social networking sites (see TECHNOLOGY);
- Behavior that endangers the welfare, physical or emotional, of anybody in the Stanwich community;
- Vandalism to school property (Students will also be charged for repair costs);
- Conduct on or off campus which reflects negatively on the school;
- Possession of, use of, and/or under the influence of drugs/alcohol.

Any violation of a major school rule will result in the student being placed on disciplinary probation and also may result in suspension or expulsion.

Please review Stanwich School's policy statements on Harassment and Substance abuse located within this document.

Students who are present when a major school rule is violated risk sharing equally in any disciplinary response on the part of the School. Students are also expected to inform school administrators of unethical, dangerous or illegal behavior on the part of other students who may be in danger of jeopardizing themselves, others or the reputation of the school. The school reserves the right to take what it considers to be appropriate action when the illegal or unethical behavior of any of its students compromises the good name of the School. A student who lies about his or her behavior when questioned by school officials can expect a more severe response, including possible expulsion.

Violation of School Rules: Notices are issued by faculty and staff for violation of general school rules. Notices are made verbally and are followed by a conversation with said student. Parents will be notified depending on the violation.

Repeated disregard for or breaking of minor school rules will most likely result in detention. Depending on the nature of the infraction, detentions will be served during lunch time, early morning, during the afternoon sports period, or during Friday afternoons. Assigned detentions are at the discretion of the individual advisor, teacher, the Dean of Students, or the Head of Upper School. In each case, the Dean of Students, with the student's advisor and/or teacher, will attempt to help the student develop a plan to avoid a continuance of the existing pattern.

Continuous infractions create an uncomfortable, negative environment, and monopolize teacher time and energy. If a student accumulates several infractions and/or commits a major school violation over the course of the year, he/she may be placed on Disciplinary Probation.

Disciplinary Probation: Parents will be required to meet with the Dean of Students, Head of Upper School and the student's advisor, where a plan of action will be formulated to best serve the student's needs going forward during disciplinary probation. If the student continues to demonstrate behavior that violates the school's Code of Conduct during the period of probation, he or she may be subject to one or more of the consequences outlined below:

- Loss of school privileges (i.e. attendance at school social events, presence on school trips, privilege to take part in dress-down days)
- After school detention during the sports period
- Friday afternoon detention
- Morning detention
- Exclusion from participation in athletic competition
- Laptop removal for set period of time (if infractions are technology-related)

Suspension: Suspension, in or out of school, means that a student may not attend classes or any other activities at the school for a time decided upon by the Dean of Students, Head of Upper School or Head of School. For serious violation of school rules, suspension may be imposed for an extended period of time.

Suspension Make-Up Policy:

- All tests will be made up the day after a suspension during the scheduled class time;
- Quiz make-ups will be at the discretion of the teacher;
- Labs, projects, and essays must be turned in no later than 8:00 am on the day of suspension. Materials submitted after that time will be marked late;
- All class notes, including those missed while taking a make-up exam, must be made up.
- Teachers will not be expected to meet individually with students to "catch" them up on material missed during a suspension.

For students who are unable, for whatever reason, to complete the required course of study, the administration will determine whether to issue incompletes, or assign the average to the last date of attendance.

In addition, the student will be excluded from participation in all non-academic activities (i.e. athletic teams, performing arts programs, clubs, publications, community service, social events, etc.).

It is our suggestion that students who have been suspended from school will also not participate in outside activities such as birthday parties, etc. on the days in question.

Expulsion: Expulsion means that a student will be permanently dismissed from the School.

Disciplinary Reporting Policy: Secondary schools and other educational programs often ask students and placement counselors questions about disciplinary infractions. These questions must be answered

truthfully. Students are expected to answer all questions regarding their disciplinary record at Stanwich in an honest and forthright manner. The school reserves the right to report serious or repeated violations of the Stanwich School's Code of Conduct to secondary schools and other educational programs.

Values Education and Service Learning

Values education is an essential part of The Stanwich School experience. Beginning in 6th grade, while learning to make connections between the academic curriculum and the School's values, several times a year our students engage with a variety of community service organizations to broaden their awareness of people and causes needing assistance. In 8th grade, students reflect and come to a consensus within their advisory group to commit to an initiative and/or organization for the school year.

Community Service is a REQUIRED Junior House commitment. In order to receive their final report card, absent students will be required to make up time missed by June 3, 2019.

Some of the organizations the Junior House students have worked with in past years include: St. Luke's Life Works, Kids-in-Crisis, Nathaniel Witherall, Stamford Food Bank, AmeriCares, Stamford Nature Center, SoundWaters, The Audubon Society, The Town of Greenwich Green and Clean, Neighbor to Neighbor, and Kids for Kids.

SUBSTANCE ABUSE

The Stanwich School abides by the laws of the United States and the States of Connecticut and New York. The School does not condone illegal conduct. It is, therefore, necessary for parents, students, and faculty to have, along with the enunciation of the School's policy regarding alcohol and drugs, an official interpretation of that policy.

Any student showing evidence of having consumed, or in the possession of, drugs, and/or, alcoholic beverages at any time while under the authority of the School is subject to expulsion.

"Showing evidence of" ... includes any behavior observed by an adult that might be indicative of the use of alcohol and/or drugs.

"In the possession of" ... includes participation in the use of, being in the presence of, or the use or storage of alcohol and/or drugs. This includes the presence of alcohol and/or drugs in automobiles, lockers, bags or elsewhere on campus. The School reserves the right to search a student's possessions should reasonable suspicion of illegal possessions arise.

"Drugs" ... includes all that is commonly understood in the context of the problem: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, federally controlled substances, etc.

"While under the authority of the School" ... means any time when the student is on the school campus for whatever reason or in its immediate vicinity; and whenever the student is attending, participating in, or being transported to or from a School-sponsored function. Dances, plays, social events, and athletic events held at and/or sponsored by other schools are considered School-sponsored functions. Violators are subject to severe School discipline, including expulsion, and to all applicable laws. The School reserves the right to refer all illegal activities to municipal authorities.

Realizing the seriousness of the problem of alcohol and drug abuse/misuse, the School will make every effort to assist students involved with the problem. Strict confidentiality will be observed in providing this assistance, and every effort will be made to enable students who are actively seeking help for themselves or others to continue their education at the Stanwich School.

The School, however, when confronted with observations and/or evidence of alcohol/drug use by a student, will require an alcohol/drug assessment by a School-approved facility.

Parents will be notified when students are required to undergo an alcohol/drug assessment, and the financial cost for this is the parents' responsibility. Continued enrollment is contingent upon the student's completing the assessment and recommended follow-up care.

The possession, use, or distribution of any quantity of illegal drugs or drug paraphernalia is not permissible on School premises, School vehicles, or at off-site School-sponsored activities. Violators are subject to severe School discipline, including dismissal, and to all applicable laws.

SOCIALS

Junior House students will have many opportunities throughout the year to participate in social activities. Some activities will be required, while other activities will be optional. Possible activities include barbecues, flag football games, bowling, dances, New Roc City trips, movie nights, or attending a professional sporting event. These activities are arranged through the Coordinator of Student Life, the Head of Upper School, the Head Junior House Parent Rep, and the Student Government. Students will have the opportunity to sign-up in school for optional activities, and notices will be sent to families regarding details and/or additional fees.

STUDENT GOVERNMENT

The purpose of student government is to build a stronger community. The Coordinator of Student Life working with student government will help organize and manage social events and work to better the entire US community. All students elected to school offices or leadership positions on clubs, teams, publications, etc. will be considered role models for other students and are expected to uphold the school's rules. Each advisory group will elect an advisory representative to serve on student government. Advisory representatives may change throughout the year. Student government meets approximately 1 time a month

Students running for office must be in good academic standing from the previous year. Additionally, students who have accumulated numerous infractions, or who have violated a major school rule will not be permitted to run for a student election.

Any officer of a class or organization or any athletic team captain will be required to relinquish his or her position if he or she breaks a major school rule, but may run again for office the following year.

TECHNOLOGY

The Stanwich School requires that all members of the school community use computer systems in a responsible, appropriate, and legal manner. The same rules and customs that guide behavior without computers apply when using computers. The goal of this policy is to maximize the opportunities of all members of the school community to carry out school-related work efficiently and in an environment free from inappropriate distraction.

User Accounts and Network: Members of the Stanwich community are required to adhere to all laws guiding the use and distribution of copyrighted software. All applications, data, and files on the Stanwich network and on school owned machines are the property of The Stanwich School. The Stanwich School reserves the right to inspect user accounts for content which violate Network guidelines and rules or school policy and procedure.

Cell Phones: Unless specifically authorized by a Stanwich faculty member, cell phone use is prohibited at all times during the school day. Land lines, with the permission of an adult, are always available on campus to our students. If a student is found using a cell phone, or communicating socially via Face time, Skype, or other internet systems, or if a phone rings during the school day, the device will be appropriated and held by the Dean of Students or Head of Upper School for 24 hours. Repeat offenses may result in additional disciplinary action.

The Internet: Students need to be critical consumers of information and not assume that something they see on the Internet is appropriate or true. The internet is provided to students as a tool to be used for school-related work. It should not be used for entertainment or social purposes.

Private Information: Attempting to break into or enter locked or private rooms or containers is a serious infraction with serious consequences. Attempting to break into or enter locked or private areas of computer systems is no different and constitutes a very serious violation of the privacy of others.

Appropriate use consists of the following: Students should use computer communication only for legitimate and responsible interaction with students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language will not be tolerated.

Research: Students may use the school's Internet connection only for research or information-gathering that is directly related to academic assignments or extracurricular projects directed by the faculty; other uses of the Internet hinder those using it for legitimate academic purposes.

File Access: Students may access only those files that belong to them or that they are certain they have permission to use. Any member of the community caught accessing, or attempting to access, computer files belonging to other people will be treated in the same way as a person caught trying to break into, or looking through, a room, filing cabinet, or desk with private or confidential information.

File Storage: Students may only store files related to formal school courses or activities on school-owned computer systems. Games, commercial software, or graphic files that are not for a school project or formal activity may not be stored on school computer systems.

Backgrounds: At school, members of The Stanwich School community may not display on their computers inappropriate slogans or design, such as vulgar or profane language or the suggestion thereof, or anything that may be taken as degrading to a sex or race, religious or ethnic group, or any other constituency of the school population. Slogans and images involving references, subtle or otherwise, to alcohol, drugs, tobacco, and sex are also forbidden.

Games: Using laptops to play games or movies is forbidden during school hours unless the game is part of a class assignment or official school activity.

Preparedness: Students are required to bring their computers to class when a teacher tells them in advance to do so. Students must ensure that their computers are fully charged, functional, and able to connect to the Internet.

Printing: All students will have access to printers at school. Although there are adequate printers and paper at school, students should plan to arrive a few minutes early in order to print assignments needed for their first period classes.

Students are not permitted to use the printer during class time unless given permission by a teacher. Students may print documents before 7:45 am, and/or during lunch and study hall periods. We ask that students print only one copy of a document. They must not print a document and then fail to retrieve it.

Enforcement: Access to The Stanwich School computer systems is a privilege, not a right. Violating the letter or spirit of the above regulations may be cause to limit or deny a student's access to The Stanwich School computer systems. Depending on the severity of the infraction, disciplinary action will take place which could lead to expulsion.

Enforcement Outside of School: The Stanwich School expects that the values we try to instill in every child are carried with them when they are not on school grounds. That said, violation of computer use outside of school is impossible for us to monitor. If, however, the school becomes aware of computer misuse in the form of harassment, bullying, or abuse of anyone – in or out of the Stanwich Community – through the use of email, texting, instant messaging, or while participating in an online community, the school reserves the right to take disciplinary action as outlined under "School Rules." Students who knowingly participate in such activities are at risk of suspension and possibly expulsion, depending on the violation.

UNIFORM REQUIREMENTS

The Stanwich School has a clearly defined Dress Code which is strictly enforced. Discretion for the acceptability of all grooming, hygiene and uniform items listed below lies with the Administration and Faculty of the Stanwich Upper School.

The Dean of Students and Head of Upper School reserve the right to disallow any questionable or inappropriate uniform items. The Stanwich School is mindful of any individual specific concerns regarding the Dress Code and if parents or students have any questions or concerns, they should contact the Dean of Students.

At certain times throughout the school year, Opening and Closing Ceremonies, Photo Day, e.g., students must be dressed in Formal Uniform (see below).

GROOMING AND HYGIENE

Proper grooming and personal hygiene is mandatory for students at the Stanwich School. It is our suggestion that all students bathe every day, keep their nails trimmed and clean, and wear deodorant. We feel this is in the best interest of the community and the individuals within the community.

HAIR

Boys' Length of hair in the back may not extend below the bottom of the shirt collar, and the length of hair in the front may not extend below the eye brows. Facial hair must be neatly trimmed. Extreme or distracting hair styles and hair colors are not permitted.

Girls' Length of hair must be styled so eyes are visible. Extreme or distracting hair styles and hair colors are not permitted.

JEWELRY

Boys': Watches, necklaces, bracelets are allowed. Only a limited number of each may be worn. No earrings or exotic piercings are permitted.

Girls': Watches, necklaces, bracelets, and stud earrings or small hoops are allowed. Only a limited number of each may be worn. No exotic piercings are permitted.

MAKE-UP

Modest make-up is permitted for US girls. If worn, must be applied sparingly. No heavy eyeliner, mascara, foundation, or lipstick is allowed.

DRESS CODE/UNIFORM INFRACTIONS

If a student is out of uniform, the student will be provided with an acceptable replacement for that day. Students may also be assigned a lunch time detention that day. If dress code violations become a habit, Friday afternoon detentions will be assigned or the student will be sent home.

JUNIOR HOUSE GIRLS

SCHOOL DRESS UNIFORM

SHIRT

Stanwich logo navy Polo shirt - short or long sleeved – is required.

Shirts should fit, being neither too tight, nor too big. Girls should wear neutral-color lingerie. A girl's mid-section should never show under any circumstances.

SKIRT

Stanwich Plaid kilt skirt is required. Skirt must be no shorter than 2 inches above the crease in the back of the knee. Girls are expected to keep their skirts at the proper length with absolutely no "rolling."

Girls may wish to wear bicycle pants or shorts under their skirts, when they do not wear leggings or tights.

SOCKS/LEGGINGS/TIGHTS

Solid white, black or navy blue socks are permitted. White, black, or navy blue tights or leggings are acceptable under skirts. No pajama pants, sweatpants or yoga pants are permitted.

SHOES

Flats, loafers or topsiders in brown, navy blue, or black are permitted. Solid color Uggs or similar styled boots are acceptable when wearing leggings or in winter weather. Boots must be calf height or lower. No "heels" are permitted on shoes or boots. No Ugg slippers are permitted.

Laced athletic shoes in solid white, gray or navy are permitted. No other athletic shoes, "high-top" sneakers, or sandals are allowed.

OUTERWEAR

Stanwich navy blue V-neck sweaters are available from Millswear. Solid white, gray, or navy blue pull-over or cardigan style sweaters are allowed. Any Stanwich logo outwear garments are permitted.

No hooded, ripped or torn garments are permitted. No large logo items or items with inappropriate messaging are permitted.

FORMAL DRESS UNIFORM - Opening/Closing Ceremonies, Photo Day, or as directed by the Administration.

Required: Stanwich logo navy polo shirt, short or long sleeve, Stanwich plaid kilt skirt.

ATHLETIC UNIFORM

Junior House students participating in team sports are required to wear the provided team uniform for competitions. For team practices, JH students are required to wear appropriate Stanwich logo or t-shirts, gym shorts or athletic pants (unless prohibited by outside organization). No cutting or altering of athletic attire is permitted. No large logo items or items with inappropriate messaging are permitted.

JUNIOR HOUSE BOYS

SCHOOL DRESS UNIFORM SHIRTS

Collared Dress/Button-Down Oxford Shirt in white or blue. Ties are required when a dress/oxford shirt is worn.

Before October 15th and after April 15th, Stanwich logo Polo shirts - short or long sleeved, in white or navy are required.

Boys are expected to keep the top button of their shirts and buttons of their collars fastened with their ties pulled up during the school day. Shirts must be tucked in at all times with belt visible.

TIES

Solid, striped or patterned ties are allowed. Bowties are permitted. No neon, extreme or distracting colors allowed. No inappropriate images on ties are permitted.

PANTS

Dress khaki pants are required.

Before October 15th and after April 15th, khaki shorts are permitted.

Pants and shorts must always be worn with a belt and properly fitting. No cargo style permitted.

SOCKS

Solid white, black or navy blue socks are permitted.

SHOES

Dress shoes, loafers, bucks or topsiders in brown, navy blue, or black are permitted. Boots- in winter, ankle height weather proof shoes or boots in dark solid colors are permitted. No Timberland or "work style" boots are permitted.

Laced athletic shoes in solid white, gray or navy are permitted. No other athletic shoes, high-top sneakers, or sandals are allowed.

OUTERWEAR

Stanwich navy blue V-neck sweaters are available from Millswear. Solid white, gray, or navy blue pull-over or cardigan style sweaters are allowed. Any Stanwich logo outerwear garments are permitted.

FORMAL DRESS UNIFORM - Opening/Closing Ceremonies, Photo Day, or as directed by the Administration.

Required: Dress/Oxford white button down shirt, solid color or striped tie, khaki pants with belt.

ATHLETIC UNIFORM:

Junior House students participating in team sports are required to wear the provided team uniform for competitions. For team practices, JH students are required to wear appropriate Stanwich logo or t-shirts, gym shorts or athletic pants (unless prohibited by outside organization). No cutting or altering of athletic attire is permitted. No large logo items or items with inappropriate messaging are permitted.

SENIOR HOUSE POLICIES

ADVISORY

The Senior House community is based upon and supported by a strong advisory program. The connection that each student makes with his/her advisor and advisory group is an important pillar of the ethos of the Senior House. **Advisors serve as the primary contact person for your child's life in the Senior House.** In advisory students engage in conversations about their academic experience, afternoon activities, community service projects, college advising, and the Stanwich Seven core values embraced by The Stanwich School.

Leadership, in and out of the classroom, is a key aspect to taking ownership of our school culture and maximizing academic achievement. Through the Advisory program and ensuing activities and discussions, students acquire the foundation to explore and develop their own leadership traits and abilities.

Students will report to Advisory each morning for attendance, announcements, and support. Parents may contact their child's advisor at any time via email or phone. Students will receive a letter from their advisor the week prior to school beginning, welcoming them to the upcoming academic year.

ASSEMBLIES

The Senior House and Junior House (together the "Upper School" or "US") meet daily in morning Assembly for 15 minutes to share information and thoughts on:

- Daily/weekly logistics, schedules, school events; announcements
- Current events – local, national, global events and perspectives;
- Presentations/discussions led at various times by Head of House, teachers, students
- Values presentations/discussions

Longer assemblies and presentations are scheduled as desired and accommodated by published "assembly schedule" in which classes are shortened. Each week the Senior House will have a separate House meeting.

ATHLETICS

The athletic program at The Stanwich School is designed to enhance each student's athleticism and confidence by emphasizing skills development, physical conditioning, and participation. The program stresses sportsmanship and strives to instill a sense of team responsibility and school spirit. With the addition of GCDS sports offerings and Stanwich/GCDS integrated teams, all of our students will enjoy more athletic opportunities this year.

Interscholastic competition begins in the JH where each student is required to participate in a sport each season. In the Senior House a similar expectation for participation is in place. After a student selects a sport, he or she will have one week to make a change after each season begins. At the end of that week, however, students are expected to make a final decision to participate fully on that team and cannot make another change. Practices and games are scheduled Monday through Thursday, 3:00 4:15 pm. At the beginning of each season, athletes review The Athletic Code, the cornerstone of our athletic program.

Athletic Attendance: Because athletics is an integral part of the school day, all students are required to attend practices and games even if they are unable to physically participate. In order to participate in any extra-curricular or athletic activity, a student must be at school by 11:00 a.m. **Exemptions:** At the discretion of the Head of Upper School and the Athletic Director, exemptions may be granted to students who engage in sports and activities on a highly competitive level that are not offered at the US that season. *Typically, an athletic exemption is allowed for only one season per school year.* Time requirements for an exempted student must be similar to the time commitment required at Stanwich; approximately 4 hours per week. Any medical exemptions must be supported by a note from a physician.

Athletic Code: "The Senior House athletic program shall be conducted in accordance with existing Stanwich School policies, rules, and regulations. While the school takes pride in winning, it does not condone winning at all costs. The athletic program promotes sportsmanship, fair play, and teamwork that accurately represent the school's mission and goals. Students are expected to uphold the rules and regulations that govern the Stanwich School Athletics Program and must agree to the following: Respect – yourself, teammates, coaches, officials, and opponents; Commitment – put the teams interests in front of your own; Sportsmanship – conduct yourself in a manner which reflects the schools values; and Excellence – strive to be your best and help your team be its best."

Athletic Spectator Policy: The Fairchester Athletic Association represents 23 non-public schools in lower Connecticut and Westchester County, New York, which compete with each other in various sports and at various age levels. While each of these schools is unique, we are alike in upholding as the core experience of our students the highest expectations of deportment and citizenship of our students.

The Fairchester Athletic Association and the schools it represents are committed to providing students with a full, rich athletic program. Important lessons are taught through athletic participation. Games and practices are “classrooms” in which our coaches can further promote our values education.

In competitive team sports, insistence upon the traditional standards of good sportsmanship is a fundamental value for all of us. We consider it among the most important lessons our student-athletes can derive from their participation in our programs. We expect that the rest of our school communities attending athletic contests – especially staff, parents, alumni and guests – will support these values by their behavior before, during and after games. We acknowledge that athletes and coaches, as well as spectators, can on occasion be caught up in the intensity of a particular game or match. This should never be an excuse for irresponsible behavior. Just as we expect civility and self-control in the classroom, we believe the same must apply to athletic contests. Sportsmanship, civility, and healthy competition are not just part of our athletic programs; they are the purpose of these programs.

With these standards in mind, the schools represented by the Fairchester Athletic Association have established the following guidelines that govern the behavior of spectators, students, and adults during athletic events involving our schools.

- Spectators will watch games only from those areas defined by each school as “spectator areas.”
- Spectators must not:
 - a. Go onto the field of play during the game
 - b. Deface, damage, or remove property
 - c. Use noisemakers indoors
 - d. Engage in heckling or taunting or use cheers that are profane or mocking
 - e. Call to players, coaches, or officials in an unsportsmanlike manner
 - f. Directly “coach” a player by shouting playing instructions, etc.
 - g. Run up and down the sidelines
- The use of alcohol, drugs, or tobacco at athletic contests is forbidden.
- We expect that all the constituencies of our schools will join in strengthening our commitment to the role of athletics in furthering our educational goals. We regard the above guidelines as essential to that purpose. Spectators who abuse the above guidelines may be asked to leave the game, may be subject to further action by the school, and may cause forfeiture of the game for unsportsmanlike conduct.

ARRIVAL AND DISMISSAL:

Transportation to School: Students may be driven to school or take a shuttle from the Greenwich train station. This shuttle will depart at 7:25 each morning.

Beginning the day: The school day begins at 7:55 am, Monday through Friday. All students must go to Advisory Homeroom when entering the building. Those arriving to Advisory Homeroom after 7:55 am on any day will be marked late, regardless of a note or phone call from home. Those arriving to school after 8:05 am must check in with Mrs. Parron before reporting to class. Students will be held accountable for excessive tardies to school. In such cases, a meeting will be convened with the Dean of Students to deem appropriate consequences. Advisors, with the help of the Dean of Students will keep track of student tardiness and attendance. Students will not be marked late if a shuttle is running late.

ARRIVAL PROCEDURES FOR UPPER SCHOOL (6-12)

Please note new morning drop-off procedures.

- In order to organize themselves for the day, Upper School students should arrive to school at or before 7:45am. School starts promptly at 7:55am. Students may be dropped off beginning at 7:30am.
- As you approach the Stanwich School driveway on Stanwich Road, follow the instructions of the police officer. If traveling northbound, please use the St. Agnes driveway to enter for all drop-off and pick-up. If traveling southbound, please use the 257 Stanwich Rd entrance for all drop-off and pick-up. Please do not get out of your car. After you have dropped off students, proceed to the exit out onto Stanwich Road, exercising extreme caution at the fork. If you are also dropping off a Lower School student, proceed up the hill, following Lower School procedures outlined on the previous page. Obey all school personnel directing traffic.
- When the buses enter the lot, please yield to them. Remember, it is against the law to pass a bus when it is unloading students and its flashing lights are on, even in our parking lot.

DISMISSAL PROCEDURES FOR UPPER SCHOOL (6-12)

- All Junior House students have the option of being picked up from their respective athletic practice or game locations. Specific pick-up times and places will be posted daily on the school calendar website. If you do not pick up your child at the practice or game site, you may pick him or her up on campus in the main parking lot. On game days, students may be picked up at the site of the game or on campus. Please see the school calendar website for the appropriate pick-up time.
- Senior House students will be dismissed following their electives and after-school athletics, Monday through Thursday.
- On Fridays, Junior House students are to be picked up in the main lot, with Senior House students being picked up in the upper circle lot.

Dismissal is generally as follows:

Monday-Thursday:

- Depending on your student's schedule, dismissal times can range from 2:35 – 5:15 pm

Friday:

- 12:45 pm from the Stanwich Road.

Dismissal Procedures from Athletics: All SH students will be dismissed from their respective athletic field practice/game location. Specific times will be posted daily on the Upper School website. On game days, however, students may only be picked up at the game location or at Stanwich Road. **Please note that all students who are playing on teams with GCDS students will be transported by Stanwich staff to GCDS at the start of the sports period. Pick-up for games and practices for students who are participating on teams that are combined with GCDS will be at Greenwich Country Day school.**

Reminder: It is essential that parents make every effort to arrange for student pick-up at these times. For obvious safety reasons, a student will never be left alone to await pick-up; however, it is important to note that members of our faculty have commitments such as their own children, schooling, etc., and it is neither fair nor appropriate for a student to be picked up past the indicated time. We understand the occasional traffic jam; however, we ask that parents arrive on time for student dismissal each and every day.

ATTENDANCE

Please see details in the General Section of the Stanwich School Handbook regarding make-up work due to illness or other circumstances. Please note that the school does not condone families taking additional days off before and/or after school holidays. In such cases of unexcused absences, students will be held accountable for missed work, homework, essays, projects, etc., and they will be expected to turn in any missed work for less credit and/or take missed assessments on the day of their return.

Pre-assigned work that is not submitted will receive a 0, and work will not be provided "to do on vacation."

The Stanwich School reserves the right to withhold academic credit from students who miss more than 10% of any of their classes for reasons other than medical or reasons approved by administration. Students absent for such reasons will not be penalized academically, and our staff will work with each student/family to catch the student up in a reasonable time frame.

Please note, however, that the number of absences on a student's report card will reflect the number of days that the student was not in school, regardless of the reason for the absence.

Unless privileges have been approved by the School's administration, students are required to remain on campus during school hours.

CLASS TRIPS/FIELD BASED EXPERIENCES

Our week-long travel programs for 9th, 10th and 11th grade students occur during the spring. Details about each trip including chaperones, transportation, lodging, activities, medication distribution, emergency forms, registration, etc., will be sent to you in the winter. Unless an extenuating circumstance arises, all students are expected to attend these trips.

CODE OF CONDUCT

Students entering the Upper School are required to attend a meeting to discuss the written Code of Conduct and its purpose. At the conclusion of the meeting, students sign a pledge to abide by the Code of Conduct. Parents sign the pledge as well which indicates their support of the Code and their responsibility to provide an environment conducive to its purpose.

The Code of Conduct is guided by the Ten Commandments and the Golden Rule. It is expected that students will

- Maintain honesty in their word and work;
- Treat each other with respect;
- Be encouraging of others' gifts and talents;
- Work together to maintain a supportive and caring community;
- Protect the property of others.

Ultimately, faculty and administration assume the responsibility for judging and defining appropriate behavior for students.

COLLEGE ADVISING

The College Advising program at The Stanwich School recognizes the diversity in students and families and the obligation of the school to give individual guidance. What is right for one may not be right for another. Beginning in the spring of a student's sophomore year, with the help of our College Counselor, we aim to educate our students and their families about colleges and college admission standards, testing, procedures, and trends. We facilitate the application process by advocating on behalf of our students and providing the colleges with accurate and complete information on students' qualifications for admission. We maintain an unbiased regard for a broad spectrum of colleges as we evaluate their appropriateness for the individual student in terms of size, type, affiliation, reputation, and selectivity.

Ultimately our goal is to work with students and families to ensure that Stanwich students end up with college options that fit them well so that they fulfill their promise as scholars and adults. To this end, Stanwich students and families have access to comprehensive college information that includes an annual calendar of events, current articles, a standardized testing guide, scholarship resources, helpful websites, the School Profile, and year by year timelines.. This resource enables the school's college advising team to work most directly with students and families, starting in the spring of the sophomore year and continuing through the spring of senior year.

The School believes that there are many excellent options for each Stanwich graduate and looks forward to working with families as partners in this application process. In the end, however, the primary responsibility lies with the student. The School does not function as a placement office; it does offer necessary support for each student through the process. The School does not promote any particular college or type of college; it does help each student make an appropriate choice from the variety of options available.

Discipline reporting to colleges

Central to the goal of having students take responsibility for their learning is their taking responsibility for their actions. We believe firmly that a student reporting their successes as well as their mistakes to colleges is the ethically sound step to take. We serve our entire population (current students as well as future ones) well if the colleges and universities to which our students matriculate know that they can trust us to be a good partner with them in enrolling those students. It is our policy, therefore, to be forthcoming about disciplinary incidents in which a student has been suspended out of school regardless of where in the admissions process that particular student is. We know from experience that when students report and take responsibility for mistakes they have made, the colleges and universities see this as an indication that the student can and will take responsibility for his or her actions.

For the 2018-2019 academic year, please direct all questions regarding the college application process to College Counselor, Andrew Ramirez.

COMMUNICATION

Please use the outline below for efficient school communication. You should contact the following people:

Upper School (JH & SH) Office – Mrs. Parron- about all attendance including absentees, late arrivals, or early dismissals (please "cc" the advisor as well), lunch orders, changes in pick-up, questions regarding game cancellations, returning of forms, or any other general questions. (rparron@stanwichschool.org)

A teacher directly if you have questions about an assessment, a project, a homework assignment, a missing book, your child's performance in class, or advice on how you can help your child find more success in that particular class. You should copy your child's advisor on all of your teacher-directed communication so that he or she is aware of your concerns and can work to assist you, the teacher, and your child.

The student's advisor if you have over-arching questions regarding school performance, reports from your child (things you were told, overheard, etc.) that have you concerned. The advisor is put in place to help you and to serve as the primary contact person for your child's life at the US.

Dean of Students if you have questions regarding school policies, discipline, or a student's general well-being, as well as questions related to social events.

Head of Upper School if all forms of the above communication have not served to resolve the situation.

These communication systems are designed to put you in contact with the people who will have the appropriate answers for you in the timeliest fashion.

E-mail: Using e-mail to communicate with faculty and staff: E-mail is an effective medium for communicating with faculty and staff at school. The directory includes e-mail addresses for reaching community members. The general template for Stanwich School e-mail addresses is FirstinitialLastname@Stanwichschool.org (jdoe@stanwichschool.org).

Confidential communications: From time to time, the school is asked by parents to complete recommendation forms or questionnaires about their child for use by medical professionals or other schools. Such forms, when completed by school personnel, are strictly confidential and will not be released to the parents or student. In cases where deadlines do not permit transmission of these forms by regular mail, they may be sent by fax; under no circumstances will parents be permitted to deliver them by hand.

CONFERENCES

US Parent/Teacher conferences occur twice per academic year, once in October, and once in March. Appointments for these conferences will be scheduled using our on-line registration system. Approximately two weeks prior, you will be sent detailed information on how to schedule your conferences.

Parents are encouraged to schedule conferences with their child's advisor on an individual, as needed basis.

If meetings with specific teachers are needed any other time over the course of the year, parents should schedule these meetings directly with the teacher and the student's advisor. Parents are encouraged to schedule additional meetings to share specific concerns.

DRAMA PRODUCTIONS

Students are encouraged to participate in the Senior House musical and the Senior House play. Information will be sent out prior to the auditions. A schedule of rehearsals will be included, and all interested students must be certain they can attend the scheduled rehearsal and performance times and dates.

Drama rehearsals are usually scheduled after athletic practices or on Friday afternoons and may be held on Saturday mornings. Our goal is to make it possible for all students to participate in the musical if they want to participate. Not all students have to sing, and productions are chosen so that large groups of students can be part of the group numbers.

DRIVING POLICY

Driving to school is permitted for 11th and 12th grade students who: have a valid driver's license, have received signed parental permission, and have registered their vehicles with the Upper School Office. Additionally, in order to earn driving privileges, students must be in good academic standing, have a solid record of attendance and timeliness, and maintain solid Stanwich citizenship

Unauthorized, reckless, improper or discourteous operation of a motor vehicle on school grounds or at any school-sponsored event may result in disciplinary action and/or the suspension or revocation of driving privileges.

Stanwich does not permit student drivers to transport other students to or from school or school-sponsored events unless express written permission is provided by the parents or guardians of the students involved in the arrangement.

Stanwich students driving their car to school must park their vehicle in the St. Agnes parking lot.

EXAMS

At the end of the 3rd trimester in June students will sit for an exam in each of their courses. With the exception of medical and/or personal emergencies supported by documentation, students and families are not permitted to re-schedule exams. If a student has an unexcused absence the day of the exam, he or she will receive a zero. Students will be provided with several review days prior to the exam and will be provided a recommended study guide.

EXTRA HELP: GUIDELINES FOR PARENTS AND TUTORS

Although some students may require the support of a tutor, it is critical that any assistance be such that the work turned in for correction reflects each individual student's abilities. Appropriate ways to assist students include:

- Referring students to resources where they might find answers;
- Identifying errors to focus students' efforts;
- Asking questions about the assignment that may help students clarify their ideas about approaches;
- Explaining underlying rules or principles that would help students formulate their own answers.

The ultimate goal and effect of any assistance should be to enable students to master the material.

Students should indicate when they have received assistance on an assignment. Teachers need to see students' mistakes, as well as their successes. We ask that tutors resist the impulse to merely give answers or make corrections.

GRADING AND STUDENT REPORT CARDS

The Upper School follows a trimester system. The first trimester runs September through November, the second trimester, December through February, and the third trimester covers March through June. Student performance is reported four times per year: parents will receive interim reports in October during Parent/Teacher conferences, and written student comments will accompany report cards in early December and at the end of the school year in June.

In the Upper School, letter grades are assigned as follows:

<u>Grades:</u>	<u>Percentages:</u>
A+	97 – 100
A	93 – 96
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	59 and below

At the end of each trimester, students will receive a trimester grade for each subject. At the end of the school year, students will receive a year end grade which is determined from the average of the three trimester grades, and factoring in their exam. Any student receiving a year end grade of an F will be required to attend an approved summer school program and demonstrate a minimum level of achievement in this program before being promoted to the next grade. Students receiving two or more final grades of an F may risk not being invited to return to the Upper School the following fall.

HARASSMENT AND BULLYING

Harassment on the grounds of race, ethnicity, gender or sexual orientation can be forms of illegal discrimination, and any type of harassment or bullying most certainly is a violation of the guiding principles of The Stanwich School. Whether on campus or off, respect for the dignity of each individual is of paramount importance to the well-being of the community at-large. Such behaviors will not be tolerated in the Stanwich community and may result in, probation, suspension, or expulsion

All persons who attend or work at The Stanwich School have a right to participate fully in the life of the school without harassment and have a responsibility to contribute to and to maintain an environment that is free from all forms of harassment and bullying.

Harassment is defined as any behavior or pattern of conduct that may reasonably be expected to denigrate, intimidate, or coerce another on the basis of gender, race, religion, color, sexual orientation, national or ethnic origin, or other personal characteristics, including but not limited to those protected by law.

Sexual harassment is both illegal and a violation of this Policy. It includes, but is not limited to, unwelcome sexual advances, sexually suggestive remarks, and other unwelcome verbal or physical conduct or communication of a sexual nature.

Bullying or threatening language or behavior will not be tolerated. Cyber bullying, regardless of whether it takes place on campus or off, will not be tolerated. As the Stanwich School community is built on respectful relationships, dignified behavior must prevail in person as well as in cyberspace.

To prevent harassment and bullying, students must increase their own awareness and monitor their own behavior. If any student is subject to harassment or bullying, or is aware of the harassment or bullying of any other member of the Stanwich community, this behavior must not be ignored. As a responsible, contributing member of the Stanwich community, each of us has the responsibility of helping to maintain a safe and respectful environment for all. Ignoring harassment or bullying is simply not acceptable at The Stanwich School. Each of us must have the courage to address such behavior, so that it never becomes commonplace or acceptable at our school. Any person who experiences or observes harassment or bullying at Stanwich School should make the other person aware of his or her objections, and, if necessary, speak immediately with the Dean of Students, Head of Upper School or the Head of School.

Stanwich School will not condone any retaliation against any person who submits a complaint in good faith or who assists in providing information about a complaint. If the facts and the results of the investigation substantiate the complaint, then the appropriate corrective and/or disciplinary action will be taken.

HOMEWORK, PROJECTS, QUIZZES, AND TESTS

Students may be given homework assignments every day, including weekends. SH faculty work together to evenly distribute large assignments and to ensure that students are not studying for several tests in one evening. The due dates of large essays or projects are announced to all faculty in order to prevent students from getting bogged down. Teachers are required to give advanced notice of any large assignment or assessment such as a paper, test, lab, presentation, or project.

The amount of time spent on homework per subject each evening will vary from student to student and subject area to subject area. Students have study halls and/or free periods on most days to help with this load. Some nights they will have more work than others, and your child's pace, work habits, and individual strengths need to be taken into consideration when questioning the "amount of work." If your child is spending an excessive amount of time on homework or if your child continually states that he or she has no homework, you should reach out to your child's advisor. Students should always be guided towards independent work so that they do not become dependent on teacher help during study hall or on parent help in the evening.

LUNCH

US students may bring their own lunch or have the opportunity to order brown-bag lunches. You can access menu order forms from CT Catering and Corbo's Deli on the school's website <http://www.stanwichschool.org/mystanwich/calendar/upper-school>.

MUSIC and ART SHOWS

Each December and May the Upper School comes together as a community to celebrate our students' many musical as well as artistic talents during our Art Exposition in March. All families and friends are invited to attend. Please note that these performances are required attendance events for all SH students.

PARENT EDUCATION

There are several events that take place at the US over the course of the year that will provide logistical information, or a forum just to chat, or a specific presentation on a specific topic related to your child.

Open Coffees: Parents are invited to come in and talk with the Head of Upper School about questions and topics related to the JH and SH. Please check the school calendar or speak to your grade level parent representative to learn more about scheduled coffees.

Developmental Presentations will take place periodically during the year. Topics have included developmental stages, gender differences, internet safety, intimidating behaviors, how best to help your child with school work, what athletics can bring to your high school student, risky behavior/alcohol/drugs, etc. Please stay tuned for more information related to this year's programs.

REPRESENTING STANWICH

It is important for all Senior House students to understand that they represent Stanwich and the entire community when they are both in and out of the school buildings. For example, when our students attend non-school sponsored sporting events, parties, dances, or even when they go to the movies, they represent Stanwich and our core values

SCHOOL RULES

Living out Stanwich's mission and core values, School and home are partners in developing in students the highest standards of honorable conduct, civility and fair play. To that end, the School assumes the responsibility of outlining its expectations for student conduct and relies on the cooperation of parents in supporting the expectations and the School's efforts to uphold them.

Students are expected to be:

- Personally and academically honest
- Respectful of others
- Acting with integrity and moral courage
- Mindful of personal and school property
- Striving toward personal excellence

Personal Honesty

Due to the nature of Stanwich's intimate and open learning environment, trust and honesty are essential elements required of each student. The School expects all members of the community to be honest at all times, and any breaches to such honorable behavior are grounds for serious disciplinary action.

Academic Honesty

Presenting the work of someone else as one's own is academically dishonest. Academic dishonesty is broadly construed to include giving or receiving unauthorized aid on a test or paper, possessing or using unauthorized materials on a test, paraphrasing or quoting the works of another on any written work, (including computer programs) without proper acknowledgment of the source or sources used (plagiarism), and giving or receiving unauthorized assistance in the preparation of any work (including homework) done in or out of class. Any student involved in academic dishonesty violates a major expectation of the school and will be appropriately disciplined by the administration. Faculty and/or the administration will work with the student to promote positive changes in behavior. Rarely are students dismissed without an opportunity to correct their actions. During this process, at the discretion of faculty/administration or at the request of the parents, there may be a parent/ student/administration conference.

Students are expected to act in a courteous and respectful manner at all times and adhere to all of the school rules listed below:

General Rules

- Cutting or missing any school appointments including classes, advisory, assembly, class meetings and conferences is prohibited;
- All students must be appropriately attired as defined by the uniform requirements;
- Abuse of school or personal property will not be tolerated;
- Late arrival to school, class, or any scheduled appointment is not permitted;
- Disruptive behavior and rudeness are prohibited;
- All student belongings must be stored in lockers;
- Unauthorized absence from school during the school day is prohibited;

Major School Violations

- Academic dishonesty - students who cheat on tests or plagiarize work will receive a failing grade and may risk suspension or expulsion;
- Personal dishonesty with a Stanwich teacher or administrator;
- Extreme disrespect, including intimidation or bullying – verbal or physical – to fellow students and/or to faculty and staff including abusive or inappropriate use of email, text or instant messaging, and participation on social networking sites (see TECHNOLOGY);
- Behavior that endangers the welfare, physical or emotional, of anybody in the Stanwich community;
- Vandalism to school property (Students will also be charged for repair costs);
- Conduct on or off campus which reflects negatively on the school;
- Possession of, use of, and/or under the influence of drugs/alcohol.

Any violation of a major school rule will result in the student being placed on disciplinary probation and also may result in suspension or expulsion.

Please review Stanwich School's policy statements on Harassment and Substance abuse located within this document.

Students who are present when a major school rule is violated risk sharing equally in any disciplinary response on the part of the School. Students are also expected to inform school administrators of unethical, dangerous or illegal behavior on the part of other students who may be in danger of jeopardizing themselves, others or the reputation of the school. The school reserves the right to take what it considers to be appropriate action when the illegal or unethical behavior of any of its students compromises the good name of the School. A student who lies about his or her behavior when questioned by school officials can expect a more severe response, including possible expulsion.

Violation of School Rules: Notices are issued by faculty and staff for violation of general school rules. Notices are made verbally and are followed by a conversation with said student. Parents will be notified depending on the violation.

Repeated disregard for or breaking of minor school rules will most likely result in detention. Depending on the nature of the infraction, detentions will be served during lunch time, early morning, during the afternoon sports period, or during Friday afternoons. Assigned detentions are at the discretion of the individual advisor, teacher, Dean of Students, or the Head of Upper School. In each case, the Dean of Students, with the student's advisor and/or teacher, will attempt to help the student develop a plan to avoid a continuance of the existing pattern.

Continuous infractions create an uncomfortable, negative environment, and monopolize teacher time and energy. If a student accumulates several infractions and/or commits a major school violation over the course of the year, he/she may be placed on Disciplinary Probation.

Disciplinary Probation: Parents will be required to meet with the Dean of Students, Head of Upper School and the student's advisor, where a plan of action will be formulated to best serve the student's needs going forward during disciplinary probation. If the student continues to demonstrate behavior that violates the school's Code of Conduct during the period of probation, he or she may be subject to one or more of the consequences outlined below:

- Loss of school privileges (i.e. attendance at school social events, presence on school trips, privilege to take part in dress-down days)
- After school detention during the sports period
- Friday afternoon detention
- Morning detention
- Exclusion from participation in athletic competition
- Laptop removal for set period of time (if infractions are technology-related)

Suspension: Suspension, in or out of school, means that a student may not attend classes or any other activities at the school for a time decided upon by the Dean of Students, Head of Upper School or Head of School. For serious violation of school rules, suspension may be imposed for an extended period of time.

Suspension Make-Up Policy:

- All tests will be made up the day after a suspension during the scheduled class time;
- Quiz make-ups will be at the discretion of the teacher;
- Labs, projects, and essays must be turned in no later than 8:00 am on the day of suspension. Materials submitted after that time will be marked late;
- All class notes, including those missed while taking a make-up exam, must be made up.
- At the discretion of the teacher or the Head of Upper School, missed class work and homework during the suspension will receive a failing grade;
- Teachers will not be expected to meet individually with students to "catch" them up on material missed during a suspension.

For students who are unable, for whatever reason, to complete the required course of study, the administration will determine whether to issue incompletes, or assign the average to the last date of attendance.

In addition, the student will be excluded from participation in all non-academic activities (i.e. athletic teams, performing arts programs, clubs, publications, community service, social events, etc.).

It is our suggestion that students who have been suspended from school will also not participate in outside activities such as birthday parties, etc. on the days in question.

Expulsion: Expulsion means that a student will be permanently separated from the School.

Disciplinary Reporting Policy: Secondary schools, colleges, universities and other educational programs often ask students and administrators questions about disciplinary infractions. These questions must be answered truthfully. Students are expected to answer all questions regarding their disciplinary record at Stanwich in an honest and forthright manner. The school reserves the right to report serious or repeated violations of the Stanwich School's code of conduct to secondary schools and other educational programs.

Values Education

Service learning is an essential part of The Stanwich School experience. Following a broad exposure to community service initiatives in the Junior House, the 9th grade year is devoted to the development of each student's moral leadership skills. Each week, via their advisory meeting time, students learn how to demonstrate a commitment to the Stanwich mission and values system, act from a strong self-concept, think critically and creatively, communicate and interact effectively within groups, take risks willingly, exercise power appropriately, and articulate a positive sense of direction and seriousness of purpose.

A Moral Leadership Project builds on the awareness gained in their 9th grade year. In addition to mandatory volunteer hours, 10th grade students with guidance from the advisor, may research and explore a "major" cause or issue that affects our world. For this Moral Leadership Project, students are expected to develop specific goals for their project and network and plan strategically how he or she will execute those goals. While this year acts as a planning stage---with an eye on the following year for internships, volunteering, travel, or whatever other means the project dictates--- 10th graders who chose the Moral Leadership Project track will be required to submit a formal proposal in writing and, in early spring, defend it to an appointed faculty panel. The proposal will identify and describe the initiative purpose and goals and include a timeline. The cause elected by the 10th grader can be global or local in nature.

In their junior year, students will be proactively engaged with executing the plan they established in 10th grade. A substantial portion of the project's work can and should be completed over the course of the junior year and following summer. By senior year, students will have completed the preponderance of work on the moral leadership project or initiative and devote time to preparing the presentation of their completed project to make God's world a better place to the Stanwich community.

SUBSTANCE ABUSE

The Stanwich School abides by the laws of the United States and the States of Connecticut and New York. The School does not condone illegal conduct. It is, therefore, necessary for parents, students, and faculty to have, along with the enunciation of the School's policy regarding alcohol and drugs, an official interpretation of that policy.

Any student showing evidence of having consumed, or in the possession of, drugs, and/or, alcoholic beverages at any time while under the authority of the School is subject to expulsion.

"Showing evidence of" ... includes any behavior observed by an adult that might be indicative of the use of alcohol and/or drugs.

"In the possession of"... includes participation in the use of, being in the presence of, or the use or storage of alcohol and/or drugs. This includes the presence of alcohol and/or drugs in automobiles, lockers, bags or elsewhere on campus. The School reserves the right to search a student's possessions should reasonable suspicion of illegal possessions arise.

"Drugs" ... includes all that is commonly understood in the context of the problem: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, federally controlled substances, etc.

"While under the authority of the School" ... means any time when the student is on the school campus for whatever reason or in its immediate vicinity; and whenever the student is attending, participating in, or being transported to or from a School-sponsored function. Dances, plays, social events, and athletic events held at and/or sponsored by other schools are considered School-sponsored functions. Violators are subject to severe School discipline, including expulsion, and to all applicable laws. The School reserves the right to refer all illegal activities to municipal authorities.

Realizing the seriousness of the problem of alcohol and drug abuse/misuse, the School will make every effort to assist students involved with the problem. Strict confidentiality will be observed in providing this assistance, and every effort will be made to enable students who are actively seeking help for themselves or others to continue their education at the Stanwich School.

The School, however, when confronted with observations and/or evidence of alcohol/drug use by a student, will require an alcohol/drug assessment by a School-approved facility.

Parents will be notified when students are required to undergo an alcohol/drug assessment, and the financial cost for this is the parents' responsibility. Continued enrollment is contingent upon the student's completing the assessment and recommended follow-up care.

The possession, use, or distribution of any quantity of illegal drugs or drug paraphernalia is not permissible on School premises, School vehicles, or at off-site School-sponsored activities. Violators are subject to severe School discipline, including dismissal, and to all applicable laws.

SOCIALS

Senior House students will have many opportunities throughout the year to participate in social activities. Some activities will be required, while other activities will be optional. Possible activities include barbecues, flag football games, bowling, dances, movie night, or attending a professional sporting event. These activities are arranged through the Coordinator of School Life and student government. Students will have the opportunity to sign-up in school for optional activities, and notices will be sent to families regarding details and/or additional fees.

STUDENT GOVERNMENT

The purpose of student government is to build a stronger community. The student government, working with the Coordinator of Student Life, will help organize and manage social events and work to better the entire US community. All students elected to school offices or leadership positions on clubs, teams, publications, etc. will be considered role models for other students and are expected to uphold the school's rules. Each advisory group will elect an advisory representative to serve on student government. Advisory representatives may change throughout the year. Student government meets approximately 1 time a month

Students running for office must be in good academic standing from the previous year. Additionally, students who have accumulated numerous infractions, or who have violated a major school rule will not be permitted to run for a student election.

Any officer of a class or organization or any athletic team captain will be required to relinquish his or her position if he or she breaks a major school rule, but may run again for office the following year.

TECHNOLOGY

The Stanwich School requires that all members of the school community use computer systems in a responsible, appropriate, and legal manner. The same rules and customs that guide behavior without computers apply when using computers. The goal of this policy is to maximize the opportunities of all members of the school community to carry out school-related work efficiently and in an environment free from inappropriate distraction.

User Accounts & Network: Members of the Stanwich community are required to adhere to all laws guiding the use and distribution of copyrighted software. All applications, data, and files on the Stanwich network and on school owned machines are the property of The Stanwich School. The Stanwich School reserves the right to inspect user accounts for content which violate Network guidelines and rules or school policy and procedure.

Cell Phones:

Use of cell phones will be permitted in the Senior House as follows:

All phones must be password protected;

Phones may be used only to text, for appropriate Internet use, and for music (earphones only);

Phones may be used only during free periods;

Phones may be used only in Spartan Hall and will not disrupt the academic purposes of the learning community;

Phones seen or heard outside of Spartan Hall will be confiscated.

Any violation of the above may result in the removal of these privileges for the grade, for a period of time as determined by the Dean of Students and administration.

With privilege comes responsibility. Please let our school mission and code of conduct guide you in your decisions about appropriate use of cell phones. Any use or activity concerning or related to cell phone use that conflicts with the mission of the Stanwich School, in either form or substance, will be grounds for disciplinary action. When in doubt, ask.

The Internet: Students need to be critical consumers of information and not assume that something they see on the Internet is appropriate or true. The internet is provided to students as a tool to be used for school-related work. It should not be used for entertainment purposes.

Private Information: Attempting to break into or enter locked or private rooms or containers is a serious infraction with serious consequences. Attempting to break into or enter locked or private areas of computer systems is no different and constitutes a very serious violation of the privacy of others.

Appropriate use consists of the following: Students should use computer communication only for legitimate and responsible interaction with students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language will not be tolerated.

Research: Students may use the school's Internet connection for research or information-gathering that is directly related to academic assignments or extracurricular projects supervised by The Stanwich School faculty; other uses of the Internet are permitted, provided the sites are appropriate. Students should consult a faculty member if in doubt.

File Access: Students may access only those files that belong to them or that they are certain they have permission to use. member of the community caught accessing, or attempting to access, computer files belonging to other people will be treated in the same way as a person caught trying to break into, or looking through, a room, filing cabinet, or desk with private or confidential information.

File Storage: Students may only store files related to formal school courses or activities on school-owned computer systems. Games, commercial software, or graphic files that are not for a school project or formal activity may not be stored on school computer systems.

Backgrounds: At school, members of The Stanwich School community may not display on their computers inappropriate slogans or design, such as vulgar or profane language or the suggestion thereof, or anything that may be taken as degrading to a sex or race, religious or ethnic group, or any other constituency of the school population. Slogans and images involving references, subtle or otherwise, to alcohol, drugs, tobacco, and sex are also forbidden.

Media: Using laptops to listen to music or to watch movies (with earphones) is permitted for SH students during appropriate times, free period, e.g. The content must be appropriate as it relates to the school's values.

Preparedness: Students are required to bring their computers to class when a teacher tells them in advance to do so. Students must ensure that their computers are fully charged, functional, and able to connect to the Internet.

Printing: All students will have access to printers at school. Although there are adequate printers and paper at school, students should plan to arrive a few minutes early in order to print assignments needed for their first periods.

Students are not permitted to use the printer during class time unless given permission by a teacher. Students may print documents before 7:45 am, and/or during lunch and free periods. We ask that students print only one copy of a document.

Enforcement: Access to The Stanwich School computer systems is a privilege, not a right. Violating the letter or spirit of the above regulations may be cause to limit or deny a student's access to The Stanwich School computer systems. Depending on the severity of the infraction, disciplinary action will take place which could lead to expulsion.

Enforcement Outside of School: The Stanwich School expects that the values we try to instill in every child are carried with them when they are not on school grounds. That said, violation of computer use outside of school is impossible for us to monitor. If, however, the school becomes aware of computer misuse in the form of harassment, bullying, or abuse of anyone – in or out of the Stanwich Community – through the use of email, texting, instant messaging, or while participating in an online community, the school reserves the right to take disciplinary action as outlined under "School Rules." Students who knowingly participate in such activities are at risk of suspension and possibly expulsion, depending on the violation.

UNIFORM REQUIREMENTS

DRESS CODE

The Stanwich School has a clearly defined Dress Code which is strictly enforced. Discretion for the acceptability of all grooming, hygiene and uniform items listed below lies with the Administration and Faculty of the Stanwich Upper School.

The Dean of Students and the Head of Upper School reserve the right to disallow any questionable or inappropriate uniform items. The Stanwich School is mindful of any individual specific concerns regarding the Dress Code and if parents or students have any questions or concerns, they should contact the Dean of Students.

At certain times throughout the school year, Opening and Closing Ceremonies, Photo Day, e.g. students must be dressed in Formal Uniform.

GROOMING AND HYGIENE

Proper grooming and personal hygiene is mandatory for students at the Stanwich School. It is our suggestion that all students bathe every day, keep their nails trimmed and clean, and wear deodorant. We feel this is in the best interest of the community and the individuals within the community.

HAIR

Boys' Length of hair in the back may not extend below the bottom of the shirt collar, and the length of hair in the front may not extend below the eye brows. Facial hair must be neatly trimmed. Extreme or distracting hair styles and hair colors are not permitted.

Girls' Length of hair must be styled so eyes are visible. Extreme or distracting hair styles and hair colors are not permitted.

JEWELRY

Boys': Watches, necklaces, bracelets are allowed. Only a limited number of each may be worn. No earrings or exotic piercings are permitted.

Girls': Watches, necklaces, bracelets and stud earrings or small hoops are allowed. Only a limited number of each may be worn. No exotic piercings are permitted.

MAKE-UP

Modest make-up is permitted for US girls. If worn, must be applied sparingly. No heavy eyeliner, mascara, foundation, or lipstick is allowed.

DRESS CODE/UNIFORM INFRACTIONS

If a student is out of uniform, the student will be provided with an acceptable replacement for that day. Students may also be assigned a lunch time detention that day. If dress code violations become a habit, Friday afternoon detentions will be assigned or the student will be sent home.

SENIOR HOUSE GIRLS

SCHOOL DRESS UNIFORM

SHIRT

Collared dress shirt - solid color, striped, plaid, or checked pattern OR Polo shirt - short or long sleeved, solid color. Stanwich logo Polo shirts are recommended.

Shirts should fit, being neither too tight, nor too big. Girls should wear neutral-color lingerie. A girl's mid-section should never show under any circumstances. No flannel shirts are permitted. No neon, extreme or distracting colors are permitted.

SKIRT

Navy, gray or Stanwich plaid kilt skirt. Girls are permitted to wear bicycle pants or shorts under their skirts when they do not wear tights. Skirt must be no shorter than 2 inches above the crease in the back of the knee. Girls are expected to keep their skirts at the proper length with absolutely no "rolling."

SOCKS/LEGGINGS/TIGHTS

Solid color, striped or patterned socks are permitted. No inappropriate images on socks are permitted. White, black, or navy blue tights or leggings are permitted under skirts. No pajama pants, sweatpants or yoga pants are allowed.

SHOES

Flats, loafers or topsiders in brown, navy blue, or black are permitted. Boots - solid colored, below the knee, heels less than 2 inches, boots in brown, black, gray or navy are acceptable when wearing tights or leggings. Ugg style boots are acceptable when wearing leggings. No Ugg slippers are permitted.

Laced athletic shoes in solid white, gray or navy are permitted. No other athletic shoes, high-top sneakers, or sandals are allowed.

OUTERWEAR

Navy blazers, Stanwich logo V-neck sweaters or solid white, gray, or navy blue pull-over or cardigan style sweaters are allowed. Any Stanwich logo outerwear garments are permitted.

No hooded, ripped or torn garments are permitted. No large logo items or items with inappropriate messaging are permitted. College of choice logo items are permitted for Seniors.

FORMAL DRESS UNIFORM - Opening/Closing Ceremonies, Photo Day, Charter Day or as directed by the Administration.

Required: White short-sleeve Stanwich logo polo shirt, navy blue kilt skirt. **Recommended: Navy blue blazer with Stanwich patch.**

ATHLETIC UNIFORM

Senior House students participating in team sports are required to wear the provided team uniform for competitions. For team practices or PE classes, SH students are required to wear appropriate Stanwich logo t-shirts, gym shorts or athletic pants (unless prohibited by outside organization). No cutting or altering of athletic attire is permitted. No large logo items or items with inappropriate messaging are permitted.

SENIOR HOUSE BOYS

SCHOOL DRESS UNIFORM

SHIRTS

Collared dress/button-down Oxford shirt in a solid color, or striped, plaid, or checked pattern are permitted. Ties are required when a dress/oxford shirt is worn.

Before October 15th and after April 15th, polo shirts - short or long sleeved, in solid color - are allowed. Stanwich logo Polo shirts are recommended.

Boys are expected to keep the top button of their shirts and buttons of their collars fastened with their ties pulled up during the school day. Shirts must be tucked in at all times with belt visible. No flannel shirts are permitted. No neon, extreme or distracting colors are permitted.

TIES

Solid, striped or patterned ties are allowed. Bowties are permitted. No neon, extreme or distracting colors allowed. No inappropriate images on ties are permitted.

PANTS

Dress pants, chino style trousers or corduroy pants in khaki, navy blue or gray.

Before October 15th and after April 15th, khaki shorts are permitted.

Pants and shorts must always be worn with a belt and properly fitting. No cargo or athletic style pants or shorts permitted.

SOCKS

Solid color, striped or patterned socks are permitted. No neon, extreme or distracting colors allowed. No inappropriate images on socks are permitted.

SHOES

Dress shoes, loafers, bucks or topsiders in brown, navy blue, or black are permitted. Boots- in winter, ankle height weather proof shoes or boots in dark solid colors are permitted. No Timberland or "work style" boots are permitted.

Laced athletic shoes in solid white, gray or navy are permitted. No other athletic shoes, high-top sneakers, or sandals are allowed.

OUTERWEAR

Navy blazers, Stanwich V-neck sweaters or solid white, gray, or navy blue pull-over or cardigan style sweaters are allowed. Any Stanwich logo outerwear garments are permitted.

No hooded, ripped or torn garments are permitted. No large logo items or items with inappropriate messaging are permitted. College of choice logo items are permitted for Seniors.

FORMAL DRESS UNIFORM - Opening/Closing Ceremonies, Photo Day, Charter Day or as directed by the Administration.

Required: Dress/Oxford white button down shirt, solid color or striped tie, khaki pants with belt. **Recommended: Navy blue blazer with Stanwich patch.**

ATHLETIC UNIFORM

Senior House students participating in team sports are required to wear the provided team uniform for competitions. For team practices or PE classes, SH students are required to wear appropriate Stanwich logo t-shirts, gym shorts or athletic pants (unless prohibited by outside organization). No cutting or altering of athletic attire is permitted. No large logo items or items with inappropriate messaging are permitted.