



One School Handbook for
Parents and Students
2018-2019



A NOTE TO USERS

The Princeton Academy of the Sacred Heart *One School Handbook* is a guide for both parents and students outlining the philosophies and procedures that have been designed to make the school experience positive and enriching. The *One School Handbook*, is an important resource for students and parents. Please take time to read this publication, as students and parents are responsible for the information contained in it. Some policies and guidelines described in this handbook will change periodically. Princeton Academy reserves the right to make such changes. Nonetheless, the Princeton Academy experience remains the same, and respect for others, courtesy and an abiding sense of fairness give our school its strength and its happiness.

While the printed Student Directory has been a helpful tool for our community, we will no longer be printing the addresses, phone numbers and emails of our students. Princeton Academy sees sustainability as a crucial element for our community as we move forward with improving our campus. In addition to a decrease in printing costs, our families who make changes to their biographical information will no longer be at a disadvantage because their changes would be reflected immediately with the myAcademy Online Directory.

The myAcademy Online Directory via www.princetonacademy.org provides the most up-to-date database information and allows the community to search in many different ways. Our Directory is available exclusively for the use of Princeton Academy students, parents, faculty and staff. It may not be used for the promotion of any activity unrelated to Princeton Academy. It shall not be used for personal gain or made available for commercial or solicitation purposes.



Princeton Academy of the Sacred Heart One School Handbook 2018-2019

HEADMASTER

Alfred (Rik) F. Dugan III

SCHOOL ADDRESS

1128 Great Road
Princeton, NJ 08540

MAIN PHONE NUMBER

(609) 921-6499

The main school number is available on school days from 7:45 a.m. to 6:00 p.m. After school hours, you are able to access your party by entering their extension number, which is listed in the [Faculty and Staff Directory](#).

WEBSITE

www.princetonacademy.org

SOCIAL MEDIA

Facebook

www.fb.com/princetonacademy

Twitter

www.twitter.com/PrincetonAcadSH

Instagram

www.instagram.com/princetonacademyhawks

YouTube

www.youtube.com/princetonacademy



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2018-2019 SCHOOL CALENDAR

SEPTEMBER

3 SCHOOL CLOSED — Labor Day
4 Back to School Orientations
5 Classes Begin; Grade 8 Tie Ceremony 2:00 p.m.
8 4th Annual HAWKFest
10 Middle School Back to School Night 6:30 p.m.
12 Lower School Back to School Night 6:30 p.m.
14 Mass of the Holy Spirit 10:00 a.m. (Dress Uniform)
17 Secondary School Placement Meeting for Grade 8 Parents 7:00 p.m.
TBD School Picture Day (Dress Uniform; Grade 8 in Graduation Attire)

OCTOBER

2 Grade 8 Mockbrook Academy
5 Founders Day; Spirit Club Bonfire 6:00 p.m.
8 SCHOOL CLOSED — COLUMBUS DAY
9 Classes Resume
12 New Parent Cocktail
19 Feast of Mater Admirabilis Prayer Service 2:15 p.m. (Students wear pink shirt)
19-24 Standardized Testing (Grades 3-7)
25-26 NO CLASSES — Middle School and Lower School Parent Conferences
TBD Picture Makeup Day
29 Classes Resume
31 Lower School Halloween Parade 2:00 p.m.

NOVEMBER

1 All Saints' Day Liturgy 10:00 a.m.
16 Feast of St. Rose-Philippine Duchesne/ Thanksgiving Prayer Service 2:00 p.m. (Dress Uniform)
20 End of Middle School Trimester I
21 4th Annual Alumni Hawk Bowl
21-23 SCHOOL CLOSED — Thanksgiving Break
26 NO CLASSES — Faculty/Staff In-service Day
27 Classes Resume; Winter dress code goes into effect
30 PAPA Jingle and Mingle 3:30-5:30 p.m.
TBD SHCOG Visiting Team on campus

DECEMBER

5 Advent Prayer Service 2:15 p.m. (Dress Uniform)
14 Middle School Grade Reports released
20 Christmas Program 9:00 a.m. (Dress Uniform); *Early Dismissal at 11:00 a.m.*
Faculty In-service
21-31 SCHOOL CLOSED — Christmas Break

JANUARY

1-4 SCHOOL CLOSED — Christmas Break
7 Classes Resume
12 One School Cocktail Party
18 Prayer Service for Peace 2:15 p.m. (Dress Uniform)
21 SCHOOL CLOSED — MLK Jr. Day
MLK Day of Service 10:00 a.m. - 12:00 p.m.
25 End of Lower School Semester I

FEBRUARY

12 Lower School Report Cards Released
15 NO CLASSES — Faculty In-service
18 SCHOOL CLOSED — Presidents' Day
19 Classes Resume
TBD Princeton Academy Musical

MARCH

5 PAPA Fat Tuesday Spaghetti Dinner
6 Ash Wednesday Liturgy 10:00 a.m. (Dress Uniform)
8 Middle School Science Expo
11 Middle School ISP Judging, End of Middle School Trimester II
11-15 Lower School Parent Teacher Conferences
18-29 SCHOOL CLOSED — Spring Break*
**Middle School Grade Reports released during Spring Break*

APRIL

1 Classes Resume
8 Parent Orientation: Grade 4 to Grade 5, 7:00 p.m.
10 Parent Orientation: Grade 6 to Grade 7, 7:00 p.m.
17 Evening of the Arts (Grades 5 and 6) 7:00 p.m.
19 SCHOOL CLOSED - Good Friday
22 SCHOOL CLOSED - Easter Monday
23 Classes Resume
24 Evening of the Arts (Grades 7 and 8) 7:00 p.m.
25 Resurrection Liturgy 10:00 a.m. (Dress Uniform)
29-30 Lower School Parent Orientations

MAY

1-3 Lower School Parent Orientations
4 Lower School Spring Concert 2:00 p.m. (Dress Uniform)
10 Feast of Ascension Liturgy –
Celebrate First Communicants 10:00 a.m. (Dress Uniform)
11 Lower School Grandparents Day 9:00 a.m. (Dress Uniform for LS)
12 Princeton Academy Gala and Auction



28 SCHOOL CLOSED — Memorial Day

29 Classes Resume

JUNE

6 Middle School Wax Museum

Alumni Reunion Softball Game 4:00 p.m.

7 End of Lower School Semester II

End of Middle School Trimester III

Field Day

Middle School Athletic Awards 1:00 p.m.

9 Baccalaureate Dinner and Reception 5:30 p.m.

10 Lower School Prize Day 12:00 p.m. (*Dress Uniform*)

Middle School Blue/Green Day,

Early Dismissal for Middle School at 11:00 a.m.

11 Middle School Prize Day 12:00 p.m. (*Dress Uniform*)

Baccalaureate Liturgy and Graduation 6:00 p.m.

12-14 Faculty/Staff Workdays



SCHOOL PROFILE

Our Founding Mission

Princeton Academy of the Sacred Heart, an independent Catholic lower and middle school for boys, is committed to academic excellence within the context of a faith-based community. Our mission is to develop young men with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the total development of each child: spiritual, moral, intellectual, social, emotional and physical. Our philosophy is rooted in the 200-year tradition of the Society of the Sacred Heart, which educates children to become leaders of a just society by adhering to the following five goals:

- A personal and active faith in God
- A deep respect for intellectual values
- A social awareness which impels to action
- The building of community as a Christian value
- Personal growth in an atmosphere of wise freedom

Diversity Statement

In the spirit of Sacred Heart Goal IV, Princeton Academy of the Sacred Heart is committed to educating to the building of community as a Christian value. We aim to be a diverse school community, as we make a deliberate effort to enroll students and employ faculty and staff of diverse races, ethnicities, backgrounds and identities. We promote a safe and welcoming environment in which each person is valued, cared for and respected. We support all members of our community and work to help all accomplish goals and achieve success. The adult members of our school model and teach skills needed to build community and practice clear, direct and open communication. As a school, we have in place programs that teach the principles of nonviolence, conflict resolution and peacemaking. Our mission is to recognize, respect, and appreciate the uniqueness of each individual, to provide experiences in 21st century skills, and to develop in our students an understanding of global awareness. Our vision is to prepare our students to succeed and take responsibility in today's global and diverse world.

History of Sacred Heart Schools

St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France in 1880. St. Rose Philippine Duchesne embarked from France in 1818 to spread the work of the Society to the Potawatomi Indians in the Kansas area. She founded the Academy of the Sacred Heart, the first Sacred Heart School in the United States in St. Charles, Missouri. Today, schools and other works of the Society of the Sacred Heart are flourishing in over 40 countries throughout the world. Among the over 200 schools, 24 are in the United States, united by the philosophy stated in the five goals of Sacred Heart Education.



History of Princeton Academy of the Sacred Heart

In October of 1998, a visionary group of individuals, many of whom had their roots in Stuart Country Day School of the Sacred Heart as parents, alumni and faculty recognized a need for a values-based school for boys. This group became the founding Board of Trustees, and the school was formally incorporated. In September 1999, Princeton Academy of the Sacred Heart opened its doors with 34 students in Grades K-3 and 14 faculty and staff in rented space on the current campus. The following September, we grew to 94 students in K-Grade 6 and the faculty and staff grew to 33. In December 2000, Princeton Academy purchased the current property and by February of 2002, Princeton Academy was able to retire the mortgage. In November 2003, Princeton Academy received accreditation from Middle States Association of Colleges and Schools. In 2008, Princeton Academy was formally admitted into the Network of Sacred Heart Schools.

Mascot, School Crest and School Colors

The Hawk, specifically, the red-tailed hawk, is our school mascot. The red-tailed hawk is a beautiful bird and the most common hawk in North America. It is a bird of prey and a bird of open country. It has sharp eyes for hunting. It can be often seen soaring above open fields, slowly turning circles on its broad, rounded wings in search of prey. It should be noted that the red-tailed hawk is known for its red colored tail but the red tail of the hawk only appears when the bird reaches maturity. The red-tailed hawk is often seen soaring above Princeton Academy's campus. It is clear that it soars for the sheer joy of it. The hawk is a symbol of many attributes including: clear sightedness and observation, courage, wisdom, illumination, creativity, truth, experience, wise use of opportunities, and perseverance. The red-tailed hawk is an appropriate mascot for Princeton Academy as it is a symbol of the many attributes that Princeton Academy students aspire to as gentlemen and scholars.

Princeton Academy's School Crest also represents the aspirations of the students. The crest has a hawk, a heart, a cross and an open book. The hawk represents truth, the heart is compassion and courage, the cross represents faith and spirituality, and the open book signifies knowledge and intellectual growth. Compassion is the bond that links faith, truth, intellectual growth and courage. Princeton Academy's mascot and school crest work together to exemplify Princeton Academy's identity and spirit. Princeton Academy's school colors are blue and green. They were chosen to reflect the colors of a healthy planet. They reflect our school mission to instill in our students to be active stewards of our Earth.



Traditions

Congé

As you walk the halls of Lower and Middle School, you can hear the word Congé over and over again! Students are asking when is Congé? Congé is a French word meaning “holiday.” It is a surprise, in-school holiday during which the usual class schedule is suspended in favor of fun activities. Saint Madeleine Sophie Barat was heard to say “As for vacations, I think we should have them.”

Espacio

The practice of Espacio takes place daily at Princeton Academy. Espacio is a time of silence, a time of thought, and a time of prayer. We encourage students to put themselves in a place of quiet reflection. It is a peaceful time that allows for deep contemplation as it gives students the opportunity to make meaningful connections in their lives.

Feast of Mater Admirabilis

On October 20 in honor of our Lady, Mater Admirabilis, students wear pink and attend an All School liturgy. In 1844, Pauline Perdreau, a young Frenchwoman, later a Religious of the Sacred Heart, painted a picture of Jesus’ mother Mary on one of the cloister walls at Trinità dei Monti in Rome. When Pope Pius IX visited Trinità and was shown the fresco, he exclaimed, “She is truly Mater Admirabilis,” mother most admirable. Our Lady as Mater Admirabilis is considered the patroness of Sacred Heart schools throughout the world. At Princeton Academy, she has been depicted on a silk banner which hangs in the Chapel Library. Her feast day is October 20.

Feast of St. Rose Philippine Duchesne

Philippine Duchesne was the first Religious of the Sacred Heart to bring the Society to the Americas. She was canonized by the Church on July 3, 1988. Her feast is celebrated on November 18.

Feast of St. Madeleine Sophie Barat

Madeleine Sophie Barat founded the Society of the Sacred Heart in 1800. Across the world her feast day is celebrated on May 25.

Feast of the Sacred Heart

Celebrated in June, this important feast is the day the Religious of the Sacred Heart worldwide renew their vows.

Field Day

Held towards the end of the academic year, students participate in races and athletic events. At Princeton Academy, the boys and their Prayer Buddies are assigned to teams that represent all grades.



Friday Thank Yous

Each Friday, students meet in assembly to say “thank you.” Students take turns sharing what they are most grateful for in this very special Princeton Academy tradition. On the last Friday of each month, the entire Princeton Academy community gathers in the McPherson Athletic and Convocation Center (MACC) for a special One School Friday Thank Yous.

Goûter

Goûter is a long-standing tradition in Sacred Heart schools. According to the Network of the Sacred Heart, in days past, it was common for classes to meet until five o’clock in the afternoon. As students became hungry, it was necessary to provide the students with a mid-afternoon snack. Today, Goûter, is a special treat that is shared during festive occasions and important celebrations.

Kettle Up

A kettle is a group of hawks in flight. Using their powerful wings, they spiral upward as they soar through the sky. Hawk kettling serves as a form of hawk communication, an alert message signaling the time to take flight. The hawks work together in their airborne community as they support each other in gaining altitude and conserving strength. When Princeton Academy Hawks gather as One School, we “Kettle Up!” All students, faculty, and staff gather together in the spirit of Sacred Heart Goal IV, the building of community as a Christian value. We Kettle Up for special times during the school year including our One School Friday Thank Yous each month. As One School, we are strong, we are purposeful, and we soar with heart.

Morning Handshake

Each morning students in Lower School are greeted with a Morning Handshake from the Head of Lower School. Middle School students are greeted with a handshake from the Headmaster. This tradition sets the tone for the day and helps each student understand that they are valued and known.

Prayer Buddies

Each Middle School student is assigned a student from the Lower School with whom he will be a prayer buddy throughout the year. Activities are held throughout the year that will enable the Middle School student to form a mentoring relationship with his buddy. Additionally, the Middle School student will help and be responsible for his prayer buddy during liturgies and all other school activities.



2018-2019 Board of Trustees

Kenneth Harlan, *Chair*

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Bob Casey

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Diana Sullivan

*Lou Tesoro

Amrit Walia-Zaidi

*Forwood (Duke) C. Wisner III

*Fidelma Woodley

Bo Wu

**Denotes Emeritus Trustee*

School Leadership Team (SLT)

Alfred (Rik) F. Dugan III - Headmaster

Paul Clewell - Director of Athletics

Joanna Rodriguez Dugan - Director of Marketing and Communications

Ralph Ferrara - Director of Finance and Operations

Brooke Gadasi - Director of Development

Kathleen Humora - Head of Middle School

Paris McLean - Head of Lower School

Hillary Nastro - Director of Enrollment Management

Raymond Shay - Director of Technology and Summer Programs



SACRED HEART GOALS AND CRITERIA

Princeton Academy is a member of the Network of Sacred Heart Schools. Each school is independent of each other, but we share a common heritage, a common purpose, and a strong bond. This is due to the five Sacred Heart Goals, which form the foundation for character. Each goal does not stand alone; they connect with each other in every way.

Goal I

Schools of the Sacred Heart commit themselves to educate to a personal and active faith in God.

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

Goal II

Schools of the Sacred Heart commit themselves to educate to a deep respect for intellectual values.

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

Goal III

Schools of the Sacred Heart commit themselves to educate to a social awareness which impels to action.

- The school educates to a critical consciousness that leads its total community to analyze and reflect on the values of society and to act for justice.



- The school offers all its members opportunities for direct service and advocacy and instills a lifelong commitment to service.
- The school is linked in a reciprocal manner with ministries among people who are poor, marginalized and suffering from injustice.
- In our multicultural world, the school prepares and inspires students to be active, informed, and responsible citizens locally, nationally, and globally.
- The school teaches respect for creation and prepares students to be stewards of the earth's resources.

Goal IV

Schools of the Sacred Heart commit themselves to educate to the building of community as a Christian value.

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

Goal V

Schools of the Sacred Heart commit themselves to educate to personal growth in an atmosphere of wise freedom.

- All members of the school community show respect, acceptance and concern for themselves and for others.
- School policies and practices promote self-discipline, responsible decision-making, and accountability.
- Students grow in self-knowledge and develop self-confidence as they learn to deal realistically with their gifts and limitations.
- School programs provide for recognizing, nurturing and exercising leadership in its many forms.
- The school provides opportunities for all members of the community to share their knowledge and gifts with others.
- All members of the school community take personal responsibility for balance in their lives and for their health and well-being.



LEARNING PRINCIPLES FOR BOYS AND INDICATORS

Princeton Academy's *Learning Principles for Boys* represent the uniqueness of boys and how they learn best. Through research, influential texts, and best practices as well as observation and direct work with boys, our faculty has developed the following learning principles based on specific indicators in our daily practice.

Learning Principle #1: *Boys learn best when they are navigators of their own learning*

Indicators:

- Teachers present realistic situations so that boys may develop their skills to observe, question and critically solve problems
- Teachers place authentic value on the work of boys
- Boys develop a clear sense of their audience as they develop and produce their work
- Boys experience a growing sense of efficacy
- Boys are actively engaged in both the process and product of their work
- Teachers pre-assess knowledge to validate what boys already know
- Teachers allow boys to draw, read, and write about what interests and engages them

Learning Principle #2: *Boys learn best deductively*

Indicators:

- Teachers provide time for regular reflection, self-assessment, and self-adjustment.
- There are ample opportunities to apply prior learning to new tasks
- Learning experiences for boys contain an established framework, rules, major concepts, and then proceed to application and practice
- Teachers carefully balance direct instruction and student inquiry

Learning Principle #3: *Boys learn best when given clear goals and feedback*

Indicators:

- Teachers present clear priorities during learning experiences for boys.
- Instruction and curriculum present high standards for boys
- Teachers provide individual and regular specific feedback to boys on their own progress toward objectives (not comparative)
- Instruction and curriculum present high standards for boys
- Teachers are responsive and flexible in order to meet the shifting needs of boys
- Teachers rethink homework (i.e. offer online homework that gives immediate feedback, differentiates, is not make-work)
- Teachers uphold clear expectations and boundaries for behaviors

Learning Principle #4: *Boys learn best when they are not afraid of failure*

Indicators:

- Boys need a safe and supportive environment for intellectual risk taking



- Error analysis is seen as part of the learning process
- Boys need permission to question assumptions and habits
- Curriculum, instruction, and assessment capitalize on the interests, preferences, strengths, contributions, and prior knowledge of boys
- Perseverance, self-discipline, and effort are honored and encouraged
- Failure as a result of appropriate risk taking is seen as part of an iterative process of learning

Learning Principle #5: *Boys learn best through relational experiences*

Indicators:

- Boys learn best when they have a positive primary relationship with their teacher, coach or mentor
- Boys learn best by experience from modeling by the teacher, coach or mentor.
- Teachers understand boy humor
- Teachers understand a boy's need for movement



PORTRAIT OF A PRINCETON ACADEMY GRADUATE

WHO HE IS	WHAT HE DOES
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ACTIVE CITIZEN

Kind, Compassionate, Empathetic and Caring	Gives back to his communities, nation, and world
Self-Aware, Humble, Courteous, and Confident	Respects others – appreciates the talents and limitations of self and others
Good Communicator	Listens to others, speaks and writes clearly, honestly, and openly
Moral and Trustworthy	Behaves ethically, and responsibly
Global and Accepting	Knows other cultures and languages, and understands and values diversity
Courageous Leader	Acts on his beliefs and serves others

LIFE LONG LEARNER

Loves to Learn	Observes, questions, and connects
Creative and Flexible	Solves problems resourcefully
Resilient	Gives effort and perseveres
Analytical	Thinks critically
Informed Risk Taker	Learns from his mistakes

SPIRITUAL INDIVIDUAL

Hopeful	Grows in his faith/ Seeks truth and understanding
Embracing	Respects the faith of others



LOWER SCHOOL

Expectations

Princeton Academy of the Sacred Heart is an educational institution where boys foster lifelong friendships, continue their development of respecting the rights of others, and learn to embrace, accept, and honor the unique differences of others. Each boy at Princeton Academy has the right to learn, play, and grow within an environment where he feels comfortable, accepted, and included. To ensure this, our educators in partnership with our families will continually develop our boys to:

- Treat all people with courtesy and kindness
- Display empathy and appreciation of others
- Problem solve without the need for physical contact
- Seek opportunities to assist others in need
- Respect the property of others
- Commit actions of honesty and integrity

Under the guidance and leadership of our faculty and staff, Princeton Academy continually strives for our students to exhibit personal self-discipline and self-regulation. This is manifested through clear, logical reasoning, and actions that are rooted in the Sacred Heart *Goals and Criteria*. Faculty will address disciplinary infractions quickly and appropriately. It is important to note that faculty, especially within different grade levels, may have different styles and approaches, all of which are age appropriate. As partners in the development of young boys, Princeton Academy will proactively communicate with families around their son's behavior, believing that open and clear communication and expectations will foster growth within our boys.

The following actions are possible responses to behavioral issues:

- The student and teacher will discuss the incident so as to provide an opportunity to fully reflect as to why a behavior was inappropriate and should not be repeated.
- A teacher may remove the student from a group or activity for a short time, thus allowing him to self-regulate his emotions and refocus his efforts.
- A student may be asked to write an apology, compose a reflection, or undertake some other meaningful and appropriate task to solidify the learning moment.
- Depending on the nature of the behavior, the teacher may discuss the problem with the parent(s)/guardian and request support from home.
- Overly aggressive behavior, possession of a weapon, physical violence, deliberate defiance of an adult, stealing, bullying, and making racial, ethnic, sexual or religious insults will be considered serious offenses and will be addressed by the Head of Lower School with the possibility of suspension.
- During an in-school suspension, the student will be required to complete his daily work and eat lunch in a supervised, designated area separate from his classroom.



These guidelines are subject to the discretion of the Head of Lower School. The Headmaster will become involved when the above interventions have not produced the desired results. He retains the right to waive any rule at his discretion.

Anti-Bullying Statement

Princeton Academy of the Sacred Heart expects students to accept responsibility for their actions at all times. Students are expected to behave intelligently and with sensitivity, and to conduct themselves honestly and respectfully whether on or off campus. We believe in providing our students with a safe learning environment that is free from all forms of harassment, intimidation and bullying.

Any student who feels that he or any other student has been targeted by an action of bullying, cyberbullying or retaliation is strongly encouraged to report the matter promptly to a member of the faculty or administration.

Any parent or guardian who feels that a student has been targeted by an action of bullying, cyberbullying or retaliation is strongly encouraged to report the matter promptly to a member of the faculty or administration.

Communications

Email

Email is our main means of communicating with families. All school, as well as division, information is communicated via email. In addition, it is often easier to reach faculty via email. Please allow 24 hours for faculty, staff or administration to respond. To send an email to a faculty or staff member, you can form their email address by using the first letter of their first name followed by their last name. For example, "John Smith" would become "jsmith@princetonacademy.org."

Telephone

The receptionist is available at (609) 921-6499 from 7:30 a.m.-6:00 p.m. during school days and from 9:00 a.m.-3:00 p.m. during vacations. Families may contact division heads, administrators or faculty during these times. Families may also contact the Lower School Office at (609) 921-1876 from 7:30 a.m.-3:30 p.m. on school days.

Fax

The Lower School Office fax number is (609) 921-8213.

Lower School Notes

Lower School Notes is published by the Lower School Office bi-weekly and is the main means of communication to Lower School families. It contains information regarding upcoming events,



special division news and issues pertaining to Lower School families. Lower School Notes is sent via email.

Parent-Administrator Contact

The Head of Lower School maintains an open door policy and is always available to speak with families. Please contact the Lead Classroom Teacher first concerning classroom issues. If further assistance is needed, please contact the Head of Lower School at (609) 921-1542. You may also schedule an appointment by calling the Lower School Office at (609) 921-1876.

Parent-Teacher Contact

It is essential that families communicate with the Lead Classroom Teacher when they have any concerns or questions about their children. Faculty may be contacted via email, through a note with your child in the morning, or by leaving a message with Assistant to the Head of Lower School John Kling in the Lower School Office. Messages will be passed on in a timely fashion. Our teachers have been asked to respond to all messages within 24 hours.

Unless you have scheduled an appointment, please do not drop-in on the teachers in the morning, as interruptions at this time can affect the morning routine for the boys. As most of the teachers have carpool duty or other responsibilities at dismissal, it is crucial for the safety of the boys, and to ensure a smooth dismissal process, that teachers are not engaged by families at this time. The teacher will contact you with the best time to meet or have a phone conversation.

Parent-Teacher Conferences

Communication between families and teachers is essential to ensure that each student is making progress. While families are encouraged to contact a teacher anytime they have a question or concern about their child's progress, the most efficient way of facilitating this communication is through Parent-Teacher Conferences. Parent-Teacher Conferences occur twice a year: fall and spring. Please refer to the school calendar for the dates. Additional conferences may be held upon the request of a parent, teacher, or the Head of Lower School at any time.

Who to Contact IF...

<i>My son will be out ill.</i>	School Nurse Dolores Hawrylo, RN dhawrylo@princetonacademy.org
<i>My son is out ill and I want his homework.</i>	School Nurse Dolores Hawrylo, RN dhawrylo@princetonacademy.org
<i>I have a question regarding my child's progress.</i>	Classroom teacher



<i>I want information regarding educational testing.</i>	Reading and Learning Specialist Sharie Verdu sverdu@princetonacademy.org
<i>I want information regarding tutoring.</i>	Reading and Learning Specialist Sharie Verdu sverdu@princetonacademy.org
<i>I would like to speak with the school psychologist.</i>	Dr. Kenneth Shore kshore@princetonacademy.org
<i>I have a change in my afternoon transportation.</i>	Assistant to the Head of Lower School John Kling jkling@princetonacademy.org (609) 921-1876
<i>I have a question regarding the school bus route.</i>	Your local school district
<i>There is a discipline problem on the bus.</i>	Your local school district
<i>I have a question regarding Extended Day Programs.</i>	Extended Day Programs Coordinator Vince Geraci vgeraci@princetonacademy.org

Report Cards

Report Cards are issued twice a year: February and June. A Report Card includes a subject checklist and a narrative report from each Classroom Teaching Specialist and Lead Classroom Teacher. In addition, Lead Classroom Teachers will distribute mid-semester Progress Reports.

Teachers' Class Spaces in myAcademy

Teachers maintain their digital Class Spaces in myAcademy with information concerning units of study, homework, recommendations for websites that are supportive to our curriculum and general information regarding their classrooms, including video, photographs, and other media. Please check the web pages weekly.

Technology

Responsible Use Policy

As technology becomes an increasingly important role in your son's education, we want to ensure that he is able to utilize it in a safe and proper way. As with all things at Princeton Academy, a guiding principle is that students have respect for self and respect for others. We encourage you to



become familiar with our policies and to discuss them with your son as appropriate for his age and level of computer expertise.

- Unmonitored access is not provided—a faculty member of Princeton Academy will observe and review any online activity.
- Computers and iPads are for academic and research purposes and by instruction of the teacher.
- Students will not use technology to infringe upon the rights of other students. This includes but is not limited to attempting to learn the password of another student or altering the work of another student.
- Students will not alter the contents of the hard drive of any school computer.
- Students will not attempt to access the school’s network for anything beyond normal classroom use.
- Students should not give out personal information such as address, telephone number, families’ work address/number, or the name and location of the school.
- Students should tell a trusted adult right away if they come across any information that makes them feel uncomfortable.
- Students should not send a picture or anything else without first checking with a teacher.
- Students should not respond to any messages that are rude or offensive in any way and should notify a teacher right away so they can decide if it is necessary to contact the online service or the authorities.
- Students should not download anything without teacher approval.
- The Internet is a large community; therefore, our behavior while on it affects others. Students should always be polite to others and respect their privacy.
- Students will respect copyright laws and check online sources. When writing reports they will be instructed in the appropriate ways to cite sources.
- Princeton Academy has placed appropriate safeguards in place to protect our students from sites containing pornography, controlled substances, or dangerous or violent activities. If a student accidentally gains access to such a site, they should immediately notify a faculty member.
- Students will not use the computer in a manner that is in conflict with the mission and spirit of the school.

In addition, Princeton Academy recommends the following:

- Computers (and Internet access) should be placed in an open, visible location in a common area of the home, for instance in a family room or living room. Children should not have computers in their bedrooms.
- Students should never agree to meet with someone they “meet” online and should never provide any personal information (name, address, phone number, etc.) to anyone online.
- families should place filters and safeguards on search engines such as Google, Bing, and Yahoo.



Educational Policy

Class Trips

Off campus field trips are an important extension of the Lower School curriculum. Every grade will participate in several such experiences throughout the academic year. Grade Level Teachers will provide specific information, along with a trip reminder that will be sent home a week prior to each trip. Given the educational nature of these trips, students will not visit gift shops or have any need of money. Boys will wear dress uniforms, unless otherwise specified.

Chaperone Guidelines

Princeton Academy of the Sacred Heart views class field trips as extended learning opportunities that enhance our Lower School curriculum. For these field trips, there are times when family members from a homeroom may be needed in a volunteer chaperone capacity.

In order to best assist our homeroom teachers, ensuring that the boys are able to enjoy a safe, fun and educational experience, the Lower School has crafted a set of supportive guidelines. We greatly appreciate the time and effort provided by our family volunteer chaperones and thank you for participating.

- Model and promote behaviors that reflect our Sacred Heart values and mission throughout the day
- Maintain the safety and security of the boys in your group by keeping them within sight at all times
- Providing food products to any of the boys in your group or others on the trip is not permitted
- No items will be purchased for the duration of the field trip
- Other children (siblings, relatives, friends, etc.) are not permitted on field trips
- Electronic devices may not be shared with or used by the boys
- Please minimize the use of your mobile device in order to remain fully present

Homework

Homework assignments are designated at the discretion of the Lead Classroom Teachers. Homework is a meaningful extension of the student's classroom instruction and a reinforcement and expansion of what he is learning at school. Students are responsible for their homework. Families can play an important part by helping their son(s) set up a homework routine, which would include a scheduled time for homework, a properly equipped workplace, a quiet environment, and a system for packing up for the next day. However, taking too active a role in completing a boy's assignment may prevent him of the necessary developmental growth of assuming his own responsibilities. Please communicate all homework issues with the Lead Classroom Teacher. The recommended homework times for Lower School students are listed below. ***Please note that these are guidelines and actual times will vary for individual children.***



Kindergarten	5 minutes plus parent reading to child
First Grade	10 minutes plus reading
Second Grade	20 minutes plus reading
Third Grade	30 minutes plus reading
Fourth Grade	40 minutes plus reading

Classroom Placement

In May, classroom teachers begin assembling information based on the assessments from the school year, social interactions between boys and groups that will assist the Admission Committee in class placement. By June 1, the faculty will submit class lists for the upcoming school year to the Head of Lower School. Families may submit information about the placement of their son(s) for the next school year. Information from families should be submitted in writing to the Head of Lower School by May 15. All information submitted is taken into consideration.

ERB Testing

National standardized assessments begin with Grade 3. Our boys are administered the Education Records Bureau (ERB) assessments to assist our educators and school leadership in the proactive and thoughtful reflection of our program. While these dates may change, typically ERB testing occurs every morning for a week in October. Please reference the school calendar to confirm the actual testing period. Information is available from the Lower School Office.

Student Support Services

Supporting Student Accommodations

Our goal is for all our students to meet with academic success and to build confidence as active and engaged learners. Educators and administrators will partner with families in an effort to provide a successful academic and social experience for all students from Kindergarten through Grade Eight. We recognize that students with diagnosed learning differences may need extra support in designated areas. While we expect all students to meet the school's academic standards, we strive to support students with learning differences so that they may have a fair and reasonable opportunity for academic success.

In determining which accommodations will be provided, the school will consider the extent to which an accommodation may affect the nature of the school's academic and co-curricular programs, the quality of student life, the reasonableness of a requested accommodation, whether its costs create an undue burden on the school and its personnel, and the extent to which the family and student will support the school's recommendations. The essential academic requirements of the school will not be altered. Princeton Academy reserves the right to evaluate test results and to review testing conducted by educational consultants. Once a diagnostic report is accepted by the Head of Lower School, the teachers, the student, and the family work together to develop and facilitate recommended strategies and accommodations. Periodically, students and teachers, with the approval of the Head of Lower School, will review and adjust the accommodations that have been



arranged. While Princeton Academy makes reasonable efforts to support students it accepts, the school may determine that a student's needs would be better served in a different academic setting.

Documentation Requirements

In order to receive accommodations, a student must have an evaluation completed and a report written by a qualified Learning Specialist/Psychologist within the last three years. Once the report has been submitted to the school, and accepted by the Head of Lower School, it will be kept in the student's file, and the school's confidentiality procedures will be followed.

This comprehensive evaluation should include the following:

- The specific disability or disorder which has been diagnosed
- A recommendation for specific accommodations, with an explanation of why the disability requires each accommodation requested
- Relevant educational, developmental and medical history of student
- Thorough documentation of the techniques or methods of evaluation
- Complete Test results and subtest scores
- The professional credentials of the evaluator (license, certification, area of specialization)

Reasonable Accommodations

In a K-8 school, the nature of accommodations for learning disabilities changes over time, as the student becomes an increasingly mature and independent learner, and capable of self-advocacy. When a properly documented learning disability exists, the School will endeavor to reasonably accommodate the student.

Possible accommodations may include the following:

- Providing extended time on tests and quizzes
- Providing areas outside of the classroom for assessments when possible
- Allowing preferential seating
- Allowing for the use of assistive technology in and out of the classroom, such as computers, iPads, digital recorders, etc.
- Academic supplements in and out of the classroom
- Making thoughtful modifications of assignments
- Adjusting the school's foreign language requirement

Other accommodations are allowed in cases when the core requirements of the course are not compromised, when existing resources are available, and when a student cannot use mainstream methods.



Attendance Policies

Absence

Please notify the School Nurse Dolores Hawrylo, RN at (609) 921-6499, ext. 204 by 8:00 a.m. with the reason for your son's absence. Please do not send an email to the classroom teacher, as they are preparing for the academic day and will not receive the message in time. If you would like your son's homework for the day, please leave your request with School Nurse Dolores Hawrylo by 8:00 a.m., when you call in the absence. Homework will be sent to the front desk in the Narthex for pick-up by 3:00 p.m.

Students returning from an extended absence may be required to obtain a doctor's note to return to school. Any student absent more than 18 days during the school year may jeopardize his academic progress. Students may be eligible for home instruction in cases of extended absence.

Students who are well enough to attend school will be assumed to be well enough to participate in all school activities including physical education and recess, unless we are otherwise instructed by a physician.

Arrival and Dismissal

School begins promptly at 8:00 a.m. Students may begin arriving at 7:30 a.m. and should report to the Chapel Library until they are dismissed to their classrooms. There is an Early Morning Drop-Off program beginning at 7:00 a.m. in the Chapel Library. Arrangements should be made through First Grade Teacher and Extended Day Program Coordinator Vince Geraci. There is a fee for this service.

Early Dismissal

Parent/Guardian of students needing to leave school early should sign their son out at the front desk in the Narthex. Please send a note to the teacher in advance if your child needs to leave early. Should your dismissal arrangements change during the course of the day, all changes must be communicated by 2:00 p.m. via email to Assistant to the Head of Lower School John Kling at jkling@princetonacademy.org. If you do not receive a confirmation response within an hour, please call the front desk at (609) 921-6499.

Planned Absence

Regular school attendance is essential to the progress and achievement of the student. Medical and other necessary appointments should be arranged outside of class time whenever possible. We think it is reasonable to expect families to fit their travel and vacation times within the ample school holidays. If families know in advance that their child will be absent for one or more days for reasons other than an illness, a parent note explaining the reason for the absence must be given to Paris McLean, Head of Lower School. The teachers are not required to provide work in advance for these unexcused absences. However, we will expect the child to make up the work upon returning.



Tardiness

Punctuality is a key skill for academic and career success. Tardiness is disruptive to the classroom and negatively impacts your child's academic day. Families are requested to set a positive example and bring students to school on time. Attendance is taken between 7:55 and 8:00 a.m. Boys not in their classrooms by 8:00 a.m. are considered late. If your son is late, he must sign in at the front desk, prior to reporting to the classroom. A student arriving after 11:30 a.m. will receive a half-day absence. Habitual tardiness will be handled by the Head of Lower School.

General Information

Birthday Celebrations and Parties

Lower School students love to celebrate birthday parties, but in-school celebrations should be simple. Cookies or cupcakes are appropriate along with a healthy drink. As we have children with life threatening food allergies, the Lead Classroom Teacher must be informed before treats are brought to school. Children who do not have birthdays during the school year should feel free to celebrate their half birthdays if they choose. A wonderful way of celebrating your son's birthday is by donating a book to the school library, where a special nameplate will be inscribed indicating its donor.

When parties or celebrations are held outside of school, we ask that families be sensitive to the potential for hurt feelings of children who may not have been asked to attend. As a school community we strongly encourage you to follow the guidelines listed below:

- Please do not leave only a few children in a class off the invitation list; invite all children, or only a few children.
- Please do not distribute invitations in school or pick up the birthday group at school.
- Please help your child to understand how many children you can comfortably accommodate at a party and how to be sensitive to those not invited.
- Please do not send gifts for the birthday child to school.

Deliveries for Students

We understand that sometimes a student may forget his homework, lunch or some item needed for the day. We do ask that all of these items be left at the front desk and the receptionist will see that the item is delivered to the student. Often, classes are conducting important lessons, tests, or activities that cannot be interrupted by adults walking in or knocking on the door. We appreciate everyone's assistance with this matter. Please list your son's name and teacher on the item.

Inclement Weather and Emergency Closing Procedure

Families are urged to make decisions about the safety of their children during severe inclement weather. The safety of students is of prime importance to the school. In our efforts to improve communication between school and families, Princeton Academy of the Sacred Heart has implemented a telephone broadcast system that enables school personnel to notify all households and families by phone within minutes of an emergency or unplanned event that causes early



dismissal, school cancellation, or delayed opening. This service is provided by SchoolMessenger, a company specializing in school-to-parent communications. Princeton Academy will continue to report school closings due to snow or other weather conditions via email, on our website (www.princetonacademy.org), and NJ 101.5 radio station. This broadcast message system is an overlay to those other methods of communication.

When used, the service will call the home, cell, and work phone numbers families have provided to the school as contact information. The service will deliver a recorded message from a Princeton Academy administrator, to both live answer and answering machines. No answers and busy signals will be automatically re-dialed twice in fifteen-minute intervals after the initial call.

Please note the following:

1. This requires nothing from families; Princeton Academy will use the phone numbers families have provided to the school for contact purposes
2. All contact numbers are strictly secure and confidential and are only used for the purposes described.

Here is some specific information families should know about the system:

- **Caller ID:** The Call ID will display (609) 921-6499, which is the main number for Princeton Academy.
- **Live Answers:** There is a short pause at the beginning of the message. Phones should be answered as normal with hold briefly to allow the message to begin.
- **Answering Machines:** The system will detect that an answering machine has picked up the call and will play the message. An answering machine must pick up after four rings in order for the message to be left.
- **Message Repeat:** At the end of the message parents will be prompted to "press any key" to hear the message again.

Families should inform the Assistant to the Head of Lower School of any changes to home, cell, and work contact numbers so that contact information remains current. SchoolMessenger contact information will be updated every two weeks. This will ensure that the SchoolMessenger program is able to reach families in the event of an emergency.

Emergency Information

It is imperative that we have up to date information on each child, including phone numbers, address, allergies and individuals that we can contact in case of emergency. Families are asked to update their information at the beginning of the academic year and should notify the division office should any changes occur at any time during the year.



Extended Day Programs

Princeton Academy offers several after-school opportunities for Lower School students. A list of programs and a fee schedule are published and sent home prior to the beginning of each trimester. Any inquiries about the program should be made to Extended Day Programs Coordinator Vince Geraci at vgeraci@princetonacademy.org.

Hawk's Nest

The Princeton Academy Parents Association (PAPA) maintains a school store stocked with pencils, clothing, sportswear, belts and seasonal items. Hawk's Nest is located on the second floor of Kalkus House. It is managed by an honor system and is open during school hours.

Health

The school nurse is here to look after all student records, immunizations and general health issues. If your son has any condition that requires a specific medication to be given in school, a written order from the physician or parent, along with the properly labeled medication (name, medication, dosage and time to be given) is required before the medication can be dispensed. If a child becomes ill or is injured during the day, the school will administer whatever first aid measures are essential and will then telephone the parent(s)/guardian(s) before proceeding with further treatment. Students who are well enough to attend school will be assumed to be well enough to participate in all school activities including physical education and recess, unless we are otherwise instructed by a physician.

All required health forms and immunizations must be up-to-date before the beginning of the school year. Please contact School Nurse Dolores Hawrylo, RN (609) 921-6499, ext. 204 if you have any questions.

Library

The William E. Simon Chapel Library maintains an extensive collection of books specifically chosen to support our academic program and the literary interests of boys. Families are encouraged to honor their son's birthday or other memorable event by donating a book in his honor. Our librarian is happy to assist you in this process. Boys visit the library weekly and are allowed to borrow books throughout the academic year, provided they have returned the books already checked out. All library materials are to be returned by mid-May in order to complete an annual inventory. Families will be billed for lost or damaged books. Report cards may be withheld pending payment of outstanding fines.

Lost and Found

Every article of your son's clothing including pants, shirts, shoes, mittens, sweaters, and boots must be clearly labeled using iron-on labels or laundry marker. Labeled items will be returned to their owner. Please check the Lost and Found cabinet located in the lobby of the Lower School for missing items. Any found articles should be turned in to the Lower School office or to the homeroom teacher. Unclaimed items will be donated to charity in December, March and June.



Lunch

All students are expected to bring their own lunches and beverages. We encourage families to pack healthy lunches and drinks in environmentally friendly reusable containers when possible. If your child forgot his lunch, please drop it off at the front desk in the Narthex by 11:00 a.m. Daily lunch service is available by Smart Lunches and orders can be placed online at www.smartlunches.com.

In addition, PAPA coordinates a pizza lunch on select Fridays throughout the school year. A communication regarding Pizza Friday is sent via email at the beginning of the school year and includes the dates and costs of the program as well as the ability to submit a payment online.

Telephones

In an emergency, families may leave messages for their child with the Assistant to the Head of Lower School (609) 921-1876 or the receptionist at (609) 921-6499. Students with cell phones must keep them turned off and out of sight while they are present on the Princeton Academy campus. Cell phones found in use will be delivered to the Lower School Office for the remainder of the school day. The student will be permitted to retrieve their phone at dismissal.

Toys

We ask that students not bring toys. Electronic equipment such as video games, iPods or cameras are not permitted without prior approval and should remain at home as Princeton Academy cannot be held responsible for their loss. Appropriate sports equipment to use at recess may be brought to school at the discretion of the teacher.

Transportation

Drop-off and pick-up procedures have been devised for the greatest possible protection of our students. The success depends upon your cooperation. For their safety, we remind you that NJ State law requires children below 8 years of age, or weighing less than 80 pounds to be in a booster seat. For their safety, as well as yours, please refrain from talking on a cell phone or texting while driving in car line.

Morning Car Line Procedure

Lower School families should bear to the right of our driveway and drop-off students at the rear LS entrances.

- Beginning at 7:00 a.m., you may drop your son off at the Main Building for Early Morning Care.
- Beginning at 7:30 a.m., Mr. McLean will be outdoors to greet the boys. Simply stay to the left on the rear driveway and wait for the greeter to open your son's door.
- To facilitate the car line, we ask that boys be seated behind the driver. **No cars should pass a stopped car in the line.**
- Should you need to enter the building, you should pull past the speed bump, and pull into a parking space.



- At 8:00 a.m. the rear doors are locked and the back driveway is cordoned off for safety reasons. After 8:00 a.m., please enter the school at the Main Building and check-in at the front desk.

Afternoon Car Line Procedure

School is dismissed at 3:00 p.m. The boys should be picked up by 3:15 p.m. unless they are involved in an after-school activity. To prevent cars backing up onto Great Road, creating an unsafe situation, we ask your cooperation in following the procedures below:

- You will receive vehicle name tags. Please attach these to your visor so that it can be read when your visor is turned down. (Please do not place it on your dashboard). As you drive up, our staff will use the vehicle tag to identify you and call your son. If you need additional cards for a babysitter or grandparent, please call Mr. Kling at (609) 921-1876.
- Remain in line and keep to the left of the back driveway. Please pull up to the next available teacher. **DO NOT PASS the cars in front of you unless directed to do so by a teacher or staff member.**
- Please put your child's car seat in the rear seat behind the driver.
- The boys wait inside the academic building. Teachers will assist your child in getting into the vehicles but we cannot assist them with seat belts.
- If you need to leave your car to provide assistance to your child, please pull out of the car line into an available parking space after your child is in the car. Then proceed to help them with a seatbelt.

Bus Transportation

Transportation forms are provided to families and must be returned to the Admission Office. Transportation is provided by the State of NJ through your local school district. Routes are set up by district transportation offices and are not within our control. ***Questions regarding transportation should be directed to the transportation department of your local school district.***

Students taking a bus to school will be dropped off at the front of the building and proceed either to the library or directly to their classroom. Students riding a bus at the end of the day will be escorted to their bus. Buses utilize the center lane in front of the school.

Extended Day Programs

If you arrive after 3:15 p.m., please enter through the Narthex and the receptionist will notify an Extended Day Programs staff member of your arrival or direct you to their location. After 3:30 p.m., families will be charged the hourly Extended Day Programs rate. Fee information will be provided electronically.

Changes in Afternoon Dismissal Arrangements

Arrangements that are different from normal dismissal procedures should be made with your son prior to his arrival to school and the classroom teacher should be notified in writing before the start



of the school day, either through a note or email. ***Any change in afternoon arrangements need to be made via email to jklings@princetonacademy.org or a phone call to the Lower School Office at (609) 921-1876 by 2:00 p.m.*** If you are communicating through email, please email the classroom teacher as well as Assistant to the Head of Lower School John Kling. If you are unable to reach anyone in the office, contact the receptionist at (609) 921-6499. They will make sure to get the message to your child and all appropriate people. ***Please note that students cannot take a bus to a playdate if they do not normally ride that bus home.***

Uniform Guidelines

The uniform should be neat, clean, in good repair, free from holes and tears, and appropriate to an atmosphere of learning. Notices from grade-level teachers will be sent home if your son is out of uniform for any reason. Hats may not be worn inside the building. ALL clothing must be labeled with your son's name. We recommend using sewn-in or iron-on name tags, or permanent marker. This includes uniforms, socks, shoes, boots, mittens, hats, lunchboxes, sleds, etc..

Gently-Used Uniforms

The Princeton Academy Parents Association (PAPA) maintains a gently Used Uniform Closet located on the second floor of Kalkus House across from the Hawk's Nest, our school store. The cost to purchase is minimal.

These are the only approved uniform items:

Shirts

Shirts must have the embroidered Princeton Academy circle logo. Shirts must be ordered from Lands' End or Flynn & O'Hara.

- Short sleeve mesh or interlock polo shirt: white, classic navy, or evergreen
- Long sleeve mesh or interlock polo shirt: white, classic navy, or evergreen
- Mock turtle or regular turtleneck shirt: white, classic navy, or evergreen

Pants/Shorts

Pants may be purchased from any store. Please remember that cargo pants or shorts are never acceptable. Shorts may be worn until the first Monday in November and then again after Spring break.

- Chino shorts: khaki or classic navy
- Chino pants: khaki or classic navy
- Corduroy pants: khaki or classic navy

Sweater

Must be ordered with the school logo from Lands' End:

- Crewneck or v-neck sweater in classic navy
- Sweater vest in classic navy



Shoes

Every student should keep a pair of running shoes for gym at school. Sneakers or dress shoes can be worn on a daily basis.

Fleece

A fleece jacket and vest may be purchased from our approved uniform vendors. A soft quarter-zip fleece may be purchased from the Hawk's Nest, our school store. For LS students (K-4) the Lands' End navy uniform sweatshirt is an optional outerwear item only - it is **NOT** approved for classroom wear. All of the above items must be embroidered with the corresponding school logo by division. Other Hawk's Nest items are **NOT** approved for regular classroom wear in either division.

Jewelry

Visible jewelry is not permitted at any time (i.e., rings, earrings, chains, etc.) A student may wear a watch or a necklace with a charm if it remains under his shirt and is generally not visible.

Dress Uniform

(Mass, Concerts, and Special Events will require Dress Uniform. These dates are accessible on the School Calendar):

- White mesh or interlock polo shirt or turtleneck with school logo
- Navy sweater (optional)
- Khaki pants
- Dress shoes (optional)

Other Princeton Academy Gear

Hoodies, pullovers, and other Princeton Academy Spirit Wear that is not part of the approved school uniform may be worn to school, however, must be removed once inside the building and when a student is in class. These items may be worn for recess or other outdoor activities and again removed for inside.



MIDDLE SCHOOL

Welcome to Middle School...

Dear Students and Parents,

Welcome to the Middle School of Princeton Academy of the Sacred Heart. This portion of our *One School Handbook* is a guide to help you to come to know our school procedures, academic program, and student opportunities as well as to help you understand your student responsibilities and Middle School expectations. Please review and use it as a reference throughout the school year.

Our goal at Princeton Academy is to provide a community where you can learn about yourself and the world around you through a variety of academic and co-curricular experiences. We encourage you to participate fully in the life of the school and to seek out challenges. You will not only begin to realize individual potential, but you will also enhance the life of the community.

We look forward to your contributions and to the ways in which you will grow during your years at Princeton Academy of the Sacred Heart.

Sincerely,

Kathleen Humora
Head of Middle School



Sacred Heart Goals

Goal I

A personal and active faith in God

Goal II

A deep respect for intellectual values

Goal III

A social awareness which impels to action

Goal IV

The building of community as a Christian value

Goal V

Personal growth in an atmosphere of wise freedom

Student Principles

Rights

I have the right to be treated with respect in this school. This means that no one will laugh at me or hurt my feelings.

I have the right to be safe in this school. This means that no one will hit, kick, push, threaten, or hurt me.

I have the right to expect my property to be safe in this school.

I have the right to learn in this school. This means I will not be disturbed or distracted when studying and working.

Responsibilities

I have the responsibility to treat others with respect. This means that I will not laugh at, tease, or try to hurt the feelings of others.

I have the responsibility to make the school safe by not hitting anyone, kicking anyone, threatening anyone, or hurting anyone.

I have the responsibility not to take or destroy the property of others.

I have the responsibility of allowing others to learn. This means I will not disturb or distract others when they are studying and working.

Community Standards

The school expects that you will follow both the letter and the spirit of the following standards of behavior. They are in effect whenever a student is under the jurisdiction of the school, regardless of one's location. Violations of these standards will result in disciplinary action.



1. Personal and academic honesty are essential to preservation of trust in a community and are expected at all times. Personal honesty is being of good character and being truthful in words and actions at all times. Being of good character is being respectful, responsible, and caring. Academic honesty is persevering in your student responsibilities with integrity. Plagiarism, cheating, lying, and stealing are violations of academic honesty. Remember, being honorable and honest in your community interactions and in your school work are essential standards of behavior.
2. Respect towards persons and things is expected at all times. Harassment, intimidation, bullying, physical violence, vandalism, and theft are aggressive behaviors and are not permitted. In short, any form of disrespect towards persons or things will not be tolerated.
3. Regular school attendance at all scheduled activities is required as it is essential to the progress and achievement of students. Students should be on time for school, students are expected to stay in school until they have met their last obligation of the day, and students may not leave school grounds during school hours without permission.
4. Students should use technology in a responsible manner at all times. They should abide by the Middle School Computer and Internet Responsible Use Policy.
5. Students are not allowed to possess or consume alcoholic beverages or any other controlled substance (including tobacco products and vaping products) while on school premises or while under the jurisdiction of the school.
6. Students should behave, both on and off campus, in ways that reflect favorably upon the good name of the school. Offensive public conduct can be in the form of inappropriate words and/or actions and violates the spirit of this community standard. Offensive public conduct is harmful, distasteful, and insulting.
7. Students are not allowed to have weapons of any kind such as stun guns, air guns, or pocket knives, and students are not allowed to have flammable materials, such as lighters, matches, fireworks, or explosive devices. Students should not tamper with fire equipment.
8. Repeated or frequent violation of minor rules and expectations are disruptive to the learning environment and will not be tolerated.
9. Students should always act in a way that is consistent with and appropriate to an atmosphere of learning.
10. Students should abide by the the Sacred Heart Goals, Student Principles, and Community Standards, which form the basis for Princeton Academy of the Sacred Heart's Honor Code.

Honor Code

It is important to note that the Sacred Heart Goals, Student Principles, and Community Standards work together to form the Princeton Academy of the Sacred Heart Middle School Honor Code. Students are expected to follow the Middle School Honor Code at all times.



2018-2019 Middle School Honor Code Acknowledgement

I acknowledge that I have read the 2018-2019 Middle School portion of the Princeton Academy One School Handbook and discussed it with my student - my homeroom teacher/my son - my parent. I support the Middle School expectations and guidelines for appropriate behavior and respect for the learning process. I promise to abide by the honor code set forth by the the Sacred Heart Goals, Student Principles, and Community Standards.

Student:

Date Signed:

Homeroom Teacher:

Date Signed:

Parent:

Date Signed:



Middle School Traditions

Blue Green

The Blue Green tradition is Sacred Heart in action as it promotes the spirit of Sacred Heart Goal IV, the building of community as a Christian value. There are two teams in the Middle School: Blue and Green. Princeton Academy Blue Green has its roots in the house system of the British school system, where boarding students are divided into mixed-age groups. The house system helps students to develop a strong sense of community. Students are randomly placed in one of the two teams upon entry into Middle School. Students remain on the same team during Middle School and as alumni. Siblings are always placed on the same team.

The purpose of this tradition is to support a safe and welcoming school environment in which each person is valued, cared for, and respected and to develop a strong sense of loyalty to school, classmates, and self. Teams are awarded points in a broad array of areas, including academics, athletics, service, and extracurricular clubs. The activities of the Blue and Green Teams support our mission to develop the spiritual, moral, intellectual, social, emotional, and physical development of our young men. The Blue Green Cup is awarded at the beginning of each school year. The Blue Green Cup is displayed in the trophy case in the McPherson Athletic and Convocation Center (MACC).

Sacred Heart Goals Day

Sacred Heart Goals Day is a Middle School community day celebrating and honoring our commitment to the Sacred Heart Goals: Believe, Persevere, Serve, Respect, and Grow. Middle School faculty and students engage in communication skills, problem solving, and team building activities including challenging students on the low ropes course, carrying out a Blue Green capture the flag competition, and solving different kinds of puzzles. The Middle School community also take part in active service in the form of projects that help those in need.

Hawk Award

The Hawk Award is a special commendation that recognizes students for honoring the Sacred Heart Goals as well as the spirit of Princeton Academy in their daily life. Students, who participate fully in the life of the school, realize individual potential and enhance the life of the school community. These students commit themselves to their responsibilities in the classroom, in the hallways, in the lunchroom, and on the playing fields. They truly honor the Sacred Heart Goals, Student Principles, and Community Standards and go beyond in their responsibilities as gentlemen and scholars. Hawk Award commendations take place twice a month during the school year. Faculty and staff nominate qualified Middle School students. These students are honored at a Middle School Assembly.

Eighth Grade Sacred Heart Honors

Princeton Academy of the Sacred Heart is guided by the five goals of Sacred Heart education. Princeton Academy honors these goals at graduation each year by acknowledging five eighth grade



students who embody the five goals. All Princeton Academy students honor the goals in some way in their daily interactions and over time as they progress and grow into young men. These acknowledgements are celebratory honors that aim to remind the students of the principles that have guided their education thus far and the principles that Princeton Academy hopes they will live by as they continue to grow. The Middle School faculty decides the recipients of the honors. It should be understood that there are often many deserving students for these honors and that these honors are given in the spirit of celebrating the qualities for which they stand in all of our graduates.

Eighth Grade Tie Ceremony

We gather for the first Kettle Up of the school year on the first day of school to hold the Eighth Grade Tie Ceremony where our One School community acknowledges our eighth graders by presenting them with their Princeton Academy tie. The tie is a symbol of their bond with Princeton Academy. They will wear the tie on school picture day, at their secondary school interviews, and of course, graduation.

Standard Operating Procedures

Attendance/Absence

Regular school attendance is essential to the progress and achievement of the student. Medical and other necessary appointments should be arranged outside of class time, whenever possible. The Head of Middle School must approve non-medical absences. The Head of Middle School should be notified at least one week ahead of the planned absence. Letters/emails should be addressed to the Head of Middle School, who will assist the student with the teacher notification process of the projected absence. Students will be allowed to make up work missed as a result of an excused absence. Illness is an excused absence as are absences approved by the Head of Middle School. Students may not be allowed to make up work missed as a result of unexcused absences.

It is very important that the school can account for student's attendance. Any time a student is absent, parents should notify the School Nurse of the absence and the reason for it by 8:00 a.m. of that day. Student/Parent should check Princeton Academy myAcademy for homework assignments. Student/Parent may also email the teachers directly for assignments. Students arriving at school late must sign-in at the Middle School Office before attending class.

Excessive Absences Policy

It is important for students to maintain a good attendance rate to successfully complete the attendance requirements of the instructional program of the grade/course to which he is assigned as excessive absences may result in a negative effect on a student's academic performance and may impact the student's eligibility for promotion or graduation. Therefore, any student absent more than 18 days during an academic year shall put his academic year in jeopardy and will be given credit for the year only upon the written approval of the Middle School faculty, Head of Middle School and Headmaster.



Arrival and Departure from Middle School

Students may arrive at school no earlier than 7:30 a.m. Students must remain in the Narthex until 7:40 a.m. They should report only to their homeroom at 7:40 a.m. Attendance will be taken at 7:50 a.m. Students arriving after 7:50 a.m. will be considered tardy and must sign in at the front desk in the Narthex before going immediately to their first class. Students are expected to stay in school until they have met their last obligation for the day. Students may not leave school grounds during school hours without permission. Students leaving during the school day must have their parent/guardian sign them out at the front desk in the Narthex. Middle School student pick-up is from 3:00-3:20 p.m. at the front door of the Main Building. At 3:20 p.m., students remaining in the car pick-up line will report to Homework Club/After-School Study Hall. Students will use this time to complete their homework.

Morning Arrival Tardiness

School morning arrival time is both a parent and a student responsibility. It is suggested that you leave ample time for morning routines and transportation to school. Morning arrival tardiness is disruptive to the daily educational process and can have an adverse effect on student routine. It should be noted that morning homeroom is from 7:45-8:00 a.m. with attendance taken at 7:50 a.m. It is essential that students are in class at 8:00 a.m. Any student arriving after 7:50 a.m. will be marked tardy. Excessive tardiness will be reported to the Head of Middle School and handled within the guidelines of the disciplinary process including Middle School Detention (MSD).

Homeroom

At the beginning of the school year, each student is assigned to a homeroom. The homeroom meets daily with students during the morning homeroom period from 7:45-8:00 a.m. The homeroom promotes a sense of community and sharing through daily reflection, allows time for announcements, and provides academic and social guidance. **It is extremely important for students to be present for homeroom.**

Homeroom Assignments: September, December and April

Initial homeroom assignments are set in September. All Middle School homeroom communities are reorganized at the beginning of the second trimester and third trimester. Building community and personal growth are two very important components in a Sacred Heart education. We aim to inspire in our students a generosity of heart for all and the development of personal responsibility. Students benefit in many ways. They are able to share their knowledge and gifts with someone new, and they learn to care, value, and respect others. Homeroom community reorganization improves intergroup relations, promotes inclusive learning environments, and allows students to get to know someone new. It allows students the opportunity to experience change, which promotes personal growth. Under the guidance and care of their teachers, students grow in their ability to work with others, accept others, and respect others. Our school community prospers with each individual and each relationship.



Homework Club/After-School Study Hall

Homework Club/After-School Study Hall is available for Middle School students Monday through Friday after they are dismissed from their homerooms. Homework Club meets in the library from 3:00-6:00 p.m. under teacher supervision. **Homework Club is a privilege, and students will use this time to complete their homework.** If a student abuses this privilege, he will be sent to the Extended Day Program Coordinator and/or the Head of Middle School, the student's parents will be contacted, and the inappropriate behavior/privilege abuse will be handled within the guidelines of the disciplinary process including Middle School Detention (MSD).

Students are expected to adhere to all Middle School policies and procedures under the guidance of the character standards: Sacred Heart Goals, Student Principles, and Community Standards while they are present during the school day and after school during Homework Club/After School Study Hall. Specifically, students are expected to adhere to the following:

- Students may not use personal electronic devices.
- **Students may not use cell phones for any purpose, and their cell phones will remain off and placed inside their bookbag while they are on campus.** Students needing to make emergency phone calls may do so from the Middle School Office/Front Desk. Parents needing to contact their sons should call the primary Princeton Academy phone line.
- Students will remain in Homework Club unless given permission by the Homework Club teacher to use the phone, bathroom, or water fountain. Students must bring all academic materials with them when they first arrive at Homework Club.
- Each Middle School student is assigned an electronic device (Chromebook or iPad) for school use. Middle School students are allowed to use their assigned device during Homework Club from 3:00-6:00 p.m. The Homework Club teacher will regulate student device use. Students are expected to follow the Computer and Internet Responsible Use Policy listed in this handbook. Computer use during Homework Club is a privilege. If a student abuses this privilege, the Homework Club teacher will confiscate the computer from the student and will take it to the Middle School Office for the remainder of the day. Following their first offense, the student will be permitted to retrieve their computer at the end of the day. A second offense will result in a second confiscation and require the student's parent to retrieve the device. A third offense will result in the student being sent to the Extended Day Program Coordinator and/or the Head of Middle School, the student's parents being contacted, and the computer privilege abuse being handled within the guidelines of the disciplinary process including Middle School Detention (MSD) and loss of computer use.

Bus Transportation

Transportation forms are provided to families and must be returned to the Admission Office. Transportation is provided by the State of New Jersey through your local school district. Routes are set up by district transportation offices and are not within our control. Questions regarding



transportation should be directed to the transportation department of your local school district.

Note: Bus companies/district transportation offices do not allow students to ride a bus other than their designated bus.

Communication

Communication between parents and teachers is essential to ensure that each student is making the appropriate progress. Parents should contact a teacher when they have a question or concern about their son's progress. Teachers will respond in a timely manner. The most efficient way of facilitating this communication is for a parent to schedule a meeting with their son's teacher(s). Parents can schedule a meeting via email. All faculty can be contacted via their school email (first initial last name@princetonacademy.org) for instance: khumora@princetonacademy.org. The teachers are available to meet with parents most days after school. Please email the teacher to schedule an appointment. Unless there is a scheduled appointment to meet, please do not drop in on a teacher as it interrupts the flow of the school day and can interfere with teacher attention and responsibility to school duties. By setting up an appointment, the teacher will be able to give full attention to responding to your question or concern.

Middle School Notes

Middle School Notes are published twice a month throughout the school year. Each edition of *Middle School Notes* contains important information including commendations from the Head of Middle School, announcements and dates to remember. *Middle School Notes* are sent via email. We strongly encourage parents to open and read the *Middle School Notes*.

Back to School Information

Middle School Back to School information can be found on the school's website at www.princetonacademy.org/backtoschool and contains information helpful to new and returning families in Grades 5-8. It provides links to summer reading lists, Khan Academy math missions, supply lists, textbook lists and required forms. This information page should be checked for updates throughout the summer.

Emergency Drills

Emergency drills are carried out two times per month to allow faculty, staff and students to practice procedures that respond to emergency situations. Emergency drills are not announced, and drill type is varied. Emergency drills include fire drill and the following security drills including: active shooter, evacuation (non- fire), bomb threat, lockdown, shelter-in-place, reverse evacuation and evacuation to relocation site.

Fire alarm notification is by system alert tone and system alert strobes throughout the entire campus. Emergency escape routes/egress routes are posted in each space on the entire campus. If a group is gathered in a common area, the closest escape route is to be determined by a student or faculty/staff member. The Public Address System announcement will alert the school to security drills. Students should remain silent, listen to the teacher and follow directions.



Food Allergy Policy

Students with life-threatening food allergies are required to submit to the school nurse an Allergic Care Plan and will be updated annually.

Students with life threatening food allergies are required to provide to the school nurse two epinephrine auto injectors which will remain at school.

The school nurse is responsible for identifying and training delegates annually who in her absence will administer epinephrine as ordered if needed.

Princeton Academy will not serve snacks with peanuts or tree nuts on the ingredient list to students.

Students with food allergies will not be given the regular class snack handed out by the teacher. These students will have their own snacks sent in from home unless written permission from parents is received indicating they have reviewed the ingredients of the school snack and have determined these to be safe for their son.

In the planning of our Middle School holiday lunches (Halloween and Christmas), families will be made aware of the presence of a food allergic student in their son's classroom and encouraged not to send in items to be eaten in the classroom that contain peanuts/tree nuts.

The Middle School will make every effort to provide for all students when planning for special food treats. However, when it is not possible for students with food allergies to be given special treats. They will have their own supply of "special treats" sent in from home to choose from in the event of a Middle School celebration.

In Hawk Hall, our multi-purpose dining space, a space at the eating area will be designated peanut/tree nut free. Students with food allergies to these foods will be encouraged to sit in this area. All students will also observe the designated space for peanut/tree nut allergic students.

All uneaten food/drinks and utensils must be secured in the lunch box prior to leaving the lunchroom. No food is to be eaten in the hallways. All students will be encouraged to wash or sanitize their hands before and after lunch.

Note: Middle School does not celebrate student birthdays. Therefore, both home-baked and store-bought food treats are not allowed. This is necessary to ensure the safety of all students. Thank you in advance for working with us.

Health Excuse Policy

If a student is prohibited from participating in PE, sports and recess the parent will provide a letter of excuse for a temporary absence from these activities. If a prolonged absence is necessary, a doctor's note indicating the injury and length of excused absence is required.



Inclement Weather and Emergency Closing Procedure

Families are urged to make decisions about the safety of their children during severe inclement weather. The safety of students is of prime importance to the school. In our efforts to improve communication between school and families, Princeton Academy of the Sacred Heart has implemented a telephone broadcast system that enables school personnel to notify all households and families by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or delayed opening. This service is provided by SchoolMessenger, a company specializing in school-to-parent communications. Princeton Academy will continue to report school closings due to snow or other weather conditions via email, on our website (www.princetonacademy.org), and NJ 101.5 radio station. This broadcast message system is an overlay to those other methods of communication.

When used, the service will call the home, cell, and work phone numbers families have provided to the school as contact information. The service will deliver a recorded message from a Princeton Academy administrator, to both live answer and answering machines. No answers and busy signals will be automatically re-dialed twice in fifteen-minute intervals after the initial call.

Please note the following:

1. This requires nothing from families; Princeton Academy will use the phone numbers families have provided to the school for contact purposes
2. All contact numbers are strictly secure and confidential and are only used for the purposes described.

Here is some specific information families should know about the system:

- **Caller ID:** The Call ID will display (609) 921-6499, which is the main number for Princeton Academy.
- **Live Answers:** There is a short pause at the beginning of the message. Phones should be answered as normal with hold briefly to allow the message to begin.
- **Answering Machines:** The system will detect that an answering machine has picked up the call and will play the message. An answering machine must pick up after four rings in order for the message to be left.
- **Message Repeat:** At the end of the message parents will be prompted to "press any key" to hear the message again.

Parents should inform the Assistant to the Head of Middle School of any changes to home, cell, and work contact numbers so that contact information remains current. SchoolMessenger contact information will be updated every two weeks. This will ensure that the SchoolMessenger program is able to reach parents in the event of an emergency.



Lost and Found

Throughout the school year several items are collected in the Middle School Lost and Found. The lost and found locations (Middle School Choir Loft and the McPherson Athletic and Convocation Center) are cleared at winter break and the end of the school year; items that are not claimed are donated. Unclaimed items are donated to HomeFront. Unclaimed uniform items are donated to PAPA's gently-used Uniform Closet.

Lunch

Princeton Academy does not operate a cafeteria. All students are expected to bring their own lunches. Lunch will be held in Hawk Hall. There is a 45-minute lunch/recess period at noon. Students in Grades 5 and 6 eat lunch followed by recess, and students in Grades 7 and 8 go to recess followed by lunch. An online food service, Smart Lunches, will operate Monday through Friday during the school year. For more information, or to order, visit www.smartlunches.com.

Medication

The nurse cannot dispense medication to students without the written permission of parents and a prescription from a physician. The "Over the Counter Medication Form" allows the nurse to administer the specified medications as prescribed by the physician. Students are not allowed to administer their own medication. If a student is required to take medication regularly, parents must inform the School Nurse in writing.

Personal Counseling

Students in need of personal counseling may meet with the school's consulting psychologist after parental consent has been given. If the issues presented by the student are beyond the scope of our counseling program, the student will be referred to an outside counselor. Parents will be notified of any situation that poses an immediate threat to the safety or health of a student.

Safety

Any accident or injury during the school day should be reported immediately to the School Nurse.

Student Advisory

At the beginning of the school year, each student is assigned to an advisory group. The advisory group leader is a Middle School faculty member. The purpose of the advisory group is to provide additional individualized attention and support for each student. It provides students with the opportunity to connect with a teacher-advisor outside of the classroom in a small group format. There are four advisory groups for each grade level at the beginning of the school year. At the mid-year point in the school year, advisory groups are mixed across grade levels for the remainder of the school year. Advisory group size is six to eight students. Advisory groups meet on a weekly basis.

- Provide an environment that will encourage bonding so that students feel accepted and



valued by teachers and peers

- Build self-esteem in students so that they accept responsibility for their own actions
- Provide each student with a teacher advocate
- Help students cope with academic concerns and set goals that will facilitate positive school experiences
- Develop listening skills
- Promote critical thinking skills through discussion and problem solving activities so students learn to make responsible choices

Telephones

Currently there are no public phones at Princeton Academy. In an emergency, parents may leave messages for their child with Assistant to the Head of Middle School Jen Hewins at (609) 921-1835.

Cell Phones and Other Personal Electronic Devices Policy

Students with cell phones must keep them turned off and placed inside their bookbag while they are present on the Princeton Academy campus. If a cell phone or device is visible or found in use, a teacher or staff member will take it to the Middle School Office for the remainder of the school day. Following their first offense, the student will be permitted to retrieve their phone at dismissal. A second offense will result in confiscation and require a parent visit to retrieve the phone or device. A third offense will result in the student being sent to the Head of Middle School, the student's parents being contacted, and the cell phone policy abuse being handled within the guidelines of the disciplinary process including Middle School Detention (MSD).

Visitors

Students who wish to bring a visitor to school must get permission from the Head of Middle School. School rules and regulations apply to visitors while they are at our school. All visitors should sign-in at the front desk in the Narthex and receive a name badge. Visitors should also sign out.

Uniform Guidelines

The uniform should be neat, clean, in good repair, and appropriate to, not distracting from, an atmosphere of learning. **Hats may not be worn inside the building. Shirts must be tucked in. A belt must be worn.** Failure to abide by the uniform guidelines will result in detention. These are the only acceptable uniform items:

Shirts: Shirts should have the embroidered circle logo for Lower School. Middle School students have the option of the school logo or a crest only shirt. Shirts must be ordered from Flynn and O'Hara or Lands' End. Ordering information is available on www.princetonacademy.org.

- Short sleeve mesh or interlock polo shirt: white, classic navy, or evergreen
- Long sleeve mesh or interlock polo shirt: white, classic navy, or evergreen
- Mock turtle or regular turtleneck shirt: white, classic navy, or evergreen



Pants/Shorts: Pants may be purchased from any store. **Please remember that cargo pants are never acceptable.**

- Chino shorts: khaki or classic navy
- Chino pants: khaki or classic navy
- Corduroy pants: khaki or classic navy

Sweater: Must be ordered with the Lower School or Middle School logo from Flynn and O'Hara or Lands' End.

- Crewneck or v-neck sweater in classic navy
- Sweater vest in classic navy
- Cardigan sweater in classic navy

Shoes: Every child should keep a pair of running shoes for gym at school. Sneakers can be worn on a daily basis.

Belt: Middle School students are required to wear a brown or black belt with a plain buckle or a Princeton Academy crest belt (available from the Hawk's Nest.)

Fleece Jacket: Fleece may be purchased from Lands' End or the Hawk's Nest, our school store. Middle School students must have the school logo or a crest embroidered on the fleece. **Please remember that fleeces are NOT acceptable as part of the dress uniform.**

- Navy blue full or half-zip fleece jacket

Sweatshirt: Sweatshirts may be purchased from Lands' End or the Hawk's Nest. Middle School students must have the school logo or a crest embroidered on the sweatshirt. **Please remember that sweatshirts are NOT acceptable as part of the dress uniform.**

- Navy blue full zip with hood or half-zip sweatshirt

Dress Uniform (Must have available at all times for special events):

- White shirt or turtleneck with logo
- Navy sweater (optional)
- Khaki long pants

Jewelry

- Visible jewelry is not permitted at any time (i.e., rings, earrings, chains, etc.). Students are permitted to wear one wristband for a cause of their choice.
- A student may wear a necklace with a charm if it remains under his shirt and is generally not visible.

Hair

- Students should keep their hair well groomed.



Eighth Grade Graduation Attire (Must have available for Picture Day, Mockbrook Academy, Secondary School Interviews, and Graduation):

- White button down shirt
- Khaki chino pants
- Navy blazer
- Princeton Academy tie (provided as a gift to eighth graders from Princeton Academy)
- Black or brown dress shoes

Gently-Used Uniforms

The Princeton Academy Parents Association (PAPA) maintains a gently-used Uniform Closet located on the second floor of Kalkus House across from the Hawk's Nest, our school store. The cost to purchase is minimal.

Spirit Wear

Middle School students are allowed to wear Princeton Academy spirit wear only on game days, Fridays and on special days designated by the Head of Middle School.

Academic Program Information

The academic program of the Middle School reflects our belief in nurturing the growth of the whole student, while at the same time preparing students for success in future studies through a commitment to a vigorous liberal education. Students move from class-to-class and work with subject specialist teachers on a more independent level. The Middle School program of study consists of five core academic subjects: English, mathematics, science, social studies and Spanish. There are four special subjects: religion, music, art, and physical education. All Middle School students have health and wellness, study halls, and activity period. Additionally, the eighth grade students have Headmaster's Seminar.

Fifth graders are beginning the Middle School experience. Emphasis is placed on providing the fifth graders with a strong support system focusing on organization, time management, and work habits as well as helping them to become aware and strengthen their sense of Sacred Heart Goals, Student Principles and Community Standards.

Sixth graders build on their fifth grade foundation and take on more responsibility.

Seventh graders, as experienced Middle School students, learn to advocate for themselves and learn from each other both inside and outside the classroom. They also take on more leadership roles.

Eighth graders begin the final stage of Middle School as they balance the pressures of the present, maintaining their Middle School responsibilities and the future as they go through the secondary school placement process.



Daily Schedule

Middle School operates on a Monday through Friday schedule. The school day begins in homeroom at 7:45 a.m. The first class begins at 8:00 a.m. There are both double class periods (80 minutes) and single class periods (40 minutes). There are two double class periods in the morning on Monday through Thursday. There are only single class periods on Friday. There are five minutes between classes allowing students ample time to retrieve their necessary textbooks, binder and supplies for their next class period. There is a 45-minute lunch/recess period at noon. Students in Grades 5 and 6 eat lunch followed by recess, and students in Grades 7 and 8 go to recess followed by lunch. The last class ends at 2:55 p.m. Students have a five minute homeroom/locker time at the end of the school day to pack up before 3:00 p.m. dismissal to car line, bus dismissal, Homework Club, and athletics.

7:45-8:00	Homeroom
8:00-8:40	1 st Period
8:40-9:20	2 nd Period
9:25-9:45	Morning Snack Assembly: Monday, Wednesday, Friday Morning Recess: Tuesday, Thursday
9:50-10:30	3 rd Period
10:30-11:10	4 th Period
11:15-11:55	5 th Period
11:55-12:40	6 th Period Middle School Lunch/Recess
12:45-1:25	7 th Period
1:30-2:10	8 th Period
2:15-2:55	9 th Period
2:55-3:00	Homeroom/Dismissal

Extra Help

Faculty members are available for extra help either by prior arrangement during regular school hours or from 3:00-3:30 p.m. after school when they are not supervising an activity. Parents may arrange professional fee-based tutoring after school hours privately with help from the Middle School Office. **The student's regular subject teacher may not undertake such fee-based tutoring.**



Private Tutors and Evaluators

Princeton Academy maintains lists of local resources, should parents choose to pursue private evaluation, occupational therapy, tutoring or speech services. See the Head of Middle School for a list.

Grade Reports

There are three (3) trimesters in the academic year. Grade reports are sent home at the conclusion of each trimester and reflect academic progress and process in each subject area. The first trimester is from September until November, the second trimester is from December until March, and the third trimester is from April until June.

Mid-Year Exams

A mid-year exam will be administered in January to the seventh and eighth grade students. Mid-year exams are given in four academic subjects: English, mathematics, social studies, and Spanish. The mid-year exam may not count for more than 20 percent of the trimester grade. All mid-year reviews and mid-year exams will be given to the Head of Middle School for approval at least one week before the exam is scheduled. A separate exam schedule will be created for the mid-year exams.

Middle School Honors

There is one honor roll system in the Middle School: Achievement Honor Roll. The Achievement Honor Roll is based on grades. Students are honored each trimester for their level of achievement.

Achievement Honor Roll

The Achievement Honor Roll has three levels of distinction: Headmaster's Honor Roll, High Honor Roll, and Honor Roll.

1. **Headmaster's Honor Roll:** Students who attain a GPA of 4.0 with no grade below an A in academic subjects and no grade below an O in special subjects at the end of a trimester.
2. **High Honor Roll:** Students who attain a GPA of 3.7 with no grade below a B- in academic subjects and no grade below an S in special subjects at the end of a trimester.
3. **Honor Roll:** Students who attain a GPA of 3.0 and no grade below a C+ in academic subjects and no grade below an S in special subjects at the end of a trimester.

Letter grades are given in the five academic subjects: English, mathematics, science, social studies, and Spanish. Special subjects: art, music, religion, and PE as well as health and wellness are graded according to the OSU scale: O - Outstanding, S - Satisfactory, and U - Unsatisfactory. For the purposes of calculating Grade Point Averages, (GPA) letter grades correspond to the following numerical equivalents.



Grade	Points
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Academic Probation

Individual student progress and process is discussed at weekly grade level team meetings. When a student is identified with poor overall academic performance, they are placed on academic probation. Academic probation is a cautionary alert that a student's performance is below Princeton Academy's requirement for good academic standing. It is also a period of time during which the student must demonstrate a significant improvement in academic standing. Academic standing is measured by Grade Point Average (GPA) and student academic progress. Every effort is made to help the student. The Head of Middle School and the teaching team meet with the student and parents to discuss the academic probation and to develop an individual action plan for academic improvement that includes setting goals that are specific, attainable, measurable, and timely, provides ongoing teacher monitoring and support, and communicates student progress. During the academic probation, the student will not be allowed to participate in Princeton Academy co-curricular activities including the Princeton Academy Athletics Program in order for the student to place full attention on academic responsibilities. At the end of the academic probation period, the student's academic progress will be reviewed to determine academic standing. Upon improvement, the



student will be removed from academic probation. If the student does not show improvement, the student will continue on academic probation. The Head of Middle School will meet with the Headmaster to determine the appropriate next steps regarding the student's placement at Princeton Academy.

Back to School Night

The Middle School hosts a Back to School Night in September. The Middle School Back to School Night takes place on the first Monday evening after the first day of school. Back to School Night is an exciting and informative evening as parents follow a class schedule. Parents meet with each Middle School subject teacher during the course of the evening. The teachers share their course goals and objectives, classroom procedures, homework guide, and grading policies and standards. Parents and teachers begin the year in a joint partnership to commit to student success.

Parent Teacher Conferences

Parent/Teacher conferences are held each October during the first trimester in the McPherson Athletic and Convocation Center (MACC). Parents will receive notice to sign up via email. Sign-ups are done using www.PTCFAST.com. Aim to sign-up as soon as possible and keep in mind that there is no need to schedule time between each conference as it is possible to move from conference to conference with ease. Additional conferences throughout the year are scheduled as needed.

Progress Reports

Progress reports are designed to detail a student's academic performance during the trimester. All students receive a mid-term progress report during the first trimester, second trimester, and third trimester. These reports can indicate improved performance, satisfactory performance, or the need for improvement.

Plagiarism

Plagiarism is a serious violation of academic honesty. It is the presentation of another writer's ideas or words as if they were your own without acknowledging the source. Plagiarism can take many forms including: a student taking another student's work, using online translators in the study of Middle School Spanish, incorrect paraphrasing original text, not citing the ideas or words of others, and incomplete bibliography information.

Most students understand what plagiarism is and do their best to avoid it. Even so, once you have researched a topic, it may be difficult to make the distinction between your own voice and the voices of those you have consulted (Sebranek, et al., *Write for College*, Houghton-Mifflin, 1997). Make sure that you do not copy text verbatim; you must paraphrase information so it is in your own words. Also, you must cite your sources. The Middle School teachers are available to help you.

The Middle School is guided by the Sacred Heart Goals, Student Principles, and Community Standards in maintaining and supporting personal and academic honesty in the school community.



Sacred Heart Goals

Sacred Heart Goal II: Students should commit to a deep respect for intellectual values; they should value the process of learning. Students should do their own work. Sacred Heart Goal V: Students should commit to wise freedom. Students should practice self-discipline and responsible decision making, and they should hold themselves accountable for their words and actions. Students should not share their work with others.

Student Principles

All Middle School students have rights and responsibilities according to the Student Principles. Student Right Number 3: I have the right to expect my property to be safe in this school. Students have the right to expect that their work is safe from being copied by another student. Student Responsibility Number 3: I have the responsibility not to take the property of others. Students have the responsibility to not steal the ideas or words of others.

Community Standards

The school expects that you will follow both the letter and the spirit of the community standards of behavior. They are in effect whenever a student is under the jurisdiction of the school, regardless of one's location. Princeton Academy's first Community Standard is personal and academic honesty which is essential to the preservation of trust in a community and is expected at all times. Plagiarism is a violation of personal and academic honesty.

Plagiarism is not acceptable and not tolerated at Princeton Academy. It is a violation of the Middle School Honor Code. Disciplinary action will be taken.

Promotion

Students must earn a passing grade in each of their courses each year in order to be promoted to the next grade level. The final decision for promotion rests with the Headmaster.

Reenrollment

Reenrollment is subject to the successful completion of each academic year. Students are expected to demonstrate appropriate academic and social progress, as well as an adherence to Princeton Academy's character standards: Sacred Heart Goals, Student Principles, and Community Standards.

Summer School

Although we encourage summer study, Princeton Academy of the Sacred Heart does not automatically allow students to earn credits by attending summer school. Students interested in earning credits for summer study must obtain prior approval from the Headmaster. In some instances summer school might be recommended.

Summer Academic Preparation

Summer is a wonderful time for students to play, rest, read, and spend time with family and friends. We are certain that your summer plans will include enriching learning activities for your sons. To



keep students reading skills sharp over the upcoming months, Princeton Academy strongly suggests that students read for fun. Princeton Academy provides suggested reading lists for our students.

It is important to keep math skills sharp over the upcoming summer months. It is recommended that Middle School students complete assigned Khan Academy grade-level missions.

Standardized Testing

Students in Grades 3-7 take the ERB Standardized Test in October. These tests help us evaluate our school's program and our students' academic progress compared to that of other students in similar schools. Specific dates and information about these tests are available from the Head of Middle School.

Seventh-grade students take a practice SSAT in the spring. This practice test allows students to experience the SSAT testing format. Eighth-grade students will need to register to take the SSAT for secondary school placement.

Tests

Students should not have more than two full period tests on any given day. If a teacher announces a full period test for a day during which a student already has two scheduled tests, the student should inform the teacher. **Note: Students can have two full period tests as well as a quiz on any given day.** Every effort is made to make sure that students are not overloaded.

Textbooks

It is the responsibility of each student to acquire his own books. Textbook purchases can be made from a number of vendors including but not limited to: Amazon, Barnes and Noble, half.com, ecampus.com, and textbooks.com. The school does not sell or buy textbooks. The exceptions to this include English, where students will be given books in class and some minor publications that might be needed for other subjects throughout the school year.

Homework Information Guide for Students

- At school:**
1. Use your planner/device for all subjects. **Double check assignments and announcements on the myAcademy portal. Note: All Middle School homework is posted on the myAcademy portal daily. Both students and parents are able to log in to check homework assignments.**
 2. Copy the assignments completely.
 3. Check to see you have the books you need before you leave for the day.
 4. Always carry the pencils or pens you need. A pencil case is a great idea.
 5. Exchange phone numbers and email addresses with several classmates, including one who lives nearby. Call/ email them if you get stuck.
 6. Try to begin your homework in school at the end of class period if the teacher allows it, or during study hall.



- At home:**
1. Have a time to start your work and stick to it. Begin at the same time each day.
 2. When you get home from school, have a snack and then go to work on your homework. Have dinner and finish the homework afterwards.
 3. If there is no assignment, use this time to review what you have already learned and spend at least 30 minutes reading a book you enjoy.
 4. Study and do homework in a quiet place without distractions. Never attempt to complete homework while watching television.
 5. Work at a desk or a table, sitting in a straight-backed chair.
 6. Be sure you have lots of light and fresh air in the room and all the necessary supplies before you begin to work.
 7. Do the harder assignments first. Proofread and then check off each assignment in your planner as you complete it.
 8. When you are doing homework or studying and you begin to feel tired, stop for a minute or two, walk around the room, then go back and finish the job.
 9. When you finish your homework, put all the papers together in a folder or a binder with your planner/device so you can find them in school the next day. Pack your book bag and put it by the front door so you do not forget it.
 10. Take care before you leave for school in the morning (or on your way to school, before your first class begins, etc.) to look over your planner/device again. Have you done everything? Are the assignments at hand and ready to be turned in? Are they neat?
 11. If you cannot complete your homework for any reason, have your parents write a note to your teacher. Be prepared to catch up after school or over the weekend if need be.
 12. If you are absent, **check myAcademy** or call/email a friend in your class for the homework.

You will sometimes receive assignments that are not due the next day. Some may not even be due for a month or two. These projects require a little work each day or week or even weekends (at least the rainy ones). Beware! Do not leave these to the last minute and expect to complete them in a satisfactory manner.

Student Support Services

Supporting Student Accommodations

Our goal is for all our students to meet with academic success and to build confidence as active and engaged learners. Educators and administrators will partner with families in an effort to provide a successful academic and social experience for all students from Kindergarten through Grade Eight. We recognize that students with diagnosed learning differences may need extra support in designated areas. While we expect all students to meet the school's academic standards, we strive to support students with learning differences so that they may have a fair and reasonable opportunity for academic success.



In determining which accommodations will be provided, the school will consider the extent to which an accommodation may affect the nature of the school's academic and co-curricular programs, the quality of student life, the reasonableness of a requested accommodation, whether its costs create an undue burden on the school and its personnel, and the extent to which the family and student will support the school's recommendations. The essential academic requirements of the school will not be altered. Princeton Academy reserves the right to evaluate test results and to review testing conducted by educational consultants. Once a diagnostic report is accepted by the Head of Middle School, the teachers, the student, and the family work together to develop and facilitate recommended strategies and accommodations. Periodically, students and teachers, with the approval of the Head of Middle School, will review and adjust the accommodations that have been arranged. While Princeton Academy makes reasonable efforts to support students it accepts, the school may determine that a student's needs would be better served in a different academic setting.

Documentation Requirements

In order to receive accommodations, a student must have an evaluation completed and a report written by a qualified Learning Specialist/Psychologist within the last three years. Once the report has been submitted to the school, and accepted by the Head of Middle School, it will be kept in the student's file, and the school's confidentiality procedures will be followed.

This comprehensive evaluation should include the following:

- The specific disability or disorder which has been diagnosed
- A recommendation for specific accommodations, with an explanation of why the disability requires each accommodation requested
- Relevant educational, developmental and medical history of student
- Thorough documentation of the techniques or methods of evaluation
- Complete Test results and subtest scores
- The professional credentials of the evaluator (license, certification, area of specialization)

Reasonable Accommodations

In a kindergarten through grade 8 school, the nature of accommodations for learning disabilities changes over time, as the student becomes an increasingly mature and independent learner, and capable of self-advocacy. When a properly documented learning disability exists, the School will endeavor to reasonably accommodate the student.

Possible accommodations may include the following:

- Providing extended time on tests and quizzes
- Providing areas outside of the classroom for assessments when possible
- Allowing preferential seating
- Allowing for the use of assistive technology in and out of the classroom, such as computers, iPads, digital recorders, etc.



- Academic supplements in and out of the classroom
- Making thoughtful modifications of assignments
- Adjusting the school's foreign language requirement

Other accommodations are allowed in cases when the core requirements of the course are not compromised, when existing resources are available, and when a student cannot use mainstream methods.

Experiential Learning

Eighth grade students are encouraged to apply to the exchange programs. **Note: Students are only allowed to participate in one program.**

Barcelona Exchange Program

The International Sacred Heart Exchange Program is an important element of being a Sacred Heart School. Through this program, exchanges between schools take place throughout the network in order to facilitate the strong bonds uniting our common goals. The Exchange Program offers an opportunity for eighth grade students to broaden their horizons socially, culturally, and academically by sharing the life of Sacred Heart students at home and in other parts of the world.

Princeton Academy of the Sacred Heart will host a limited number of students from the Sagrado Corazón de Sarria school for two weeks. The visiting students will be paired with and live with the families of the Princeton Academy students who are selected to go to Barcelona. The Princeton Academy host students will spend two weeks attending school at Sagrado Corazón de Sarria and living in Barcelona with the Barcelona exchange students' families as their hosts. Visit dates will be determined.

United States/Canada Sacred Heart Exchange Program

Princeton Academy of the Sacred Heart and other Sacred Heart Network Schools also participate in an exchange program. In the second half of the school year, students from Princeton Academy are paired with students from another Sacred Heart school. They spend one week at their exchange school. Each student and family hosts one another. As a host, the boys guide each other through the daily class schedule, and each school invites the students to participate in after school activities. Each of the host families generously adds these visiting boys to their lives. The success of the program is built on the community spirit the schools and families extend to the boys. As a network of schools we boast often about our "community spirit" in Sacred Heart Goal IV, the building of community as a Christian value. This exchange experience creates community down new roads by bringing students together for the Sacred Heart education experience.

A decision committee consisting of Princeton Academy faculty and administration will interview all applicants. Factors determining the final decisions will include: grades, maturity, independence, and



social skills. All applicants will be notified individually as soon as the committee's decisions are made.

Class Trips

An integral part of the academic program in the Middle School is experiential learning through class trips. Each year these trips provide our students with hands-on learning and experience that will long be remembered. In the Middle School, each grade participates in a Signature Field Trip:

Grade 5: Philadelphia, PA

Grade 6: Bryn Athyn, PA

Grade 7: Gettysburg, PA (Overnight)

Grade 8: Washington, D.C. (Overnight)

Network of Sacred Heart Schools Summer Service Projects

Network Summer Service Projects coordinated by the Network of Sacred Heart Schools offer Sacred Heart students nationwide opportunities for growth. Students can apply to participate in activities and service from San Francisco to New York.

Student Leadership

Princeton Academy encourages student leadership in all areas of the school. The organizations and programs listed below are some of the ways that students can be involved in the decision-making processes of the school.

Student Council

The Student Council is comprised of elected representatives from each class. The Student Council officers are President, Vice-President, Secretary, and Treasurer. The offices of President and Vice-President are eighth-grade students, and the offices of Secretary and Treasurer are students in either Grade 6, Grade 7, or Grade 8. There are also two class senators for each Middle School grade level. A faculty member appointed by the Headmaster serves as advisor to the Student Council, whose purpose is to help organize the student life at the school, to serve as a forum for student opinion, and to provide a channel for suggestions to the school administration. Please see the Princeton Academy of the Sacred Heart Student Council Constitution for full details on procedures, policies, and expectations of the Princeton Academy of the Sacred Heart Student Council.

Princeton Academy Grade 8 Tour Guides

Grade 8 Tour Guides are the official ambassadors of Princeton Academy of the Sacred Heart. They are representatives of our school, serving as official Tour Guides and sharing information about Princeton Academy during admission events. The Admission Office, Head of Middle School and Middle School faculty select student Tour Guides every summer from the rising eighth-grade class.



The Princeton Academy Leadership as Service Program: Peer Leaders

The Princeton Academy Leadership as Service Program involves 10 weeks of training in the sixth-grade Health and Wellness class in the areas of team building, identifying and managing feelings, problem solving, listening, and cooperating with others. All sixth-grade students are invited to apply to this program. A decision committee consisting of Middle School faculty and administration will interview all applicants. Factors determining the final decisions will include leadership capability, maturity, independence, and social skills. All applicants will be notified individually as soon as the committee's decisions are made.

Peer Leader: Community Building/Middle School Transition Support Team

A Peer Leader Community Builder at Princeton Academy is a responsible Grade 7 student leader who builds community, uses freedom wisely, and serves as an advocate for the Grade 5 students. In the spring before fourth-grade students enter the Middle School, Peer Leaders help prepare to work with the rising fifth-grade students to transition into the Middle School. In the fall, Peer Leaders meet weekly with the new fifth-grade students to help them acclimate to Middle School. Adult supervisors include the Head of Middle School, School Psychologist, and Middle School faculty.

Peer Leaders continue their service as student leaders in Grade 8. Eighth-grade Peer Leaders meet in the fall with Grade 6, Grade 7, and Grade 8 students who are new to Princeton Academy to help them acclimate to Middle School.

Prayer Buddies

Each Middle School student is assigned a student from the Lower School with whom he will be a prayer buddy throughout the year. Activities are held throughout the year that will enable the Middle School student to form a mentoring relationship with his buddy. Additionally, the Middle School student will help and be responsible for his prayer buddy during liturgies and all other school activities.

Co-Curricular Opportunities

In the Middle School many co-curricular activities provide situations and environments where students can learn skills and grow personally through Student Council, sports, music, art, drama, and community affairs. We encourage all students to participate in these activities. Parental guidance is important as students learn how to balance sport and club participation with academics, family life, and special interests such as music lessons.

Athletics

The goal of the Middle School athletic teams is to improve individual and team skills. We will strive to offer a team sport and an individual sport in each of the athletic seasons. Sports team practices are held after the regular school day ends. Middle School teams practice four times a week: Monday, Tuesday, Thursday, and Friday. Practices are held from 3:15-4:45 p.m. Sports team participation requires a yearly physical examination because of the strenuous nature of team practices. Students



should have their own medical insurance. Please see the Athletic Handbook for full details on procedures, policies, and expectations of the Princeton Academy of the Sacred Heart Athletic Department.

Existing sports teams include:

Fall	Winter	Spring
Soccer A & B	Basketball A & B	Lacrosse
Cross Country	Wrestling	Tennis
Golf	Squash	Baseball

Activities/Clubs

We expect that many clubs and activities will be generated from the interests of our students and faculty. Activities and clubs may be held during the school day or after school. Wednesday afternoon activity period is held from 2:15-2:55 p.m. and is used for activities. Activities are generally open to all students in the Middle School. General requirements for participation include being a Middle School student at Princeton Academy and having an interest in the activity.

Some of the clubs and activities that you might see offered are:

- Art Club
- Board Games
- Chess Club
- Cooking Club
- Crocheting Club
- Dungeons & Dragons
- Nature Club
- Literary Magazine - *The Quill*
- Movie Club
- Music Ministry Committee
- Pumping Iron
- Robotics
- Speech and Debate
- Student Liturgy Committee
- Strategic Games/Logic Puzzles
- Ultimate Frisbee
- Yearbook- *The Aerie*

If you are interested in something not listed, please see the Head of Middle School. Students will not be allowed to participate in an activity on a day during which they were absent from school unless prior approval has been given.



Community Service

The community service program at Princeton Academy is based on Sacred Heart Goal III, a social awareness which impels to action. As a result of this goal, community service in the Middle School is student driven. Students are involved in community service both for the school community and the community at large, with many of the activities created, designed, and implemented by the boys themselves under faculty guidance.

School Musical

The Princeton Academy music department's major undertaking every school year is the school musical. The fully staged production is a comprehensive theatrical experience involving costumes, set, props, lighting, sound, and live musicians.

All Princeton Academy students in Grade 5-8 are eligible to participate in the annual production. The show is announced at the start of the school year and auditions for roles are held in mid-October. Rehearsals run Wednesday afternoons with extra rehearsals scheduled in the final weeks leading up to the production. Performance information will be shared in the fall.

In addition, students have opportunities to take part in various facets of the production including building and designing the set and props, assisting backstage, or helping with technical operations.

Social Events

Middle School Dance Policy

Princeton Academy, Stuart Country Day School, Princeton Day School, Pennington, Villa Victoria, Princeton Friends, Waldorf, and Chapin host Middle School dances throughout the school year. Sign-up sheets are posted on Monday of the week of the dance. An email from the Middle School office is also sent to notify parents. During Middle School assemblies, Student Council officers announce dances and the directions for signing up. **Students must sign up by noon on the Thursday prior to attend the dance.** The list of students who will attend is sent to the host school at this time. No additions can be added to the list to ensure student safety and appropriate number of chaperones.

Students are expected to adhere to all school rules when they attend a dance. If a student's behavior is inappropriate at the dance, participation in future school sponsored social events may be suspended.

Princeton Academy of the Sacred Heart-Stuart Country Day School of the Sacred Heart Social Gatherings

Game Nights are evenings of music, fun, and games with Grade 5 and Grade 6 students of Princeton Academy and Stuart. Grade 5/6 Game Nights take place at either Princeton Academy or Stuart; they run from 6:30-8:30 p.m. Students are not required to wear uniforms.



Movie Nights are evenings of movies, fun, and trivia with Grade 5 and Grade 6 students of Princeton Academy and Stuart. Grade 5/6 Movies Nights take place at either Princeton Academy or Stuart; they run from 6:30-8:30 p.m. Students are not required to wear uniforms.

Parent Chaperones

All Princeton Academy social events require parent chaperones to ensure student safety and appropriate behavior. We need one chaperone for every ten students. An email request from the Middle School Office will be sent prior to the event.

Technology

Computer and Internet Responsible Use Policy

The Sacred Heart Goals, Student Principles, and Community Standards found in the beginning of this handbook also apply to the use of technology at Princeton Academy of the Sacred Heart. The guiding principle should be respect for self and others. This is applicable whether or not the student is on the Princeton Academy campus or using a personal device elsewhere (i.e., laptop, cellphone, etc.).

- Technology resources will not be used in a manner, which conflicts with the mission and spirit of the school.
- Students are responsible for the care and use of technology resources provided them.
- At any time, a faculty member may review the use of or confiscate any technology resource (personal or provided by Princeton Academy) if used inappropriately.
- Personal use of Princeton Academy technology resources is not permitted.
- Students may not provide their own and especially not others' personal information (i.e. email, passwords, phone numbers, addresses) online.
- A student will alert a faculty member immediately if he encounters content that makes him feel uncomfortable or seems rude or offensive. He will not try to handle the situation on his own.
- Students will not download anything from anyone they do not know.
- Students should not access inappropriate pages. If a student accidentally accesses such a site, he is responsible for alerting a faculty member. If unsure about a particular site, he should discuss it with a faculty member.
- No personally owned device shall be brought in for school use without the explicit permission of the Technology Director.

Princeton Academy of the Sacred Heart Assigned Device Program Guidelines

Middle School students are provided with a personal device to serve as a tool to aid their learning experience. These devices are “personal” in that they are assigned to students on a 1:1 basis. A student should never sign in to a device with personal ID/credentials on a Princeton Academy device. He should only use the account(s) provided by Princeton Academy. A student and his



parent(s) must agree to the terms of use of technology resources at Princeton Academy in order for the student to use these resources.

Note: A lost or damaged device or its accessories are the responsibility of the student. In the instance of a lost or damaged device, the student/family will be charged up to the full price of the device.

Here are the key points pertaining to device use at Princeton Academy.

1. The student is responsible for the appropriate care of his device and provided accessories. The device must have a sufficient charge for use throughout the day. The device and all accessories will be returned in original working condition upon request.
2. Before cleaning any device, please consult the Technology Department at Princeton Academy. In general, only a soft cloth, preferably microfiber, should be used to clean a device.
3. The device assigned to each student should remain the private device of the student to whom it was assigned. It should not be loaned or shared with other students.
4. Students may replace the provided cases or covers for their device. This in no way excuses the student from caring for the device and may necessitate further diligence.
5. Music or videos not used for academic purposes (e.g., iTunes songs, feature films) are not permitted on Princeton Academy devices. Only with permission, students may listen to or watch media on personal devices.
6. Devices should only be used to access school-appropriate content. This excludes any media that:
 - Harasses, bullies, libels, or denigrates any individual or group
 - Is copyrighted with distribution rights reserved
 - Contains violent or sexual imagery and/or language
 - Encourages illegal activity of any kind
 - Promotes drug use
 - Promotes alcohol use by minors
 - Violates any individual’s right to privacy

Princeton Academy Device Responsible Use Policy Disciplinary Action Plan

This Device Responsible Use Policy is in effect during the school day from 8:00 a.m. until 3:00 p.m. The Homework Club/After School Study Hall has a separate Device Responsible Use Policy Disciplinary Action Plan. **Note: Parents will be notified of any violation.**

Violation	First Offense	Second Offense	Third Offense
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Inappropriate Device Use	Warning	A second offense will result in the device being confiscated for a period of time to be determined by the faculty member, Technology Director, and Head of Middle School. The student's parents will be notified.	A third offense will result in the student being sent to the Head of Middle School. The student's parents will be notified. The computer privilege abuse will be handled within the guidelines of the discipline process including loss of device use.
Device Care and Handling including: <ul style="list-style-type: none"> • Carrying device inappropriately • Storing device improperly • Unauthorized use of a device 	Warning	Warning	A third offense will result in the device being confiscated for a period of time to be determined by the faculty member, Technology Director, and Head of Middle School. The student's parents will be notified.

Princeton Academy of the Sacred Heart Device Usage Agreement

Princeton Academy Middle School students are provided with a personal device to serve as a tool to aid their learning experience. These devices are “personal” in that they are assigned to students on a 1:1 basis. These devices are the property of Princeton Academy. Princeton Academy technology staff will manage these devices in order to ensure that installed applications are restricted to those necessary to support the students and their educational program.

Grade 5 and Grade 6 students may only use their assigned devices at school.

Grade 7 and Grade 8 students may take their assigned devices home as determined by the school administration.

A student and his parent(s) must agree to the terms of use of technology resources at Princeton Academy in order for the student to use any of these resources.



The Sacred Heart Goals, Student Principles, and Community Standards also apply to technology use at Princeton Academy.

Key points are:

1. Technology resources will not be used in a manner which conflicts with the mission and spirit of the school.
2. Faculty members may examine the use of or confiscate any technology resource (personal or school provided) if used inappropriately by a student.
3. Devices shall not become a distraction for students nor a source of any school disruption.
4. The student is fully responsible for the appropriate care of his device and any provided accessories. This includes insurance for the device; if a student or family would like to insure their assigned device, they are responsible for doing so.
5. **A lost or damaged device or its accessories are the responsibility of the student. In the instance of a lost or damaged device, the student/family will be charged up to the full price of the device.**

Service and Facilities

Athletic and Recess Fields

The Athletic and recess fields are for the use and enjoyment of the Princeton Academy community. Please play safely, share, and respect the structures.

Health

The school employs a nurse to look after all student records, immunizations, and general health. If a student is sick, the school will administer first aid and will telephone their parents to have them proceed with any further treatment. **Students may only be dismissed for illness if the school nurse has contacted the student's parents for pick-up.** For further and more specific information concerning the school's health policies please see the "Health Services" tab under the "Student Life" tab on the Princeton Academy website.

Library

Students are encouraged to use the William E. Simon Chapel Library both for class work and recreational reading. Students will adhere to the following rules while in the library:

- No food or drink, including water
- No personal electronic devices
- Students will sign in and sign out
- Students will stay on the lower level
- Chromebook/iPad/Laptop use at tables only
- Lounge seating by periodicals for reading only



- Books returned before or after school will be given to the front desk receptionist
- Book check out will only be processed by school librarians

School Rules, Regulations and Disciplinary Procedures

Certain rules and regulations are necessary to maintain a positive and supportive environment in any community. By themselves, however, rules are not sufficient, and without an underlying spirit of cooperation, consideration, and respect for others, no community will be truly productive. One of the more important traits we hope you develop while at Princeton Academy of the Sacred Heart is the spirit of stewardship. Stewardship is manifested through the avoidance of waste, appreciation of material things without inordinate attachment to them, conservation of things natural and man-made, unselfish and creative use of our talents, a disposition to generosity as opposed to self-indulgence, and a sensitivity to people in need. In short, we hope you develop an active respect for people and for things. If you are involved in the life of the school and accept the spirit of stewardship, you will have no difficulty living up to our expectations, and Princeton Academy will have no trouble measuring up to your expectations.

Middle School Student Expectations

Middle School students are expected to abide by the Princeton Academy of the Sacred Heart Middle School Honor Code. The students use the Sacred Heart Goals, Student Principles, and Community Standards to help them to maintain appropriate behavior and to make responsible decisions. Violations of the Honor Code will result in disciplinary action.

Disciplinary Process in the Middle School

Faculty members are asked to handle minor disciplinary infractions on their own, as immediately and appropriately as possible. It is important that you understand that faculty will have different styles and consequently, they may respond differently to similar infractions. A record will be kept for each student and the Head of Middle School will meet with any student who fails to respond to the requests of faculty or who begins to develop a pattern of disciplinary infractions.

The Head of Middle School meets with any student who fails to respond positively to the measures taken by a faculty member, or seriously violates any one of the character standards of the Middle School Honor Code: Sacred Heart Goals, Student Principles, and Community Standards, in order to determine the most appropriate action to take. Upon meeting with the Head of Middle School, a student carries out an action recall and character reflection which includes: a description of the facts involved in the disciplinary infraction(s), an explanation of why the student acted as he did, and a plan of action to move forward using the Sacred Heart Goals, Student Principles, and Community Standards. Students failing to respond positively to measures taken by the Head of Middle School will be asked to have their parent(s) accompany them to a conference with the Head of Middle School. A student failing to respond positively to measures resulting from the parent conference will be at risk for further disciplinary consequences.



Middle School Detention (MSD)

When a student is in minor violation of school rules in the areas of Community Standards, Student Principles, and Dress Code, Middle School teachers complete a Discipline Referral Form that details the violation. All Discipline Referral Forms are reviewed by the Head of Middle School who discusses the violation with the Middle School faculty and meets with the student to review action and consequence. Disciplinary procedure for minor violations is Middle School Detention. Middle School Detention is carried out during lunchtime, 11:55 a.m.-12:40 p.m.; students are able to serve detention within an immediate time frame. **Note: Parents are notified of their son's violation and Middle School Detention (MSD). MSD is not recorded on a student's permanent record.**

Harassment, Intimidation, and Anti-Bullying Plan and Policy

Bullying is a form of aggressive behavior that is meant to harm or intimidate, it is repeated, and it involves an imbalance of power. Any form of bullying is a violation of the Middle School Honor Code. Bullying will not be tolerated, and disciplinary action will be taken.

Introduction and Statement of Purpose

Princeton Academy of the Sacred Heart expects students to accept responsibility for their actions at all times. Students are expected to behave intelligently and with sensitivity, and to conduct themselves honestly and respectfully whether on or off campus. We believe in providing our students with a safe learning environment that is free from all forms of harassment, intimidation, and bullying.

Princeton Academy (The School) will promptly investigate any report of harassment, intimidation, or bullying. We will take action against those who are responsible for acts of harassment, intimidation, or bullying once we have effectively classified the event under the tenets of this plan. We will impose disciplinary sanctions against offending students, which may include dismissal from Princeton Academy of the Sacred Heart.

Definition of Harassment, Intimidation, and Bullying “Harassment, intimidation, or bullying” means any gesture or behavior, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that takes place on School property, at any School-sponsored function, on a School bus or off grounds that substantially disrupts or interferes with the orderly operation of the School or the rights of other students, and that:

a. under the circumstances, a reasonable person should know that this behavior will have the effect of physically or emotionally harming a student or damaging his property, or will place a student in reasonable fear of physical or emotional harm to his person or fear of damage to his property;



- b. this behavior has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the School;
- c. this behavior creates a hostile educational environment at School for the student; or
- d. this behavior infringes on the rights of the student at School by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Cyberbullying

New Jersey law defines “cyberbullying” as bullying through the use of electronic communication, which means a “communication transmitted by means of electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.”

Cyberbullying also includes:

- a. the creation of a web page or blog in which the creator assumes the identity of another person or
- b. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses above.

Prohibition Against Bullying

Princeton Academy will not tolerate any form of bullying or cyberbullying. Bullying is prohibited (i) on School grounds, property immediately adjacent to School grounds, at a School-sponsored or School-related activity, function or program whether on or off School grounds, at a School bus stop, on a School bus or other vehicle owned, leased or used by the School, or through the use of technology or an electronic device owned, leased or used by the School, and (ii) at a location, activity, function or program that is not School-related, or through the use of technology or an electronic device that is not owned, leased or used by the School, if the bullying creates a hostile environment at the School for the targeted student, infringes on the rights of the targeted student at the School or materially and substantially disrupts the educational process or the orderly operation of the School.

Prohibition Against Retaliation

Princeton Academy prohibits retaliation against any person who reports bullying or cyberbullying, who provides information during an investigation of bullying or cyberbullying, or who witnesses or has reliable information about bullying or cyberbullying. “Retaliation” means any form of intimidation, reprisal or harassment directed against any such person.

Reporting Incidents of Bullying, Cyberbullying or Retaliation Students



Any student who feels that he or any other student has been targeted by an action of bullying or cyberbullying or retaliation is strongly encouraged to report the matter promptly to a member of the School's faculty or School Leadership Team.

Parents/Guardians

Any parent or guardian who feels that a student has been targeted by an action of bullying, cyberbullying or retaliation is strongly encouraged to report the matter promptly to a member of the School's faculty or School Leadership Team.

Faculty and Staff

All faculty members, administrative employees, and staff members (i.e. every person who is employed by the School in any capacity) must immediately report any single action of bullying or cyberbullying or retaliation that the person has witnessed, or otherwise become aware of, to the Head of Middle School or the Headmaster. There are to be no exceptions. Promises of confidentiality may not be made.

If a faculty member, administrative employee, or staff member witnesses an act of bullying, cyberbullying or retaliation in progress, the faculty member, administrative employee, or staff member is expected to take reasonable steps to stop the act by communicating directly with the person whose behavior is considered unacceptable, offensive or inappropriate.

Anonymous Reporting

Faculty members, administrative employees, and staff members may not make reports under this policy anonymously. The School also urges student and their parents/guardians not to make reports anonymously, but anonymous reports made by parents/guardians or students of either bullying or retaliation are permitted. It is more difficult to determine the facts of what occurred if complaints are made anonymously, and disciplinary action will generally not be taken against a student solely on the basis of an anonymous report.

Finally, a student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action.

Responding to Reports of Bullying, Cyberbullying, or Retaliation

Upon receiving a report of bullying, cyberbullying or retaliation, the Head of Middle School will notify the Headmaster, and will promptly conduct an investigation. The nature of the investigation will depend on the circumstances.

A. Preliminary Considerations: When a complaint of bullying, cyberbullying, or retaliation is brought to the attention of the Head of Middle School, an assessment is made as to whether any initial steps need to be taken to protect the wellbeing of students and to prevent disruption of their learning environment while the investigation is being conducted. The School is committed to protecting the physical and emotional well being of all its students and will take appropriate measures to do so.



Thus, the School will be sensitive to the needs of both the alleged targeted students as well as the alleged bullies. At any point after receiving a report of bullying, cyberbullying and/or retaliation, the Headmaster may notify local law enforcement in the event that the Headmaster has a reasonable basis to believe that criminal charges may be pursued against the alleged aggressor.

B. Obligation to Notify Parents or Guardians: It is the policy of the School to notify the parents or guardians of any student who is an alleged perpetrator or target of bullying, cyberbullying, or retaliation promptly after the complaint has been made.

C. Investigation: An investigation of the complaint will be conducted by the Head of Middle School. The investigation may include, but will not necessarily be limited to, interviews with the person who made the complaint, interviews with the student who was the target of the alleged bullying, cyberbullying, or retaliation, interviews with the alleged perpetrator(s), and with any students, faculty, staff, or other persons who witnessed or may otherwise have relevant information about the alleged incident. The Head of Middle School may also contact teachers, parents or guardians, or other individuals with relevant information.

The School will not tolerate any form of retaliation directed toward an individual who in good faith makes a complaint or participates or cooperates in an investigation. All persons involved in an investigation should understand that false or exaggerated accusations could be extremely damaging to innocent persons; therefore, all claims require the honest and full disclosure of facts by all involved persons. False accusations will not be tolerated and may lead to disciplinary action.

Notification and Response

Following interviews and any other investigation undertaken, as the School deems appropriate, the Head of Middle School and/or the Headmaster will determine whether and to what extent the allegation of bullying, cyberbullying, or retaliation has been substantiated.

Notification: If the Head of Middle School and/or the Headmaster determine that bullying or retaliation has occurred, the Head of Middle School and/or the Headmaster will take the following actions:

- Notify the parents or guardians of the targeted student and, to the extent consistent with state and federal law, notify them of any action taken to prevent any further acts of bullying or retaliation;
- Notify the parents or guardians of the alleged aggressor(s); and
- Assess the targeted student's need for protection and take appropriate steps as necessary to restore a sense of safety for that student.

Response: If the Head of Middle School and/or Headmaster determine that bullying, cyberbullying or retaliation has occurred, that any other provision of this Plan has been violated, or that any other



School rule has been violated, the Head of Middle School and/or the Headmaster will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

When necessary, the following steps may be taken:

- In consultation with the school’s counseling staff, refer aggressors, targeted students and family members of such students for counseling or other services as appropriate.
- Take appropriate disciplinary action, which may include any form of discipline that the School imposes for other violations of its rules and policies, up to and including dismissal.

It is important to note that stricter standards of behavior may apply under the School’s rules of conduct, in order that the School may prevent inappropriate verbal and/or physical conduct before a student has been subjected to bullying as it is defined under current New Jersey law. For example, although the law defines bullying as “repeated use” of certain expressions, acts, and/or gestures, the School may impose disciplinary measures and other corrective action in a case of a single expression, act, or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might result in bullying.

For all reports of bullying, cyberbullying or retaliation, the Head of Middle School will keep a file of the report, the investigation, and any steps taken in response to a finding of bullying or retaliation.

Secondary School Placement

Princeton Academy of the Sacred Heart firmly believes that the most important factor to consider when selecting a secondary school is the fit between the student and the school. Consequently, the placement process is built upon the premise that it is just as important to know oneself, as it is to know about potential secondary schools. Just as students each have unique interests, abilities, and goals, schools have unique missions, histories, and cultures.

As their seventh-grade school year progresses, students begin to discuss prospective schools and consider what is most important to them. Through guidance from the Director of Secondary School Placement, students begin to contemplate issues such as boarding or day, single-sex or coed, and religious or non-denominational. A parent orientation is held in the spring to provide information to parents regarding what to expect during this process. Parents are encouraged to participate in this process as much as possible and are invited to meet with the Director of Secondary School Placement to discuss possible secondary school options.

In the eighth-grade school year, students meet individually with the Director of Secondary School Placement to discuss their experiences while visiting schools. In addition, weekly group discussion take place which allows students to share their experiences, work on applications, and practice interview techniques. Through continued discussion, students are able to decide upon the schools to



which they would like to apply. Students receive various forms of help with this process, ranging from mock interviews to help with the application essays. In general, most applications are completed by mid-January and students learn of their acceptance by mid-March. At that time, students again meet with the Director of Secondary School Placement to discuss the various options they now have and make their decisions by mid-April.



HAWK ATHLETICS

Athletic Department Mission Statement

The mission of our athletic program is to provide opportunities in which students can acquire skills, experience leadership, and grow personally. All students are encouraged to participate and to learn to balance academics, athletics, and the arts. Our goal is to provide a positive experience for the boys on the field of competition. Every boy, from the novice to the advanced player, has a place in our program.

A Note from the Director of Athletics

Dear Parents and Students,

This handbook was created to provide coaches, students, and parents with the procedures, policies, and expectations of the Princeton Academy of the Sacred Heart Athletic Department.

My goal is that, as a player, you will enjoy participating in our athletic program, and will learn the importance of sportsmanship, teamwork and ways in which to be a great competitor.

I value the importance of sports within the educational process, and would encourage all players to work hard and play hard. In the end, your hard work and dedication will bring you great satisfaction.

If you have any questions, please do not hesitate to contact me.

Go Hawks!

Paul Clewell
Director of Athletics



Expectations for Student Athletes

The student athlete will:

1. Display positive public actions at all times.
2. Maintain good academic standing.
3. Accept the responsibility and privilege of representing Princeton Academy of the Sacred Heart.
4. Respect the judgment of officials and coaches.
5. Treat opponents with respect and shake hands with opponents after contests.
6. Attend practice four days a week, unless a note is brought to the Director of Athletics stating the reason for missing one day a week. The Director of Athletics and Head Coach must approve the absence.
7. Come prepared and on-time for practices and games. If a student needs to miss a practice or a game, the student needs to let the head coach know the morning of the day they are missing.
8. Ride team bus to and from away games and demonstrate appropriate and safe behavior on the bus. If a student wants to go home with his parent or another parent, a note needs to be brought to the coach or the parent must talk to the head coach after the game is over.
9. Be present by 12:00 p.m. at school to be eligible to play/practice, unless they have an excuse approved by the Director of Athletics.
10. Not participate in practice or in games on the day of an absence from school, including suspension.
11. Not be eligible to practice or play if medically excused from Physical Education class.
12. Return all uniforms and equipment at the end of each season. If a uniform is not turned in, there will be a fee to pay. If the fee is not paid, report cards will be held until payment is received.
13. Only play one sport per season.
14. Avoid bringing in unnecessary items to school. The school will not be liable for lost or stolen personal property.

Proper Attire for Middle School PE Class/Athletic Events in the Gym

1. T-shirt, sweatshirt, or long sleeve shirt.
2. Shorts, sweatpants, or athletic pants.
3. Socks
4. Athletic Sneakers

Guidelines for Parents

1. Parents need to be on time to pick up their son(s) at the end of each practice or game. Pick up is in the back at the McPherson Athletic and Convocation Center (MACC) entrance.



2. Parents are financially responsible for full replacement value of all uniforms and equipment assigned to the student-athletes.
3. Players need to avoid bringing in unnecessary items to school. The school will not be liable for loss of stolen personal property.
4. In order to participate in a team sport, your son must have a physical examination within the last 12 months and all other health forms filled out and turned in to the nurse. The student will be unable to join a sports team unless this is done. This is done to insure the health, safety and welfare of the student athlete.
5. Parents should inform the nurse, Director of Athletics and Head Coach of any known physical problems of their children.
6. Parents are expected to be respectful and polite to all coaches, officials, and participants, which includes appropriate conduct at all Princeton Academy of the Sacred Heart School events, practices and games.
7. Parents are expected to demonstrate positive support for the coaches and the school's athletic program including its policies, strategies, and team rules.
8. Parents should refrain from discussing playing time, team strategy, play calling, and other student athletes with coaches before, during, and immediately after a competition.
9. If you have a concern about a coach, please contact the Director of Athletics to set up a meeting with the coach. Never confront a coach before, after or during a practice or game.

Gymnasium Policies

1. No food, drink, gum or glass containers are allowed in the gym, locker room, or mezzanine area.
2. No cleats are allowed in the MACC. Only non-marking shoes should be worn on the gym floor.
3. Use of the MACC by any individual must be approved by Director of Athletics.
4. No student should enter the mezzanine area or gym without a coach or teacher.
5. Students should enter the gym only through the lobby doors; they should not use the side entrance to the mezzanine.
6. No one should use the visitor's locker room without permission of the Director of Athletics.
7. The bleachers should only be pulled out by the Director of Athletics or Physical Education Teacher. If the bleachers are pulled out, there should be no running or climbing on them.
8. Before leaving the gym for the night, doors should be locked, lights turned off, and bathrooms checked.
9. When on the mezzanine area, teachers and coaches should make sure students do not climb the wall or the wire supporting the backboards. In addition, students should not be on the wrestling mats at any time, except during PE or wrestling.
10. All equipment should be returned to appropriate places.
11. No doors in the MACC should be propped open without permission from the Director of Athletics.



12. The curtain should always remain open. The only people authorized to close the curtain are the Director of Athletics or Physical Education Teacher.

Middle School Sports

All Middle School Sports teams are offered to all students in Grades 5-8.

Teams Offered:

Fall	Winter	Spring
Soccer A	Basketball A*	Baseball
Soccer B	Basketball B*	Lacrosse
Cross Country	Wrestling	Tennis*
Golf*	Squash	

****These teams may have cuts. If a student is cut from a team, they may join another sport in that season.***

The Middle School Sports teams practice four days a week; Monday, Tuesday, Thursday and Friday. Practices will run from 3:15-4:45 p.m., unless otherwise noted (i.e. squash/golf). Games will start at 3:30 p.m., unless otherwise noted. B-team games will start 10 minutes after the completion of the A-team games. This will generally be between 4:30-4:45 p.m. with a few exceptions.

- Tennis Team practices and home matches are held at Stuart Country Day School.
- Squash Team practices are four days a week, Monday, Tuesday, Thursday and Friday from 6:30-7:30 p.m. All practices and home matches are held at The Lawrenceville School.
- Golf Team practices three days a week, Monday, Tuesday and Thursday from 3:15-5:00 p.m. All practices and home matches are held at the Bedens Brook Club.

Team Selection

Selection of the team member shall be at the discretion of the Head Coach. The Head Coach will hold tryouts and will speak to each student privately on the final day of tryouts to let them know if they made the team or not. At no time will a list be posted of those students who were not selected for the team. Students who do not make the sports team will be encouraged to participate on another athletic team at Princeton Academy of the Sacred Heart.

Travel and Non-Travel Team

Princeton Academy strives for a no cut policy for most of its athletic teams. If a sport has a large amount of students trying out for it, the Athletic Department will try to create a travel team and a non-travel team. The travel team will play in all home and away games. The non-travel team will



practice with the team, but will not travel/play in any away games. Coaches will do their best to rotate who is on the travel and non-travel team during the season.

Dismissal from a Team

A requirement for being on any Princeton Academy of the Sacred Heart sports team is following school rules and all athletic guidelines within this handbook. Dismissal from a team is a serious matter.

The decision to dismiss a player from any team will be decided upon by the Headmaster, Director of Athletics, and Coaches. Any behavior in violation of the Community Standards listed in the Middle School portion of the One Handbook may result in suspension or dismissal from the team.

Athletic Hotline/Daily Practice and Game Schedules

For daily information on practices and games you should call our Athletic Hotline. Updated information, including cancellations, estimated return times from games, and other daily information will be available on the Hotline after 12:15 p.m. each day. The Athletic Hotline number is (609) 759-3054.

A game schedule is posted on the bulletin board outside the gym doors, next to the Director of Athletics' office. Game schedules can also be found on the school website. If you need to speak to the Director of Athletics, please call (609) 921-6499, ext. 409.



Princeton Academy Parents Association (PAPA)

All parents and guardians of Princeton Academy students are members of the Princeton Academy Parents Association (PAPA). PAPA serves to build community at Princeton Academy by offering opportunities for parents and students to socialize and participate in schoolwide events. We support the school through various fundraising efforts and provide enrichment programs for the boys and special gifts to the school that enhance the overall experience at Princeton Academy.

We encourage all parents to participate in the monthly PAPA meetings, community events and coordinated fundraising efforts. Please refer to the school calendar for all PAPA events.



2018-2019 PAPA Executive Board and Chairs

President	Katharine O'Grady
President-elect	Lisa Cunningham
Past Presidents	Michelle Burgess Rebecca Plimpton
Secretary	Jennifer Kong
Treasurer	Frank Corti
VP/Communications	Christina Henderson
VP/Community Caring	Nicole Sheetz Frith
VP/Dad's Club	Kevin Hogan
VP/Education	Sushama Austin-Connor Kate Leahy Sarah Plimpton Liebowitz
VP/Merchandising	Merce Kelso
VP/Spirit Club	Patricia Carragher Dunn
VP/Volunteers (LS and MS)	Tia Bennett Vandana Bhanote Shelly Sbarro Jaime Stournaras
LS Representative	Lorena Bochenek Farrah Gee
MS Representatives	Karen Freundlich Sophia Wang
Used Uniform Closet	Karin Sanderson



2018-2019 Class Parents

Kindergarten

Kate Bogumil
Monique Bombardieri
Linda Fleming
Jessica Johnston

Grade 1

Julie Miers
Kelly Marino

Grade 2

Sharon Carabelli
Michele Hartpence

Grade 3

Caroline Clouser
Frank Corti
Kera Corti
Kaila Doran

Grade 4

Jennifer Bednar
Michelle Burgess

Grade 5

Janice Abud-Falcone
Sushama Austin-Connor
Sharon Gardner
Shelly Sbarro

Grade 6

Leslie Duffy
Patrell Hibbert
Sylvia Plange-Kuma
Dawn Richmond

Grade 7

Heather Aton
Christi Gautam
Song Han
May Qi

Grade 8

Joel Freundlich
Merce Kelso
Alena Poljevka
Tracy Zhong



Faculty and Staff Directory

Extensions by Office and Department

Admission Office, ext. 402

Hillary Nastro, Director of Enrollment Management (609) 759-3053
Judy Springer, Admission Associate (609) 921-0099

Athletic Office, ext. 409

Paul Clewell, Director of Athletics
Athletic Hotline (609) 759-3054

Business Office, ext. 403

Ralph Ferrara, Director of Finance and Operations (609) 924-8151
Julie Martin, Assistant Director of Finance and Operations (609) 924-8151
Charlotte Taylor, Business Office Associate (609) 924-8148

Communications Office, ext. 401

Joanna Dugan, Director of Marketing and Communications (609) 924-8143

Development Office, ext. 408

Brooke Gadasi, Director of Development (609) 921-1879
Charlotte Taylor, Development Associate (609) 924-8148

Extended Day Programs, ext. 121

Vince Geraci, Extended Day Programs Coordinator

Front Desk, ext. 500

Susan Johnson, Front Desk Receptionist (609) 921-6499

Headmaster's Office, ext. 509

Alfred (Rik) F. Dugan III, Headmaster (609) 921-0099
Judy Springer, Assistant to the Headmaster (609) 921-0099

Health Office, ext. 204

Dolores Hawrylo, School Nurse (609) 921-6418

Lower School Office, ext. 100

Paris McLean, Head of Lower School (609) 921-1876
John Kling, Assistant to the Head of Lower School (609) 921-1876

**Middle School Office, ext. 307**

Kathleen Humora, Head of Middle School (609) 921-1835

Jennifer Hewins, Assistant to the Head of Middle School (609) 921-1835

Secondary School Placement Office, ext. 211

Taylor Kenyon, Director of Secondary School Placement and Alumni Engagement

Technology Office, ext. 207

Ray Shay, Director of Technology and Summer Programs

Lower School Faculty

Paris McLean – Head of Lower School

Suzanne Kazi – Kindergarten Lead Classroom Teacher

Maria Rigas - Kindergarten Classroom Teaching Assistant

Vince Geraci –First Grade Lead Classroom Teacher

Kathleen Mayer – First Grade Classroom Teaching Assistant

Caroline Walradt – Second Grade Lead Classroom Teacher

Wendy Smith – Second Grade Classroom Teaching Assistant

Cathy Schnitzler – Third Grade Lead Classroom Teacher

Christine Terranova – Third Grade Lead Classroom Teacher

Jonathan Halcomb – Third Grade Classroom Teaching Assistant

Drew Schoudel – Fourth Grade Lead Classroom Teacher

Meghan Dilmore – Fourth Grade Lead Classroom Teacher

Dee Harris – Fourth Grade Classroom Teaching Assistant

Middle School Faculty

Kathleen Humora – Head of Middle School/Science Teacher

Lorraine Benditt – English Teacher

Greson Torchio – Math and Science Teacher/Curriculum Innovator

Denise Quenault – Social Studies Teacher

Brian Ferrenz – Science Teacher

Jeff Hoisington – Math Teacher

Adriana Gaissert – Spanish Teacher

Linda Hogancamp – Math Teacher

Maria Moreno – Spanish Teacher

Tim Stevens – Social Studies Teacher

Nathan Weaver – English Teacher

Ekaterina Kotreleva-Darenkova – One School Classroom Teaching Assistant

Teaching Specialists

Jonathan Britt – General Music Teacher

Paul Clewell – Director of Athletics/Physical Education Teacher



Ellen Dowling – Librarian
Lorna Cole Durish – Director of Community Liturgy/Religion Coordinator and Teacher
Ekaterina Kotreleva-Darenkova – One School Classroom Teaching Assistant
Maria Moreno – Spanish Teacher
Ryan Lilienthal – Art Teacher
Margaret Rose – Art Teacher
Erich Trautwein – Physical Education and Health & Wellness Teacher
Haïben Wu – Instrumental Music Teacher

Staff

Peggy Feuerstein – Faculty Advisor
Dolores Hawrylo, RN – School Nurse
Dave Hewins – Buildings and Grounds Manager
Christine McDonough – Middle School Learning Specialist
Karen Palowitch – Library Assistant
Dr. Kenneth Shore – Consulting School Psychologist
Sharie Verdu – Reading and Learning Specialist
Dave Wall – Buildings and Grounds

To send an email to a faculty or staff member, you can form their email address by using the first letter of their first name followed by their last name. For example, “John Smith” would become “jsmith@princetonacademy.org.”