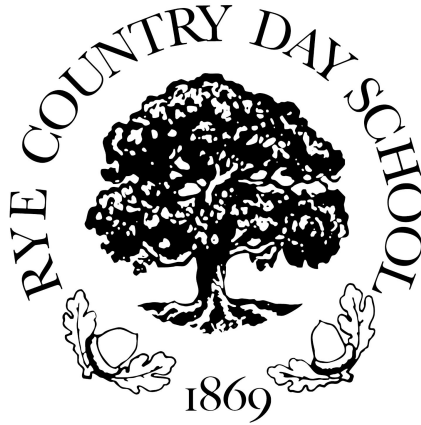


UPPER SCHOOL

Parent-Student Handbook



2019-2020



**UPPER SCHOOL
PARENT - STUDENT HANDBOOK**

2019 - 2020

**Upper School
(914) 925-4596 (Office)
(914) 925-4613 (Attendance)**

www.ryecountryday.org

Rye Country Day School seeks diversity in all aspects of school life. The School admits students of any race, color, religion, disability, gender identity, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, disability, gender identity, sexual orientation, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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INTRODUCTORY MATERIALS

MISSION STATEMENT

Rye Country Day School is a coeducational, college preparatory school dedicated to providing students from Pre-Kindergarten through Grade 12 with an excellent education using both traditional and innovative approaches. In a nurturing and supportive environment, we offer a challenging program that stimulates individuals to achieve their maximum potential through academic, athletic, creative, and social endeavors. We are actively committed to diversity. We expect and promote moral responsibility and strive to develop strength of character within a respectful school community. Our goal is to foster a lifelong passion for learning, understanding, and service in an ever-changing world.

RCDS CORE VALUES

R – RESPECT AND RESPONSIBILITY

C – COMMITMENT TO PERSONAL & ACADEMIC EXCELLENCE

D – DIVERSITY WITHIN AN INCLUSIVE COMMUNITY

S – SERVICE

RCDS DIVERSITY MISSION STATEMENT

At Rye Country Day School, we believe that diversity is the existence of human variety. As such, each one of us is diverse in multiple ways and in a variety of contexts. We recognize diversity as including, but not limited to, differences in ability/disability, age, ethnicity, family structures, gender, geographic origin, life experiences, physical appearance, race, religion, sexual orientation, and socioeconomic status.

As educators, we are committed to creating and sustaining a school community that is diverse and inclusive, one in which all members can participate fully and maximize their potential. We believe that only an inclusive school community can be equitable and just.

We are proactive about teaching our students the importance of diversity and inclusion in an increasingly interconnected, multicultural, and ever-changing world. As we prepare our students for leadership in the world beyond Rye Country Day School, we are responsible for teaching them how to communicate with and be respectful of others—beginning with those in our school community and extending to those who live beyond our nation’s borders. Every global citizen should be able to thrive in a diverse and interconnected society.

Our commitment to inclusion enriches our community with diverse ideas and perspectives. Students grow and flourish in this type of environment, where they can safely explore their individual identity while developing and exercising strength of character, healthy self-esteem, and confidence.

Through our commitment to diversity and inclusion, we strive to be good role models for the individuals in our care so that their present and future actions and choices may positively impact the world.

PUBLIC PURPOSE MISSION STATEMENT

Since 1869, Rye Country Day School's motto "Not for Self, But for Service" has been integral to the culture of the School. The Rye Country Day School philosophy states, "A superior education embraces the concept that to educate is to do more than to teach." Through service learning, we will provide transformative educational opportunities that prepare our students to be responsible citizens with an ethic of service and empathy for our shared human experience. We believe that meaningful and mutually beneficial partnerships emanate from a curriculum enhanced by community engagement. Rye Country Day School's sustained commitment to making a positive impact on the community and contributing to the common good defines our public purpose.

SUSTAINABILITY MISSION STATEMENT

The RCDS community, in conjunction with the expressed mission of Rye Country Day School, exists to foster understanding of our world around us, to act in accord with our school motto, "Not for Self, But for Service," and to promote moral responsibility as citizens of the planet. The long-term goals of the sustainability committee are to create a climate of environmental awareness and to help students understand that they can effect positive and lasting change in the world by becoming lifelong stewards of our planet.

RCDS STATEMENT OF PHILOSOPHY

A superior education embraces the concept that to educate is to do more than to teach. We regard the student as a whole person and seek to assist each in fulfilling his or her potential for personal growth by providing an environment that nourishes cultural, social, and physical needs, as well as moral and ethical sensitivities, thus helping our young men and women to define an image of themselves that they can accept and respect.

Academically, the Upper School offers a comprehensive program enabling our students to think independently, to write and speak with clarity, and to appreciate the values and joys of the humanities, the arts, and the sciences. We hope that our students will graduate from Rye Country Day School with a feeling of self-confidence and pride in their particular talents, capable of attending the colleges of their choice, and well prepared for what lies ahead.

It is our belief that the education of young people should encompass cultural, athletic, and communal experiences that stress the responsibility of each individual for the life and spirit of the whole community, resulting in a graduate able to face the world with confidence, to compete effectively, and to contribute meaningfully to society.

Rye Country Day School's objectives are pursued by dealing with students as individuals, nurturing their abilities, challenging each to do his or her best, and offering a multitude of opportunities for academic, cultural, and personal growth.

Rye Country Day School strives to celebrate the individual and to provide a substantive, stimulating college preparatory education for a diverse group of intelligent young men and women in an atmosphere that cultivates and challenges the varied potential of all students.

UPPER SCHOOL PHILOSOPHY

The Upper School community exists to create an atmosphere in which the best teaching and learning take place. We are committed to the following:

- respect for each other and our differences
- courtesy towards one another
- responsibility for the institution
- academic integrity
- personal honesty
- pursuit of personal best

As students, faculty, and parents, we must cooperate to achieve these goals; therefore, support and acceptance of the School's ground rules, in both letter and spirit, are essential.

RYE COUNTRY DAY SCHOOL 2019-20 GOVERNING STRUCTURE

Board of Trustees

Ms. Andrea Sullivan – President
Dr. Nina Cheigh – Vice President
Mr. Gregg Felton – Treasurer
Ms. Blanca Hirani – Secretary

Ms. Lisa Allen
Mr. Brad Asness
Ms. Susan Bao
Ms. Jennifer Blake
Mr. Ashok Chachra '95
Ms. Hillary Comora '91
Mr. Tyler Dickson
Ms. Sarah Dodds-Brown '91
Mr. Edward Dunn '83
Mr. William Featherston
Ms. Leigh Geller
Ms. Michelle Kroin
Mr. Michael Lazar '87
Ms. Tina Mathias
Ms. Laura Mattson
Mr. Eric Medow
Ms. Blair Metrailler '96
Mr. Thomas Nichols
Ms. Patty Perez
Mr. Juan Pujadas

Mr. Jonathan Resnick '85
Mr. Fernando Rivas
Dr. Cindy G. Roskind '90
Mr. Jeffrey Talpins
Mr. Andrew Wallach

Alumni Board President

Mr. Scott Weiss '96

Parents Association President

Ms. Rosa Perkins

Trustees Emeriti

Mr. Frederick A. Klingenstein (1968-1981) (TE 1990)
Ms. Carmen Ribera-Thain '75 (1998-2004) (TE 2004)
Mr. Edward B. Dunn (1979-1993) (TE 2014)
Mr. Michael C. Murr (1989-1997) (TE 2014)
Mr. Edgar Wachenheim III (1983-1993) (TE 2014)

RCDS PARENTS ASSOCIATION OFFICERS

Rosa Perkins, President
Jodi Buchbinder, Vice President
Allyson Kim, Treasurer
Liz Roddy, Secretary

DIVISION COORDINATORS

Carrie Berg, Lower School
Kelly Mulderry Middle School
Susan Cohen, Upper School

PRINCIPAL'S INTRODUCTION

Dear Upper School Students and Families,

I will let you in on a secret. Teachers and administrators at schools like RCDS do not refer to the **Parent-Student Handbook** on a daily basis! My guess is that students and their families do not either. It is important, however, to read through the handbook and be familiar with it. Our life journeys might cause us to react differently to different sections, but all of us being on the same page is important. Regardless of our individual reactions, school communities like ours tend to function in a positive, organized manner. Why is this? I believe that there are two major reasons. First, the policies and rules stated in the handbook tend toward common sense within a community whose members embrace common values. Second, the members of the community value the spirit that the policies and rules are reinforcing.

Having worked in independent schools for thirty years, I know that the day to day rules about attendance, lateness, driving, parking, and dress code are the most frequently addressed in the hallways, classrooms, and offices of the school. I know. I have served as a Dean of Students—at RCDS! I can't resist reminding students about some of the most popular discussion topics, so here it goes:

Be where you need to be on time—part of success is showing up ready to go. Years ago, my varsity football players were surprised when I told them they could not be at practice because they had not arrived at school by 9:30 a.m. Our athletes, musicians, actors and other co-curricular participants are students first. While I credit my wife with any fashion sense that I occasionally show, I tell students to dress for school—their current vocation. During the school day, athletic wear is inappropriate and overly tight clothing like leggings should only be worn with a dress, skirt, shorts, or shirt that reaches the mid-thigh.

As the son of an Army veteran who was also a private detective, I tended to be a rule follower. Of course, that does not mean that I did not make mistakes. Somewhat cliché, but an early memory of mine is lying to my dad about a broken lamp in our living room—the room with plastic slip covers on the furniture because everything in there was “special.” Of course, it did not take long for me to be caught in the lie. Looking my dad in the eye and admitting what I had done was extremely difficult and the thought of disappointing him was even more painful. The relief that came after the apology and after my dad returned to “business as usual” was palpable, and I *think* I sensed that I had done the right thing even given the consequence I suffered. It can be difficult to acknowledge a mistake, but we all make them. It is the human condition. Acknowledging one's mistakes and being willing “to make things right” are elements of character that I hope we develop in our students.

Somewhere in my maturation process, my rule following “tendencies” became more of “who I was.” More than following rules, contributing positively to a group or community gave me satisfaction. That partially explains my career choices. Eventually our students will move on to college and beyond. Whatever their paths, my hope is that they positively impact the people around them as friends, spouses, parents, or colleagues. Not to be overly dramatic, but the future is counting on it! Are adolescents hardwired to think of their impact on communities? Not necessarily. That is what makes my career choice fun. We are all in this together.

In partnership,

Jon Leef
Upper School Principal

SCHOOL ADMINISTRATION

Headmaster

Scott A. Nelson, M.S., 1993

Assistant Head of School; Middle School Principal

Meredith deChabert, Ph.D., 2005

Upper School Principal

Jonathan Leef, M.A., 2018

Lower School Principal

Barbara Shea, M.A.T., 1991-2014, 2016

Director of Admissions

Matthew Suzuki, M.Ed., M.A., 2003

Director of Advancement

Lynette Gioffre, M.A., 2014

Director of Athletics and Physical Education

Wendy Jo Haft, M.S., 1998

Director of College Counseling

Jeffrey Bates, M.A., 2007

Director of Diversity and Inclusion

Alikhan Morgan, M.S.Ed., 2013

Director of Finance

Robert Z. Brody, C.P.A., B.A., 2000

Director of Health and Wellness

Priya Singhvi, M.S., 2019

Director of Information Technology

Andrew Gillies, B.A., 2000

Director of Public Purpose

Rebecca Drago, M.Ed., 2018

Director of Strategic Initiatives and Marketing

Eliza McLaren, M.A., 2007

INITIATIVE LEADERS

Director of Academic Technology

Katie O'Shaughnessey, M.A., 2016

Director of Diversity and Inclusion

Alikhan Morgan, M.S.Ed., 2013

Coordinator of Global Studies

Daniel Murray, M.A., 2013

Director of Health and Wellness

Priya Singhvi, M.S., 2019

Director of the Institute for Innovative Teaching and Learning

Eliza McLaren, M.A., 2007

Director of Public Purpose

Rebecca Drago, M.Ed., 2018

Coordinator of STEAM

Catherine Bischoff, M.S., 2001

Director of Sustainability

Kerry Linderoth, M.A., 2012

UPPER SCHOOL ADMINISTRATION

Upper School Principal

Jonathan Leef

Dean of Student Life; Upper School Counselor

Jaclyn M. Butera

Director of College Counseling; Grade 12 Dean

Jeffrey Bates

Associate Director of College Counseling; Grade 12 Dean

Susan Davidson

Associate Director of College Counseling; Grade 11 Dean

Dion Reid

Grade 11 Dean

Jenny Heath

Grade 10 Dean

Edward Heintz

Grade 10 Dean & Dean of Students

Donald Kyle

Grade 9 Dean

Matthew Cavanaugh

Grade 9 Dean

Clematis Everett

UPPER SCHOOL ADMINISTRATIVE SUPPORT

Vicki Druehl, Administrative Assistant

Emily Russo, Administrative Assistant

Liam Cahill, Administrative Assistant to the College Counselors

UPPER SCHOOL FACULTY & STAFF

Art

Eric Drotch, M.F.A., 2017, Department Chair
Erin Dolan, M.A., 2012
Casey Hallen, B.F.A., 2012
Chris Kaye, B.F.A., 2014
John D. Flynn, M.A., 1993
Gary Solem, M.F.A., 2000

Classics

Sarah Danziger, Ph.D., 2008, Department Chair
Sarah Flynn, M.A., 2013
Daniel Murray, M.A., 2013

Computer Science

Katie O'Shaughnessey, M.A., 2016, Director of Academic Technology
Jason Leath, M.A., 2007
Arika Prime, B.A., 2016
Gail Sestino, M.A.T., 2018

Drama & Dance

Jay Gerlach, B.A., 2011, Department Chair
Jac-que Robinson, 2006
Ashley Zanon, B.A., 2013

English

Iain Pollock, M.F.A., 2015, Department Chair
Tatum Bell, M.A., 2019
Katy Everett, Ed. M., 2019
Jenny Heath, M.Ed., 2006
Edward Heintz, M.A., 2000
Deborah Katz, Ph.D., 2018
Donald Kyle, B.A., 1986
Sarah Land, M.A., 2008
David Lehner, Ph.D., 2001

Health

Jaclyn M. Butera, C.S.W., M.S.Ed., 1995
Georgette Summers, B.S., 2000
Heidi Southard, M.S., 2011

Humanities

John D. Flynn, M.A., 1993, Department Chair
Courtney Doucette, M.A., 2012
Clematis S. Everett, M.A., 2009
Charles Sliter, M.A., 2015
Peter Turner, M.A., 2016
Ethan White, M.A., 2005
Paul Wieman, M.A., 1984
Jessica Zalph, M.A., 2017

Library

Jennifer DeVito, M.L.S., 2005, Upper School Librarian

Mathematics

Tia Gueye, Ed.D., 2015, Department Chair
Emily Bennett, M.S., 2014
Marcie Berger, B.S., 2010
Douglas A. Cerrone, M.S., 2004
John Charpie, Ph.D., 2014
Judith N. Conant, Sc.M., 1991
Lauris Khan, A.B., 1999
Jonathan Leef, M.A., 2018
Kaori McManus, M.S., 2012
Sebastian Mineo, M.S., 2018
David A. Yellen, M.A., 1999

Modern Languages

Margaret Parker, Ph.D., 2012, Department Chair
Baptiste Bataille, M.S.Ed., 2018
José Benítez Meléndez, M.A., 2019
Matthew R. Cavanaugh, M.A., 1999
Dong Dong Huang, M.D., 2007
Joan Kubisch, M.A., 2005
Annie Michel, M.A., 2017
Laura Mungavin, M.A., 2007
Elvira Rebate, B.A., 2006
Joanne Shang, B.S., 2016
Pamela Sheehy, M.S.Ed., 2003

Music

Mary L. Marcell, M.M., 1992, Department Chair
Peter Coulianos, B.F.A., 2002
John Hager, B.M. Ed., 2000
John Ragusa, B.S., 2016

Natural Sciences

Charaun Wills, M.A., 2010-2012; 2014, Department Chair
Catherine Bischoff, M.S., 2001
Craig Burt, M.S., 2019
Jennifer Doran, M.S., 2016
Tameka Farrell, Ed.M., 2015
Mary Krasovec, Ph.D., 2008
Kerry Linderoth, M.S., 2012
Joseph Rue, M.S., 1985
Katie Sandling, B.S., 2016

Physical Education & Athletics

Wendy Jo Haft, M.S., 1998, Director of Athletics and PE
Georgette Summers, B.S., 2000, Assistant Athletic Director
Jenny Smith, M.A. Ed., 2012, Coordinator of Physical Education, K-12
Heidi Southard, M.S., 2011, Head Athletic Trainer
Giovanni D'Onza, M.S., 2019, Assistant Athletic Trainer
Alin Andre, M.A., 2011
Elizabeth Bennett, B.A., 2016
John Calandros, M.S., 2007
Gil Castagna, B.S., 1979
Anthony Felice, B.S., 2014
Breann Joyce, B.S., 2017
Richard Knazik, M.A., 2003
Theodore J. Lawrence, M.S., 1996
Alex Langorhorst, B.S., 2011
Ray McGhee, M.S., 2000
Uchechi Charles Ogbonna, M.A., 2011
Amanda Popoli, M.A., 2019
Ashley Zanon, B.A., 2013

ADMINISTRATIVE AND SUPPORT PERSONNEL

Dean of Student Life; Upper School Counselor

Jaclyn M. Butera, C.S.W., M.S.Ed., 1995

Dean of Students

Donald Kyle, B.A., 1986

Director, College Counseling

Jeffrey Bates, M.A., 2007

Associate Director of College Counseling

Susan Davidson, M.Ed., 2016

Associate Director of College Counseling

Dion Reid, B.A., 2014

Director of Diversity & Inclusion

Alikhan Morgan, M.S.Ed., 2013

Director of the Makerspace

Gail Sestito, M.A.T., 2018

Director of Public Purpose

Rebecca Drago, M.A. 2018

Director of Student Support Services

Debra Pager, Ph.D., 2002, Psychologist

Learning Specialist

Leif Halverson, M.S.Ed., 2006

Eileen Q. Juico, M.A., M.Ed., 2000-2006; 2017

Director of Technology

Andrew Gillies, B.A., 2000

Technical Support

Stephanie Melgar, 2011

Director of Peer Leadership, Counselor

Tim Silverman, M.S., 2010

Assistant Director of Peer Leadership

Susan Davidson, M.Ed., 2016

Nurses

Nancy Gordon, M.S.N., 2001

Gayle Regan, R.N., 2019

Rebecca Tenney, R.N., 2019

Upper School Librarian

Jennifer DeVito, M. L.S., 2005

DEFINITIONS OF TITLES

THE PRINCIPAL is responsible for overseeing the day-to-day operation of the Upper School. Specific areas of responsibility include, but are not limited to, the academic program, extra-curricular programs, personal and academic counseling, discipline, the monitoring of students in academic difficulty and/or disciplinary or academic warning, faculty evaluation, calendar, and communication with students, faculty, and parents.

THE GRADE-LEVEL DEANS are responsible for overseeing the academic program of individual students within the grade, for aiding advisors in academic counseling, for addressing grade-level issues on a regular basis, for managing grade- wide events and programs, and for communicating directly with parents and advisors.

THE DEAN OF STUDENT LIFE, UPPER SCHOOL COUNSELOR is a certified social worker and is responsible for personal counseling, non-academic programs, and curricular offerings that address human development and social awareness.

THE DIRECTOR OF COLLEGE COUNSELING is responsible for all aspects of college counseling for students at RCDS and serves as a Dean of the Senior Class. This process begins with a meeting for parents and students in January of the junior year.

THE DEAN OF STUDENTS acts as support to the Grade-Level Deans in terms of addressing disciplinary issues. He is also responsible for managing student club activities. This includes club funding, special programs that are linked to clubs, such as evening activities and club field trips and special activities.

THE ASSOCIATE DIRECTORS OF COLLEGE COUNSELING support the work of the Director with regard to the junior and senior classes, and along with the Director serve as Deans of the senior class. They also focus on the college process as it pertains to eleventh graders and underclassmen. Other areas of responsibility include course selection advising for underclassmen, financial aid issues, athletic concerns, and the promotion of students for awards and recognition.

COMMUNITY EXPECTATIONS

BULLYING POLICY

Rye Country Day School considers any form of bullying - physical, verbal, written, or emotional - to be harassment, and thus inappropriate behavior that will be dealt with most seriously. This policy applies at school, and at all school-sponsored and affiliated events. Please note that the School's policy stated below covers all forms of bullying.

Definition – Bullying is the creation of a hostile environment by conduct or verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, or emotional, or physical well-being; or conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex, or any category protected by law. Prohibited conduct includes but is not limited to:

- Epithets, slurs, quips or negative stereotyping that relate to any of the categories above;
- Physical threats such as hitting, shoving, spitting or punching;
- Verbal bullying such as name calling, put-downs, threats, spreading rumors or lies;
- Social shunning that purposely leaves someone out of school activities or team sports;
- Hazing;
- Cyberbullying, including electronic comments posted in e-mails or instant messages, or on social networking sites such as Facebook or Twitter, or in blogs, etc.

This list is not all-inclusive. Other unwelcome acts of an offensive nature may also constitute bullying.

Reporting - The School encourages all members of the school community to report all incidents of bullying, regardless of who the offender may be. The School will take prompt, reasonable action to prevent, investigate, and remedy bullying. Any student who believes that he or she has been the victim of bullying shall report the incident(s) to the Principal, Grade-Level Dean, Advisor, Counselor, School Nurse, or School Psychologist (the "Point Persons"). The

student may also speak to the offender directly, if comfortable doing so, and request the bullying stop. Any parent who believes a student has been or is being bullied by another student or by a school employee, or any parent who has witnessed an incident of bullying by another student or by a school employee may also report the incident(s) to one of the Point Persons. Any school personnel who observe instances of bullying should also report to the Point Persons.

Investigations and Discipline – The School will promptly investigate any allegations of bullying brought to the attention of a Point Person. An investigation may involve interviews with the complainant, the alleged offender, and others. It may include outside investigation or other methods. Any student found to have engaged in bullying shall be subject to appropriate disciplinary action, which may include suspension or expulsion. Any school employee found to have engaged in bullying shall be subject to appropriate disciplinary action, which may include probation, suspension, or termination of employment.

The School recognizes that false accusations of bullying can cause serious harm to innocent persons. Although the School encourages complaints made in good faith, if an investigation reveals that a student or parent knowingly or maliciously accused another falsely of bullying, the School will take all appropriate action.

No Retaliation – There will be no retaliation against any person who submits a complaint in good faith or who assists in providing information about a complaint. If the facts and the results of the investigation substantiate the complaint, then the appropriate corrective and/or disciplinary action will be taken.

STUDENT SEXUAL HARASSMENT POLICY

Students at Rye Country Day School have the right to feel safe and respected, and to learn in an environment that is free from sexual harassment. This policy applies at school, and at all school-sponsored and affiliated events. It applies to sexual harassment between students, and between adults (teachers, administrators, and staff) and students. Romantic or sexual relationships between adults (teacher, administrator, or staff member) and students are expressly prohibited.

Definition of Sexual Harassment – Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Examples of the type of behavior that may constitute sexual harassment include demands for sexual activity; sexual flirtations, advances or propositions; sexual innuendoes or suggestive jokes; comments of a sexual nature to describe an individual or an individual's body; unwelcome physical contact such as touching, pinching or brushing the body; any type of coerced sexual activity; displays of sexually suggestive objects or pictures; and obscene gestures or materials. This list is not all-inclusive. Other unwelcome acts of an offensive nature may also constitute sexual harassment.

Reporting – The School encourages all members of the school community to report all incidents of sexual harassment, regardless of who the offender may be. The School will take prompt, reasonable action to prevent, investigate, and remedy the harassment. Any student who believes that he or she has been the victim of sexual harassment shall report the incident(s) to the Principal, Grade-Level Dean, Advisor, Counselor, School Nurse, or School Psychologist (the "Point Persons"). Any parent who believes a student has been or is being sexually harassed may also report the incident(s) to one of the Point Persons.

Investigations and Discipline – The School will promptly investigate any allegations of sexual harassment brought to the attention of a Point Person. An investigation may involve interviews with the complainant, the alleged offender, and others. It may include outside investigation or other methods. Any student found to have engaged in sexual harassment shall be subject to appropriate disciplinary action, which may include suspension, termination of employment, and possible referral to law enforcement.

The School recognizes that false accusations of sexual harassment can cause serious harm to innocent persons. Although the School encourages complaints made in good faith, if an investigation reveals that a student or parent knowingly or maliciously accused another falsely of sexual harassment, the School will take all appropriate action.

No Retaliation – There will be no retaliation against any person who submits a complaint in good faith or who assists in providing information about a complaint. If the facts and the results of the investigation substantiate the complaint, then the appropriate corrective and/or disciplinary action will be taken.

BEHAVIOR AND SAFETY

Students are expected to be actively considerate and polite to faculty and staff, to each other, and to guests at *all* times. Sensitivity toward and good manners with others are **priorities**.

A primary concern of the school's administration is the health, welfare, and safety of all members of the Rye Country Day School community - students, faculty, staff, and administration.

Voices should be kept at a moderate level, and all students should conduct themselves in a manner which respects and is respectful to the setting.

Vulgarity, profanity, and any insensitive or undignified behavior that demeans another person or group, or that is inappropriate to the situation, **will not be tolerated**.

Snowballs and snow throwing: Students will refrain from throwing snow or snowballs on or near campus or during school trips. Students who throw snow will receive a Saturday detention.

ON OR OFF CAMPUS BEHAVIOR

Any student whose behavior on or off campus jeopardizes the health, welfare, or safety of any individual at the School or the reputation of the School may be subject to immediate disciplinary action, which could include expulsion.

DRUGS AND ALCOHOL

Alcohol and other drugs of any kind, except those prescribed by a doctor and administered by the School Nurse, are prohibited in the buildings, on the grounds, or in the immediate vicinity of the School, including downtown Rye.

Any student who is discovered to be involved with alcohol or other drugs of any kind during the school day or while engaged in a school activity, on or off campus, will be subject to serious disciplinary action, which may, even on a first offense, lead to expulsion. If the school chooses to allow a student to remain, substance abuse counseling may be required. These regulations remain in full effect on all school trips, including those that occur over a vacation.

Consideration will be made for any student seeking help to address a substance abuse problem. Students seeking help should speak to the Principal, the Dean of Student Life, or one of the Deans.

ALCOHOL–NEW YORK STATE LAW

New York State Civil Law

1. Under General Obligation Civil Law Section 11–100, any person who is injured by an intoxicated or impaired minor may sue whoever knowingly provided the alcohol to the youngster for whatever damages may have occurred.
2. It is a Class B Misdemeanor in New York State for a person to serve or allow to be served alcohol to persons under 21 years of age. See Penal Law Section 260.20. Penalties may include up to three months imprisonment or a \$500.00 fine.
3. Although it is legal for a parent or guardian to serve alcohol at home to his or her child who is under 21, the parent or guardian may still be sued under the Social Host Law if the child inflicts injury that may be linked to such alcoholic consumption.

New York State Criminal Law - Forged Identification

1. It is a Class D Felony in New York State for a person to possess a forged or altered driver's license. See Penal Law Section 170.25, Criminal Possession of a Forged Instrument in the Second Degree. Penalties may include between 1-7 years in prison and a fine in excess of \$1,000.
2. It is a Class A Misdemeanor in New York State for a person to possess a forged or altered student identification card. See Penal Law Section 170.20, Criminal Possession of a Forged Instrument in the Third Degree. Penalties may include between 15 days and up to 1 year in prison and a fine of up to \$1,000.

CONNECTICUT SOCIAL-HOST LAW

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 30-89a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2012*):

No person having possession of, or exercising dominion and control over, any dwelling unit or private property shall (1) knowingly, recklessly, or with criminal negligence, permit any minor to possess alcoholic liquor in violation of subsection (b) of section 30-89 in such dwelling unit or on such private property, or (2) [knowing that any minor possesses alcoholic liquor in violation of subsection (b) of section 30-89 in such dwelling unit or on such private property,] fail to make reasonable efforts to halt such possession. For the purposes of this subsection, "minor" means a person under twenty-one years of age.

Any person who violates the provisions of subsection (a) of this section shall [, for a first offense, have committed an infraction and, for any subsequent offense, be fined not more than five hundred dollars or imprisoned not more than one year, or both] be guilty of a class A misdemeanor.

Parents who choose to serve alcohol to students or who allow students to bring alcohol to their homes should understand that this is in direct violation of Rye Country Day School's strongly held beliefs, the School's policies, and New York State and Connecticut State law. The School reserves the right not to re-enroll the children of parents who serve alcohol to underage students.

Parents should be aware that they have a special responsibility with respect to hosting house parties. Under the New York Penal Law, any person who gives, sells or causes to be given or sold any alcoholic beverage to someone under the age of 21 faces potential prosecution (Unlawfully Dealing with a Child, N.Y. Penal Law 260.20). This provision can apply not only to a host parent, but also to a teenager 16 and older.

If parents are hosting a house party, it is their responsibility to ensure that an appropriate adult is present to supervise and keep the party drug and alcohol free. If their child is attending a party at another home, for their safety parents should inquire about appropriate adult supervision.

DANGEROUS WEAPONS/MATERIALS

No student may have in his or her possession at school or on any school activity any firearms, knife/pocket knife, ammunition, explosive devices (including fireworks), or dangerous weapons (including any air or CO₂-cartridge BB guns). Violators are subject to serious disciplinary action, including expulsion.

RESPECT FOR PROPERTY

As community members, we are expected to respect our own property, the property of others, and the buildings and grounds we share. All property, including coats and other outer garments worn to school, should be clearly marked with the student's name. The School cannot accept responsibility for the personal belongings of the students. They are encouraged not to bring valuables to school with the exception of laptop computers, mobile phones, and mathematical calculators. Personal property of students cannot be insured by the School but is covered only through the family's household insurance policy as "Items off the Premises." Students are expected to take care of their own possessions and to keep their lockers locked. (Second locks are available at the Wildcat's Den.) The School endeavors to help students develop such responsibility. Students demonstrating a lack of respect for the personal property of others or the property of the school will be subject to serious disciplinary consequences even on the first offense.

HONESTY

Individuals are expected to be truthful in dealing with themselves, each other, and Rye Country Day School. Dishonesty of any sort will be treated very seriously by the School. Students will be placed on warning and could face the Disciplinary Committee for a first offense.

ACADEMIC INTEGRITY

Rye Country Day School is dedicated to creating a community that fosters character development and intellectual growth. While it expects students, faculty, and staff to support independent thought and the free exchange of ideas in order to develop and maintain a climate of inquiry, a lack of integrity, whether in academic or non-academic situations, erodes the trust so necessary for a fruitful and supportive learning environment. It will not be tolerated.

Definitions

In all of the definitions listed below, *it is the action, not the intent of the student*, that will be considered.

Cheating: The act of wrongfully using or attempting to use unauthorized materials, information, study aids, ideas, or work of another in order to gain an unfair advantage. It includes, *but is not limited to*:

- A. giving aid to another student on tests, quizzes, assignments, or examinations that is not permitted;
- B. using or consulting materials that are not permitted (such as cheat sheets/crib notes);
- C. using equipment or devices on tests, quizzes, assignments, or examinations that are not permitted (such as information stored in calculators);
- D. failing to adhere to a teacher's specific directions with respect to the terms of academic integrity or academic honesty;
- E. collaborating with other students on assignments, tests, or essays unless a teacher has specified to do so.*

Plagiarism: Copying work in any medium and submitting it as your own. (For example, handing in another student's work or purchasing/taking papers from the Internet.) Students must show appropriate documentation for:

- A. any direct quotation from another source, including, but not limited to, the written or spoken word;
- B. any statement of fact that is not common knowledge available to any reader;
- C. any developed idea or plan of organization or concept derived from any other person or taken from another author or source;
- D. any diagram, image, data, equation, illustration, or audio/video clip copied from another source.

**The RCDS Academic Integrity Committee wishes to thank Duke University for allowing it to use sections of Duke's statement on cheating and related offenses in creating the Definitions Section above.*

All students should refer to the most current edition of *The MLA Handbook*, which explains a standard form for acknowledging sources and references.

Inappropriate Tutorial Assistance

It is, at times, part of the learning process for students to receive assistance outside of school, either from professional or other more experienced individuals. Such aid is inappropriate and falls under the definition of cheating when the student cannot explain the terms, ideas, and concepts used and/or the writing is sufficiently different from other work by that student that he or she could not possibly duplicate it.

Procedures

When an infraction occurs, both the adult and student(s) involved shall submit written accounts of what happened, along with any appropriate documentation, to the grade level Dean. The grade level Dean will then set up a meeting with all parties involved to discuss what happened. *The dean will then consult with the teacher and the Principal to determine whether or not the offense is a minor or major infraction.*

If the infraction is a minor offense, such as a standard homework, the Principal and Dean will meet with the student, and the student will write a page long Letter of Reflection addressed to the teacher and the Headmaster, meet with the Headmaster and Principal, and receive a zero on the submitted work. The Principal will communicate by letter with the parents to explain what happened and the ramifications that followed. A confidential recording of this infraction will be filed with the Principal. This will be considered a first offense.

If the infraction is considered major, such as cheating on a test in class or plagiarizing a paper, or if the student already has a minor infraction and commits a second one, the student will meet with the Dean and Principal, receive a zero on the assignment, a Day of Reflection at home, a quarter of Disciplinary Warning, and meet with the Headmaster and the Principal before returning to class. The Principal will send a letter explaining the violation to the parents, and a sealed copy of the letter will be placed in the student's file.

The second offense will have much more serious consequences. The student may be brought before the Disciplinary Committee, where the sealed letter will be opened and read. At a minimum, the student will receive a zero on the work, receive a Day of Reflection and will be placed on warning for a semester. If the student is suspended from school, the student and the School will be required to report this suspension if any high school or college asks about disciplinary matters. (See page 22 for further explanation regarding seniors and notification of colleges). The Disciplinary Committee may also recommend stronger penalties *up to and including expulsion*. A second letter, reporting on the event, will be placed in the student's file.

If the student remains in school after the second offense, and, subsequently, commits a third violation, the student should expect the Disciplinary Committee to recommend expulsion.

PHYSICAL ENVIRONMENT

It is expected that students will help assume responsibility for maintaining a clean and attractive environment. Students will be expected to help keep the classrooms, halls, Student Lounges, Dining Room, etc., in order by performing tasks that will achieve this goal. Towards this end, food is not to be taken out of the Dining Room at any time.

RYE COUNTRY DAY SCHOOL IS A SMOKE AND VAPE FREE CAMPUS

Smoking and vaping are prohibited in the buildings, on the grounds, or in the immediate vicinity of the School, including downtown Rye. Students are not permitted to smoke or vape on school trips or at any school function including the Prom and Graduation, which are smoke-free events. Infractions will be met with serious disciplinary action. The same rule applies to e-cigarettes, cigars, chewing tobacco, and snuff.

TECHNOLOGY USE POLICY FOR STUDENTS

Rye Country Day School provides students with access to its computer systems for education-related purposes only. The School requires at all times that all members of the school community use computer systems in a safe, responsible, appropriate, and legal manner. The same rules and customs that guide behavior without computers apply when using computers. The goal of the Technology Use Policy is to maximize the opportunities of all members of the school community to carry out school-related technology work and communication responsibly in an environment free from inappropriate distraction. **Each year students and their parents will be required to submit a signed Technology Use Policy acknowledgement form to the Middle School Office by the Friday after Labor Day.**

Students must be aware that privacy is NOT guaranteed when using the School's computers, computer systems, or network. The School's technology resources, including e-mail accounts and computer servers, are the property of Rye Country Day School. The School reserves the right to monitor and access these resources, including e-mail, deleted e-mail, password protected files, Internet site access logs, and the downloading and printing of documents, to ensure that users are using the system responsibly. The School also has the right to access these resources to investigate any situation involving information stored or transmitted over the School's computer network.

Appropriate Communications

- Students must use electronic mail (e-mail), Internet access, and any other computer communication only for legitimate and responsible interaction with students, faculty, administrators, and the outside world. Rude, abusive, offensive, threatening, harassing, or otherwise inappropriate language or content is not permitted. Students must always be aware of the tone of their e-mail communications. E-mail used in a frivolous manner is similarly not permitted. Students must not use the School's computers, computer systems, or Internet connections to access any inappropriate sites or communicate any inappropriate information.
- If a student receives any rude, abusive, offensive, threatening or harassing e-mail messages or other communication, he or she must immediately report this situation to one of the deans or the division principal.
- Students must not access or use another person's e-mail account under any circumstances.
- Any potentially disruptive electronic communication, such as instant messaging or infrared communications involving one or more students in a class, is not allowed.

- Each RCDS student in grades 7-12 will be given an RCDS e-mail account and should check it for school-related communication at least once during the school day.
- Students must keep individual passwords confidential at all times. Passwords should never be shared with other students.
- Students must never attempt to bypass any security system of the School's computer network.
- A student must never provide any personal information about himself or herself, or another member of the school community in any electronic format that might threaten his or her well-being, the safety of other individuals in the community, or the safety and reputation of the School.
- When communicating over the Internet with other individuals, students must always exercise caution about the identity of any unknown individuals. Students must remember that unknown individuals involved in e-mail communications may not always be who they claim to be.
- Students should not e-mail or post on websites, blogs, or any other public or private Internet sites any inappropriate, sexual, or graphic material that might be offensive to others or embarrassing to the School.
- Students must not use the School's network to access personal social media or other non-school internet accounts.
- Students must not download or e-mail music files or any other large, copyrighted information through the School's network unless such files are obtained legally and are being used for a school-related project
- Students must not use the School's network to send chain letters, spam, anonymous e-mails or solicitations
- Students must comply with all copyright laws, including using only legally purchased or licensed software on computers. If a student is not sure about copyright restrictions, he or she must check with a faculty member or librarian.
- When information travels over a computer network, whether the Internet or the School's network, it may leave a permanent record. The content of each student's account is archived and thus remains available for years. Students must exercise caution to avoid using computers in any way that may threaten the current or future reputation of the School or any member of the school community, including themselves.
- Since most laptop computers and cell phones now have built-in digital cameras, students are never allowed to use these devices at any time in the School's bathrooms or Athletic Center locker rooms.
- Laptops and cell phones must not be used to make audio recordings without the consent of those who are being recorded.

ACCESS TO INFORMATION

The Internet

Between 8:00 a.m. and 5:00 p.m. on school days students may use the School's Internet connection only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by RCDS faculty; other uses of the Internet, including illegally downloading larger music or video files, hinder those using the School's Internet connection for legitimate academic purposes.

While the School uses Internet filtering software to block offensive materials that have no relevance to school courses or activities, this filtering software does not block every objectionable site on the Internet. Students must not access any Internet site that contains inappropriate information, including but not limited to pornographic, violent, or offensive materials. If a student inadvertently accesses an inappropriate site, he or she must click off from that site immediately and report the site to a teacher or Computer Department personnel.

Private Information

People are generally aware that attempting to break into or enter locked or private rooms or containers is a serious infraction with serious consequences. Attempting to break into or enter locked or private areas of computer systems, such as e-mail accounts or password-secured sites, is no different and constitutes a very serious violation of other people's privacy.

- Students may access only those files that belong to them or that they are certain they have permission to use. Any student caught accessing, or attempting to access, computer files belonging to other people will be treated in the same way as a student caught trying to break into or looking through a filing cabinet, desk, or locked room with private or confidential information.
- Students may only store files related to formal school courses or activities on school servers. Games, music, commercial software, graphic, video and other files that are not for a school project or formal activity may not be stored on school computer systems.

Protecting An Academic Environment

- Students must make sure that they follow the School's Academic Integrity Policy and properly document any information that is taken from the Internet and submitted as part of their coursework.
- Students must not display on their computers or computer screens any inappropriate slogans or designs, such as vulgar or profane language or the suggestion thereof, or anything that may be taken as degrading to a gender or race, religious or ethnic group, a person's sexual orientation, or any other constituency of the school population. Slogans and images involving references, subtle or otherwise, to alcohol, drugs, tobacco, and sex are also forbidden.
- Using laptops or school computers to play a game is forbidden during school hours unless the game is part of a class assignment or official school activity.
- Students are not permitted to watch feature films, television shows, or other commercially produced material during the school day unless the material is part of a class assignment or official school activity.
- Sound must be turned off unless the computer is being used with sound in class. During free periods, Upper School and eighth grade students may listen to audio files on their computers by using headphones.

Equipment And Resources

- Students must not do anything, including downloading viruses, that could damage the School's computers, computer systems, and network.
- Students are required to bring their laptops to class when a teacher tells them in advance to do so. Students must ensure that their laptops are fully charged, functional, and able to connect to the Internet.
- Students may only print one copy of a document. They must make photocopies when they need additional copies. Any printed document must be retrieved by the student doing the printing.

Enforcement

Any student who is aware of any problem with the RCDS computer network or computer systems or who knows of any misuse of the School's computer network or systems must immediately report such information to the Computer Department, a Dean, or the Principal.

Access to RCDS computer systems is a privilege, not a right. Violating the letter or spirit of Rye Country Day School's Technology Use Policy may be cause to limit or deny a student's access to the RCDS computer systems and may result, even on a first offense, in disciplinary action up to and including suspension or expulsion. In addition, students and their parents must understand that computer use involving illegal activity will also be reported to the appropriate legal authorities.

DISCIPLINARY PROCESS

Disciplinary Committee

This Disciplinary Committee is called to session by the Principal as a result of a student's serious infraction or repeated disregard of school rules. Following are some of the procedural guidelines:

- A. At the time of a serious infraction, the advisor and the parents will be notified and the parents may be asked to take their son or daughter home pending a Disciplinary Committee meeting, which will usually take place at 7:30 a.m. on the next school day.
- B. Those attending the meeting include the student, the student's parents, the student's advisor, the student's peer advocate if requested, the Grade-Level Dean and the members of the Disciplinary Committee. The Principal and the Headmaster may attend.
- C. The meeting proceeds as follows:
- D. the student's explanation of the infraction, followed by questions from the committee.
- E. any clarification of information from the Grade-Level Dean or Principal.
- F. an opportunity for the student's advisor and/or peer advocate to speak.
- G. an opportunity for the student's parents to speak.
- H. any questions/discussion deemed necessary by the committee.
- I. After the meeting, the Committee will deliberate until arriving at a recommendation for the Headmaster and Principal. On occasion, the Committee may adjourn and reconvene later that day.
- J. After the meeting, the student may return home until contacted by the Principal to receive the School's decision.
- K. It should be understood that any appearance before the Disciplinary Committee may result in expulsion from Rye Country Day School. Once a student is expelled, he or she may not return to the campus without the express permission of the Upper School Principal.

DISCIPLINARY CONSEQUENCES

Warning

The Upper School Administration will monitor the disciplinary records of each student in the Upper School. A student in a disciplinary situation may be placed on warning.

Students on Warning

1. may not be allowed to participate in overnight school trips. The seriousness of the nature of the infraction as well as the way the student handled the follow up to the infraction will be factored into this decision. Students are expected to take ownership of their mistakes in an honest, straightforward manner.
2. may (at the Principal's discretion) not be permitted on day trips and may not be permitted to attend the RCDS Prom.
3. will forfeit any off-campus privileges he or she may have.
4. may not run for elected office in the Student Government, serve as a Peer Leader, or serve as an elected member of the Student Government for the remainder of the academic year. A varsity sports team captain will lose the position of captain if the warning period intersects at any point with the season when the student is a captain.
5. will inform college(s) to which he or she has applied if student has lost a student government position or a peer leadership position. (This applies to Peer Leaders and Student Government representatives who have already submitted applications.)
6. may not be eligible for awards granted by academic departments or the administration or apply for the position of Peer Leader.
7. will be brought before the Disciplinary Committee for any major infraction.

Day of Reflection

In certain situations, the Upper School Principal may require a student to spend a day at home reflecting on specific behavior. Upon returning to school, the student will meet with the Principal and the Headmaster to discuss this reflection and may be placed on warning for a specified period of time.

MORE SERIOUS DISCIPLINARY CONSEQUENCES

Suspension: When a student receives a suspension, he or she may not come to school for classes or extracurricular activities or participate in school events during the period of suspension. A family will be notified by a phone call followed up by a letter from the Principal regarding the reason for and the terms of the suspension. A sealed copy of this letter will be placed in the student's file and be referenced should future disciplinary issues occur. Upon return to school from the suspension, the student will meet with the Principal or Headmaster. If asked in the future about a student's disciplinary record, the School will communicate when and why a student served a period of suspension. Students who have been suspended will return to RCDS and will serve a period of probation, the length of which will be determined by the Headmaster and the Principal.

Disciplinary Probation: This carries all of the restrictions of Warning, but probation is a "reportable" category. A family will be notified by a phone call followed up by a letter from the Principal regarding the reason for and the terms of the probation. A sealed copy of this letter will be placed in the student's file and be referenced should future disciplinary issues occur. If asked in the future about a student's disciplinary record, the School will communicate when and why a student served a period of Disciplinary Probation.

Notification to Schools and Colleges: In general, Rye County Day School reserves the right to treat disciplinary cases as in-house matters. However, there are circumstances where other educational institutions will be notified of a student's disciplinary status. When a Rye County Day School student is applying for admission to another high school, a college, or a university, and that educational institution asks about probation-level or higher offenses (e.g., suspension or expulsion) on a student's record, we expect our students to answer those questions honestly, even if that offense occurred early in the student's upper school career. If the information is asked of the School, we will answer those questions accurately.

Other circumstances where educational institutions will be notified occur when a senior is suspended, placed on probation, dismissed from school or withdraws from school following a disciplinary situation (including withdrawal before a meeting of the Disciplinary Committee or withdrawal after such a meeting but before any disciplinary measures have been imposed), or when a senior is removed from student government, peer leadership, or a team captaincy, after an application has been mailed to one or more colleges or schools (including after the student has been accepted by one or more colleges or schools). Such circumstances represent significant changes in status, and schools or colleges to which a student has applied and/or been accepted will be notified of that change. In this situation, the student should notify the institution(s), and a letter of

explanation will be sent by the administration. Counsel, support, and follow-up will be provided to any student in this situation by the College Counselor.

Dismissal or withdrawal following a disciplinary situation: When a student is dismissed from school or withdraws following a disciplinary situation, he or she loses many of the privileges that are extended to members of that student's class. The student will not be allowed to attend class trips or extracurricular activities, including the prom (even as another student's guest), and in the case of a senior will not be allowed to attend the graduation of his or her class. Students no longer enrolled at RCDS will continue to be able to attend sports or other school events and to drive siblings to and from school and will be able to attend other graduation ceremonies (if, for example, a sibling is graduating in another year or in another division). Any exception to the above policy will be decided by the Headmaster.

GUIDANCE FOR MAINTAINING APPROPRIATE BOUNDARIES BETWEEN STUDENTS AND EMPLOYEES

The following guidance is designed to ensure that appropriate boundaries between students and employees are maintained. This guidance supplements, and does not replace, other rules and policies set forth in the Employee Handbook. Because it is impossible to anticipate all potential situations, the information below is described as "guidance" rather than "rules" or "policies," because there may be occasions in which exceptions are permissible, though any exceptions should truly be rare and easily justifiable.

In addition, the guidance below is intended to provide examples of the type of situations in which employees need to be conscious of maintaining boundaries with students. It is not an exhaustive list of such situations, and all employees need to exercise careful judgment in any situation involving students to ensure that proper boundaries are maintained.

Employees of the School:

- Should not engage in any type of behavior that might have the appearance of impropriety if observed by others.
- Should avoid being alone with a student. For example, employees should not be alone with students in a non-public space or inside a room with a closed door. Coaches and other athletic staff should not be alone with a student when engaging in otherwise permitted physical contact such as when teaching a skill. It is understood that teachers may meet with their students for educational purposes outside of classroom time and that some of those meetings will involve one-on-one meetings. Such private meetings with a student should, whenever possible, occur in a public space or in a room or office with the door open or in a place where the meeting is visible from the outside.

- Should not discipline students in any physical manner.
- Should not lavish attention on a particular student, including giving inappropriate gifts.
- Should not converse with students about their sexual lives except for an educational, health, or safety-related purpose, nor should they reveal details of their own sexual lives or romantic relationships to students.
- Should not reveal other inappropriate details about their personal lives to students.
- Should not inappropriately “hang out” with students outside of school or spend an inordinate amount of time “hanging out” with students even inside school. Adults at the School should always remember they are not the students’ “friends” and therefore should not be engaging in peer-like behavior with the students.
- Should never provide alcohol or drugs to a student, nor permit a student to drink or use drugs in his or her presence. An employee should never drink or use drugs in the presence of a student, except on the rare occasion of a school-sponsored event at which the school provides alcohol to adults in attendance. Needless to say (but said here for emphasis) any such drinking should be in moderation.
- Should not have extended physical contact with a student. Any such contact should be limited to a supportive, congratulatory, or quick hug, arm squeeze, or pat on the back. If a student engages in repeated and/or prolonged physical contact with a School employee, the adult in question should clearly and firmly discourage such behavior, and if the student persists, the adult should involve a supervisor to assist him or her in handling the situation.
- Should not engage in physical horseplay, roughhousing, or other inappropriate physical games with a student.
- Should not direct a student to keep a secret from, or not share information with, his/her parents or other School employees.
- Should not tutor a student in the student’s home without the student’s parent or guardian present. In addition, School employees should not tutor students in the employees’ homes unless another adult is present and the student’s parent/guardian has given permission.
- Should not allow students to ride in the employees’ personal cars without written (email will suffice) permission from a parent/guardian and approval from the appropriate school principal. In addition, employees should not ride in students’ cars.
- Should not be present at a student’s home when a parent/ guardian/ caregiver/ babysitter is not present, whether for a social gathering or otherwise. In addition, employees should not invite students to their homes without approval from the appropriate school principal and written parental/guardian consent (email can suffice). An employee should never have only one student alone at his or her home, nor should

they have students to their home at all unless there is another adult present.

- During any and all overnight trips and sleepovers, should not be alone with a student in his/her room, should sleep in a separate room, should not invite a student to sleep in their room, and should not be inside a student's room when a student is sleeping or changing.

Anyone who believes a boundary has been crossed should bring such information to the appropriate school Principal, who will then be responsible for addressing it with the employee who may have crossed a boundary. Information that a boundary may have been crossed that comes to the attention of the School will be followed up on by others, including the Head of School and communicated with the student's parent(s) or guardian(s). Oftentimes, boundaries are crossed inadvertently and require nothing more than a reminder to the employee to maintain a boundary in the future. Other times the crossing of a boundary is indicative of a more serious problem and may indicate an inappropriate relationship.

These boundary guidelines are not applicable if the employee is the parent, guardian, or sibling of the student in question.

COMMUNICATION AND DAILY ROUTINES

Communication

The School wishes to facilitate communication between parents and members of the school staff in every way possible. Some conferences will, of course, be initiated by teachers, advisors, or administrators.

If a parent has questions or concerns about an academic issue, he or she should try to contact the Grade-Level Dean first in terms of the appropriate sequence of action. As a matter of courtesy and consideration, parents are encouraged not to telephone members of the faculty at their homes, except in an emergency. Some faculty and staff choose to list their home contact information in the School's directory, but please try to make contact with the advisor or teacher during school hours. Most faculty maintain offices at school and their direct phone numbers may be found in the RCDS directory.

Should you choose to communicate with faculty via e-mail, the address is Firstname_Lastname@ryecountryday.org. Individual e-mail addresses and office telephone numbers are available on the school's website. Please recognize that faculty may not be able to listen to or read messages until the end of the school day. In general, faculty are expected to respond to phone calls and e-mails by the next business day.

Switchboard

All divisions of the School can be reached through the Rye Country Day School switchboard (914-967-1417) which is open from 8:00 a.m. to 7:00 p.m.

Headmaster's Office, Scott Nelson	921-4250
Assistant Head of School, Meredith deChabert	925-4613
Upper School Principal, Jon Leef	925-4592
Dean, Grade 9, Matthew Cavanaugh	925-4585
Dean, Grade 9, Clematis Everett	925-4624
Dean, Grade 10, Edward Heintz	925-4599
Dean, Grade 10, Donald Kyle	925-4593
Dean, Grade 11, Dion Reid	925-4632
Dean, Grade 12, Jeffrey Bates	925-4527
Dean, Grade 12, Susan Davidson	925-4509
Dean of Student Life/Upper School Counselor, Jaclyn Butera	925-4636
Dean of Students, Donald Kyle	925-4593
Director of Diversity & Inclusion, Alikhan Morgan	925-4595
Office of Financial Aid, Courtney Doucette	925-4569
Director of Public Purpose, Rebecca Drago	925-4792
Director of Student Support Services, Debra Pager	925-4568
School Nurse, Nancy Gordon	925-4552
Upper School Learning Specialist, Leif Halverson	925-4622
Upper School Office, Emily Russo	925-4596
Upper School Attendance, Vicki Druehl	925-4614
College Counseling Office, Liam Cahill	925-4637
Middle School Office	925-4571
Lower School Office	925-4572
Development Office	925-4524
Business Office	925-4522
Admissions Office	925-4513
Athletic Center Office	925-4545
Summer School	925-4511

CANCELLATION OF SCHOOL

When circumstances such as snow, ice, or other emergencies make it necessary to cancel a school session, faculty, staff, and families will be informed by an automated telephone call and email message. In addition, there will be a message posted on the RCDS website by 6:30 a.m. if school is closed or opening is delayed. Emergency information, and in particular inclement weather/school closings or delays, is also disseminated through the following local radio, television, and websites:

- WFAS Radio in White Plains (1230 AM and 103.9 FM)
- Cable News 12
- www.ryecountryday.org
- www.wfasam.com (Go to Storm Center; enter "Rye")
- www.WHUD.com
- www.News12.com

Please do not call the Headmaster or the Rye Police Department. If in doubt, parents should check the RCDS website for information. In the event that individual local public school districts are closed because of inclement weather, bus service from those districts to Rye Country Day School will not be available.

DELAYED OPENINGS

In cases of snow or other emergencies, the School may be forced to have a delayed opening. In such cases, the School will open either one or two hours later than the normal time.

One Hour Delay Schedule*:

9:05- 9:10	House
9:15- 9:50	First period (block determined by the number of the day)
9:55-10:35	Second period (block determined by the number of the day)
10:40	Remainder of the day as scheduled

**On some days, this may be altered to make room for morning meeting, advisory, or class meeting.*

Two Hour Delay Schedule:

	First period will be canceled.
10:15-10:45	Second Period (block determined by the number of the day)
10:50-11:20	Third Period
11:25	Remainder of day as scheduled

THE UPPER SCHOOL 2019-20 CALENDAR

The Upper School Calendar is a very helpful source of information about daily activities in the Upper School, such as special schedules, registration deadlines, meetings, concerts, plays, holidays, breaks, and much more.

Upper School students can access this calendar through their FirstClass RCDS email accounts. Students can go to the RCDS News folder and click on US Calendar to view this information.

Please note: we suggest that students do not print this entire calendar to use as a reference because it is fluid and subject to change throughout the year.

TRANSPORTATION

The School does not provide transportation for students to and from school, nor can it assume any responsibility for this function. Parents who use buses, car pools, or taxis in transporting their children to and from school are responsible for all arrangements and should exercise such supervision of the details as is necessary.

Parents who intend to use public school transportation for their children should remember that applications for such transportation must be filed in most cases with the local school districts no later than April 1 for the next school year. Because the School does not have a contractual relationship with bus companies, should a problem develop relating to bus transportation, the parent should contact the local Board of Education or the private transportation company directly. Only students registered in a district can avail themselves of the bus service. Students having plans with friends who take a bus cannot ride the bus if they are not a registered bus rider in that district.

It is expected that all students will conduct themselves in a safe and proper manner while riding on school buses to and from school, as well as on school trips. The School will cooperate with bus companies and local school districts to ensure safe conduct on these vehicles. A student may be suspended from riding the school bus for a period of time should his or her behavior warrant it.

We urge all parents whose children ride bicycles to and from school to discuss carefully with their children the rules of traffic and the safe operation of bicycles. They should stress the fact that bicycle riders must obey the same rules and respect the same signs which apply to automobile drivers. When bicycles are at school, they should be securely locked.

UPPER SCHOOL GROUND RULES 2019-2020

Note: Repeated violation of basic ground rules could have a cumulative effect that may result in serious disciplinary action.

Attendance

For their own welfare as well as that of the group, it is very important that students meet all obligations promptly. Lateness, absences, and early dismissals are recorded.

Arrival

All students are expected to be in House by 8:05 a.m., when attendance is taken. In order to ensure this timely arrival, students should aim to be in school by 8:00 a.m.

Transportation by Train: Regardless of whether students arrive from the North or South, they are to exit the station area from the school side, not the town side of the station. **They are to walk through the underpass (of I-95), and immediately turn right on the sidewalk up the Cedar Street hill and cross Cedar Street at the crosswalk. At no time should students be climbing the hills around the train station or walking along the Boston Post Road.** All students **MUST** travel directly from the train station to the School.

Lateness

All students who arrive at school after 8:05 a.m. are expected to:

1. Check in with the US Attendance Office, and then report immediately to class.
2. Hand in a note explaining the lateness, or a parent or guardian may call or email the US Attendance Office @ 914-925-4614 or vicki_druehl@ryecountryday.org before the start of the day in order to explain the lateness.
3. Starting with the fifth lateness, late students are to report to detention after school from 3:00 to 4:00 p.m. that day. Latenesses that have been approved beforehand by the Principal do not receive a detention. Each semester, the lateness count begins anew. **Note:** Seniors who arrive to school after 8:05 a.m. forfeit their off-campus privileges for that day. If a senior leaves campus on a day he or she is late, then off-campus privileges are suspended for a week.

The School treats repeated latenesses as an area of concern and will respond accordingly to an increased number of latenesses. In addition to the normal penalty of detention, the following will take effect at the appropriate time: **After 15 latenesses:** A Saturday detention will be issued for each lateness, and a conference will be held with the student and parents to discuss attendance.

Please be advised that the School is not suggesting students race dangerously to school in order to arrive on time, but rather that with the privilege of driving comes the responsibility of maintaining one's schedule.

The School will not differentiate between excused and unexcused latenesses. The two types of latenesses exempt from this policy are for train and bus delays when the student is on the train or bus that is scheduled to arrive on or near the commencement of school. A student who arrives late to school because the student missed the bus or train will not be granted the excuse. **No other reason will be considered.**

Chronically late seniors will place in jeopardy some or all of their senior privileges.

Late Arrival After 9:30 A.M.

Students arriving after 9:30 a.m. may not participate in extra-curricular activities during or after school on that day. Any exceptions to this policy must be cleared by the Principal well in advance.

Absence

Students are expected to be prepared and in school each day. In case of an absence, a parent or guardian must call the US Attendance Office at 914-925-4614 between 6:00 a.m.–8:30 a.m. on the morning of the absence, give the name of the person calling, the name of the student, the reason for the absence, and a contact telephone number. Students absent from school may not participate in any extra-curricular activities on the days they are absent unless cleared well in advance by the Principal.

For authorized absences of more than three days, the Grade-Level Dean, in consultation with a student's teachers, will establish a schedule for making up the work. If a student is out of school for more than three consecutive school days for medical reasons, the School Nurse will contact the family directly.

In the case of unauthorized absences, teachers are under no obligation to allow students to make up the work or to give extra help. At the discretion of the teacher, unauthorized absences may result in a "0" on all class work and tests. Unauthorized absences include, but are not limited to, extending the vacation period by leaving early or returning late from a vacation.

A student who misses more than ten percent of the class meetings in one course during a semester may meet with the teacher, advisor, Department Chair, Grade Dean, and Principal to determine whether credit will be given.

Notes for Absences:

1. All notes must be written as well as signed by parents or guardians (New York State law).
2. All notes must state the specific reason for the lateness or early dismissal (New York State law).
3. All notes must be turned in by 8:05 a.m.
4. The question of the validity of an excuse remains the judgment of the administration.

Presence On Campus

Students in Grades 9, 10, and 11 are not permitted to leave the campus without permission during the academic day (8:05-2:50). Students in Grades 9-11 are allowed off campus after school and before an after-school commitment, if their parent or guardian has signed a permission slip at the start of the year allowing this. Examples of when such a situation occurs are the day of an evening concert or a late hockey practice, an evening game, etc. **Without this written permission, a student may not leave campus after classes end and then return for bus or car pickup later the same day.** In the same manner, a student who arrives at 7:30 a.m. on campus becomes subject to the rules and regulations at that time. If a ninth, tenth, or eleventh grader must leave campus during the academic day, the student must have either written, verbal, email, or voicemail permission from a parent or guardian prior to the student's departure, and the student must sign out in the Attendance Office. If a student feels ill and wishes to leave campus, the student must obtain written permission from the School Nurse and then sign out. In an emergency, students should see one of the Deans or the Principal for special permission. Ninth, tenth, or eleventh graders who go off campus without permission will receive a Saturday detention. After two offenses, students may be asked to appear before the Disciplinary Committee.

Students in Grade 12 must be at school by 8:05 a.m. Seniors cannot leave campus unless they have a free period, and when a senior leaves campus during the day, the student must sign out and sign back in, stating clearly where the student is headed. Attendance is mandatory at Morning Meeting, Class Meeting, Advisory, and assemblies; they are not considered free periods.

Student Visitors

- If you plan to bring a visitor to school, you must obtain permission at least one day in advance from the Principal or one of the Deans.
- You must sign your guest in at the Attendance Office upon arrival.
- Please ask your teachers in advance for permission to bring a guest to visit your classes.
- Introduce your guest to either the Principal or your Grade-Level Dean.
- Remember that you are responsible for the behavior of your guests. While visiting, your guest is expected to adhere to the spirit and regulations of the school.

Assignments When Absent

Teachers have their assignment sheets and handouts posted on Haiku. If some handouts are only available through classroom distribution, students who are absent may collect this work from a classmate or calling the Attendance Office at 914-925-4614 before 10:00 a.m. The assignments then may be picked up at the Attendance Office after 3:00 p.m.

Early Dismissal

For an early dismissal, a parent or legal guardian must request permission via a note, phone call, voicemail, or email, and should state the date, time, and reason. Students are not to miss school commitments. This request should be communicated to the Attendance Office by 8:05 a.m. on the day of the early dismissal.

Before leaving for an athletic or other school event, students who are missing a class must make arrangements to take all quizzes and tests and must turn in assignments. A student failing to make these arrangements well in advance may not receive credit for the work missed.

In case of illness during the school day, a student may not leave school without permission from the Nurse. In addition, students leaving because of sickness must sign out in the Upper School Attendance Office. If the nurse is not in her office, students should see a member of the Upper School administration. **Under no circumstances should a student leave without permission from the School.** Minimum consequence: a Saturday detention.

Please Note: Students who arrive after 8:05 a.m. or who have early dismissal are expected to take all quizzes and tests before they leave for the day; otherwise, this work will be made up during detention.

Assemblies, Class Meetings, Field Trips, Activities

These are regular commitments which all students attend. No absences are allowed unless special permission is given by a member of the administrative staff.

Class Attendance

Students are expected to attend all their assigned classes, including study halls. Minimum consequence for cutting or being sent from a class for misconduct will be a Saturday detention for each obligation missed. At the discretion of the teacher, class cuts may result in a “0” on all class work, tests, quizzes, and work due that day. After two class cuts, students may be asked to appear before the Disciplinary Committee.

When a teacher is absent, students should assume that the class will still meet. If the teacher or a substitute has not arrived in 10 minutes, students should report the absence to the Upper School Principal’s Office.

Tests

Students need not take more than two tests on a given day. The student bears the responsibility for informing the teacher if the assigned test is the third one scheduled for the day in question. If it is, the student and teacher arrange for a make-up time. Any concerns arising over this issue should be taken to the appropriate Grade-Level Dean. A test is defined as an in-class assessment requiring more than 30 minutes of class time.

Policy For Participation In Dances And Other School Social Events, Including The Prom

- All students who come to the dance or school-sponsored social event will remain at the event for its duration. If a student leaves, under no circumstances will that student be re-admitted. If a student wishes to retrieve something from his or her car, a chaperone at the event will escort that student to the car and then back to the dance or event.
- If a student appears to be under the influence of drugs or alcohol at the dance or event, parents will be called, and the student will be required to leave the dance or social event immediately accompanied by his or her parent. Being under the influence of drugs or alcohol is against the law. Students and guests may be subject to search and/or breathalyzer. In addition, school rules will apply and the student will be brought before the Disciplinary Committee. The Parent-Student Handbook outlines this disciplinary process.
- Any student who brings a guest to the dance or social event must sign up the guest prior to the day or night of the dance or event. A Rye Country Day student is only allowed to sign up one guest to a dance or social event. If the guest misbehaves at the dance or social event, the Rye Country Day student who invited the guest will be held responsible for the guest’s behavior. No Middle School students are allowed at any

Upper School dances or social events. No guests who have reached their twenty-first birthday will be allowed to attend dances or school-sponsored social events.

- Any student caught smoking or vaping, or in possession of tobacco or tobacco or vaping products on school grounds or at school-sponsored events, on or off campus, will be subject to the School's disciplinary process. This applies to all e-cigarettes.
- Students must be present at school by 9:30 a.m. on the day of the dance or school-sponsored social event in order to attend. Any student not present by 9:30 a.m. may be excluded from the dance or school-sponsored social event, including the Prom.
- Promposals, defined as "an elaborately staged (and public) request to be someone's date to a prom," are not permitted on school property.

SAFETY AND SECURITY

Emergency Preparation

Rye Country Day has a thorough Emergency Preparation Plan that includes procedures for mid-day emergency dismissals from school for snow, extended power outages, and other unexpected events. If there is the need to implement the emergency dismissal procedures, families will be contacted (parent/guardian or emergency contact) to inform them of the emergency dismissal and to confirm the plans for transportation from school. No student will be dismissed from school during an emergency dismissal without such contact and confirmation.

Pinkham Building Restrictions

All students must be out of the Pinkham Building by 6:00 p.m. (4:00 p.m. on days before extended vacations) unless another closing has been stated in the calendar and/or daily announcements. Students attending after-school activities should be sure they have their books, etc., before leaving the building. **Any student in the building after 6:00 p.m. must be accompanied by a faculty member. Students in violation of this rule may receive a Saturday detention.**

- Students who need to remain after school for a school activity remain subject to the rules and regulations of the School.
- The Upper School Faculty Room is off limits to students **at all times**.
- Announcements are **not** to be placed on any glass or painted surface in the Pinkham Building. Please use the bulletin boards provided for this purpose.

Visitors

Visitors to the Upper School should check in with the receptionist at the Main Entrance. Those who need to move about throughout the day or travel the hallways as they complete their business must have a visitor pass.

EDUCATIONAL PROGRAM

Textbooks: Most course books may be purchased online through a company called eTechCampus. The eTechCampus can be found at <https://ryecountryday.etechcampus.com>. Families will be mailed instructions concerning book ordering in the summer mailing. eTechCampus will accept returns of unused, undamaged, unmarked books with the original invoice.

ACADEMIC POLICIES AND INFORMATION

Tutoring

The School endeavors to provide as much individual help for students during the regular school day as circumstances will permit and wishes to limit as much as possible tutoring or special help for which a fee is charged. Tutors should be encouraged to make initial contact with the classroom teacher and maintain communications for effective results. Tutoring will be recommended by the School only when it is clearly needed. The Principal or Grade Level Dean should be made aware of the establishment of tutoring or other out-of-school academic work.

RCDS faculty are expected to provide a reasonable amount of extra help for their students; however, they are not allowed to tutor their own students in their subject areas for financial compensation during the school year. In addition, RCDS faculty cannot tutor RCDS students whom they might teach during the next school year. Full-time faculty members who tutor RCDS students whom they do not teach may do so outside of the normal school hours. If a faculty member is tutoring an RCDS student, he or she should inform the student's teacher, Department Head, and Division Principal.

UPPER SCHOOL STUDENT SUPPORT SERVICES

Counseling Support

The Upper School Counselors are clinical social workers focused on the social, emotional, and educational development of all RCDS Upper School students. The Upper School Counselors are responsible for short term counseling and support of the Upper School student body and faculty on an as-needed basis. The Counselors provide resource information and referrals to students who require additional support outside of school. The Counselors also work closely with the Learning Specialists, Grade Deans, and the Director of Diversity and Inclusion to make sure that all students needs are being met. Additionally, the Counselors assist with the Peer Leadership Program when needed and teach a section of Life Skills.

Learning Support

Students who need additional learning support beyond what they receive in the classroom are evaluated by the Principal, Grade Deans, Counselors, and Learning Specialists and may be assigned to a Learning Specialist during a study hall or a free period. If a student is seen by a Learning Specialist, communication will be ongoing between the Learning Specialist, the student's grade-level team, and the student's parents or guardians. The goal of learning support services is to quickly help a student with relatively minor learning issues to master the skills needed to function independently throughout Upper School. Students with more involved difficulties may be referred for an outside evaluation and/or more intensive remediation.

Director Of Student Support Services

The Director of Support Services is the head of the department and works closely with the Counselors and Learning Specialists to make sure that all students' needs are being met.

Accommodations

Rye Country Day School (the "School") aims to support students with disabilities while maintaining the School's high standards. The School offers reasonable accommodations to students with learning and other disabilities in accordance with the Americans with Disabilities Act of 1990, as amended (the "ADA") and New York State and City law. While certain accommodations are possible, the School has limited capacities and resources. All requests for accommodations will be considered on a case-by-case basis by the Accommodations Team (the "Team").

What Is A Disability?

This Policy does not apply unless a student has a limitation that is defined as a "disability" in compliance with the ADA. Disabilities are physical or mental impairments that substantially limit one or more life activities of the student. The student must be qualified to meet school standards with or without reasonable accommodation.

Physical impairments include physiological disorders and conditions, cosmetic disfigurement, or anatomical loss. The physical impairment must affect one or more body systems such as neurological, musculoskeletal, special sense organs (e.g., vocal cords, soft palate or tongue), respiratory, cardiovascular, reproductive, digestive, genitourinary, hematic, immune, circulatory, lymphatic, skin, and endocrine systems. Simple physical characteristics, such as left-handedness or the color of one's eyes, hair, or skin, are not physical impairments. Mental impairments include mental or psychological disorders, such as emotional or mental illness and organic brain syndrome. Specific learning differences or disorders, such as attention deficit disorder and attention deficit hyperactivity disorder, only sometimes meet the definition of disability under this Policy. Disadvantages attributable to environmental, cultural, or economic disabilities that do not otherwise meet the definition of disability are not disabilities, nor are common personality traits such as poor judgment and quick temper.

A disability also must substantially limit a major life activity. Major life activities include such activities as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A determination regarding the existence of a "substantial limitation" is made by comparing the person contended to be disabled to most people in the general population. Disabilities are assessed by comparing to most people in the general population the condition under which the individual performs the major life activity; the manner in which the individual performs the major life activity; and/or the duration of time it takes the individual to perform the major life activity, or for which the individual can perform the major life activity.

There are certain times in a child's development when learning disabilities tend to appear: when students are learning to read, when students are reading to learn, and in early adolescence when students encounter new challenges. It is less common for a learning disability to be diagnosed for the first time in high school. Also, please keep in mind that long-range studies reveal that extra time can work against some students who do not demonstrate a need for it.

How is an Accommodation Requested?

Students and parents or guardians may initiate the accommodations process by making an accommodation request to the Team. The Team consists of the Director of Student Support Services, the Division Learning Specialist, and the Division Principal. Requests made to teachers, administrators, or others will be directed to the Team. No one except for the Team is authorized by the School to grant accommodation requests.

What is the Data Needed for an Accommodation?

To be entitled to an accommodation, the student, parent, or caregiver requesting the accommodation must provide the Team with medically certified proof of the physical or mental disability and medically certified proof of the need for the accommodation. For learning disabilities, a complete psychoeducational or neuropsych educational evaluation is required; such evaluation should include a diagnosis of a specific disability and demonstrate the need for any requested accommodation.

If a parent is concerned about a student's learning and is considering having him or her evaluated, we encourage the parent to set up a meeting with the Director of Student Support Services to discuss the concerns and to learn about the process for determining accommodations. The School has a list of evaluators who understand the criteria that must be met, who are familiar with our school's curriculum, and who have been effective in investigating a student's learning difficulties. If a parent does not have a meeting with the Director of Student Support Services ahead of time, in order to work together and best support the students, it would be helpful for the evaluator to speak to the Director of Student Support Services before completing the evaluation to make sure that the evaluation will meet the criteria before any recommendations or accommodations are suggested. For further detailed guidelines on academic accommodations, please contact the Director of Student Support Services.

What is the Process for Determining Appropriate Accommodations?

Generally, within two weeks of receiving a completed evaluation, the Accommodations Team will schedule a meeting to discuss the report. The Team may require additional information if necessary. Deciding what accommodations are reasonable and necessary is an interactive, collaborative process among the School, the student, and his or her parents or guardians. After the Team reviews the data and the recommendations, a meeting is set up with the Team, the parents or guardians, and often the evaluator to discuss the recommendations and accommodations. An educational plan is then created.

The Team considers many factors when deciding whether and to what extent the School can accommodate a disability. These considerations may include the appropriateness of the requested accommodation, available alternatives, whether the requested accommodation unduly burdens the School, whether the requested

accommodation fundamentally alters the School's mission or program, and whether the requested accommodation presents a direct threat to the health and safety of the student or others in the school community.

Once a student receives an accommodation for a disability, it is the student's and his or her parents' or guardians' responsibility to follow up with the Accommodations Team about changes to the student's disability status or need for accommodation. The Team reviews accommodations during the transition years from lower to middle and middle to upper schools and yearly as needed and appropriate. The Team will notify parents or guardians if the accommodations remain appropriate and/or need to be updated. The timing for updating an evaluation in order to maintain accommodations will depend on the type of disability. Any questions regarding this Policy should be directed to the Director of Student Support Services.

REPORTING CALENDAR

Students and their families will receive regular written reports from the faculty and advisors. All students receive grades in all their courses at the end of each quarter and semester. In addition, students receiving a C or below in a particular course will receive a mid-quarter report. Exam grades will also be recorded and posted on the Parent Portal after the exam period in March. Only the final grade appears on the official transcript of the student; all other recordings are essentially in-house progress reports that serve as a means of communication to the students and their families.

ACADEMIC WARNING

The Upper School administration regularly monitors the academic performance of each student in the Upper School. A student in academic trouble may be placed on Academic Warning at the Principal's discretion. A student on Academic Warning:

- will be made aware of specific academic conditions that must be met by a specified time period.
- will not receive a re-enrollment contract until the decision is made that the conditions of the Academic Warning have been met.

COLLEGE COUNSELING

Please note that additional information on the following topics and other aspects of the college admissions process may be found on the RCDS website. Go to: Academics/College Counseling to find many helpful resources.

College Entrance Examinations

It is important to keep college admission testing in perspective. The most important part of any college application is the transcript, the rigor of courses taken and the grades in each class. While standardized testing may enhance or confirm what the transcript demonstrates, it is never viewed in isolation.

Registration materials and practice booklets for tests are readily available online, and upon request in the College Counseling Office. Registration deadlines are posted on the School Calendar on the RCDS website and are announced regularly in an attempt to have all interested students complete registration within the regular deadline without having to pay late fees.

The college admission testing program involves careful planning. The classroom teacher, the Department Chair, the College Counselors, and the faculty advisor will be able to provide the best advice on which tests should be taken and when.

The major examinations administered for college admission are:

- **PSAT / NMSQT:** Preliminary SAT /National Merit Scholarship Qualifying Test
- **SAT:** of critical reading, math, and writing skills
- **SAT Subject Tests:** 1-Hour tests of mastery of specific subject areas
- **ACT:** American College Test
- **TOEFL Test:** of English as a Foreign Language

THE PSAT/NMSQT is administered in the fall to sophomores and juniors as a practice examination and a basis for projecting achievement on the SAT. The PSAT is 2 hours, 10 minutes long. There are three sections: Critical Reading, Mathematics, and Writing. A more complete description of this test and the SAT can be seen on the College Board website: www.collegeboard.com. The PSAT will also be reviewed at parent meetings and with students in class meetings.

The results of the junior year PSAT are the basis for the National Merit Scholarship competition. Students are notified in the spring of the junior year if they scored high enough to continue in the competition; semi-finalists are announced in early fall. The following winter, the finalists and scholars are chosen from the ranks of the semi-finalists and may be eligible for scholarships. Sophomores and juniors are automatically registered for the PSAT and take it during school time on a day designated by the College Board. The test results, along with the test booklet and a corrected answer sheet, are distributed to students and their parents by mail, and there is an evening meeting to discuss the PSAT results with the College Counselors. Properly used, practice tests can serve as a significant teaching tool in preparing for the SAT and ACT.

THE SAT: The SAT is 3 hours and 50 minutes long and will yield two scores: evidence-based Reading and Writing, and Math. The Writing section is now optional. Students should plan to take the SAT with Writing. The registration deadlines are published in the calendar in this book, on the school's main calendar, and on collegeboard.com.

THE AMERICAN COLLEGE TEST (ACT) is an alternative to the SAT, and all colleges accept this test and consider it equal to the SAT in the admissions process. The ACT is composed of four sections: English, Math Reasoning, Reading (Social Studies) and Science Reasoning, with standardized scores ranging from 0 (low) to 36 (high). Any RCDS student taking the ACT should also take the optional ACT writing exam, because selective colleges will require it. We recommend that all students take a practice ACT, which RCDS administers in the spring of 10th grade, to determine whether the ACT might be a better test for them than the SAT: for some students, one test is clearly better; for others, the tests are comparable, and the student will select which test to use for college applications based more on personal preference than on the scores themselves.

THE TOEFL is designed for students for whom English is not a native language and whose scores on the SAT I would obviously be affected by the language difference. Typically, the TOEFL is taken by students who have lived in an English-speaking country or attended an English-speaking school for five years or less.

Sat Subject Tests: Scheduling And Guidelines

There is a meeting every year for all parents to learn more about this topic and have questions answered, and a mailing is sent home annually to alert parents to this topic.

For those schools that require subject tests, most require two; a **very small** number may require or recommend three exams, but this is extremely uncommon. Students may need to begin considering which tests they will be taking as early as the end of their ninth-grade year, although most students will not take subject tests until spring of the junior year. (Exceptions to this general rule include students who know, in their early years of high school, that they are likely to want to study the sciences or engineering in college. In this case, and if the student is doing well in advanced or Honors science and/or math courses in the early years of high school, he or she may want to seek advice about taking science or math subject tests as early as ninth grade.) While each student's circumstances differ, listed below are general guidelines for RCDS students. Each year, an evening session is held for parents and students about which tests to take and when, and the School mails to the Upper School parents a schedule of when the tests are offered. Included in this mailing is an explanation of the registration process.

English: Strong students of English may choose to take the Literature exam in May or June of their junior year or early in their senior year. This is a test that is best taken later in the high school years.

Languages: The Modern Languages Department at RCDS recommends that the earliest a student should consider taking foreign language subject tests is at the conclusion of the third year of a language. (Naturally, the longer one has studied the language the better.) For students who are bilingual or have a high degree of oral fluency in a language, there are **Language with Listening** exams offered in November only. These tests include a listening component as a part of the exam.

Sciences: Science exams include **Biology** (either with an ecological or molecular focus), **Chemistry** and **Physics**. These are particularly appropriate for students doing well in the honors or AP level of these courses; very strong students in regular science courses should speak to their teachers about the appropriateness of a particular science test.

History: For those who choose to take the US History SAT subject test, it may be taken in June by those who have completed the regular course. An early May option exists, and many students enrolled in the AP US History course take the test in May, in conjunction with their preparation for the AP examination.

Math: Math Level I can be taken after completing Algebra 2 and Trigonometry. Students completing Precalculus are prepared to take Math Level II. Such decisions should be made after consulting with the current math teacher or department chair.

Visiting Colleges

Seniors should make an effort to restrict college visits to weekends and scheduled holidays, i.e., October long weekend, Thanksgiving, etc. In addition, one Friday at the end of the first week of school (September 6th) has been put aside for seniors to visit a college so that they will not have to miss a regular school day. Any plans to miss school in order to visit a college require a “blue sheet,” which can be obtained in the college office and must be signed by the teacher of each class to be missed and the college counselor. Seniors will assume responsibility for finding out assignments and for completing all work. In addition, all team and club commitments must be considered. **Juniors are discouraged from missing school for college visits.**

Visiting College Representatives

Teachers must be given ample notice by students to be excused from a class to see a college representative during the class day. (Only seniors may miss any part of a class for a college visit during school hours. Juniors may attend college visits in the spring term, or in the fall only if they occur during a student’s free period.) All visits are publicized well in advance via the Naviance system, to which seniors and their parents have access, as well as via the daily announcements at school.

Advanced Placement Testing

Students enrolled in AP classes are required to take the AP examination for that class. This year, College Board is changing how students sign-up for these tests, and this will now be handled early in the academic year as part of the class itself. Particular details will be forthcoming as the process unfolds in September. Students wishing to take an AP test and are NOT in the AP course for that test will need to communicate this with his or her current teacher (if applicable), the Department Chair, and the AP Coordinator before October 15.

Course Changes

AP and Honors: Maintenance within honors level and AP courses is articulated within the Curriculum Guide posted on the Upper School Academic page of our website. The requirements vary according to each department. Students in AP courses are required to take the AP exam in these courses in May. *Because the AP examination is a required portion of the AP course, any student in an AP class who misses an AP exam without the School's express permission loses the AP designation on the transcript for that course.*

General: If students are to change their course schedules, they must do so within the first few weeks of school - or the first few weeks of a semester in the case of a semester-length course. The deadline for dropping a semester-length course is approximately four weeks after the beginning of a course. For a year-long course, the deadline is approximately seven weeks after the beginning of the course. For specific dates, refer to the US Calendar posted in RCDS News which is accessible to students. If a student drops a course after this posted date, the transcript may indicate either a withdraw pass or withdraw fail. Such changes must be in consultation with the Grade-Level Dean, Principal, Advisor, and parents, as well as the teachers involved.

LEARNING SUPPORT

In support of students who have diagnosed learning differences, Upper School Learning Specialists are available to work on an individual and collective basis. The goal of this work will be to develop strategies to manage the learning differences, assure appropriate curricular choices, and maintain communication among teachers, administrators, and advisor concerning the academic progress of the student. The focus of the Learning Specialist is to work with ninth and tenth graders in an effort to improve their capacity to work independently within the RCDS curriculum. Juniors and seniors have regular access to assistance and advice from the Learning Specialists.

Testing Accommodations

The College Board is committed to providing appropriate, approved accommodations for all eligible students. A student with a documented disability may be eligible for accommodations on College Board and ACT tests, as well as RCDS tests and exams. **To be eligible the student must have a disability that necessitates testing accommodations and have documentation on file with the School that supports the need for requested accommodations and that meets the Guidelines for Documentation. The Guidelines for Accommodations on College Board Tests state that students must have a full evaluation that is current. College Board defines current based on the type of disability. For accommodations on the ACT Tests, students must have a full evaluation that has been completed within the last**

THREE years. The Guidelines for Documentation must state the specific disability, be up to date, provide relevant educational, developmental, and medical history, describe the comprehensive testing and functional limitations, and it must describe the specific accommodations requested. Rye Country Day School will review each request and formulate a plan accordingly. The above information and the professional credentials of the evaluator and area of specialization will be reviewed by the Learning Specialist and the Director of Student Support Services.

LIBRARY

The Klingenstein Library serves students, faculty, staff, and parents at RCDS. All are welcome to check out books. The Klingenstein Library is open from 7:30 A.M.-6:00 P.M. Monday through Thursday and 7:30-3:30 on Friday. There are two rooms for small group study, available on a first-come, first-served basis. Students must sign in (in the library office) to use one of these rooms, and each room is limited to 4 students at a time. Because there are several other areas on campus available for meeting socially, the main part of the library maintains a quiet work atmosphere. Anyone who does not maintain that environment may be asked to leave. **Please do not bring food or drink into the library. It is expected that all library users will clean up after themselves.**

Circulation Policies

Books and back issues of magazines may be checked out for a period of 2 cycles. After that, they may be renewed for an additional 2 cycles if no one else is waiting for the material. Magazines should be returned in the plastic envelope in which they were placed at checkout. All materials should be returned to the return slot in the Circulation kiosks marked "Book Return." Reference Books and books placed on Reserve do not circulate. Copies may be made from those books (see below, "Copier Policies").

Overdue fines are not assessed. It is expected that all materials will be returned or renewed promptly. Overdue notices are processed twice a month and emailed to students in grades 7-12, as well as to a parent. If materials are still not returned after 3 notices, the student account is billed for the price of the book, plus a non-refundable service charge. Material returned after billing may, at the discretion of the librarian, generate a refund of the book price.

Copier Policies

Copies may be made from reference and reserve books without charge. All other copies cost \$.05 each. Payment is expected at the time of copying. The library staff reserves the right to limit copying. The Copyright Law (Title 17, U. S. Code) will be enforced. If you are not sure that what you are copying is legal, ask a librarian.

Textbooks In The Library

The library provides a shelf with textbooks for student use. It is not possible to have on hand every textbook in use in the upper school. Students are expected to return textbooks to the shelf when they have finished with them. Textbooks taken to other parts of the building must be returned to the library promptly.

Supplies

In general, students are expected to have their own basic supplies. Tools such as a stapler, hole puncher, and a pencil sharpener are available for student use in the library.

SEMESTER AWAY AND YEAR ABROAD PROGRAMS

There are a number of domestic and international study away programs that allow students to continue their academic careers away from RCDS for a semester or a full year. These programs usually take place during a student's sophomore or junior year, but may, in fact, occur during the first three years of high school. Students who are planning to participate in a semester or full year away program must speak with the Upper School Principal prior to beginning the application process (typically in the fall or winter one year prior to attendance). This allows RCDS to help facilitate this process for the student and his/her family. This facilitation includes discussing a student's academic progression and ensuring that the program the student wishes to attend is the best match for him/her. Generally speaking, the spring semester is often a better mesh with our academic calendar. Upon return from a semester away program, students may be asked to take a diagnostic test to help with course placement during the following school year. Students applying to a study away program need to make the Upper School Principal aware of their application for the following year no later than March 1.

RCDS's tuition policy for a semester away program (for a limited number of students each semester) asks parent(s)/guardian(s) to pay RCDS's required fees only for the portion of the school year the student is in attendance. For this reason, RCDS requires a student who plans to spend a semester away in the following academic year to confirm his/her participation in the selected program by April 30 of the current academic year. Failure to inform RCDS by this date of participation in a semester away program could result in the full payment of RCDS tuition.

Please note that if a student receives financial aid from RCDS, his/her aid grant will be prorated and applied to the portion of the year he/she is on campus. No portion of the aid grant will be transferred to the study away program. Students

interested in financial assistance for study away programs will need to apply through the specific program to cover the costs of their time away.

(Thanks to the Pingry School for the wording of this section of the Handbook)

INTERNSHIP PROGRAMS

Some organizations that offer summer internships require that the internship will result in an official grade or transcript notification. The school is willing to participate in this type of internship under two conditions: 1) The student submit a final 3-5 page paper explaining his or her experience and offering what he or she has learned from the experience and 2) that the parents or guardians sign an insurance waiver available at the Principal's office. The deadline for this type of summer program is May 15.

LEAVING EARLY TO ATTEND COLLEGE

Occasionally, juniors or seniors in good standing leave school for college before they have completed all their graduation requirements. In such cases, the granting of an RCDS diploma will be determined on a case-by-case basis by the Headmaster in conjunction with the Principal of the Upper School, the administrative team, and/or the Academic Affairs Committee. Students who leave upon completion of their junior year need to have completed successfully two semesters of college as confirmed by their college transcripts and need to have fulfilled RCDS requirements in order to be considered for an RCDS diploma and participation in Graduation. The Headmaster will confirm the expectations and requirements for any junior who leaves early for college and seeks an RCDS diploma.

SCHOOL TRIPS

In order for a student to participate in a school-sponsored trip, a parent must sign the permission slip provided by the School.

Parents should be aware that, on occasion, a faculty member may plan a trip for children that is not sponsored by the School but is a privately-run activity of the faculty member. We cannot be responsible for activities that are not sponsored by the School. If there is any question about the School's responsibility for any particular trip, parents are invited to contact the Principal's Office or the Headmaster's Office.

For some club or extracurricular trips, students either walk or take public transportation, and parents will be informed when this is the plan.

When a student requests to attend an overnight trip with RCDS faculty, the administrative team will review the request while keeping the following criteria in mind:

1. The student's attendance is current and he/she is in good standing academically.
2. The student is physically able to participate in all activities planned for the trip.
3. The student can meet the social-emotional demands of the trip through demonstration of the following abilities: self regulating, following directions and rules, resolving conflicts appropriately, and cooperating with peers and adults.
4. Trip participation will be at the discretion of the administrative team.

Students on Disciplinary Warning may not be eligible for participation in any overnight, school-sponsored trips and may, at the Principal's discretion, not be allowed on a day trip. Students on Disciplinary Probation are not eligible for participation in any overnight, school-sponsored trips and may, at the Principal's discretion, not be allowed on a day trip.

PHYSICAL EDUCATION & ATHLETICS

New York State Physical Education Requirements

It is required in New York State that students receive a passing grade in Physical Education. At Rye Country Day School, to be an eligible candidate to receive a passing grade for the year, the School requires that students successfully complete each of the three seasons by participating on an athletic team, by enrolling in the Physical Education program, or by fulfilling the requirements of a granted exemption. In the event that a student does not pass a season (for reasons other than being medically excused) that student will be assigned to the Fitness Center for make up sessions. A student who plays on an interscholastic athletic team will receive PE credit for that season of participation. RCDS Physical Education is designed to balance personal choice at a developmentally appropriate level while maintaining standards of excellence in teaching lifelong lessons regarding health and exercise. Our PE course objective is to maximize physical activity for three days in a six-day cycle for a minimum of 35 minutes per session.

Students in Grades 9-12 who are not playing a sport during a season will choose a physical education class. All clothing worn must have the RCDS Logo in colors navy, gray, and/or white. Students are required to wear RCDS shorts, t-shirt, sweatpants and sweatshirt. Physical Education clothing as well as JV and varsity practice clothing can be ordered from the online school store: www.ryecountryday.org/shop.

Fitness Center Guidelines

To help accommodate your schedule, the Fitness Center is open Monday through Friday from 8:00 a.m. – 5:30 p.m. With the exception of the Fitness Center workouts, the class that is chosen meets at specific times and students must confirm that the class fits into their schedule.

- Only one period of PE fitness per day will count toward your required attendance.
- Attendance will be monitored closely. A student may not miss more than 10 percent of the class in order to pass for the season.
- Rye Country Day School Physical Education attire is required for all classes.

Grade 9/10/11 Fitness (students will schedule 3 blocks per six-day cycle during the school day, 8:00 a.m. – 3:00 p.m.)

Grade 12 Fitness (Seniors will schedule 3 blocks per six-day cycle during Fitness Center hours, 8:00 a.m.—5:30 p.m.)

- All students must wear RCDS Physical Education/Athletic attire. Shoes, sandals, boots, cleats, etc. are not allowed. Proper gym attire is required.
- Students must receive a fitness orientation before using the RCDS Fitness Center.
- A student will receive a detention for an unexcused absence.
- Assigned Fitness students must attend class during their scheduled times for a 35-minute workout.
- Fitness students absent from school more than one day during a six-day cycle will make up their missed workouts during the following cycle. Fitness students who receive more than one detention from Fitness will be assigned set times to attend class.
- Fitness students who miss more than four classes in a season will meet with the Director of Athletics and the Principal after the fourth miss.
- All students must sign in and sign out on the computer at the front desk and directly sign in and sign out with a Fitness Center supervisor.
- No food, drinks, or gum allowed in the Fitness Center.

Violation of any of these rules may result in restriction of a student's access to the Fitness Center.

Upper School Athletics

The Athletic Program at RCDS is designed to enhance each student's athleticism and self-esteem by emphasizing skill development, camaraderie, and a dedication to compete. The program stresses sportsmanship and strives to instill a sense of team responsibility and school spirit. The program is broad enough to prepare gifted athletes to compete at the college level while at the same time ensuring that all students are exposed to the lifelong benefits of athletics and teamwork.

Varsity teams compete in one or more of the following leagues: FAA, NEPSAC, WNESPA, NYSAIS, WIHLMA, and ISFL. The varsity teams are selected based on ability. Students must attend all practices and games in order to remain in good standing on a team. Eighth grade student-athletes may try out for a position on an Upper School varsity team. The student must pass the New York State classification fitness test, obtain medical and parental approval before attending tryouts. Upon passing the fitness test, the student must have the skills and tactical knowledge to earn a starting position on the varsity team.

The Junior Varsity Interscholastic Athletic Program emphasizes skill development, teamwork, team responsibility, and participation. Every effort will be made to include all interested students in the junior varsity programs. In some instances, however, space or facilities could limit the number of participants on a particular team.

Pre-season for the fall sports begins two weeks prior to Labor Day, and the spring sports training trips take place during the second week of March vacation.

Formation Of Teams

- Varsity or junior varsity rosters, at times, are limited due to space or facilities constraints.
- A team may have two managers and no more, unless approved by the Athletic Director.
- Team cuts are generally made by the time of the team's first contest.
- New players may not be added to a team's roster after the first game.
- If a student has been cut from a team or has stopped participating before the end of a season, it is that student's responsibility to report to the Athletic Director or the US Physical Education Coordinator and begin attending a Physical Education class.

Teams Offered At The Varsity & Jv Interscholastic Levels

FALL

Boys' Varsity Football
Boys' JV Football
Girls' Varsity Soccer
Girls' JV Soccer
Boys' Varsity Soccer
Boys' JV Soccer
Girls' V Field Hockey
Girls' JV Field Hockey
Boys' V Cross Country
Boys' JV Cross Country
Girls' V Cross Country
Girls' JV Cross Country

Golf

WINTER

Girls' Varsity Ice Hockey
Boys' Varsity Ice Hockey
Boys' JV Ice Hockey
Girls' Varsity Basketball
Girls' JV Basketball
Boys' Varsity Basketball
Boys' JV Basketball
Boys' Wrestling
Boys' Varsity Fencing
Boys' JV Fencing
Girls' Varsity Fencing
Girls' JV Fencing
Girls' Varsity Squash

Girls' JV Squash
Boys' Varsity Squash
Boys' JV Squash

SPRING

Boys' Varsity Baseball
Boys' JV Baseball
Girls' Varsity Softball
Girls' JV Softball
Girls' Varsity Lacrosse
Girls' JV Lacrosse
Varsity Sailing
Boys' Varsity Lacrosse
Boys' JV Lacrosse
Boys' Varsity Tennis
Boys' JV Tennis
Boys' Varsity Golf
Girls' Varsity

Boys' Varsity Track
Girls' Varsity Track
Boys' JV Track
Girls' JV Track
Girls' JV Tennis
Girls' Varsity Tennis

Team Expectations

At the beginning of the season, each head coach will establish team expectations for the members and parents.

Fairchester Athletic Association Sportsmanship Policy

The Fairchester Athletic Association league promotes good sportsmanship by student - athletes, coaches, and fans. The League expects all spectators to respect the efforts of the players, coaches, and officials by positive cheering throughout the entire event. The use of inappropriate language, racial or ethnic slurs, or personal insults will not be tolerated and are grounds for removal from the athletic event. Spectators should not address the opposing coaches, players, or officials before, during, or after the athletic event. Noisemakers are not permitted. Spectators, coaches, and players are expected to respect the facility rules of the opposing school. Play Hard - Play Fair - Play with High Values.

Athletic Training Room Hours

- Monday–Friday: 1:00 p.m.–5:30 p.m. (or until practices/games are completed).
- Weekends: The training room will be open 30 minutes prior to a practice, game warm-up or departure time. Special arrangements can be made with the Athletic Trainers.

Transportation

The School provides the majority of the athletic transportation through the County Coach Bus Company for away games, meets, matches, scrimmages, and off campus practices. Should extenuating circumstances necessitate that a student drive to a game then he or she can provide a note requesting permission in writing and signed by a parent. This note should be given to the Athletic Director 24 hours before the scheduled contest to have the consent of the Athletic Director and coach. Students with permission to drive to a contest shall not drive anyone else to that contest. All student-athletes are expected to travel to and from contests and practices on the bus with the team. In order for athletes to be driven home by someone other than a parent, they must have received permission in advance from the Athletic Director by providing a parent-signed note, email, or a parent phone call to the Athletic Director. All students going home from an away contest must be signed out by a parent/guardian with the coach.

Parents and students should feel free to contact the Athletic Director with questions regarding the athletic program.

Physical Education Exemptions

- Exemptions can be granted for sports and activities that are not offered at RCDS during that season and must be executed at a high level in the opinion of the committee.
- Deadlines for submitting an application will be communicated by the Director of Athletics and Physical Education. Failure to meet these deadlines may result in a denial of the application.
- Time requirements for an exemption must be a minimum of 10 hours per week (Monday-Friday).
- Applicants seeking an exemption should be prepared to discuss this request with the Director of Athletics.
- At the end of each season, an on-site evaluation must be completed and e-mailed to the Athletic Director on or before the published deadline. Late forms may result in a grade of incomplete or denial for future consideration for an exemption.
- Incomplete evaluations may result in denial for the following season.

STUDENT HEALTH

Health Information

It is essential for all parents to cooperate fully with the School's procedures with respect to matters of health. A statement concerning the School's policy and requirements is sent to all parents in the spring of each year. RCDS health forms are available on the Magnus Health Portal (<https://secure.MagnushealthPortal.com>) and must be completed by the family and their physician. Non-RCDS health forms are also accepted as long as they contain the necessary information. Please note that it is necessary for a Health Report to be submitted to Magnus, the RCDS online health system, every year for each student. Parents must also access their student's Magnus account annually and answer the questions therein.

Students whose Health Reports are not received may not be able to attend school. Your attention is called specifically to the requirements for boys and girls who wish to participate in interscholastic team sports. No student will be permitted to attend physical education classes or practice with a team until the Health Report has been submitted to the School.

Interval Health Reports

Students in Grades 9 through 12 who have pre-season practice must submit their completed Health Reports to Magnus by August 1. Additionally, parents of students in Grades 7-12 must submit **Interval Health** reports online, before the Fall, Winter, and Spring athletic seasons. Magnus will contact parents about the deadlines concerning this New York State requirement.

Health Screening

The School administers screening examinations for vision and hearing, but the responsibility for being informed as to the condition of the child's vision and hearing rests with the parent. The School does, of course, report to parents when it appears evident that a child suffers from poor vision or poor hearing. Screening for Scoliosis by your child's pediatrician is necessary for girls in grades 5 and 7 and for boys in grade 9 and must be documented on the Health Report. All Pre-K students must have a documented lead level with the date it was done on their health report.

Diagnosis or treatment of health conditions is not the School's responsibility. If your child is injured during a school program, first aid will be administered, and if necessary, your child will be taken to the Emergency Room at a local hospital. Following emergency first aid, the student is placed under the parents' care, and the responsibility for subsequent treatment rests with them.

Illness During School

If your child becomes ill during the school day, school personnel will telephone you. If your child's physical education program is to be restricted for more than one week, this situation should be confirmed in writing by the examining physician and forwarded to the School Nurse.

Students Taking Medication

The School Nurse must be informed whenever a student is on medication. If medication is to be taken during school hours, it should be given to the School Nurse for distribution to the student. Students are not permitted to carry and/or administer their own medication at school (including cough drops). Students who use an inhaler and have written permission by their parent, physician, and School Nurse to self-administer it may carry and use their inhaler independently at school. All medications, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber and given to the School Nurse in a properly labeled original container accompanied by a doctor's note.

Contagious Disease Reporting

All contagious diseases must be reported to the Health Office by the parent as soon as a diagnosis is made. If your child should develop a contagious illness, such as a strep or staph infection, bacterial conjunctivitis, a viral illness such as fifth's disease or coxsackie, or mononucleosis, please notify the School Nurse immediately. Please be aware that your child must be on medication for some infections for 24 hours and be fever-free for 24 hours before returning to school. A doctor's note may be required before your child returns to school. In addition, all students *must remain home for 24 hours* after any episodes of fever, diarrhea, or vomiting.

If absent for one week, your child will need a doctor's note to return to school. A doctor's note is also required for a child to participate in athletics if the child has sustained an injury.

Immunizations

Immunization Requirements: For entrance into school, the New York State Department of Health requires:

<i>Vaccines</i>	<i>Pre-K</i>	<i>Kindergarten-5</i>	<i>Grade 6-11</i>	<i>Grades 12</i>
DTaP/DTP/T DAP	4 doses	4 to 5 doses	3 doses	3 doses
TDAP	N/A	N/A	1 dose	1 dose
Polio (IPV/OPV)	3 doses	3 to 4 doses	3 to 4 doses	3 doses
MMR	1 dose	2 doses	2 doses	2 doses
Hepatitis B	3 doses	3 doses	3 doses	3 doses
Varicella	1 dose	2 doses	2 doses	1 dose
HIB	1 to 4 doses	N/A	N/A	N/A
PCV	1 to 4 doses	N/A	N/A	N/A
MCV4	N/A	N/A	Grade 7, 8, 9 & 10: 1 dose	2 Doses Grade 12 (2 nd dose after age 16)

Scoliosis screening: Girls grades 5 and 7; Boys grade 9.

Weight Status Category (BMI %)

* It is mandatory that an updated vaccine record be submitted annually with the health form. Alternatively, the provider may write the vaccine dates on the health form.

Food

Rye Country Day School is committed to providing a safe and healthy learning environment for all students. In order to ensure that such an environment exists at school, it is imperative that the RCDS community be aware of and sensitive to various food allergies that are life-threatening to some students, faculty, and staff. Flik also will provide nut-free alternatives for post-game snacks, following both home and away athletic contests. Students are not allowed to take food out of the dining room. Students, parents, faculty, and staff should not bring nut or nut containing products on campus.

Resource Numbers

Health Info Hot Line.....	1(800) CDC-INFO
Al-Anon and Alateen.....	(212) 941-0094
Alcoholics Anonymous.....	(914) 949-1200
American Lung Association.....	(914) 347-2094
Child Abuse Hot Line.....	1(800)342-3720
Childhelp USA (child abuse).....	1(800)4-A-CHILD
Covenant House (troubled youth).....	1(800) 388-3888
Ms. Casey DeCola, Rye Youth Advocate.....	(914) 967-3838
Domestic Violence Hot Line.....	1-800-621-HOPE (4673)
My Sister's Place.....	1(800) 298-7233
Eating Disorders Helpline.....	1(800) 931-2237
HIV/AIDS Hot Line.....	1(800) 541-2437
Women's Resource Center.....	(845) 628-2166
Gay & Lesbian Help Line.....	(914) 948-4922
Lyme (Tickborne) Disease Hot Line.....	(914) 493-TICK
Narcotics Anonymous Hot Line.....	(212) 929-6262
National Youth Crisis Hot Line.....	1(800) 442-HOPE
NY Substance Abuse Info. Line.....	1(800) 522-5353
Planned Parenthood Information Line.....	1(800) 230-PLAN
Poison Control Center.....	1(800) 222-1222
Rape Crisis Hot Line.....	(914) 345-9111
Rape & Sexual Abuse Hot Line.....	(203) 329-2929
Runaway-National Switchboard.....	1(800) RUNAWAY
Rye Country Day School Field House.....	(914) 967-5876
Rye Police.....	(914) 967-1234
Suicide and Crisis Prevention Hot Line.....	1(800) 273-8255
VD National Hot Line.....	1(800) 227-8922
Westchester/Putnam Student Advocacy Intake Line.....	(914) 347-3313

DAILY STUDENT LIFE POLICIES

ATTIRE AND APPEARANCE

Philosophy

The Rye Country Day School community believes that a dress code helps foster an appropriate learning environment. It plays a role in maintaining a community of mutual respect while allowing for self-expression. We affirm our support for dressing in a relaxed, yet appropriate, manner, and therefore commit ourselves to upholding this dress code as a tool to advance the values of our school community. This code for dress and personal decorum offers a balance of these values:

Respect for the institution and the educational environment;

Sensitivity to and awareness of the perceptions of others;

Individuality, which our dress affords us.

All students are expected to follow these rules whenever they are in school buildings during the school day when classes are in session, with one exception: to foster school spirit in conjunction with a school-sponsored activity, such as a sports or club event, a group may wear RCDS sweatpants or RCDS mesh shorts; any other RCDS team apparel must be worn in a way that complies with the dress code.

Rules

- Students may not wear clothing with inappropriate slogans or designs, such as vulgar or profane language or the suggestion thereof, or anything that may be taken as degrading to a sex or race, religious or ethnic group, or any other constituency of the School population. Slogans and images involving references, subtle or otherwise, to alcohol, drugs, tobacco, and sex are also forbidden.
- No tank tops for boys and girls, and no spaghetti straps or tube tops for girls. No backless tops and no halter tops. This includes dresses. All students' shirts, including T-shirts, sweaters, and sweatshirts, must cover the midriff.
- Necklines must comply with the spirit of the statement of philosophy above and therefore must not be overly revealing.
- Clothing may not be obviously torn, ripped, or frayed, except at the bottoms of long pants, and then only unobtrusively. Clothing may not be made of mesh or similar material.
- Any head covering carrying religious or cultural significance or medical need is permitted. No other head covering is to be worn in school buildings.

- Pants must completely cover underwear. Sweat pants, pajama pants, and other sleeping apparel are not permitted.
- Shorts and skirts must meet or exceed in length the lowest point of the hand when arms are relaxed by the sides.
- Open-toed shoes are permitted; flip-flops are not. If a specific activity, such as a science lab, requires closed-toed shoes, the faculty member in charge of this activity has full authority to enforce additional restrictions.
- Overly tight clothing must be covered. Leggings must be worn with a dress, skirt, shorts, tunic, or shirt that reaches the mid-thigh in length.

Enforcement

Students who are inappropriately dressed may be given regular detentions or may be asked to change into more suitable clothing. Repeated violations of the dress code may merit a Saturday detention and a discussion with the parents.

Use your head. Show respect. Dress for school, not for the beach, a nightclub, a sport, or lounging at home.

AUTOMOBILES

Only students who have registered their cars and who have received a current parking sticker may park in the School parking lots. (Forms will be provided.) Seniors are the only students who may use automobiles during the school day, provided parental permission has been granted and they have at least 40 minutes free. **Ninth and tenth graders may not drive to school, nor may they ride in another student's car during the school day. Eleventh graders may not ride in their cars or in another person's car during the school day.** All students' cars must have current parking permit stickers that are plainly visible. Stickers are available at the Upper School office upon return of the signed permission form.

Students may not sit in cars parked on school grounds. Students who ignore traffic, safety, and parking regulations will not be allowed to park on school property.

Students may not drive other students to or from school-sponsored activities.

It is assumed that students will drive with extreme care and caution at all times. Students who drive in an unsafe manner on campus or in the immediate vicinity of Rye Country Day School will be subject to strict disciplinary action, which may, even on a first offense, result in expulsion. Similarly, students involved in breaking a rule in which a car is involved, such as an underclassman driving off campus, or a senior driving an

underclassman during the day, will lose the privilege of driving a car to campus for a period of time.

Students should be aware that the School has security cameras that monitor and record activity in outdoor spaces, including all parking lots, at all times.

In accordance with City of Rye and Westchester County ordinances, vehicle idling beyond 3 minutes is illegal.

Parking Regulations

All student cars must have a current parking sticker. **Rye Country Day School students may NOT park on Grandview Avenue, Cedar, Evergreen, Elizabeth Streets, or at the triangle.** Students may park only in the parking lots reserved for them. Other parking lots are reserved for faculty and visitors from 7:00 a.m.–4:00 p.m.

Students who violate school parking regulations will lose driving and parking privileges for one week. Any student who loses parking privileges may not park within 1/4 mile of the School.

Parents may drop off and pick up students in designated areas on school property only. There will be no drop off or pick up on Grandview Avenue.

FOOD AND DRINK

The Dining Room is open for breakfast. Times when Upper School students have access to the Dining Hall will be posted.

Food and drink are not allowed in the Pinkham Building. No trays, dishes, or silverware may be taken from the dining room at any time. Students are not allowed to take food out of the dining room.

Students may not eat food, drink beverages, or chew gum during class, in the corridors, or in the library at any time. Students found violating these rules will receive a detention. **Repeated violations of this rule will result in more serious disciplinary measures.** Students may not order food or beverages to be delivered to the School from outside agencies unless done in accordance with the guidelines of the Student Council and under the supervision of a club advisor or faculty member.

AFTER-SCHOOL STUDY HALL

A teacher may assign an after-school study hall to provide a student with a structured hour to complete missing assignments. It is important that the student attend the study hall on the day it is assigned. If the student is unable to do so, he/she should speak with the Dean of Students prior to the end of the school day.

DETENTION

A detention must be served from 3:00-4:00 p.m. (late arrivals not admitted) on either the assigned school day or the following day. Detentions may also be served on the morning of the next day at 7:00 a.m. Failure to serve a detention automatically results in a three-hour Saturday detention.

SATURDAY DETENTION

Parents will be notified in advance by a Dean or the Director of Physical Education when a student has been given a Saturday detention. Saturday detentions result from a number of situations; however, a Saturday detention is an automatic result of being asked to leave a classroom by the teacher for disciplinary reasons. Students who are expected to show up Saturday and do not (this EXCLUDES those who have cleared NOT showing up with Dean of Students or Grade Dean) will serve as follows:

1. If the reason for missing a Saturday detention is a school-related conflict, the student will serve a three-hour detention Monday afternoon from 3-6 p.m.
2. If the reason for missing a Saturday detention is not a school-related conflict, the student will serve a three-hour detention Monday afternoon from 3-6 p.m. and still serve the next scheduled Saturday session.
3. For students who fall into this category more than twice, the student may serve a Day of Reflection followed by Disciplinary Warning.

At the end of each quarter, students with unserved detention time will meet with the Principal, Dean of Students, Grade Dean, and advisor to discuss additional consequences.

Detention is not a matter of convenience. Students who do not wish to rearrange their lives because of a detention should avoid putting themselves in a position to receive a detention.

GAMBLING, CARD PLAYING, ROLLERBLADING, AND SKATEBOARDING

Gambling and card playing of any kind are prohibited in the buildings, on the grounds, and on school-related trips; infractions will be met with serious disciplinary action. Rollerblading and skateboarding are prohibited on campus.

LOCKERS AND PERSONAL BELONGINGS

The school provides each Upper School student with a Pinkham Building locker; students should put their bags and other possessions in the locker before going to House and then return as needed to exchange books and materials throughout the class day. Because hallways and classrooms are shared spaces, all members of the school community—students, faculty, and staff—play a crucial role in maintaining safe, passable, and orderly conditions. Moreover, the consistent use of lockers adds to the security of personal property at school. So, it is assumed that students will not carry backpacks or other large bags--as determined by the faculty and staff--that would compromise the aforementioned conditions for the community. Compliance with this assumption, in letter and in spirit, is an expectation for all students to honor.

Lockers must be kept closed and locked when students are not at them. Second locks are available at the Wildcat's Den. There should be nothing posted on the outside of the locker, and the floor around it must be kept clean.

All lockers must be cleaned out by 3:30 p.m. on June 5. The School assumes no responsibility for items left after that date.

GIFTS TO RCDS EMPLOYEES

It is the School's policy that NO individual or group gifts from parents and/or students to faculty, staff, coaches, or administrators are allowed at any time.

Cards and notes from students or families are welcome and desired. In addition, the Board of Trustees and the RCDS Association have established several venues for thanking all school employees each year for their dedicated service. We ask for everyone's understanding and cooperation with these guidelines, which help to make our community a comfortable, warm, and welcoming one for everyone.

COMMITTEE STRUCTURE

Structure

Two committees oversee the affairs of the Upper School. Academic Affairs Committee whose scope is curriculum, graduation requirements, grading system, faculty evaluation by Department Heads, and supervision of the following sub-committees:

- Independent Studies/Special Topics
- Student Government whose scope is the quality of student life, assemblies, special events, class concerns, class trips, supervision of Upper School clubs and activities, student rights, student supervision of the following sub-committee: Spirit Club.

Membership

Major Committees/Organizations

- Academic Affairs Committee composed of the Principal, Deans, and Department Heads, who will come to meetings prepared to express the opinions of their departments; the College Placement Officer; and the Vice President from each class.
- Student Government: The Student Government is governed by the Student Constitution. Each April, elections for grade-level representatives and all- school representatives are held according to rules established in the Constitution. The guidelines and responsibilities of student government are outlined in the Constitution.

Subcommittees

All faculty members are encouraged to belong to at least one committee or subcommittee, but not more than two. The Headmaster and Principal are ex–officio members of all committees and subcommittees. The number of faculty and students on a subcommittee will be determined by the overseeing committee.

- Faculty Appointments
 - The Principal solicits faculty for subcommittee assignment interests.
 - The Committee Head, in consultation with the Principal, reviews the lists and appoints Subcommittee Heads.
 - Subcommittee Heads choose the other members of the subcommittees from the list of volunteers.
- Student Appointments
 - Students may be welcomed as members of some committees and subcommittees, except the Independent Study/Special Topics subcommittee, where confidential matters are discussed.

- Class Officers explain the work of the committees and subcommittees and then ask for subcommittee volunteers. Student Senators receive first priority.
- Class Officers review the names of volunteers and submit the list to subcommittee heads.

Meetings

- All committee and subcommittee meetings except the Disciplinary, Department Heads, and Independent Study/Special Topics meetings are open to interested faculty members and students as observers.
- Notice of all committee and subcommittee meetings, except those of the Disciplinary Committee, and their agendas will be announced in advance of the actual committee or subcommittee meeting.

Reporting

- Subcommittees will report directly to their supervising committees.
- Committees will approve the subcommittee reports or send them back for further development.
- After a report has been approved, the subcommittee will report directly to the faculty. The Principal will determine if the subcommittee's recommendations warrant faculty discussion and/or a vote.
- Class Representatives will report directly to their classes.
- All Committee Heads report to the Principal on a regular basis.
- It is expected that all committees and subcommittees will keep minutes of their deliberations and will post these minutes on the Main Bulletin Board.

Authority

ALL COMMITTEE DECISIONS REQUIRE THE FINAL APPROVAL OF THE HEADMASTER.

Adopted: May, 1995

Committees

Academic Affairs Membership: Jon Leef, Head; Jeff Bates, Cathie Bischoff, Jacquie Butera, Matt Cavanaugh, Sarah Danziger, Eric Drotch, Johnny Flynn, Jay Gerlach, Tia Gueye, Jenny Heath, Ted Heintz, Maureen Irwin, Donald Kyle, Mary Marcell, Kate Ordway, Katie O'Shaughnessey, Maggie Parker. Students: Elisabeth Thurston, Sam Kroin, Phoebe Shapiro, Hannah Tanenbaum

Disciplinary Committee Membership: Mary Marcell, Head; Sarah Danziger, Johnny Flynn, Dion Reid. Faculty Alternates: Tia Gueye, Ethan White. Students: Sabrina Reznik, Zachary Hiken, Student Alternates: Valeria Morales, Christopher Connor

Subcommittees

Independent Study: Sarah Danziger, Head; Judy Conant, Mary Krasovec, Kate Ordway, Maggie Parker

Student Government Subcommittee

Spirit Club: Co-Leaders: William Delves, Charlotte Madden, Charlotte Price
Advisor: Ms. Heath

STUDENT GOVERNMENT

Student Officers

President of the Student Body: Sabrina Reznik
Vice President of the Student Body: Liam Bieber
Spirit Club: William Delves, Charlotte Madden, Charlotte Price

Faculty Advisor to the Student Government: Mr. Kyle

Class of 2020

President: Tess Asness
Vice President: Hannah Tanenbaum
Senators: Alana Jones, Brooks Sleeper
Deans: Mr. Bates, Ms. Davidson

Class of 2021

President: Kyle Mandell
Vice President: Phoebe Shapiro
Senators: Kat Brydson, Andrew Felton
Deans: Ms. Heath, Mr. Reid

Class of 2022

President: Hudson Friedman I
Vice President: Sam Kroin
Senators: Kyle Block, Leah Colin
Deans: Mr. Heintz, Mr. Kyle

Class of 2023

President: Tyler Moyer
Vice President: Elisabeth Thurston
Senators: Eli Friedman, Ade Larsen
Deans: Mr. Cavanaugh, Ms. Everett

CONSTITUTION OF THE STUDENT GOVERNMENT

PREAMBLE

The Student Body of the Upper School creates this constitution in order to establish the framework of a Student Government which is responsive to and reflective of the needs of Upper School students and which is empowered to make procedural recommendations consistent with those needs to represent the Upper School Student Body's interests before the administrations.

Article I: The Student Body

All students in the Upper School, Grades 9-12, in any given school year, are members of the Student Body.

Article II: The Composition of the Student Government

Section 1: The Student Government shall be composed of:

- The President and Vice President of the Student Body
- Each Class's President, Vice President, and two Senators
- A non-voting Faculty Advisor appointed by the Principal in consultation with the President of the Student Body
- Two non-voting representatives from Peer Leadership
- Two non-voting representatives from Spirit Club
- Two non-voting representatives from Community Action Organization (CAO)

Section 2: The term of office for all members of the Student Government, with the exception of the Faculty Advisor, shall commence on the third Monday in May following their election.

Article III: The Election Process for the Student Government

Section 1: All students in Grades 9-11 may vote for President and Vice President of the Student Body. All students in each class, Grades 8-11, may vote for a Class President, Class Vice President, and two Class Senators.

Section 2: Candidates for the office of President of the Student Body must be pre-enrolled students who shall be seniors at Rye Country Day School when their term begins. Candidates for the office of Vice President of the Student Body must be pre-enrolled students who shall be juniors at Rye Country Day School when their term begins. Candidates for Class Presidents, Class Vice

Presidents, and Class Senators must be pre-enrolled members of their respective class.

Section 3: Election period for all members of the Student Government shall begin at the end of April or the first week of May each year. Any eligible students who wish to be candidates for all Student Government positions, must submit a Student Government Declaration of Candidacy, signed by at least ten eligible voters, to the current Faculty Advisor of the Student Government. The Faculty Advisor, in consultation with the President of the Student Body, will determine the cutoff date for declarations of candidacy.

Section 4: The Administration of the School shall select an assembly time between 8:05 a.m. and 2:50 p.m. on a school day at least one week before Election Day in which all candidates for President of the Student Body and Vice President of the Student Body must address the entire Student Body. The Administration shall also select an assembly time between 8:05 a.m. and 2:50 p.m. on a school day at least one week before Election Day in which all candidates for Class President, Class Vice President, and Class Senators must address their respective class.

Section 5: The President of the Student Body, in consultation with the Principal, shall devise regulations concerning posters and other campaign materials.

Section 6: Voting Procedures

1. Voting for Student Government offices shall take place on school premises between 7:45 a.m. and 12:15 p.m.
2. The Student Government shall establish a process whereby voting is set up to ensure a secret ballot.
3. The Faculty Advisor of the Student Government and the President of the Student Body shall count the votes for all elections.
4. The President of the Student Body shall announce the election results at the end of A-block.

Section 7: The winners of either President of the Student Body or Vice President of the Student Body must receive a simple majority of the votes cast in their election. If neither candidate receives a simple majority of the vote, then the two candidates who receive the most votes shall have a run-off election held two school days following the previous election.

Section 8: In each class, the two students receiving the highest number of votes shall be declared the Student Senators. In the event of a tie for the final position, a run-off election between those candidates shall be held. The candidate who receives the most votes shall be declared the winner.

Section 9: The winners of Class President and Class Vice President must receive more votes than any other candidate and at least 40% of the vote. In the event no candidate receives at least 40% of the votes, the two candidates who receive the most votes shall have a run-off election. The one who receives the most votes shall be declared the winner.

Section 10: In the event of a member of the Student Government being disabled or otherwise being prevented from meeting the responsibilities of office for a period of time, judged by the Student Government to be temporary, the Student Government shall follow these rules:

- If the President of the Student Body is disabled, the Vice President shall assume those responsibilities
- If the Class President is disabled, the Class Vice President shall assume those responsibilities
- In all other instances, the Student Government shall determine the manner in which the affected offices shall be filled.

Article IV: The Responsibilities of the Student Government

Section 1: Students in the Upper School have the right to be represented on all committees affecting their interests. The Student Government, in conjunction with the Administration of the School, shall determine the manner in which students' representation on committees shall be guaranteed. Such committees shall include, but not be limited to, the Disciplinary Committee, the Academic Affairs Committee, and all subcommittees thereof.

Section 2: The Student Government bears ultimate responsibility for all Rye Country Day School student social events. The Student Government may decide, however, to delegate the task of organizing events to a club, a committee, or to retain the role itself.

Section 3: If the actions of any member of the Student Government are judged to be delinquent or inconsistent with the philosophy of the School, that member may be recalled from office. Recall may be instituted by a petition signed by two-thirds of the Student Government. The Recall Election shall be held consistent with the procedures described in Article III, Section 4 and 6, respectively.

Section 4: The Student Government is responsible for coordinating and executing Upper School house programs, inter-grade and student/faculty events and programs, the Fall Fair, and the Activities Fair. If asked, the Student Government is responsible for assisting the Art Department with the Arts Festival each spring. The Student Government shall coordinate and monitor all Upper School activities, and promote service for the community, including, but

not limited to, fund raisers for the needy, community awareness, and seasonal or yearly themes.

Section 5: The Student Government is responsible for approving proposed clubs for the Upper School community. Any student petitioning to start a club must obtain a club proposal form and fill it out accordingly. Students can obtain a proposal from the faculty advisor of the Student Government. The student will then have to present his or her club proposal in front of the Student Government and answer any questions that any representative may have. The student proposing the club will then leave the room and the Student Government will vote on whether or not to approve the club. A simple majority amongst all voting members is required for the club to pass.

Section 6: The President of the Student Body must perform the following duties:

- Serve as the chair of the Student Government.
- Serve as a student representative on the Disciplinary Committee.
- Act as a direct liaison between the Student Body, the Student Government, and the Faculty and the Administration.
- Nominate a scribe to record, post, and log the minutes of each Student Government meeting.
- Coordinate and emcee each Morning Meeting.

Section 7: The Vice President of the Student Body must perform the following duties:

- Act as the direct liaison between all student-affiliated clubs, organizations, and activities.
- Coordinate room availability for all student-affiliated clubs, organizations, and activities.
- Keep track of the Student Government financial reports.

Section 8: The Class President must perform the following duties:

- Attend all Student Government Meetings.
- Chair all Class Meetings.
- Meet on a regular basis with the grade's Dean with the Vice President and Class Senators.
- Co-coordinate all class social events and community service projects, including but not limited to, the Wildcat Weekend, class trips, and fundraising.

Section 9: The Class Vice President must perform the following duties:

- Attend all Student Government Meetings.
- Attend all Academic Affairs Committee Meetings.
- Report on each Academic Affairs Committee Meeting at each Class Meeting.
- Assume presidential duties when the Class President is absent or unable to perform the duties.
- Meet on a regular basis with the grade's Dean with the President and Class Senators.
- Co-coordinate all class social events and community service projects, including but not limited to the Wildcat Weekend, class trips, and fundraising.

Section 10: Class Senators must perform the following duties:

- Attend all Student Government Meetings.
- Serve as members on various subcommittees.
- Meet on a regular basis with the grade's dean with the President and Vice President.
- Co-coordinate all class social events and community service projects, including but not limited to, the Wildcat Weekend, class trips, and fund- raising.

Section 15: The Student Government should meet once a cycle, usually Day 5, from 10:05 a.m. to 10:35 a.m. The presence of at least two-thirds of the Student Government constitutes a quorum for business.

Article VI: Ad Hoc Committees

Section 1: The President of the Student Body or the Principal can create temporary committees and sub-committees of the Student Government as needed.

Section 2: Committees are expected to meet under the leadership of the student and faculty co-chairs with the goal of producing a report with recommendations to the Administration by the end of the school year.

Article VII: Ratifying and Amending the Constitution

Section 1a: The Constitution of the Rye Country Day School Student Government may be amended in the following manner: A vote showing unanimous consent of voting members of the Student Government will result in the addition of the amendment to the constitution. If the Student Government should fail to pass the amendment, the amendment may then be passed by the

Student Body. The amendment must be presented to the Student Body and discussed for a one-week period; following this week, it must be voted upon, and a majority of voters must approve the amendment for it to be added to the Constitution. If a majority of the voters do not approve the amendment, the amendment may not be added to the constitution.

Section 1b: The Faculty or Administration may propose an amendment. If a majority of the student government approves it, it then will go to the Student Body for discussion for one week. The proposed amendment will pass if a majority of voters approve it. If the Student Government does not pass the amendment with a vote of at least 50%, then the amendment may go directly to the Student Body for discussion for one week and pass with a vote of at least 67%.

Section 2: The procedures for ratification of this constitution shall follow these guidelines: The existing Student Government and Constitution Committee shall oversee the ratification process. A petition signed by at least 50% of the students in Grades 9-12 must show support for a consideration of change. Grades 9-12 will then be presented with the proposed constitution, and after a one-week discussion period, Grades 9-12 shall vote on the constitution. If at least 67% of the voters ratify this constitution, it shall then become the Constitution of the Rye Country Day School Student Government. Upon ratification, the existing Student Government, formed under earlier laws, shall oversee the electoral process assuming all responsibilities granted to the Student Government in this constitution.

Section 3: The Constitution Committee shall be established by the President of the Student Body under the guidelines established by the Student Government. The Constitution Committee shall be chaired by the President of the Student Body or the student officer initiating change and shall be composed of selected members of the Student Government, the Deans, and the two non-voting Faculty Advisers.

Article VIII: Supremacy of the Constitution

This Constitution of the Rye Country Day School Student Government shall supersede all former Constitutions of the Rye Country Day School Student Government, and upon ratification is the Constitution of the Rye Country Day School Student Government.

Ratified: 2012

CLUBS AND ACTIVITIES

The Student Senate is responsible for coordinating all Upper School activities. Any RCDS activity must be open to all members of the student body and is subject to all club requirements decided upon by the Student Senate.

A-CHORD WITH KIDS

Advisor: TBD

A-Chord brings the lifelong benefits of music education and appreciation to children ages 6-12, most of whom do not have access to instruments, lessons, or performance opportunities. A-Chord with Kids provides free weekly music lessons to children at the Carver Center.

ALZHEIMER'S AWARENESS CLUB

Advisor: Ms. Kubisch

This club is committed to raising awareness and educating the RCDS community about Alzheimer's disease. We also raise funds to benefit the care, support, and research efforts of Alzheimer's organizations working to discover a cause and cure for the disease.

ART STUDENTS ASSOCIATION

Advisor: Ms. Dolan

The Art Students Association is set up to provide any student interested in looking at, discussing, or creating art with an opportunity to become involved in art projects, trips to museums and galleries, involvement with publicity for events sponsored by the School, and increasing the amount of art work on display throughout the School.

ASIAN-AMERICAN CLUB

The Asian-American Club brings awareness about Asian culture to the student body. The club sponsors an Asian Art Day, participates in the International Breakfast, and presents information regarding different aspects of Asian culture at Morning Meeting.

AUTISM SPEAKS CLUB

Autism Speaks is a club oriented to educate the community on Autism Spectrum Disorder. Additionally, we seek to fundraise for the cause in order to support research and aid to those affected by the disorder and their families.

BACKPACKING CLUB

Advisor: Mr. Flynn

The Backpacking Club provides students with the forum to discuss their shared passion for the outdoors and hiking trips. In addition, members of the club share their knowledge of backpacking in order to broaden the expertise of others.

BACKYARD SPORTS

Backyard Sports Club provides high quality sports programming in a safe and friendly sports environment for underserved children of Port Chester and Rye.

BLEND CLUB

Blend's members are passionate about everything food related. Blend is a student run magazine that displays recipes, photographs, restaurant reviews, and more from students and faculty throughout the RCDS community.

CARVER CENTER VOLUNTEERS

Advisor: Ms. Mangan

RCDS Carver Center Volunteers visit the Carver Center of Port Chester twice a week and volunteer as teachers' aides in their after school program for elementary school students.

THE CHAMBER FIVE

The Chamber Five is a student-run chamber music group. We choose and rehearse different classical-style pieces in order to improve our musical skills. Our goal is to perform one or two of our chosen pieces for the School. Students are welcome to join. The Chamber Five does ask students to practice pieces outside of the club so that we can move through the music at a reasonable pace.

CHESS CLUB

Advisor: Mr. O'Callaghan

The Chess Club welcomes any student interested in playing chess, regardless of talent. We hold regular in-school tournaments and chess matches, and occasionally participate in out-of-school chess tournaments.

CHEW

Advisor: Ms. Kubisch

The mission of CHEW is to increase awareness of the issues related to childhood hunger and to raise money to help alleviate hunger locally for families in need. We strive also to educate our community about nutrition and other key issues related to food and hunger.

CHINA CARE

China Care raises awareness about children born with various deformities. In addition to raising awareness, China Care raises money to fund surgeries for Chinese orphans who are born with a Cleft Palate.

CLASSICS CLUB

Advisor: Mr. Murray

The Classics Club provides a forum where interested students can gather to discuss their shared interest in Ancient Rome and Greece, and to have meaningful conversations and debates about topics relating to the Classics. The goals of this club are to help students demonstrate their passion for and skill in the Classics, to heighten awareness for the endangered study of the Classics, and to raise money and support for local organizations that do important work through the Classics.

COMMUNITY SERVICE

Advisors: Ms. Mangan

In keeping with the mission of the School, “Not for self, but for service,” RCDS actively encourages Upper School students to participate in community service both on and off campus. Community service is not required at RCDS, aside from Senior Term, but most students participate in some form of service. The Public Purpose Office offers a variety of community service opportunities throughout the year. A listing of local organizations where students have volunteered in the past can be found on the Public Purpose page of the RCDS website and on the Public Purpose Haiku page, and students can discuss their individual service interests and goals with Ms. Doernberg and Ms. Mangan in the Public Purpose Office.

CROP

Advisors: Mr. Heintz, Mr. Kyle

The Rye Crop is the School newspaper. It includes articles covering school news, opinions, features, and sports. It is a source of information covering topics that affect the School community. *Crop* is open to students interested in writing, photography, layout, and editing.

DANCE WITH A PURPOSE

Advisors: Ms. Ordway, Ms. Zanon

DWaP shares the joy and freedom of dance with kids and adults in the local community who might not otherwise have the opportunity.

DEBATE CLUB

Advisors: Dr. Lehner

The Debate Club allows students to showcase their debate skills and learn how to improve them. In the Debate Club, there are debates held monthly and the members of the club have the opportunity to practice their debate methods and work on mastering them.

DRAMA CLUB

Advisor: Mr. Gerlach

The Drama Club is open to all students who are interested in the theater. Members get involved in at least one production each year and help with sets, costumes and props, as well as learn about lighting and other technical aspects of play production. The weekly meetings will also be used to organize any presentations for the Upper School Morning Meeting. Through Drama Club, students can also become members of the International Thespian Society, which recognizes their achievements in the theatrical arts. The club also links members with other Thespian Troupes for workshops and festivals. In addition, this group attends various theater performances during the school year.

ENVIRONMENTAL CLUB

Advisors: Ms. Everett, Mrs. Linderoth

The Environmental Awareness Club educates the community on environmental issues. We bring in guest speakers and take trips in order to create a better understanding and appreciation for our environment and the grave problems that currently exist.

FOCAL POINT

Focal Point is a yearlong online publication of school-wide student photography as well as a yearly print publication of the best classroom student photography. Online photography submissions include work from anyone in the Upper School community, and also feature a *Humans of Rye Country Day* segment. During the second semester, staff members select the work for the print issue, and editors go on to design and assemble the book for publication. Members also collaborate with Furniture Sharehouse by assembling and donating framed student work for the organization's clients. Interested students should submit work to the *Focal Point* editorial staff.

FORUM

Forum publishes two issues a year of its journal that deals with the important issues facing our nation and the world. Each issue focuses on a specific theme, such as health, crime and punishment, or education. The theme serves to give the writers of the issue's articles direction, but, at the same time, give the writers freedom to write about countless subjects.

GENDER-SEXUALITY ALLIANCE

Advisors: Mr. Flynn, Ms. Mungavin

This club serves as a forum for education and (a safe space for) discussion of issues related to gender and sexuality, including straight, lesbian, gay, bisexual, and transgender concerns.

GIVE2LEARN

Give2Learn is a Rye Country Day School club that was founded in 2014 that focuses on donating school supplies and maintaining friendships between students from RCDS and the students at Belarminio de Calvo School in the Samana region of the Dominican Republic. Give2Learn is the only organization that is helping the schools of this region by providing the children and teachers with school supplies to aid their curriculum and also act as pen pals to benefit their student's English class. Give2Learn acquires its supplies through fundraising and recycling gently used office supplies by cultivating partnerships with corporations like KPMG LLP and BRG Capstone. In addition to the Dominican Republic, Give2Learn has also donated school supplies to Syrian refugees in refugee camps in the Middle East and Greece.

GOPiNK

Advisor: Ms. Butera

RCDS' GOPiNK Club works with the GOPiNK nonprofit organization that educates teenagers about breast cancer and helps create an avenue to contribute in the fight against the disease. 100% of the proceeds raised by GOPiNK go directly to New York Presbyterian to help fund their research, education, and support programs.

HURD (Hispanos Unidos for Rye's Diversity)

All students interested in learning about Latin American cultures are welcome and invited to join the stimulating Latin American Culture Club. The club serves as a forum to discuss issues of diversity and to promote tolerance of all cultures by increasing awareness of Latin American cultures and language in particular. The club strives to achieve these goals by coordinating activities that expose students to art, drama, dance, language, and foods with Latin American flavor!

HELPING HAND

Advisor: Mr. Leath

Helping Hand is a club where we make 3D printed prosthetic hands and arms for children who do not have upper limbs. The children may have lost their hands or arms at birth, due to war, disease, or natural disaster. These inexpensive hands give the user the ability to grab things.

INTERSECTIONAL FEMINIST CLUB

Intersectional Feminist Club is a safe space to discuss feminism and gender related topics. We examine gender roles, relations, and identities, and how these intersect with other aspects of human identity.

INVESTMENT CLUB

Advisor: Mr. Yellen

The aim of this club is to allow students to explore this field. Club meetings consist of investment lessons on topics such as stocks, stock performance discussions, and phantom portfolio management. Also the Investment Club as a team competes in the CNBC stock tournament against 2,400 other schools across North America.

MAJOR LEAGUES

Major Leagues is a club that prepares musical performances for nearby nursing homes. Its mission is to encourage students' passion for music as well as to carry out the school's motto, "Not for self, but for service" by brightening the days of elderly with cheerful tunes. Major Leagues has visited The Osborn in Rye, Port Chester Rehabilitation Center in Port Chester, and Schnurmacher Nursing Home in White Plains several times and looks forward to reaching more nursing homes in the future.

MANDARIN CHINESE CLUB

The purpose of the club is to supplement students' study of Chinese, spread knowledge of Chinese language, and encourage greater familiarity with Chinese culture and heritage.

MATH CONTEST CLUB

Advisor: Mr. Cerrone

The Math Club is open to students at all levels. We participate in the New York State Math League Contest six times a year. The contest questions are interesting and challenging, but don't necessarily require high-level mathematics.

MIDNIGHT RUN

Advisor: Ms. Bischoff

Midnight Run Club works with the local organization Midnight Run to provide comfort for the homeless in New York City by distributing food, clothing, and toiletries to the less fortunate.

MODEL CONGRESS/U.N. CLUB

Advisor: Mr. White

Model Congress/U.N. is an organization devoted to government and politics. During club session, we simulate parliamentary procedure and engage in debate. The club hosts in-house conferences and attends college conferences, including an annual trip in February to a Model Congress sponsored by a university.

MODERN LANGUAGE MAGAZINE

Advisor: Dr. Parker

The Modern Language Magazine compiles works across the Chinese, French, and Spanish divisions to create an annual publication. It seeks to promote cross-cultural understanding, acting as a bridge between languages as well as a bridge between the Middle and Upper School.

MOVIE CLUB

Advisor: Mr. Rue

The Movie Club is a movie appreciation club where the participants analyze and discuss current films. The group studies film techniques and even makes some films. Last year, the Movie Club started a movie review segment which we showed during morning meetings and, in the past, this group has worked in collaboration with the Environmental Club to film and submit Green-Cup Challenge entries. Inviting guest speakers and having an outing to a local cinema are also planned.

MY SISTER'S PLACE

Advisor: Dr. Parker

My Sister's Place Club works with the My Sister's Place Organization to raise awareness about domestic violence against women.

NUTRITION CLUB

This club is a place for people with food allergies to talk about their diagnoses and teach others about them. We also raise money to help organizations working to cure diseases such as celiac and nut allergies.

OMEGA

Advisor: Mr. Pollock

Omega is the Upper School literary magazine. The annual publication features all genres of creative writing and the visual arts with the exception of photography, which is the domain of *Focal Point*. In addition to soliciting and reviewing submissions for publication, the staff engages in a full range of activities to encourage creative expression and to support literacy in our larger community.

OPEN MIC CLUB

Open Mic provides an outlet for original student poetry and prose. The club holds Open Mics twice a year so students can share their work with a supportive group of listeners.

ORAL PROFICIENCY INTERNS

Advisors: Ms. Kubisch, Dr. Parker

OPIs (Oral Proficiency Interns) are skilled language students trained in an adapted version of the Rassias Method to lead high-intensity drills and dialogs in beginning language classes. Students with a high level of maturity and language proficiency in advanced language classes are nominated by their teachers and are trained and auditioned during a number of sessions in the late spring and at the beginning of the school year. In general, OPIs lead Rassias style drills for one twenty-minute session per six day cycle.

PEER LEADERSHIP

Advisors: Mr. Silverman, Dr. Danziger

Peer Leaders are juniors and seniors who assist their peers by providing resources and information. They assist with the facilitation of the ninth grade Life Skills classes and promote active participation in school events, such as the Buddy Program and Awareness Days. The requirement to join is a serious and positive commitment to the above goals and to the life and spirit of the RCDS community. All sophomores and juniors are eligible to apply to the program; the application process begins each spring. An extensive training program starts before classes in late August.

GIRLS' & BOYS' MENTORING PROGRAMS

Advisor: Mr. Bates

The Girls' and Boys' Mentoring Programs serve as cross-divisional support groups in which Upper School students act as mentors and peer support for Middle School students. The primary aims of the programs are to build meaningful relationships between mentors and mentees, to create both personal and community-wide cross-divisional ties, and to further the School's diversity initiative by highlighting discussions of gender's role in the RCDS experience.

PEER MENTORING

Advisor: Ms. Heath

The Peer Mentoring program connects eleventh and twelfth-grade students with Middle School students in the context of non-academic classes and extracurricular activities. The goals of the program are three-fold: 1.) to provide Middle School students with positive student role models; 2.) to teach leadership and mentoring skills to Upper School students; and 3.) to help unify the Middle and Upper School experiences.

PEER TUTORING

Advisor: Mr. Halverson

The Peer Tutoring Program is made up of sophomores, juniors and seniors who have excelled in certain academic areas or specific classes. The Peer Tutors aid other students who may be struggling in certain content areas. They work either individually with specific students once per cycle on a regular basis or in groups on a drop-in basis. The requirement to join is a serious commitment to learn how to become a tutor and to help their peers who are struggling. All sophomores, juniors, and seniors are eligible to apply to the program. The application process takes place at the beginning of the school year. Peer Tutors will be required to get a recommendation from a teacher for each class that they are wanting to be a Tutor for, as well as departmental approval. They will also have to go through an interview. Each month, Peer Tutors will be required to attend a meeting for training purposes.

PHOTO CLUB

Students, who want to take photographs, even if they are not taking a photography class, are welcome to join the club. Activities include discussion of current trends in photography, new equipment, best photo apps, and field trips for shooting and looking at photographs.

THE POETIC LITERATURE OF THE URBAN GENERATION CLUB

P.L.U.G.

Can't tell the difference between Future and Designer? Don't know what the 'Yams' are? The P.L.U.G. club welcomes you to a comfortable environment to discuss and listen to Hip Hop songs and artists. "Nothing more influential than Rap music/ I merge Jazz fusion with the trap music/ I mix black soul with some rock and roll" (Kendrick Lamar, Black Friday, 2016).

POLITICAL FORUM CLUB

Advisor: Mr. Sliter

Political Forum is a club whose aim is to instill in its members a better sense of the workings of our government at all levels and the issues governments face. At our meetings, we also discuss and debate current events. There will be periodic guest speakers and trips in order to create a better understanding of, and appreciation for, our political system.

THE ROBOTICS CLUB

Advisors: Ms. Bischoff, Ms. Bennett

The Robotics Club explores intelligent devices and their interaction with the world. The club designs robots for fun and for competition.

ROCK AND ROLL APPRECIATION CLUB

Advisor: Mr. Kyle

This club discusses all forms and styles of rock and roll from all over the world to see why it is such a special kind of music.

SADD (Students Against Destructive Decisions)

Advisors: Ms. Butera, Dr. Danziger

SADD recognizes that the pressures on young people to drink, use illicit drugs, and engage in other unhealthy behaviors are strong. SADD seeks not to punish or alienate those students who make unfortunate choices, but rather aims to inform, educate, support, and empower young people to make positive decisions in their lives. SADD's mission is to provide students with the best prevention and intervention tools to deal with issues such as underage drinking, drug use, impaired driving, violence, depression, and suicide.

SALUTE

Advisor: Dr. Lehner

Salute is a service club that visits the James J. Peters VA Medical Center throughout the year. During these visits, volunteers spend time with the veterans from the Spinal Cord Injury Unit playing games and sharing stories.

SATURDAY ENRICHMENT AND TUTORIAL (SET)

Advisor: TBD

SET is a literacy-based academic enrichment program for 1st- 4th grade students from local school districts. The program is held at RCDS on twelve Saturday mornings throughout the Fall and Winter. RCDS students serve as the lead teachers in the classrooms, working in teams of 3 - 4 to teach a curriculum developed by RCDS faculty. In addition to the student portion of the program, SET also offers a concurrent ESL program for parents of SET participants, and RCDS students have the opportunity to volunteer with these classes as well.

STUDENT-CENTERED OUTREACH, PARTNERSHIP & ENRICHMENT (SCOPE)

Advisor: TBD

SCOPE (Student-Centered Outreach, Partnership & Enrichment) is an after-school academic enrichment program for 4th - 5th grade students from local public schools. The program, led by trained RCDS student volunteers, offers a supplemental academic program, fosters a sense of a community, and encourages social interactions between children in order to build confidence. SCOPE is held at RCDS on Monday and Wednesday afternoons in the Winter and Spring.

SPIRIT CLUB

Advisor: Ms. Heath

The Spirit Club is a sub-committee of the Student Senate. The Spirit Club's primary goal is to foster and encourage school spirit. To this end, the Spirit Club encourages students to go to athletic, musical and theatrical events and sponsors and runs a variety of activities, including dances and talent shows. We encourage students to attend meetings and activities and present new ideas.

STUDENT GOVERNMENT

Advisor: Mr. Kyle

Student Government is composed of elected student leaders. The goal of Student Government is to foster student leadership, involvement in activities, and organization of all clubs and student events. It is the primary liaison between the Student Body and the Faculty and Administration. The Student Government oversees the progress and concerns of the four Upper School classes. All Student Government meetings are open to the public and minutes are posted regularly.

TOUR GUIDE PROGRAM

Advisor: Ms. Doucette

The RCDS Tour Guide program allows current students, in conjunction with the Admissions Office, to educate prospective families regarding the programs and culture at Rye Country Day. It is open to all students who wish to volunteer at least one free period a week to give tours and inform prospective families about life at RCDS. Students play a crucial role in the admissions process by presenting a positive first impression of the School. This program provides a unique opportunity for students to give back to the Rye Country Day community by serving as ambassadors for the School.

WILDCAT AMBASSADORS

Advisors: Mr. Cavanaugh, Ms. Everett, Mr. Suzuki

The Wildcat Ambassadors work with the Admissions Office and the 9th Grade Deans, and serve as hosts for visiting prospective students to the Upper School. They also help plan the New Student Revisit Days, the New Student Buddy Orientation, and other events. All 9th graders, including new students, are encouraged to join.

WILDCATS MD

Advisor: Ms. Mungavin

Wildcats MD, (Wildcats Making a Difference), assists children and their families who are facing medical challenges. The club offers a variety of volunteer opportunities with patients in our local community. Additionally, Wildcats MD will "adopt" one child at a time and raise funds to help pay for the treatments and surgeries that they need but cannot afford.

WILDSCATS

Advisor: Ms. Marcell

The WildScats is a small, auditioned ensemble committed to singing popular music without accompaniment. The group performs at school functions and in the community. Like all musical ensembles, membership in the WildScats requires a commitment to attend every rehearsal.

GRADUATION INFORMATION

Friday, June 5, 2020

PLACE: The Graduation Ceremonies will be held in the Athletic Center.

TIME: The ceremony begins at 4:00 p.m. and generally lasts about one and a half hours. **Doors to the Athletic Center will open at 2:00 p.m. for open seating.** Kindly note, however, the seniors must arrive at school 75 minutes before the ceremony for the official class photograph, line-up procedures, etc.

DRESS: Two types of outfits are acceptable at graduation: 1) White, knee-length or longer dresses with pastel or white shoes. 2) Conservative suits (or dark dress slacks and dark, solid colored jackets), white or plain colored shirts, dark ties, and dark leather shoes. Simple jewelry may be worn. No hats are to be worn. Flowers and boutonnieres will be provided.

More information will follow to both students and parents in December or January concerning appropriate attire for graduation.

REHEARSAL: All graduates are required to attend the graduation rehearsal on Thursday, June 4, at 11:15 a.m. promptly. This is most important. The graduation ceremony will be a simple one, but practice is necessary in order to make the occasion pleasant and suitably dignified.

CONCERT CHOIR MEMBERS: Members of Concert Choir will rehearse at the following times in the Athletic Center:

Thursday, June 4, 10:30 a.m.

Friday, June 5, 2:45 p.m. warm-up

WIND ENSEMBLE MEMBERS: Members of the Wind Ensemble will rehearse at the following times in the Athletic Center:

Thursday, June 4, 11:15 a.m.

Friday, June 5, 3:00 p.m. warm-up

DURING THE CEREMONY: In keeping with the dignity of Commencement, we request, indeed insist, that all guests remain at their seats during the entire

ceremony—including the processional and recessional. We request that family and friends do not wander into the aisles for photographs or other purposes.

RECEPTION: There will be a brief reception for the graduates and their guests following the ceremony. Refreshments will be served in the common area, or in the Athletic Center in case of rain.

ACTIVITIES AFTER GRADUATION: Parties are often planned for the seniors after graduation. It should be absolutely understood, however, that the School assumes no responsibility with respect to these social activities. Parents must establish clear understandings with their own sons and daughters about matters of transportation and curfew.

GRADUATION REHEARSAL SCHEDULE

Thursday, June 4, 2020

10:30 a.m.....Concert Choir Rehearsal, Athletic Center
11:15 a.m.....Wind Ensemble Rehearsal, Athletic Center
11:15 a.m.....Graduation Rehearsal, Athletic Center

Please be prompt as the rehearsal will not begin until all seniors are present.

Friday, June 5, 2020

2:00 p.m.....Doors Open for Open Seating
2:45 p.m.....Concert Choir Warm-up, Athletic Center
2:45 p.m.....Senior Class Assembles, Performing Arts Center
Foyer
3:00 p.m.....Wind Ensemble Warm-up, Athletic Center
3:00 p.m.....Senior Class Picture
3:45 p.m.....Senior Class Line-up
4:00 p.m.....Processional
Coordinators: Mr. Nelson, Mr. Leef, Mr. Bates, Ms. Butera

PLEASE NOTE: Any senior who does not meet RCDS graduation requirements will not participate in the graduation ceremony.

2019 - 2020 HOUSE AND LOCATION INFORMATION

	Location	Advisors
1	College Counseling	Ms. Joyce, Mr. White
2	Garden Level Lounge	Ms. Em. Bennett, Mr. Castagna, Ms. Khan
3	Library 1	Mr. Drotch, Mr. Morgan
4	Library 4	Ms. Heath, Mr. Lawrence, Mr. Leath
5	Main Library	Dr. Charpie, Ms. Shang
6	102	Ms. DeVito, Mr. Flynn
7	103	Ms. Mungavin, Mr. Yellen
8	104	Ms. Farrell, Ms. Zalph
9	105	Ms. Land, Mr. Turner
10	109	Ms. McManus, Ms. Smith, Mr. Suzuki
11	110	Dr. Gueye, Ms. Flynn
12	131	Dr. Danziger, Mr. Pollock
13	204	Ms. Prime, Mr. Solem
14	205	Mr. Sliter, Ms. Southard
15	206	Mr. Murray, Dr. Parker
16	208	Mr. Heintz, Dr. Lehner
17	209	Ms. El. Bennett, Ms. Marcell, Ms. Summers
18	211	Mr. Cavanaugh, Ms. Drago
19	300	Mr. Halverson, Mr. Rue
20	303	Ms. Kubisch, Ms. O'Shaughnessey
21	304	Mr. Kyle, Ms. Wills
22	305	Mr. Bataille, Mr. Mineo
23	306	Ms. Dolan, Dr. Katz
24	308	Ms. Berger, Ms. Sheehy
25	312	Ms. Bischoff, Ms. McLaren
26	334	Mr. Calandros, Ms. Sandling, Mr. Wieman
27	335	Ms. Doran, Ms. Linderoth
28	336	Ms. Everett, Dr. Krasovec