

# THE HARVEY SCHOOL

## Upper School Handbook 2022-2023



***The policies and procedures set forth in this handbook are not a right or part of the enrollment contract. The procedures herein do not confer any contractual rights on any student, but instead serve as an aid to the School in its everyday decision-making responsibilities.***

***This handbook does not limit the authority of The Harvey School to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School, taking into consideration the best interests of the School, its faculty, employees, students, or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised either electronically (email) or by U.S. mail of any changes as they are made. Any student or parent with a question about any handbook policy or statement should feel free to speak with the head of the Upper School.***

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## Introduction

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### Mission Statement

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The Harvey School provides a college preparatory program that fosters lifelong learning and inspires students to develop the confidence and leadership qualities necessary to succeed in a diverse, competitive, and changing world. With our commitment to small class size, our community cultivates the strengths of each student through academic excellence, artistic exploration, athletic achievement, community service, and global understanding.

### Historical Perspective

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The Harvey School was founded in 1916 by Dr. Herbert Carter, a New York City pediatrician, and his wife Mabel, as a residential school for boys, enrolling students through the secondary grades. The Carters built the school at their farm in Hawthorne, New York. Their intention was to provide a country environment and an educational program for their son, Herbert Swift Carter, Jr., who had suffered from rheumatic fever. The School was named for Sir William Harvey (1578-1657), personal physician of King Charles I and first to describe the mechanics of blood circulation. Harvey's discoveries and methods established him as one of the fathers of modern medical science.

John L. Miner was appointed as the school's first headmaster when its doors opened in October 1916, with an enrollment of 12 boys. Mr. Miner served the school for 10 years before leaving to establish Greenwich Country Day School, originally known as The Harvey School of Greenwich. Herbert Carter, Jr. graduated from Harvey in 1919 and from Princeton in 1923. Following a year at Oxford, he returned to Harvey to teach English, and in 1926, he succeeded Mr. Miner as headmaster.

After Dr. Carter passed away in 1927, the main purpose of the School was no longer to care for those needing a country environment; the educational emphasis was placed on providing a curriculum for boys from grades four through eight and preparing them for the leading Eastern secondary boarding schools. The Harvey School soon established a reputation for providing a sound, traditional education of the English prep school style in a small residential setting.

Upon the early death of Herbert Carter in 1938, the School came under the leadership of Mr. Leverett T. Smith, who served until 1963. In 1947, the School established a Board of Trustees and joined the ranks of private independent schools operating as a not-for-profit organization. The School continued operating at the Hawthorne location until 1959, when construction of a highway cloverleaf interchange pre-empted the School's property. The search for a new site led to the former Sylvan Weil estate in Katonah, where the School resides today on 125 acres of beautifully wooded and hilly land.

The new campus provided boarding facilities for 60 residential students, while the day student population continued to expand total enrollment. As the School began transitioning to primarily a day school, Harry A. Dawe was appointed headmaster in 1969; it was his objective to continue the transition and the growth of enrollment while retaining the residential environment.

In 1970, the School added a ninth grade, and in 1979, the remaining secondary grades were established. Harvey began admitting girls as day students when it began operating as a full high school; this transition, which served

as a significant challenge to the administration and trustees, was further complicated by a fire that destroyed the School's central building. The first five years of secondary school operations involved many refinements necessary to establish what was, in many ways, a new school and a new constituency within the traditions of the old school.

Barry W. Fenstermacher was appointed headmaster in 1986, and under his leadership, the campus developed further. The original mission had been met — development of a quality “country school” offering a unique five-day residential dimension close to the metropolitan New York area. Forty senior classes have now graduated since the first in 1983, and college placement results serve as testimony to the quality of education The Harvey School provides. Mr. Fenstermacher retired after 30 years as headmaster. Mr. William Knauer began his tenure as head of school in the fall of 2016. In the 2015-16 school year, the school celebrated its centennial.

The Harvey School has a traditional college preparatory curriculum based on the acquisition of fundamental skills in writing, reading, mathematics, science, ancient and modern languages, history, political science, and the arts. Building on these basic skills, a range of courses is offered through the Advanced Placement level in all disciplines. Exploration of special interests is encouraged with electives in every subject area. Extensive athletic and extracurricular activities supplement the academic program. An international program was started in 2014, with five to eight foreign students admitted to the Upper School each year. They reside in the dorms during the school week and live with a host family on weekends and holidays.

## Message from the Head of School

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The Harvey School is a vibrant, inclusive, engaging place where relationships are central to all we do, and we are excited to have you as part of our community. This Upper School Handbook lays out the norms and expectations of membership in the Harvey community, which are built on the core values of the School and guide how we interact with each other and with the world outside the School. All students and parents/guardians should carefully read through this handbook together, especially if you are new to the Harvey community, but even if you have been here for years, since the document is updated annually in an effort to continually learn, grow, and improve as a school. In order for your time here to be as enjoyable and productive as possible, it is essential that you understand and abide by these norms and expectations as a member of the Harvey community.

Thank you in advance for embracing our core values and contributing positively to our school community.

William J. Knauer  
Head of School

## Governance

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The Board is comprised of parents, past parents, alumni and other community leaders who think strategically about the future of our school. The sole employee member of the Board of Trustees is the Head of School who is responsible for all day-to-day operations. They do not serve as a board of appeals for operational issues.

### **Board of Trustees**

Eileen Walker, Chair  
Philip Bowers '70, Vice-Chair  
Lara Casano '95  
Kevin Durkin  
Ashley Foote  
Jerri-Lynn Galgano, Secretary  
Jonathan Kass  
Edward W. Kelly  
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Headmaster Emeritus  
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Alice DeSomma  
Charles A. Krasne  
Raymond G. Kuntz  
Jeffrey Lasdon  
Jane Petty  
Frank Weil '44  
J. Eric Wise

## Admissions Policy

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The Harvey School admits students of any race, color, national, or ethnic origin to all 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, national, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics, or other school administrative programs, including faculty and staff recruitment.

## Accreditations/Memberships

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NYSAIS  
NAIS  
EMA  
College Board

## Community Expectations/Policies

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### Code of Conduct

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The School's behavioral expectations and policies are designed to ensure health and safety while promoting the academic and social-emotional development of each student. Students are expected to refrain from disrupting the educational process by maintaining appropriate behavioral standards both within and outside of the classroom.

Students must respect and follow directions given by administrators, faculty, staff, and substitute teachers, regardless of whether students agree with or accept such directions. Students do have recourse in situations in which they feel they are being treated unfairly or wrongly accused, but they do not have the right to refuse the directions given by an adult. Each student is expected to do as instructed before seeking permission to speak with a school administrator.

Disciplinary action may be taken when students do not meet the School's behavioral expectations. Students who become disruptive and violate behavioral expectations may be asked to report to an administrator to discuss their behavior and any resulting discipline. Depending upon the severity of the offense, school discipline may entail any combination of the following responses: loss of free time, detention, suspension from extracurricular activities, suspension from school, probation, or expulsion.

On a daily basis, Harvey students are expected to be:

- Good representatives of the School during off-campus trips and in the greater community when not under school jurisdiction

- Respectful of one another, administrators, faculty, and staff as well as the School's campus, property, and visitors
- Productive in their classes and extracurricular activities by making positive contributions
- Honest in their words and actions
- In attendance and on time for all of their commitments, including community meetings, advisor meetings, classes, and after-school activities
- Prepared for all classes with necessary materials and completed homework assignments
- In proper Dress Code
- Polite in all conversations
- In authorized locations on campus
- Responsible and appropriate with their use of technology; including during any instruction time via distance learning
- Responsible with driving and off-campus privileges

Additionally, the following behaviors are not tolerated on the Harvey campus or while students are under school jurisdiction:

- Endangering the health or safety of others
- Using profane, obscene, vulgar, or otherwise inappropriate language or gestures; this includes harassing behavior conducted online
- Being Insubordinate or disrespectful to school administrators, faculty, or staff
- Engaging in physical acts of violence or aggression
- Being in possession or using tobacco products, alcohol, drugs, or drug paraphernalia in addition to the direct association with individuals engaged in these behaviors
- Engaging in intimate and/or sexual activity
- Committing theft

Any of these behaviors will result in disciplinary action and may be cause for dismissal from school.

## Parent–School Relationship

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A positive, constructive working relationship between parents or guardians and school personnel is essential to accomplish the educational mission of The Harvey School. Accordingly, the School reserves the right to terminate or not renew a student's enrollment contract if the administration reasonably concludes that the actions of the student, parent, or guardian interfere with the educational purposes of the School or make a positive working relationship impossible.

## Dress Code

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The Harvey School community believes that the dress code supports the educational environment. Neat, modest attire fosters an atmosphere of respect for learning and for the Harvey community. Students are expected to arrive on campus dressed appropriately and remain in compliance with the dress code throughout the academic day. The standards of the Harvey Upper School Dress Code, which we ask all families to support and students are expected to approach with a spirit of cooperation, are as follows:

- All clothing must be clean, in good repair, and free of frays, rips, and stains.
- Clothing may not be revealing. **All** shirts must have an appropriate neckline, complete midriff and back coverage, and sleeves. Skirts, shorts, and dresses must be appropriate for our school setting. Sheer garments and clothing with cut-outs are not permitted.
- Clothing may not promote and/or endorse alcohol, tobacco, or drugs and/or encourage illegal or violent activities or anything that may be considered degrading to members of the School community.
- Only upper body Harvey spirit wear and college sweatshirts are acceptable.
- Students may wear khaki, corduroy, twill, canvas, linen, and denim pants. Sweatpants and jogging pants are not permitted.
- Chino or cargo shorts are acceptable. Gym or athletic shorts are not permitted during the academic day.
- Hats, caps, hoodies, or any other non-religious head covering may only be worn outdoors.

If a student is told by any teacher, staff member, or administrator that their clothing is not in dress code, they must report to the Office of the Dean of Students immediately where their infraction will be recorded. Repeated acts of noncompliance will result in disciplinary action.

## Harassment

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Any member of the Harvey community who participates in the improper use of the internet (or other technology) or who uses other forms of threat or harassment to intimidate another member of our community may face an outside legal referral and certain school discipline that may include suspension or withdrawal from school. Any communications to or about any other member of the school community will be considered to be subject to the School's published regulations and code of conduct.

## Off-Campus Behavior

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While on school-sponsored trips or sports activities, students are expected to be on their best behavior and to show consideration for others at all times. Violations of the behavioral expectations while off campus may result in detention, probation, suspension, or expulsion at the discretion of the Upper School Leadership Team.

Harvey students whose conduct subjects the School to adverse public notoriety may be subject to suspension or expulsion even though the conduct had no necessary connection with The Harvey School. Please note this also applies to any use of technology (ex: during any distance learning sessions, social networking sites, etc).

## Policy on Alcohol, Tobacco & Other Drugs

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The use of alcohol, tobacco, and other drugs is not tolerated by The Harvey School. The campus is located within the Town of Bedford's Drug-Free School Zone; the sale and use of illegal drugs is a criminal activity. Understanding that drugs and alcohol are constant temptations to today's youth, the School treats students who use drugs and alcohol in a way that responds to both the disciplinary and health issues involved. However, any student who brings drugs or alcohol on campus or who supplies drugs or alcohol to another student under School jurisdiction will be dealt with in a strictly punitive manner.

The Harvey School is a tobacco and drug-free campus. Students may not use or possess **any** tobacco products, **including any type of “vape” or electronic smoking device of any variety**, while on campus or while under School jurisdiction. Any student who is found under the influence or in possession of a controlled substance or drug paraphernalia, which may include any “vape” type of product, while on campus or under school jurisdiction will be placed on formal probation. The student will be suspended from school from the time of the violation until an independent drug and alcohol evaluation has been completed; a release of information from the evaluator or follow-up care provider is a condition of the student’s return to school. A student who violates the Policy on Drugs and Alcohol for a second time will likely be required to withdraw from school.

The investigation of drugs, alcohol, and tobacco violations can be very ambiguous. As a result, school administrators must make an “assumption of involvement” for all students in direct association when violations occur, regardless of the denial of use. Students, therefore, should avoid situations in which drugs, alcohol, or tobacco use could occur, or they may find themselves in violation of the School's Policy on Alcohol, Tobacco, and other Drugs.

## Policy on Search and Seizure

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A search of a student and their personal effects is a preventative measure that may be initiated for incidents that jeopardize the health, safety, and welfare of students and employees. The Harvey School has the legal right to perform a search anywhere on campus but shall make every effort to balance the school community’s need for a safe environment and the individual privacy of each student.

Searches may include but are not limited to: lockers, bags, automobiles, and personal effects. Searches may necessitate the seizure of any unsafe, unauthorized, or illegal contraband. The Head of School and his designee(s) may authorize a search. Any school employee may search a student at the direction of the Head of School or when they believe such a search is immediately necessary to preserve life or prevent injury or other harm. When possible, a search will be conducted in private, away from students and staff. Every effort will be made to ensure at least two staff members are present during a search.

The School’s full search policy is available [online](#) (requires login) or from the Upper School office.

## Senior Privileges

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Seniors are granted off-campus privileges at the start of the school year. Seniors are permitted to go off campus during Upper School lunch periods if they satisfy the listed criteria:

- Are in good academic standing: no grade lower than a C- during the preceding marking period
- Maintain a solid record of attendance, including prompt and consistent arrival to school, Advisor Meetings, any other school meetings the student/driver is required to attend
- Submit the Senior Off-Campus Privileges Permission form
- Submit the Student Driving form
- Display positive overall behavior
- Follow the proper sign-out and sign-in procedures at the school store
- Meet all expectations for student drivers

- Comply with the appropriate state driving rules

Senior drivers will have off-campus privileges suspended if they:

- Fail to sign out or sign back in
- Take ineligible students off campus
- Drive off-campus on a day when they have not satisfied the above criteria

In addition to gaining permission from the school, each senior needs parental permission to leave campus.

## Discipline

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Harvey encourages active participation during classes, and the faculty strives to maintain an atmosphere that is structured but neither overly formal nor inflexible. On occasion a student may interfere with the education of others; should this occur, the student will be sent to discuss the situation with the Dean of Students. If a student persistently disrupts the learning of others or is openly disrespectful to their teacher or peers, the student will be removed from class until a conference with the student, parent, and the Head of Upper School can be scheduled. Further problems may lead to permanent withdrawal from the class with no credit given.

## Discipline Action Steps

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### **Detention**

Students whose behavior poses a disruption to the educational process may be placed in an after-school detention period. Repeated infractions leading to detention will result in a weekend detention period.

### **Suspension from Extracurricular Activities**

When the behavior of a student poses a greater degree of disruption to the general operation of the school, they may expect a suspension from their extracurricular activities for a set period of time. Students should be conscious of the impact that this type of suspension could have upon others involved in these activities. Throughout the suspension period, students are expected to attend their activities but may not actively participate.

### **Suspension from School**

Students may be suspended from school when extreme behavior warrants separation from the school environment. A suspension is intended to convey a clear message to students that the continuation of such behavior is likely to lead to a permanent separation from school. Students who are suspended from school are not permitted to participate in extracurricular activities throughout the duration of the suspension.

### **Probation**

When students violate specific school policies or repeatedly disregard behavioral expectations, they may be placed on probation. Terms of probation vary and are usually outlined in a parent conference with the Head of Upper School. Students who are placed on probation can expect their re-enrollment contracts to be held, making

behavioral improvement a requirement for remaining at Harvey. This may affect a student's participation in trips and other school-related activities, as well as their off-campus privileges, if applicable.

### Dismissal

Students may be asked to leave Harvey for exhibiting extreme behavior that threatens the health or safety of others or has the potential to cause harm. In addition, students may be dismissed from school when efforts to help improve their behavior have been unsuccessful.

### Absences

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Regular class attendance and participation are essential for learning. Education is more than reading books, taking tests, and writing papers. Interaction between student and teacher and classmates is equally as important. In many classes, practice and coaching occur in class in a way that is unobtainable by the student alone. Please note that the following policy does not distinguish between excused and unexcused absences and that exemptions are given only for school-sponsored trips and events. Students who are absent during the school day will not be allowed after-school participation.

If a student misses more than eight (8) classes in a term-contained (trimester-length) course or more than 25 classes in a full-year course, Harvey reserves the right to withhold credit for the class regardless of the grade that the student is carrying at the time. Any student affected by this policy may be required to attend summer school to successfully complete a summer course approved by the head of the Upper School. Additionally, re-enrollment contracts may be withheld for students who accumulate excessive absences. Please be proactive and contact the Upper School Leadership Team if you anticipate attendance concerns.

Attendance is taken daily in each scheduled class. Parents and guardians are asked to contact the School Nurse (ext. 135) or the Dean of Students (ext. 110) in advance to report students who will be absent, arriving late, or leaving early. Students who arrive late or leave early **must report to the attendance check-in station in the Carter Hall School Store**. Without parent confirmation, any missed classes will be considered unexcused.

### Policy on Unexcused Absences

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Students, whose absence for any part of the day, including classes, mandatory meetings, i.e. community meetings and advisory, or after-school activity, that has not been deemed excused by the Dean of Students, may expect disciplinary actions as follows:

- **First offense:**  
Verbal warning & parent notification
- **Second offense:**  
Parent notification & detention
- **Third offense:**  
Parent notification and a weekend detention. The student will be placed on disciplinary probation followed by a parent meeting to discuss terms of probation.

## Punctuality

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The importance of the school program requires that all students are punctual and attend all of their commitments, including Community Meetings, Morning Meetings, Advisor Meetings, academic classes, and club meetings. The Harvey School recognizes that in a school without bells a student may occasionally be a minute or two late for class. However, lateness in excess of five (5) minutes is seriously tardy, and repeated instances will not be tolerated. Chronic tardiness will be handled by the Dean of Students and will result in a loss of free time, detention, and a parent meeting with the Dean of Students.

## Academics

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### Academic Day

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The Harvey School will operate on the eight-day rotating schedule illustrated below. The academic day begins at 8:05 a.m. and ends at 3 p.m. On Meeting Days (Days 1, 3 and 5), class times will vary slightly and the academic day will end at 3:10 p.m.



	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	
<b>HOUSE</b> 8:05-8:15									
8:20-9:20 MD: 8:20-9:10	1	2	3	4	5	6	7	8	
9:25-10:15 MD: 9:15-10:00	2	3	4	5	6	7	8	1	
10:20-11:10 MD: 10:05-10:50	3	4	5	6	7	8	1	2	
<b>Meeting Days:</b> 10:55-11:25	Middle School and Upper School Meeting Days: Day 1 - Advisory; Day 3 - Meeting Day; Day 5 - Clubs					Advisory		US Club	
<b>MS LUNCH</b> 11:15-11:55 MD: 11:30-12:10	MSL   4   4	MSL   5   5	MSL   6   6	MSL   7   7	MSL   8   8	MSL   1   1	MSL   2   2	MSL   3   3	
<b>9/10 LUNCH</b> 12:00-12:40 MD: 12:15-12:55	MS4   L   5	MS5   L   6	MS6   L   7	MS7   L   8	MS8   L   1	MS1   L   2	MS2   L   3	MS3   L   4	
<b>11/12 LUNCH</b> 12:45-1:25 MD: 1:00-1:40	MS5   5   L	MS6   6   L	MS7   7   L	MS8   8   L	MS1   1   L	MS2   2   L	MS3   3   L	MS4   4   L	
1:30-2:10 MD: 1:45-2:25	6	7	8	1	2	3	4	5	
2:15-3:00 MD: 2:30-3:10	7	8	1	2	3	4	5	6	
3:05-4:45 MD: 3:15-4:45	<b>AFTER SCHOOL</b>		Locker Location: . Locker Number: Locker Combo:						

## Graduation Requirements

The minimum distribution of course requirements for graduation are as follows:

- English: 4 years
- History: 3 years, including Global Studies, Modern European History, and U.S. History
- Math: 3 years – including Algebra 1, Geometry, and Algebra 2
- Science: 3 years, including Science Trajectories as a 9th grade requirement, and at least two lab sciences
- Foreign Language: 2 years of the same language completed in grades 9-12
- Arts: 2 year (6 trimesters)
- Senior Bridge Seminar - required of all seniors

## Advanced Placement Courses

Harvey offers a variety of Advanced Placement courses, which, based upon student performance on national standardized exams, present the opportunity to earn college credit. Students are expected to take the exam(s)

for the AP course(s) in which they are enrolled. Enrollment in any AP course will be determined by departmental recommendations, and the Head of Upper School.

## Advisor Program

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The Upper School program provides each student with an advocate and mentor who serves as the main link between home and school. Advisors support the academic, social, and personal growth of each student and facilitate relationships with parents and the school community. Our program ensures that every student has at least one faculty member who knows them, is willing to listen, and cares about their happiness and success. Questions about the advisory program should be directed to the Assistant Head of Upper School. Parents are encouraged to contact their children's advisors directly with any questions or concerns.

## Academic Honesty

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Academic honesty is expected of each Harvey student. It is crucial to each student's personal and academic growth. Good scholarship dictates that students:

- Carefully distinguish between their work and the work of others by providing complete bibliographies of all sources consulted with proper citations.
- Acknowledge assistance from any published source.
- Acknowledge assistance received from any computer source, such as the Internet or a commercial database
- Acknowledge assistance received from others, including faculty, parents, tutors, and other students
- Check with teachers when uncertain about the distinction between quoted and paraphrased Ideas

The Upper School views academic dishonesty as a serious breach in citizenship. Disciplinary action may result from acts of academic dishonesty, which include but are not limited to:

- Plagiarism: the use of someone else's intellectual or creative property without the proper acknowledgment
- Copying from another student's work during a quiz, test, or examination
- Taking notes or other unauthorized aids into a test or examination
- Receiving help on homework or tests beyond the limits specified by the teacher
- Theft, deceptive use, or deliberate destruction of educational materials
- Allowing another student to copy or use homework papers, tests, or other assignments

Any student involved in an act of academic dishonesty will, at minimum, expect to fail the assignment, quiz, or test in question. Furthermore, in the Upper School, the teacher will report the incident to the Upper School Leadership Team and inform the family. Additional consequences for more serious or repeated acts of academic dishonesty may include suspension, academic probation, failing the course for the marking period, or dismissal from the School as deemed appropriate by the administration.

## Academic Probation

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Academic probation serves as a serious warning to a student who is failing or nearly failing in more than one class. Probation is assigned by the administration based on faculty recommendations. A student may be placed on academic probation at the end of any marking period or term; a student may also be required to be on

probationary status in order to return to Harvey for the next academic year. Normally, students are assigned to probation when their averages are lower than C- or when they have three grades of D+ or lower in a given marking period. Students who are placed on academic probation may have their re-enrollment contracts withheld until June, pending final grades for the year or may be required to withdraw at the end of the next trimester. Similarly, academic probation serves as a serious warning to a student who has committed academic dishonesty.

## Credits

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Students earn one credit for each course passed each term. In order to graduate or gain class status, students need to accumulate a minimum number of academic credits:

Sophomore status	18 credits
Junior status	36 credits
Senior status	54 credits
Diploma awarded	69 credits

The Harvey School reserves the right to withhold academic credit or trimester grades for any student who misses an excessive number of the meetings of any class, regardless of absences having been excused by a parent or guardian. (Refer to Attendance Policy.) Any student affected by this policy may be required to successfully complete a summer school course of study approved by the Head of Upper School.

## Exams

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The academic year is divided into three terms; each term has two marking periods. Exams are held for all courses at the end of the Winter Term. Exams for Upper School students are designed to last for two hours. The standard exam period for the 2022-2023 academic year has been scheduled as follows:

Winter Term assessments: February 23, 24, 27 and 28

The College Board determines a separate schedule for Advanced Placement exams. The two-week period for AP exams has been scheduled to run May 1-May 12.

## Extra Help

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Extra-help is a cornerstone of the academic program at Harvey. The faculty is more than generous with finding time to work with students outside the classroom. Students are expected to take the initiative to seek extra help from their teachers and may enlist the aid of their advisor to create a schedule of help. Students can make arrangements for individual or group sessions with teachers. Additionally, all students are encouraged to develop their writing in the Writers Room, when members of the English department are available for guidance throughout the day.

## Grading

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Grades are released at the end of each marking period. Additionally, written comments are provided at the end of each term.

Achievement, not effort, is evaluated and graded, though effort is obviously a necessary component of achievement. Grades are determined based upon the extent to which student work meets teacher requirements, standards, and expectations. Individuals may view the same grade differently, based upon a number of factors.

The following descriptions explain what the letter grades represent.

- A represents excellent accomplishment - work beyond what is required, a scholarly attitude, a high degree of initiative, originality, and creativity
- B represents strong accomplishment - more than the average amount of work, genuine interest, a fair degree of initiative, a high grade of workmanship, and some originality
- C represents satisfactory mastery of the essentials - some interest and initiative, fair workmanship, and little originality
- D does not represent satisfactory mastery of essentials - little interest, poor workmanship, and no originality - additional work may be required for Advancement
- F represents no credit - an accomplishment of very little value

Students' effort grades are based on the following scale:

- 4 represents superior effort.
- 3 represents good effort.
- 2 represents average effort.
- 1 represents inadequate effort.
- 0 represents no discernible effort.

The following numerical equivalents are used to determine student's grade-point averages; grades below C- in Advanced Placement and Honors courses are not weighted:

Letter Grade	Numerical Equivalents	General Class	Honors Class	AP Class
A	94-100	4.0	4.3	4.7
A-	90-93	3.7	4.0	4.3
B+	87-89	3.3	3.7	4.0
B	83-86	3.0	3.3	3.7
B-	80-82	2.7	3.0	3.3
C+	77-79	2.3	2.7	3.0
C	76-76	2.0	2.3	2.7
C-	70-72	1.7	2.0	2.3

D+	67-69	1.3	1.3	1.3
D	63-66	1.0	1.0	1.0
D-	60-62	0.7	0.7	0.7
F	59-below	0	0	0

Academic achievement is recognized at the end of each marking period as follows:

Honor Roll - students who earn a 3.3 grade point average and have no grade lower than a B- (2.7 weighted)

Head of School's List - students who earn a 3.7 average with no grade lower than a B (3.0 weighted)

Cavalier Scholar - Upper School students whose averages are 4.0 or higher

## Academic Accountability and Independence

Our academic program provides each student a path toward becoming a confident, independent, and adventurous learner and thinker. Our academic policies reflect the graduated nature of that four-year process.

## Homework

Homework must be turned in on the day that it is due. **Late homework will not be accepted and may not be made up.** Each homework not submitted will affect a student's grade.

**9<sup>th</sup> & 10<sup>th</sup> Grade** –Teachers will communicate with parents after two (2) missed homework assignments. Additionally, teachers will notify parents of unsuccessful performances on tests and quizzes.

**11th Grade** -- Teachers will communicate with parents regarding any concerning trends in student performance. Additionally, they will notify parents of unsuccessful performances on major assessments.

**12th Grade** -- Teachers will communicate with parents regarding any concerning trends in student performance. Additionally, they will notify parents of failing grades on major assessments.

## Homework During an Absence

Students who are home from school due to illness or injury may want assignments to complete during their absence. Students may access homework pages online through the Canvas Learning Management System, contact other students from their classes to inquire about homework, or they may contact their teachers directly.

**Families are strongly discouraged from planning vacations while school is in session.** Any student who is absent from our academic program under such circumstances bears full responsibility for completing all work in a timely fashion, as determined by the Upper School Leadership Team.

## Late Work and Retakes

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**Test Retakes** - Test retakes are handled as follows:

**9<sup>th</sup> Grade** -- If a student earns less than a C- on a test, they may retake the test but only to raise the grade to a C-.

**10<sup>th</sup> Grade** -- If a student earns less than a passing grade on a test, they may retake the test but only to raise the grade to a D-.

**11<sup>th</sup> & 12<sup>th</sup> Grade** – Students do not have the option to retake tests.

**Quizzes** – Upper School students do not have the option to retake quizzes.

**Late Work – major assignments** -- such as papers, projects and take-home tests -- are handled as follows:

**9<sup>th</sup> & 10<sup>th</sup> Grade** – Students have five (5) calendar days after an assignment is due to submit work. Beyond this point, the student receives a failing grade for the assignment. Late work is automatically penalized a full letter grade.

**11<sup>th</sup> Grade** – Juniors have two (2) calendar days after an assignment is due to submit work. Beyond this point, the student receives a failing grade for the assignment. Late work is automatically penalized a full letter grade.

**12<sup>th</sup> Grade** – Seniors are expected to submit all assignments on time.

## Make-Up Test Policy

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Students are expected to take tests on the day or days that they are given. However, if a student is legitimately absent on the day of a test, a make-up may be taken. If the absence is for the day of the test only, the student is expected to take the test on the day they return to school. More time may be given for longer absences, but in no case will the extension be longer than five school days from the day of the student's return to school. The amount of time allowed will be determined by the teacher involved. The responsibility for scheduling a make-up test rests with the student.

In certain instances, absences before a test may cause a student to miss key concepts or discussions that cannot be acquired without meeting with a teacher. In these cases, a student may be allowed to postpone the taking of a test, but in no case will this postponement be longer than three (3) school days. Whether such a postponement is necessary is left to the discretion of the teacher. Parents may not excuse students from tests.

## Policy on Religious Holiday Homework

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The Harvey School does not assign homework on religious holidays believing that these are important family times. Tests and papers are not to be assigned which would conflict with these dates. This year these would include:

Rosh Hashanah	Monday, September 26
Yom Kippur	Wednesday, October 5
Good Friday	Friday, April 7
Easter	Sunday, April 9

Should your family celebrate other religious holidays with which homework would conflict, please contact the Upper School Leadership Team to make suitable arrangements.

### Accommodation Policy for Students with Learning Disabilities or Other Disabilities

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The Harvey School (“Harvey”) aims to support students with disabilities while maintaining the School’s high educational standards. Harvey offers reasonable accommodations to students with learning and other disabilities through a process informed by the Americans with Disabilities Act of 1990 (the ADA), as amended, as well as other applicable state and local laws.

Harvey has limited capacity and resources and will assess each application for accommodations on a case-by-case basis. All requests will be thoroughly reviewed by the Accommodations Team. The Upper School Accommodations Team consists of the school Learning Specialist, School Counselor, Grade Level Dean, and Assistant Head of the Upper School. The Team reviews accommodations **annually** and will notify parents if the accommodations granted are not being utilized.

#### What is a Disability?

The School’s policy only applies if a student has a limitation that is a “disability” as defined by and in compliance with the ADA. The School may not accommodate certain learning differences, medical conditions, and other restrictions or impairments that do not meet the definition of a physical or mental disability as defined by the ADA.

A disability 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 and/or the duration of time it takes the individual to perform the major life activity.

#### Making an Accommodations Request

All requests for accommodations must be made in writing and submitted to the Support Services. The request must include the request form cover sheet and all necessary supporting documentation. Incomplete requests will not be reviewed until they are complete. The Team meets once every eight-day cycle to collaboratively review each individual case using the material provided in the request. Once the Team has made a decision regarding accommodations, a letter will be sent to both the family and teachers indicating the approved academic accommodations. The deadline for accommodations requests is **April 1 (for returning families) or May 1 (for new families)**. Any documentation received after these dates will be reviewed when the Team reconvenes in September.

Families are encouraged to meet with the Learning Specialist and/or School Counselor to discuss specific concerns and the process prior to completing an evaluation. The Learning Specialist and/or School Counselor can provide families a list of evaluators when necessary.

Once the Team receives the completed accommodations request packet, they will review and render a decision within 30 school days. The Accommodations Team works in a thoughtful and collective manner using an individualized approach to consider the needs of the particular student in tandem with the submitted information and the available resources of the School.

### Proper Proof of the Need for Accommodations - Requirements

- Medically certified proof of the physical/mental disability and the medically certified proof of need for accommodation
- Reports that address only the issues relevant to the student's educational program and planning
- **Reevaluation every three years** - accommodations cannot continue without current reevaluations
- Psychological disability documentation - only current if it has been completed or updated within the **past six months** due to the changing nature of psychological disabilities
- All required information - formal evaluations must include the following information: diagnostic interview and assessments of aptitude and academic achievement with summary of the presenting area/s of concern; developmental history; relevant family history including the primary language of the home and the student's fluency with English; any relevant medical history to include ruling out a medical basis for the symptoms; academic history which may include results of prior standardized testing, classroom performance, behaviors including study habits, transcripts, and notable trends in academic performance; psychosocial history; psychological; psychiatric or medical evaluations that 'rule out' coexisting emotional, behavioral, personality, and/or neurological disorders; and any relevant medical and medication history which may impact learning. The subtest scores and corresponding percentiles should also be included in the report

### Determining the Appropriate Accommodations

Harvey does not guarantee that it will implement the recommendations of parents, physicians, or outside evaluators. The Team will discuss possible accommodation options with the student and his/her family to attempt to reach a mutually acceptable resolution should Harvey not be able to implement the recommendations of outside professionals. The Team considers many factors when reviewing accommodation requests: appropriateness of request, undue burdens on the School, available resources, fundamental alterations of the School's mission/program, and potential threats to health and safety of students or others in the school community.

### Standardized Testing Accommodations Requests (College Board, ACT)

School-based accommodations letters, IEP, or 504 plans **DO NOT** apply for standardized testing and are relevant only to administration of in-school assessments of student achievement and state assessments of student achievement.

The accommodation request process for standardized tests (PSAT, SAT, Pre-ACT, ACT, AP Exams) is separate and lengthy. The application for accommodations for College Board or ACT testing should be sent to the school's SSD Coordinator, Danielle Meyer, at least **six months** in advance of the anticipated test date **with a signed consent** form from the appropriate organization. Accommodations request forms and the appropriate consent forms are available from the SSD Coordinator. Harvey will facilitate the request process by submitting the required documentation to the appropriate organization. However, Harvey can not guarantee accommodations requests will be granted by the College Board or ACT. All materials sent by the school to a testing organization are

confidential. Families are responsible for applying for and initiating the accommodations requests. The School is not responsible for obtaining testing accommodations for students who take national standardized tests such as the PSAT, the SAT, AP Exams, the Pre-ACT, or the ACT.

In some cases, the desired accommodations may be denied by the College Board or ACT. Families will be notified of the decision and can discuss a potential appeal with the Learning Specialist. Filing an appeal does not guarantee that accommodations will be granted.

If a student is approved for accommodations that require special testing at Harvey, the testing will be scheduled by the SSD Coordinator. The Harvey School follows all administration requirements of the ACT or College Board exams as outlined in their Administration Manuals. Test scheduling is based on the availability of proctors and staff necessary to administer the test according to the given test protocol. Harvey will administer special testing **over the same weekend as the National Testing date** with testing beginning at 8:30 a.m. Testing will be administered and submitted for scoring in the required testing window of the ACT or College Board/SAT. Special testing at Harvey is only available when school is in session.

### Accommodations Arrangements

It is the responsibility of the student to make arrangements in compliance with the approved accommodations. This could include making arrangements for extended time with 24 hours advance notice or making and keeping appointments with school personnel. Faculty will provide only the accommodations approved, in writing, by the Accommodations Team.

## Technology

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Harvey's technology department works to develop and implement the necessary systems, equipment, and tools to support classroom goals. The Krasne Project, named for Charles A. Krasne, former treasurer of the Board of Trustees, allows Harvey to provide the most current technology for students and teachers alike.

The Harvey School believes in the academic value of information and interaction made available through all forms of digital media. Harvey students are expected to use network resources and digital technology in a responsible, ethical, and legal manner. Disciplinary action will be taken against students who use any form of technology to disrupt the learning environment.

### Expectations for Responsible Use of Technology:

- Students are expected to abide by the generally accepted rules of network etiquette.
  - assume all digital communication will become public
  - respect people's time, privacy, bandwidth, and equipment
  - adhere to the same standards of behavior online that you would follow in real life
- Use of digital social communication must not become disruptive to the school environment.
- All students are expected to be attentive to the learning environment.
- Cellphones and other electronic devices may be confiscated by administrators, faculty, or staff if they are misused or become disruptive to any aspect of school life; confiscated items will be returned to students at the end of the school day. Repeated disregard for this expectation will result in a parent meeting with the Dean of Students.
- Students are responsible to use all forms of technology to promote a healthy, safe, and positive school

experience. Students are prohibited from taking images or recordings of other students or any Harvey employee without their permission in advance.

- The Harvey School makes no warranties of any kind, whether expressed or implied, for the technological equipment and services it provides.
- Limitation of Liability - In no event shall The Harvey School be liable to any user in whole or in part for damages, whether direct, indirect, special or consequential, arising out of the use of Harvey equipment or services, accuracy of information contained therein, or related directly or indirectly to failure of the equipment, interruption of service, or loss of data.
- Technology must not be used to promote or engage in academic dishonesty as defined in the Academic Honesty section of the Student Handbook.

### Privacy

There is no grant of privacy regarding the use, storage, or transmission of information on or through school-provided software, equipment, or services. All information stored or transmitted on or through school-provided software, equipment or services is the property of The Harvey School and may be used, copied, moved, reviewed, blocked, or re-routed at any time.

### Vandalism

Vandalism will result in cancellation of privileges or other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data, software, computers or other hardware. This includes the uploading or creation of computer viruses.

### Cyber-bullying

Members of the Harvey community who participate in improper use of technology, anonymously or otherwise to deceive, threaten, harass or intimidate any member of our community will face disciplinary action, including suspension or withdrawal, and may face an outside legal referral.

## Student Activities

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### After-School Program

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The After-School program is an integral part of each student's education. There are many opportunities for students to learn new skills, explore interests, or further develop existing talents. Aside from developing skills and interests outside of the classroom, students often experience success and build self-confidence. This program enables the students to learn from the faculty in a different environment. Through these activities, faculty can often understand students' strengths and weaknesses, which can aid in helping students achieve greater success in and out of the classroom. Furthermore, these activities build school and community spirit.

After-School activities expected to be offered during the 2022-2023 school year include, but are not limited to:

Art Baseball Basketball Cross Country Dance Company Esports Fitness Football	Golf Hockey Indoor Track Lacrosse Outdoor Exploration Rock Band Rugby Skiing	Soccer Softball Tennis Theater Volleyball Track & Field
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All students are encouraged to participate in the After-School Program each term. Harvey requires that all students complete a minimum of one season of athletics per year or participate in two terms of dance or yoga. Students must have a current doctor's note on file in the Infirmary in order to be exempt from this athletic requirement.

A student may apply with a proposal for an independent off-campus, supervised athletic program. However, if this independent sport is intended to fulfill the student's sports requirement for the year, it is important to note that the activity needs to be a serious competitive athletic endeavor, formally coached, with competitions in which the student participates, for at least 75 hours, and cannot occur during the same season in which Harvey offers that particular sport. Applications are available online and must be submitted by October 1, in order to be considered. Proposals must be approved by the Director of Athletics for athletic credit.

With parental permission, day students may elect to leave campus at the end of each academic day when not participating in an after-school activity. All boarding students must participate in an After-School activity during each term throughout the year.

Students are required to attend all practices, meetings, and rehearsals for their activities. Students who are unable to actively participate are expected to attend and observe their activities. **As a general rule, students who are absent from any part of the academic day may not be permitted to participate in after-school activities, including athletic practices, games, rehearsals, and performances unless parents receive specific permission from the Head of Upper School, Assistant Head of Upper School, or Dean of Students in advance.** A student will be considered late if they arrive more than five (5) minutes after the start of the activity. (Refer to Attendance Policy.)

## Arts Program

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The arts are an essential element of education, just like reading, writing, and math, allowing students to develop a cultural literacy which fosters imagination, creativity, and the ability to solve complex problems. You can contact the arts department directly at extension 162.

## Athletics

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The Harvey School competes in several hundred interscholastic games each year. Upper School students participate in the Housatonic Valley Athletic League (HVAL), Fairchester Athletic Association (FAA), and District IV of the New England Private School Athletic Conference (NEPSAC); the Middle School belongs to the Fairchester Athletic Association (FAA).

Although team schedules are available on the website, inclement weather or other situations may require a change in the schedule. You may contact the athletic department directly between the hours of 8 a.m. - 4 p.m. (ext. 121.)

Games usually end later than 5 p.m., and students are expected to arrange their own transportation home afterward. Teams may return to Harvey later than their estimated return time.

During the winter season, Harvey must schedule up to eight teams for practices and games through three gymnasiums. In order to accommodate all of our teams, Varsity level teams may have practices scheduled from 5 p.m. -6:30 p.m. and occasional Saturday practices. Varsity players will be responsible for coordinating transportation home as they will not have access to the late bus.

## Concussion Management Policy

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The Harvey School recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activities and can have serious consequences if not managed carefully. A sports concussion or Mild Traumatic Brain Injury (MTBI) is any injury to the brain as a result of traumatic forces such as a direct blow to the head, face, neck, or body.

Signs and symptoms include but are not limited to loss of consciousness, dizziness, headache, vomiting, blurred vision, amnesia, convulsions, and seizures as well as personality changes, short-term memory deficits, and difficulties with problem-solving and general academic functioning in certain cases. Signs and symptoms can be subtle and may not be readily apparent to the student or other individuals without training or may not be reported by the student due to the desire to continue participation and lack of awareness of the effects of concussion.

The effects of repeated concussions can be cumulative and, after a concussion, there is a period in which the brain is particularly vulnerable to further injury that can result in severe injury. Therefore, The Harvey School supports the proper evaluation and management of head injuries and concussions.

The Harvey School also prohibits a student who is believed to have suffered or is determined to have suffered a concussion from returning to play or participating in the full academic day until they have been evaluated and cleared by a licensed physician. The Harvey School then requires both a "Return-to-Play" protocol overseen by the athletic trainer, and a "Return-to-Learn" protocol overseen by a member of the concussion team.

The Harvey School Concussion Management Team consists of the athletic director, Upper School Academic Leadership, school nurse, athletic trainer, and the school physician.

## Concussion Management Process

Any student who is believed to have sustained, or who has sustained a concussion or other mild traumatic brain injury, shall be immediately removed from the athletic, cognitive or other activity and monitored. The student's parents will be contacted as soon as possible. A student who is symptomatic requires mental and physical rest and may require academic accommodations until symptoms subside.

The student shall not be permitted to resume physical activity until they have been symptom-free and have completed the Return-To-Play protocol from the athletic trainer. The Concussion Management Team has the final authority to decide whether the student may return to practice, play, or the full academic program.

## Return-To-Play Protocol

This protocol will be started once the student is cleared by a physician. If there are any signs of a concussion, the activity must stop. When the student is asymptomatic after completion of each day of the protocol, the student may proceed to the next day.

- Stage 1: Asymptomatic - Cleared by Physician
- Stage 2: Light Aerobic Exercise (15-20 min)
- Stage 3: Moderate Aerobic Exercise (30-45 min)
- Stage 4: Non-Contact Exercise (ex. Sports drills 45 min)
- Stage 5: Non-Contact Practice
- Stage 6: Full-Contact Practice Activities

## Return-to-Learn: Upper School Concussion Protocol

1. Upon a medical diagnosis of a sustained concussion, the School will assemble a Return To Learn (RTL) team, which will include the school nurse, the learning specialist, a member of the Academic Leadership Team, the School's consulting physician, and any other necessary school personnel.
2. Upon diagnosis of a concussion, a student will remain home for one academic day to allow the RTL team to assess the situation and develop a timeline of return.
3. The RTL team will work closely with the student, the student's family, and the student's medical caregivers to determine a transition plan that meets the needs of the student while also taking into account the resources and support capacity of the school.
4. No student may return to school without an evaluation from a medical professional and must provide documentation, but the School reserves the right to delay that return based on the outcome of the evaluation of the RTL team.
5. The student will be assigned a primary point of contact from the RTL team who will monitor the student's progress and communicate with the student's family throughout the process of transition back into the school environment.
6. The point person from the RTL team will also work with the student and family to create a realistic plan to mitigate the impact of lost academic time and missed assignments and assessments.
7. The RTL team will regularly review the student's progress and determine any changes to the course of action as necessary.

## Leadership

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Throughout their years at Harvey, students have many opportunities to assume leadership positions. Leaders at Harvey come in many forms: Student Council representatives, class officers, sports team captains, yearbook and literary magazine editors, drama and music production leaders, club presidents, and Model United Nations delegates, to name just a few.

The school philosophy seeks to have students "behave honorably and responsibly." Any student who, in the judgment of the Head of School, has not exhibited such behavior may be denied a leadership position or be removed from an office as a result of poor citizenship. Leadership at Harvey is important and is often part of a rich tradition. Let us all work to see that our school leaders are students we can respect and admire.

## Student Council

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The Student Council meets regularly to discuss improvements in school life and to plan all-school activities. The President and Vice President, or Co-Presidents, elected by a simple majority of students during the preceding

year, lead the Student Council, and additional representatives are elected by individual classes; Aaron Providence and Khalil Aguilar will serve as President and Vice President for the 2022-2023 school year. All Student Council members must remain in good academic and social standing, and any member who violates a major school rule may forfeit a position.

## Student Services

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### College Counseling

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The formal college counseling process begins in the winter of the junior year. Our counselors serve as college advisors to students and their parents. Students are assigned a primary college advisor in the fall of their junior year. Seniors maintain frequent contact with their college advisor during the fall and winter terms. The Harvey School is required to notify the colleges to which you have applied if there is any change in your academic or disciplinary status.

### College Entrance Testing

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The Scholastic Aptitude Test (SAT) is a required part of the college admissions process. The SAT is generally scheduled on the first Saturday in November for seniors and on the first Saturday in May for juniors. Questions about accommodations and extended time for standardized testing should be directed to Debra Forte, registrar at extension 130. SAT testing and registration dates for 2022-2023 are as follows:

<b>SAT Test Date</b>	<b>Test Offered</b>	<b>Registration Deadline</b>	<b>Late Reg. Deadline</b>
August 27, 2022*	SAT I	July 29, 2022	August 16, 2022
October 1, 2021	SAT I	September 2, 2022	September 20, 2022
November 5, 2022	SAT I	October 7, 2022	October 25, 2022
December 3, 2022	SAT I	November 3, 2022	November 22, 2022
March 11, 2023	SAT I	February 10, 2023	February 28, 2023
May 6, 2023	SAT I	April 7, 2023	April 25, 2023
June 3, 2023	SAT I	May 4, 2023	May 23, 2023

\* Special testing not available at The Harvey School.

Some students may choose to take the ACT Assessment. Again, this is a choice that should be discussed with college admissions representatives. ACT testing and registration dates for 2022-2023 are as follows:

<b>ACT Test Date</b>	<b>Deadline</b>	<b>Late Deadline</b>
September 10, 2022	August 5, 2022	August 19, 2022
October 22, 2022	September 16, 2022	September 30, 2022
December 10, 2022	November 4, 2022	November 11, 2022
February 11, 2023	January 6, 2023	January 20, 2023
April 15, 2023	March 10, 2023	March 24, 2023
June 10, 2023	May 5, 2023	May 19, 2023
July 15, 2023*	June 16, 2023	June 23, 2023

\* Special testing not available at The Harvey School or in NY State testing centers

While college advisors will assist students with registering for the SAT, SAT II, and the ACT, all students have the final responsibility for their own test registration. The Harvey School’s CEEB code is 332644. The College Board website is [www.collegeboard.com](http://www.collegeboard.com). The ACT website is [www.act.org](http://www.act.org).

## School Counselor

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The Harvey School’s counseling office is dedicated to supporting students’ educational, social, and emotional needs, and the school counselor works closely with students, families, faculty, and administrators to determine how best to support student development and wellbeing. The counseling office also offers students a space where they can share their thoughts and feelings in a safe, private, confidential environment.

The school counselor is part of the Student Support Team, a group of faculty members and administrators who meet regularly to review students’ overall experiences at the school and collaborate to address concerns and provide resources and strategies for students as appropriate.

While the school counselor will meet with students regularly, the counselor does not serve as a therapist for individual students. The counselor may, however, recommend outside mental health support or other services if deemed necessary. In certain situations, such as in the case of changes in behavior or academic performance, frequent absences, or disciplinary issues, the School may require a student to see the school counselor to determine if further support may be required.

The school counselor is also available as a resource to talk with parents and guardians regarding issues related to their children. As such, parents should feel free to contact the counselor as they see fit.

The school counselor, along with the school learning specialist, serve as important resources for students and families. They maintain a list of referrals for educational, intellectual, psychological, or speech and language evaluations, should parents/guardians wish to consult with the School regarding such support or evaluation. It is

recommended that the results of outside evaluations be shared with the Student Support Team so that appropriate recommendations can be implemented. Parents who need guidance in this area are encouraged to consult members of Harvey's Student Support Team.

## Transcripts

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Official transcripts are to be released by the registrar only with written consent of parents, guardians, or students who are 18 years or older. A transcript may be withheld if there is an outstanding balance in the Business Office.

**Right of Privacy** - Official school records pertaining to individual students may be made available for inspection or review by the student's parents or legal guardians or to a student who is 18 years or older. Access to student records may be granted by the Head of School, Head of Upper School, Head of Middle School, or Director of College Guidance.

The Harvey School is unable to disclose information from a student's record without prior written consent from the student's parent or guardian or from a student who is at least 18 years old. A form maintained by the registrar will identify the name of the person who received access to or release of a student's records, the name of the student whose record was inspected or released, and the date access to or release of information was granted.

## Infirmary

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Located in Sylvan Hall, the Rumbough Infirmary is staffed from 8 a.m. until 5 p.m. when school is in session.

Students who have been injured or are too ill to attend classes or participate in after-school activities must report to the Infirmary. The nurse will determine if students need a higher degree of medical attention or if they should leave school, and parents or guardians will be contacted as necessary. Students whom the school considers to be a danger to themselves or to others may not remain on campus, and clearance from appropriate medical professionals is conditional for return to school. Boarding students who become ill are not permitted to stay in the dormitories, and arrangements must be made for them to leave school.

All medications, both prescriptions, and over-the-counter drugs must be brought to the Infirmary. Students are not permitted to possess any medications, and boarding students may not keep medications in their dorm rooms. All medications (including over-the-counter medications) must be accompanied by authorizations for the administration of medication in school signed by both a licensed health care provider and a parent or guardian. Students in possession of any kind of medication on campus may face disciplinary action.

All medications will be stored in the Infirmary. Prescription medications will be dispensed to students as prescribed, and over-the-counter drugs will be given as necessary. Infirmary staff may provide Tylenol, Advil, Benadryl, antacids, and cough drops only to those students who have medication authorizations on file. During school trips, all medications must be given to chaperones before departure.

Each student is required to have a current medical evaluation and proof of immunizations on file in the Infirmary before being allowed to attend classes; boarding students must have all medical forms on file prior to moving into the dormitories. Additionally, parents and guardians are required to complete a release form that permits the School to coordinate emergency medical treatment.

## Medical Leave

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A medical leave from school may be appropriate in case of serious illness, bodily injury, or a mental health condition, as determined in accordance with this policy. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the senior administrators, the school nurse, and the school counselor. All decisions will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school. In the absence of a treatment plan that, in the School's opinion, meets these objectives, the School may decline to grant a medical leave and instead require the student to withdraw.

A student's family may request medical leave. The School requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the School) to allow the School to evaluate the leave request, including at least the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

Additionally, in certain situations, the School may require that the student be evaluated and subsequently placed on medical leave. The School may initiate a discussion of a leave of absence in circumstances including but not limited to:

- When mental health or physical symptoms are or may be impeding a student from functioning academically;
- When a physical or mental health condition interferes with a student's attendance at school;
- When a student behaves in ways that may be self-destructive or dangerous to self or others;
- When a student is not engaged in treatment that the School has made a condition of attendance after the student has been evaluated by medical and/or mental health professionals who have deemed such treatment appropriate; or
- When a student exhibits any symptoms or behaviors that are of concern to the School community.

This initial discussion may include senior administrators, the school nurse, the school counselor, the student's advisor, the parents/guardians, and the student, or anyone else as deemed appropriate by the School. The purpose of this initial discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at school, as well as identifying additional steps that the School may require if the situation does not improve.

The School may require the family to enter into a medical leave agreement detailing the parameters of any leave. The agreement may include conditions and requirements for the student's return to school. While a student on leave is excused from attending class, the student must make arrangements to complete any required work either while on leave (if possible) or upon return. While the School will strive to minimize academic disruption, the School may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course.

For a student to return to school from a medical leave, the family must provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School may require additional evaluation by a physician or mental health consultant of its choosing.

The guiding principle of re-admission from a medical leave is the School's confidence that the student can return safely, and that the student's return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on the School. The decision regarding any student's return to the School from a medical leave rests with the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in auxiliary programs, field trips, or other organized School activities.

## Library

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The Mennen Library, dedicated in honor of Harvey graduate and parent George S. Mennen '31, is integral to the School's goal of helping students maximize their potential as they prepare for successful college and university careers as well as adulthood. It also houses The Rose Baldwin Reading Room, which was dedicated in 2015 to honor the memory of Harvey's long-time librarian.

## School Store

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Harvey's School Store is located in Carter Hall. Various school supplies such as notebooks, pens, disks, calculators can be purchased. The School Store operates Monday-Friday, 8 a.m. - 3 p.m. Purchases are charged to individual student accounts, and parents may contact the bookstore to set a limit on purchases.

## Textbooks

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Harvey has contracted with MBS Direct to provide a dedicated online shopping experience for parents to purchase physical books. Many classes use ebooks. Students will be instructed regarding online textbooks by their teachers when classes begin.

Please be aware that while the Harvey School's Campus Store sells school supplies such as pens and notebooks, it does not sell textbooks. Textbook fees are not included in tuition charges. Textbooks may be ordered through other vendors, such as Amazon, but must be the same edition and ISBN number as on the MBS Direct site.

## New York State Textbook Loan Program

All Harvey School families who reside in New York are eligible to participate in the New York State Textbook Loan Program. The New York State Textbook Loan Program was established under Section 701 of the Education Law and provides guidelines for each school district to establish a per-pupil allotment for textbooks. Basically, if the public school district in which you reside provides textbooks to the public school student, they are also supposed to provide textbooks to the independent school student as well. However, each district has its own interpretation of the law. The result is that some school districts may provide all of your textbooks, while others may only provide one textbook equivalent to the state minimum of \$58.25.

If you have any questions, please feel free to contact the Business Office at 914-232-3161 x103. For more information about the TLP, please go to [http://stateaid.nysed.gov/tsl/pdf\\_docs/txtbk03.pdf](http://stateaid.nysed.gov/tsl/pdf_docs/txtbk03.pdf)

## Website - [www.harveyschool.org](http://www.harveyschool.org)

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The Harvey School maintains an easy-to-navigate, dynamic website that was designed to be informative, interactive, and, most importantly, helpful to all members of the school community. Anyone visiting the site will immediately have access to a variety of general information about the school, including admission procedures, curriculum, facilities, athletic events and performances.

Upon login to a particular portal (Student, parent, alumni, etc.), each member of the community can gain access to contact information, grades, the school calendar, and Harvey’s virtual bookstore, where course materials and textbooks can easily be ordered. A detailed account of the school’s sports teams is also available, including directions to athletic contests and other related events.

The website will refer students and their families to our Learning Management System, Canvas, in which every class has its own interactive page administered by the teacher. Students have access to all sections of each enrolled course, including homework and resources. Parents have access to the teacher-posted content, but limits on parental and public access are necessary in order to maintain student privacy and confidentiality. Students are responsible for checking their updated class pages and information flow each school day.

The website is also the School’s primary means of communication. In an effort to be environmentally responsible, reduce costs, and improve convenience, Harvey began a program to reduce or eliminate paper communications. Virtually all information and publications are sent through email and posted on the website. Important news and information, including athletic schedules and changes are available, as well as forms, permission slips, the student handbook, phone directories, etc. Documents are posted in PDF format and can be stored on your computer or printed at your convenience.

## Food Service

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When school is in session, the dining room is open to all students for breakfast and lunch. Dinner is served for our on-campus residents Monday through Thursday.

Meal times are as follows:

Breakfast	7:15 a.m. - 8 a.m.
Middle School Lunch	11:15 a.m. - 11:55 a.m. 11:30 a.m. - 12:10 p.m. (meeting days)
Grades 9 & 10 Lunch	12 p.m. - 12:40 p.m. 12:15 p.m. - 12:55 p.m. (meeting days)
Grades 11 & 12 Lunch	12:45 p.m. - 1:25 p.m. 1 p.m. - 1:40 p.m. (meeting days)
Dinner	6 p.m. - 6:45 p.m.

Food may not be removed from the dining room without permission. Students with special dietary needs should make necessary arrangements with the school nurse or the Director of Food Services.

For safety reasons, students are not permitted to have food items delivered during the school day without permission from a member of the administration or faculty. Food deliveries are permitted on campus after 5 p.m.

## Transportation & Safety

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### Guidelines

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All students are expected to observe the following guidelines and recognize that violations of these rules may result in disciplinary action:

- Fire extinguishers may only be handled during emergency situations.

- Fire alarms and smoke detectors may not be tampered with.

- Fireworks, matches, and lighters are not permitted on campus.

- Any item considered to be a weapon is not permitted on campus.

- Seat belts must be worn in the front seat of all school vehicles.

When the academic day ends, day students who have not yet left campus are to be in the Commons area of the Upper School where they are to wait for their pick-up. The School does not provide supervision in other areas of the campus.

### Boundaries

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Students are not authorized to be in the following locations unless specific permission has been granted and supervision is provided: dormitories, ice rink, red barn, student parking lot, weight room, and wooded areas / trails. For safety and security reasons, students are never permitted to walk off campus in any direction unless accompanied by a faculty member.

### School District Transportation

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New York State school districts within 15 miles of The Harvey School will provide transportation for students who live within their districts. Parents and guardians are expected to request service from the transportation department of their local public school districts; students must be registered for transportation with their local districts before service to and from Harvey can begin.

### Buses

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Any problems with bus transportation should be reported directly to the local school district. Individual bus companies are responsible for providing discipline for students who misbehave on their routes, and disruptive students may be suspended from their buses. If your concerns are not addressed, please call the Dean of Students.

## Metro North Railroad

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The Harvey School provides transportation to and from the Katonah train station; any student who behaves inappropriately at the station or during transport may lose this privilege. Train schedules are subject to change, and Metro North should be contacted directly for schedule information. In general, students are met at the station once in the morning (7:31 a.m.) and returned to the station at the end of the day (5:05 p.m., unless early dismissal). Boarding students will be met at the station at designated times as determined by the Residential Director when returning from weekends and holiday breaks. The school is not responsible for transporting students to or from the train station at any other times.

Students may be eligible for discounted ticket prices. In order to obtain discount tickets, please contact John DePalma, Logistics Coordinator at extension 158 to register for the MTA's Mail & Ride program for schools.

## Student Driving

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Being able to drive to and from school is a privilege. Students and parents must work with The Harvey School administration to ensure that all rules and regulations are followed. Juniors and seniors are permitted to drive to and from school at the start of the school year, provided they follow the listed criteria:

- Have a valid driver's license
- Register their vehicles with Mr. DePalma
- Submit the 2022-2023 Driver Registration form, which reflects the parents' permission for this privilege
- Attend the mandatory drivers meeting during the second week of school
- Are in good academic standing - no grade lower than a C- during the preceding marking period
- Maintain a solid record of attendance, including prompt and consistent arrival to school, Advisor Meetings, and any other school meetings the student/driver is required to attend
- Display positive overall behavior
- Follow the proper sign-out and sign-in procedures at the school store

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

## Fire Drills

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As required by New York State law, periodic fire drills are conducted throughout the year. When the fire alarm sounds, students and adults are expected to exit buildings in an orderly fashion and meet in a designated area; exits are posted throughout school buildings. Attendance is taken outside, and designated administrators ensure that each building is properly evacuated. An indoor location is designated for bad weather.

## Weather Related School Closings

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The Harvey School does occasionally have a delayed opening. When the local districts (Bedford and Katonah-Lewisboro) announce delays, Harvey may follow suit and will contact parents as early in the morning as possible through our automated system. The school, however, will still be open at the normal hour so that students who must be dropped off early may be, and supervision will be provided until classes begin.

When weather concerns arise and local public school districts close early, affected students will be dismissed in time to meet their buses. Parents must call the school nurse (ext. 135) or the Dean of Students (ext. 110) to give students permission to leave early when poor weather strikes. This would also include students who drive or take the train. As a safety precaution due to inclement weather, the Head of School may close school early.

Parents wishing to find out if school has been closed can check the website at [www.harveyschool.org](http://www.harveyschool.org). When school is closed due to poor weather conditions, an automated phone system is activated to notify families.

The following stations will broadcast school closing information:

Radio	WHUD 100.7 FM
Television	CBS 2, NBC4, FOX 5, ABC 7, NEWS 12 Westchester

School closings are also posted on [whud.com](http://whud.com). Should school close early, an automated phone message and email alert will be sent to parents.

## Residential Life

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The Harvey School offers a five-day boarding program to students in grades 9-12. There are two dormitories on campus: O'Malley for boys and Stafford for girls. All residential policies apply to both dorms and have been created to promote health, safety, and consideration for others; students will be advised of any additional practices and policies by the residential staff. Note that possession or use of tobacco material and other prohibited substances in the dormitories is not permitted and may lead to suspension or dismissal from the boarding program.

Students may expect residential staff or school administrators to enter their rooms at any time to ensure that both school and dormitory rules are being followed. Maintenance workers may enter dorm rooms during the day or on weekends to inspect for damage and to conduct routine repairs. Students who violate residential policies will be disciplined appropriately by residential staff. Serious or repeated rule violations may result in dormitory suspension or dismissal. Behavior which does not support the goals of the boarding program may result in re-evaluating the student's status in that program.

## Daily Schedule

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Students are expected to take all necessary items for both the academic day and their after-school activities when leaving the dorms in the morning. Students are only permitted in the dorms when they have adult supervision. In emergency situations, students may make arrangements with school administrators or residential staff to enter the dorms during the day. Any student who enters or attempts to enter a dormitory through a window or a locked door is subject to discipline that may include dismissal from the residential program.

Students are expected to return to their dorms to sign in at the end of the school day (5 p.m. unless there is an early dismissal) and begin proper procedures for the rest of the evening. Day students are not permitted in the dorms without prior permission from a member of the residential staff.

Study hours are held Monday-Thursday evenings for two (2) hours. During study hours, students are expected to work quietly in their dorm rooms or in an Internet-accessible classroom; students may make arrangements to meet with faculty for extra help at this time. Cellphone use and social networking are prohibited during study hours.

All students must be signed in at their dorms by 10:30 p.m. Students are expected to be in their own rooms and quiet by 11 p.m. Quiet hours are in effect from 11 p.m. until 7 a.m.

Dormitories are closed from 5 p.m. on Friday through 6:30 p.m. on Sunday. Students are not allowed to return to the dormitories until after 6:30 p.m. on Sunday (or the evening before the first day of the school week), which is when the residential staff begins duty.

## Furnishings

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Dormitory rooms are furnished with beds, desks, chairs, dressers, closets, trash cans, and window blinds. Students are expected to provide their own bed linens and towels.

Students may choose to bring fans, alarm clocks, desk lamps, and computers; any other electric appliances must be approved by the Head of Dorm. Wall plugs should not be overloaded; students must purchase multiple-outlet power strips that have surge protectors. According to fire regulations, use of the following items in dormitory rooms is **prohibited**:

coffee pots	hair dryers	popcorn poppers
curling/flat irons	halogen lamps	television sets
electric blankets	hot plates/toaster ovens	
electric heaters	irons	
electric mattress pads	microwave ovens	

Furniture in student rooms must be arranged in such a manner that it does not obstruct exit through the door or window (emergency exit only). Mattresses may not rest directly on the floor.

Room decorations that promote drugs or alcohol or any other materials, which residential staff deem inappropriate, are not permitted. Decorative items may be hung on walls but not from ceilings or doorways. Approved adhesives include scotch tape and masking tape; nails, tacks, and “fun tack” should not be used to hang room decorations.

## Housekeeping

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Ignitable items such as candles and incense are prohibited, and matches and lighters are not permitted in dormitories. Residential staff will inspect student rooms for cleanliness on a regular basis. Students are expected to keep their rooms neat and clean with clothes hung in closets or folded in drawers, beds made, floors swept or vacuumed, and trash cans emptied. Students’ privileges may be restricted in the evenings if their rooms are not cleaned.

All food that is stored in dormitory rooms must be kept in sealed containers. Students should dispose of spoiled food immediately.

Laundry facilities are located in both dorms. Students are not charged for the use of the washing machines or dryers, but they are expected to provide their own laundry supplies. Specific hours of operation for laundry facilities are established in each dorm.

## Leaving Campus

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Students who wish to leave campus unsupervised at the end of the school day (after 4:45 p.m.) are expected to follow the outlined procedure:

1. An Off-Campus Permission Form indicating that the student has parental permission as a driver or with another student driver to leave campus unsupervised must be on file with the Transportation Coordinator.
2. Permission to leave campus must be obtained from the dorm parent on duty. Advance arrangements may be made with the dorm parent who will be on duty for the night that the student wishes to leave campus.
3. Permission to spend the night at home or at the home of another student requires advanced permission and a written/emailed request from the parents. A dorm parent may choose to contact the student's parent to confirm their request.
4. Students must follow standard sign-out procedures, indicating departure time, destination, and estimated return time.

## Dorm Security

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Each boarding student is provided with a room key; a \$15.00 replacement fee will be charged to students who lose or fail to return their keys at the end of the year. Students are encouraged to lock their doors whenever they leave their rooms. No student may enter another student's unattended room. Both dorms are locked throughout the day. Each dorm is equipped with a motion-sensor alarm system. When the alarms are set, students are unable to travel between floors or open outside doors without engaging the alarm.

The Harvey School is not responsible for the loss of or damage to student property. Individual students will be charged for the loss of or damage to school property or equipment through negligence, destruction, or intentional misuse; if the person responsible for dormitory damage cannot be identified, repair or replacement costs will be divided equally among all students in the dormitory.

All boarding students are encouraged to make arrangements for bank accounts through the Business Office. Parents may establish guidelines limiting the amount of money that students may withdraw. Students are discouraged from carrying large sums of money and keeping money in their dorm rooms.

## Student Vehicles

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Dormitory students are allowed to have vehicles on campus upon the approval of the Dean of Students. Student vehicles must be registered and parked in the student parking lot, not in the spaces in front of the dormitories. All campus driving rules and regulations will be strictly enforced. (Refer to Student Driving.)

## Parental Involvement

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### Principles of Good Practice

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As a member of the National Association of Independent Schools (NAIS), The Harvey School is guided by **The NAIS Principles of Good Practice - Parents Working with Schools/Schools Working with Parents:**

**Preamble:** The following principles provide common ground for interaction between independent school professionals and their many constituents (parents, students, colleagues at other schools, and the public). The NAIS Principles of Good Practice for member schools define high standards and ethical behavior in key areas of school operations to guide schools in becoming the best education communities they can be, to embed the expectation of professionalism, and to further our sector's core values of transparency, excellence, and inclusivity. Accordingly, membership in NAIS is contingent upon agreement to abide by the spirit of the PGPs.

**Overview:** Parents and independent schools work together to create and sustain effective partnerships. The following principles describe the respective roles and responsibilities of both partners.

#### Parents Working with Schools

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. The school suggests effective ways for parents to support the educational process.

#### Schools Working with Parents

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.

9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

## Parent Association

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The relationship between The Harvey School and the families of the children who attend our school is critical to the foundation of our community. The Harvey School Parent Association is an organization made up of parents and guardians of students enrolled at The Harvey School. The Association works in partnership with the Harvey administration, teachers and the community as a whole to enhance and support the School's mission, both on campus and in the greater area.

At Harvey, we strive to strengthen the bonds between our parents and our community. The Parent Association prides itself on open communication encouraged in a respectful environment, where all voices are heard and all thoughts are welcome. Several programs organized through the Alumni and Development Office and the Parents Association offer a wide range of activities to connect parents with each other and with the School. Whether you have a few minutes or a few hours, we have [volunteer opportunities](#) that will enable you to meet other parents, tap into your own talents and give back to our extraordinary school. Options are available for working parents and schedules of all kinds. Please visit The Harvey School website and click the PA Portal to explore ways to get connected and engaged.

The broad mission of the Harvey Parent Association is to:

- Facilitate communication between the school, parents and students
- Offer parents a variety of forums in which to connect with each other and support the School
- Provide a way to grow and enrich Harvey programs and a sense of community
- Promote and grow Harvey school spirit
- Raise funds through special events to support Harvey's programs
- Act as a resource for parents to assist in navigating the Harvey experience

All parents of Harvey students are automatically members of the Parent Association. We invite you to become an active participant in our vibrant community by attending meetings, volunteering wherever and whenever you are able, offering suggestions to enhance our programs, and participating in events and activities. Parent Association meetings are listed on the Harvey calendar. Please routinely check The Harvey School calendar posted on our website, as it will have the most up-to-date information about meeting dates, times, and upcoming initiatives. We also encourage you to join the Harvey PA [Facebook Page](#) and sign up to support Harvey through your account at smile.amazon.com.

Please reach out to PA leadership if you have any questions about the Parent Association or would like to share any of your ideas or input. You can also contact any of the Parent Association committee chairs via email by visiting the Harvey School website and clicking the [Parent/Harvey Hub link](#).  
#HarveyProud #HarveyCavaliers #GoHarvey #HarveyPride

## Helpful Numbers and Extensions

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**Main School Number** - (914) 232 -3161

**Upper School Office** - ext. 130

**Evarts Skating Rink** - ext. 163

### **Academic Issues & Classroom Concerns**

US Office, ext 130

### **Alumni**

Greg Janos, Associate Director of Alumni Relations,  
ext. 122

### **Arts**

Vinny Alexander, Art Center Director, ext. 161  
Kristine Kreiness, ext. 162

### **Athletics**

Ray Lacen, Athletic Director, ext. 153  
Denise Smith, ext. 121

### **Attendance**

Attendance Check-in, ext. 104

### **Bus & Train Transportation**

John DePalma, Logistics Coordinator, ext. 158

### **Campus Tours, Financial Aid, & Student Visitors**

Bill Mena, Director of Upper School Admissions, ext.  
113

### **College Guidance**

Meg Booth, Director of College Guidance, ext. 108

### **Development & Fundraising**

Susie Danziger, Director of Development, ext. 145

### **Educational Support Services**

Danielle Meyer, Learning Specialist, ext. 154

### **Health Issues**

Nikki Lipari, School Nurse, ext. 135

### **International Program**

Alexandra Lindquist, Director of International  
Programs, ext. 160

### **Marketing & Communications**

Karen Grazia, Director, ext. 142

### **School Counselor**

Jacque Butera, School Counselor, ext. 130

### **School Store**

Store Manager, ext. 104

### **Student Life**

Ricky Forde, Dean of Students, ext. 110

### **Technology**

John Wahlers, Chair, Technology, ext. 133

### **Textbooks**

Jeannine Young, Accounting Associate, ext. 103

### **Transcripts**

Debra Forte, Registrar, ext. 130

### **Tuition, Fees, & Student Accounts**

Alexander Brooks-Barr, Director of Finance and  
Operations, ext. 136

# THE HARVEY SCHOOL

260 Jay Street • Katonah, NY 10536-3707 • 914-232-3161 • Fax 914-232-2986 • www.harveyschool.org

## 2022 - 2023 School Calendar

SEPTEMBER						
S	M	T	W	T	F	S
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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- SEPTEMBER**
- 5 Labor Day: NO SCHOOL
  - 6 First Day of School (MS Only)  
9th Grade & New US Student Orientation
  - 7 First Day of School (US)
  - 26 Rosh Hashanah: NO SCHOOL •

- OCTOBER**
- 4 Early Dismissal (3:15 PM)
  - 5 Yom Kippur: NO SCHOOL
  - 10 NO SCHOOL
  - 21 Parent Teacher Conferences (NO CLASSES)
  - 24 Parent Teacher Conferences (NO CLASSES) •

- NOVEMBER**
- 11 Veterans Day: NO SCHOOL
  - 14 Faculty Professional Development: NO SCHOOL •
  - 15 Early Dismissal (3:15 PM)
  - 16 Early Dismissal (3:15 PM)
  - 17 Early Dismissal (3:15 PM)
  - 23 Thanksgiving Break Begins
  - 27 Boarders may return after 6:30 PM
  - 28 School Resumes (8:10 AM)

- DECEMBER**
- 16 Early Dismissal (3:15 PM) for Winter Break
  - 17 Winter Break Begins

- JANUARY**
- 2 Boarders may return after 6:30 PM
  - 3 School Resumes (8:10 AM)
  - 16 Martin Luther King, Jr. Day: NO SCHOOL •
  - 27 Faculty Professional Development: NO SCHOOL

- FEBRUARY**
- 20 Presidents' Day: NO SCHOOL •
  - 21 Early Dismissal (3:15 PM) Exam Review
  - 22 Early Dismissal (3:15 PM) Exam Review
  - 23 Early Dismissal (3:15 PM) Exam Day
  - 24 Early Dismissal (3:15 PM) Exam Day
  - 27 Early Dismissal (3:15 PM) Exam Day
  - 28 Early Dismissal (3:15 PM) Exam Day

- MARCH**
- 11 Spring Break Begins
  - 26 Boarders may return after 6:30 PM
  - 27 School Resumes (8:10 AM)

- APRIL**
- 7 Good Friday: NO SCHOOL
  - 10 Boarders MUST return Monday morning

- MAY**
- 22 Early Dismissals Begin (3:15 PM)  
(Note: Early dismissals continue through end of school year.)
  - 29 Memorial Day: NO SCHOOL •

- JUNE**
- 6 Last Day of School
  - 7 8th Grade Moving Up Ceremony (10:00 AM)
  - 8 Commencement (10:00 AM)
  - Boarders may return after 6:30 PM

MARCH						
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AUGUST						
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REVISED: 6/17/2022