

The Harvey School



2018 - 2019

Middle School Handbook

Table of Contents

| | |
|---|-----------|
| Helpful Numbers and Extensions | 4 |
| Message from the Head of School | 5 |
| Mission Statement | 6 |
| Historical Perspective | 6 |
| Values Code | 7 |
| Trustees, Faculty, & Staff | 8 |
| Administration & Faculty | 9 |
| Staff | 14 |
| Section I | 16 |
| Academic Overview | 16 |
| Academic Day | 16 |
| Academic Honesty | 17 |
| Academic Probation | 17 |
| Academic Restriction Dates | 18 |
| Policy on Vacation & Religious Holiday Homework | 18 |
| Advisors | 18 |
| Exams | 19 |
| Grading | 19 |
| Study Hall | 20 |
| Extra-Help | 20 |
| Right of Privacy | 20 |
| Transcripts | 20 |
| Educational Testing Policy and Form | 21 |
| Accommodations Request Form | 23 |
| Section II | 24 |
| Community Expectations & Policies | 24 |
| Attendance | 24 |
| Behavioral Expectations | 24 |
| Discipline | 26 |
| Harassment | 26 |
| Dress Code | 27 |
| Off Campus Behavior | 28 |
| Policy on Drugs and Alcohol | 28 |
| Tobacco Policy | 28 |
| Lost and Found | 29 |
| Evening Assemblies | 29 |
| Problem Solving | 29 |
| Section III | 29 |
| Student Activities and Services | 29 |

| | |
|--|-----------|
| After-School Activities | 29 |
| Trips | 30 |
| Athletics | 31 |
| Concussion Management Policy | 31 |
| Student Fundraising | 32 |
| Food Service | 32 |
| Infirmery | 33 |
| Library | 33 |
| Lockers | 34 |
| School Closings | 34 |
| School Store | 34 |
| Technology | 35 |
| Textbooks | 36 |
| Visitors | 37 |
| Website - www.harveyschool.org | 37 |
| Section IV | 38 |
| Safety | 38 |
| Boundaries | 39 |
| Fire Drills | 39 |
| Section V | 39 |
| Transportation | 39 |
| Buses | 39 |
| Metro-North Railroad | 39 |
| Section VI | 40 |
| Parent Involvement | 40 |
| Calendar | 40 |
| Development | 40 |
| Parents as Partners | 41 |
| Communicating with Students | 41 |
| Parents Drop-Off | 41 |
| Parental Relationship | 41 |
| Parent Association | 41 |
| Parental Relationship | 43 |

Helpful Numbers and Extensions

Main School Number - (914) 232 -3161

Evarts Skating Rink - ext. 163

Academic Issues, Classroom Concerns, & Student Life

Brendan Byrne, Head of Middle School, ext. 151

Stephanie Metz, Middle School Dean, ext. 200

After-School Activities

Brendan Byrne, Head of Middle School, ext. 151

Stephanie Metz, Middle School Dean, ext. 200

Joanne Lombardi, Assistant to Division Head, ext. 127

Alumni

Sally Breckenridge, Director of Alumni Relations, ext. 123

Athletics

Patrick Kennedy, Athletic Director, ext. 153

*Daily Athletic Game Updates, ext. 500

Attendance & Health Issues

Kerby Lewis, School Nurse, ext. 135

Joanne Lombardi, Assistant to Division Head, ext. 127

Bus & Train Transportation

John DePalma, Logistics Coordinator, ext. 158

Campus Tours, Financial Aid, & Student Visitors

Stephanie McCaine, Director of Middle School Admissions, ext. 144

Donations & Fundraising

Laura Prichard, Director of Development & The Capital Campaign, ext. 145

Harvey Textbooks

Jeannine Young, Accounting Associate, ext. 103

School Store

Christine Romanowicz, Store Manager, ext. 104

Technology

John Wahlers, Chair, Technology, ext. 133

Transcripts

Lesley Boltz, Registrar, ext. 130

Tuition, Fees, & Student Accounts

James Skrip, Director of Finance and Operations, ext. 136

Message from the Head of School



Dear Harvey Students,

Welcome to the updated 2018-19 Student Handbook. I hope that your summers are going well and that you are finding ways to use your time to engage in activities that are both rejuvenating and fulfilling.

I am excited to welcome you back in the fall to begin another school year together as you find your talents and make your marks inside and outside of the classroom. As you know, this year brings our ten-year New York State Association of Independent Schools (NYSAIS) accreditation visit in October, so we will have the opportunity as a community to share with the visiting team all that makes Harvey the special place that it is.

Please take the time to read through this Handbook carefully with your parents, especially if you are new to the Harvey community, but even if you have been here for years. As you will undoubtedly notice, this document has been updated to reflect the changing realities and perspectives in our community. This Handbook acts as the written record of the norms and expectations of membership in the Harvey community, built on the core values of the school, which guides how we interact with

each other and with the world outside the school. It is essential that you understand and follow these norms and expectations as a member of the Harvey community, so we are asking all families and students to sign the included Acknowledgment Form and return it to the middle school office before the start of school.

Enjoy the remainder of the summer. I look forward to seeing you in the fall.

William J. Knauer
Head of School

The Harvey School

2018-2019 Handbook

Mission Statement

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

The Harvey School was founded by Dr. Herbert Carter in 1916 as a residential school for boys, enrolling students through the secondary grades. Dr. Carter, a New York City pediatrician, built the school at his farm in Hawthorne, New York. His intention was to provide a country environment and an educational program for his 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 twelve boys. Mr. Miner served the school for ten 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 more than 125 acres of beautifully wooded and hilly land.

The new campus was provided with boarding facilities for sixty 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 has 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. Thirty-four senior classes have now graduated since the first in 1983, and college placement results serve as testimony to the quality of education being provided. Mr. Fenstermacher retired after thirty 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. Two years ago, The Harvey School celebrated its centennial year.

Values Code

Passion for learning

- We value each student's individuality.
- We inspire students to take on challenges and discover & develop their strengths.
- We foster the creativity & imagination of our students to best prepare them for a changing world.

Respect

- We empathize with individual differences & treat each other with dignity & appreciation.

Integrity

- We keep our word; we are truthful, clear & forthcoming at all times.
- We hold ourselves accountable to one another, our school & our community.
- We strive to live by a clear, moral compass.

Dynamic balance

- We strive to enhance each student's total health, sense of self & purpose.
- We seek to infuse joy in learning & in life.

Excellence

- We strive for continuous improvement in pursuit of being the best.

Trustees, Faculty, & Staff

Board of Trustees

Eileen Walker, Chair

Diana Bondy '05
Philip Bowers '70, Vice-Chair
Daniel Chapman '73
Kevin Durkin
Deirdre Glascott
Edward W. Kelly
William Knauer, President
Charles A. Krasne
Raymond G. Kuntz
Ronice Latta
Sandy Ogg
Jane Petty, Secretary
Joseph Plummer

James Renwick
Elizabeth Schwartz
Wallace L. Schwartz
David Silk
Andrea Tessler, Vice-Chair, Treasurer
Kathleen Treat
Kelsey Turcotte
Clifford Wallach
Eric Wise

Headmaster Emeritus
Barry W. Fenstermacher

Trustee Emerita
Alice DeSomma

Trustee Emeritus
Jeffrey Lasdon

Honorary Trustee
Frank A. Weil '44

Administration & Faculty

William J. Knauer

Head of School

B.A. University of Michigan

M.A.T. Trenton State College

M.A. Middlebury College

Christina Alexander

English

B.F.A., College of New Rochelle

M.A., Mercy College

Jessica Bottalico

Fine Arts

B.F.A., Maryland Institute College of Art

M.F.A., Rutgers University

Vincent Alexander

Chair - Performing Arts

Director of Harvey Cavalier Summer Camp

B.A., The Kings College

M.A., Mercy College

Sally Breckenridge

Director of Alumni Relations

B.A., Albion College

M.A., University of Michigan

Amy Baxter

English

B.A., Franklin Pierce University

M.E., Boston University

Brendan Byrne

Head of Middle School

English

B.A., SUNY-Albany

M.S.T., Fordham University

Ed. D., Manhattanville College

Carolyn Bean

English

B.A., Allegheny College

M.A.T., Manhattanville College

Christine M. Cahill

Director of College Guidance

B.A., Siena College

M.A., Iona College

CeCe Belcher

College Guidance Associate

B.S., Temple University

M.S., College of New Rochelle

Michelle Christie

Director of eLearning

B. A., Iona College

M.S.T., Iona College

Lesley Boltz

Registrar; Fine Arts

B.A., Shippensburg University

Robert Cook

Director of International Students Program

English; History

B.A., North Texas State University

M.Ed., Ohio University

Timothy Cornell

Chair - Languages

B.S., University of Wisconsin-La Crosse

M.A., University of Hawaii

Susie Danziger

Director of Marketing and

Major Gifts

B.A., Union College

Kyle Delaney '04

History

B.S., Indiana University

Christopher DelCampo

Communications Associate

B.A., SUNY-New Paltz

Gary Dunn

Dean of Students

B.A., University of Connecticut

M.S., Manhattanville College

Matthew Eccher

Mathematics

B.S., Loyola University

Julian Egolf

Mathematics

B.A., University of Massachusetts, Amherst

J.D., New England Law | Boston

Douglas K. Farshtey

Mathematics

B.A., SUNY-New Paltz

Mislav Forrester

Performing Arts

B. Mus., Bucknell University

Melanie Gambino

Performing Arts; Wellness

B.F.A., SUNY-Purchase

M.A., Healing Light Center Church Seminary

Susan Garcia

Associate Director of Admissions

Languages

B.A., SUNY, Binghamton

J.D., Northwestern Univ. School of Law

Amy Gignesi

History

B.A., Vassar College

Ph.D., American University

Robert Griffin

History

B.B.A., Pace University

M.B.A., Long Island University

M.A., Manhattanville College

Marcie Hajem

Science

B.A., Elms College

M.S., Mercy College

Susan Harris

Dean of 9th & 10th Grade

English

B.A., Williams College

M.S., Long Island University

Charles J. Hill

Chair - Science

B.S., Loyola College

M.A. Ed., Columbia University

Virginia Holmes

English

B.A., Hofstra University

M.A., Fordham University

M.S.Ed., Fordham University

Gregory Janos '98

Science

B.S., Towson University
M.A.T., Manhattanville College

Christopher Kelly

Mathematics, Science
B.A., Stonehill College
B.S., University of Notre Dame

Jacqueline Kelm

Mathematics
B.A., SUNY-Cortland
M.A., Lehman College

Patrick Kennedy

Athletic Director
History
B.A., St. Michael's College
M.A., University of San Diego

David Ketner

Mathematics
B.S., University of New Haven
M.S., University of Bridgeport

Philip J. Lazzaro

Head of Upper School
History
B.A., St. Bonaventure University
M.A., Wesleyan University

Simon Leibovic

Science
B.S., Manhattan College
M.S.T., Pace University

Rosana Lindoro

Languages
A.A., Oxnard College
B.A., Concordia College
M.Ed., University of Phoenix

Alexandra Lindquist

English
Director of International Programs
A.A., Spring Gardens College
B.A., Spring Gardens College
M.F.A., Manhattanville College

Luigi Loiola

History
B.A., CUNY-Hunter

Dianne G. Mahony

Upper School Dean of Academics
English; Performing Arts
B.A., Drew University

Deborah Matero

English
B.A., Pace University
M.S., Mercy College

Alexandra Matthews

Languages
B.A., Vassar College
M.A., Middlebury College

Stephanie McCaine '87

Director of Middle School Admissions
B.A., Skidmore College

James McCombs

Mathematics
B.A., Mount St. Mary College
M.Ed., Marist College

Jillian McCoy

Library and Media Specialist
B.A., Texas State University
M.L.I.S., CUNY-Queens College

Maria Del Pilar Menacho

Languages
B.A., Universidad Ricardo Palma

Brittany Merola

Fine Arts
B.A., SUNY-New Paltz

Stephanie Metz

Middle School Dean
Languages
B.A., Hamilton College
M.A., Manhattanville College
Ed.D., Western Connecticut State University

Danielle Meyer

Learning Specialist
B.S., University of Massachusetts, Amherst
M.S., Nova Southeastern University

Austin Morgan

Performing Arts
B.A., Florida Atlantic University

Alexander Morse

Chair - History
B.A., Skidmore College
M.A., Lewis & Clark College

Maureen Moser

Languages
B.A., Yale University
M.A., Boston College
Ph.D., Duquesne University

Bruce Osborne

Director of The Evarts Rink
Science; Senior Faculty Member
B.A., Western Connecticut State College
M.A., Western Connecticut State College

Amie Phillips

Chair - Mathematics
B.S., Mercy College

Douglas Plaskett

History
B.A., Elmira College

William P. Porter, III

Director of Upper School Admissions and
Financial Aid
History
B.A., Yale University
M.A., Columbia University

Richard Price

Chair - Fine Arts
B.A., California State Polytechnic University
M.F.A., Savannah College of Art and Design

Laura Prichard

Director of Development &
The Capital Campaign
B.A., Ithaca College

Michael Rubenfeld

Mathematics
B.A., SUNY-Cortland
M.S. Ed., Herbert Lehman College

Samantha Saraniti

Languages
B.A., St. Michael's College

Jeanne Schumacher

Science
B.S., Ohio State University
M.Ed., University of Alabama
Ed.D., University of Alabama

Samuel Schursky

Science
B.S., East Stroudsburg College

Jeffrey Seymour
Chair - English
B.A., Yale University
M.S. Ed., University of New Haven

James Skrip
Director of Finance and Operations
B.B.A., St. Bonaventure University

Megan Taylor '09
English
B.S., New York University

Elisabeth Visintainer
Assistant Head of Upper School
English
B.S.N, Duquesne University
M.S., Mercy College

Madelon Visintainer
English
B.S, SUNY-Oneonta

John Wahlers
Chair - Technology
B.S., Illinois Institute of Technology

Zachary Wright
Performing Arts
B.M., The Schwob School of Music
Columbus State University

Richard R. Wyland
Self-Study Coordinator
A.B., Trinity College
A.M., Trinity College
M.Div., General Theological Seminary

Melissa A. Zeffer
Science
B.S., Marist College
M.A., Marist College

Sarah Zeigler
Science
B.S., Mercy College

Infirmery Staff

Kerby Lewis, R.N.

Dolores Orchanian

Staff

Effie Afentoulides

Alumni/Development Office Manager
Annual Fund

Denis Arnautovic

Assistant Athletic Director

Irma Bloom

Accounting Administrator

Lesley Boltz

Assistant to the Head of Upper School

John DePalma '01

Logistics Coordinator
Associate Director of
Harvey Cavalier Summer Camp

Lori Fowler

Assistant to the Director
of Admissions and Financial Aid

Scott Fowler

Assistant Director
of Buildings & Grounds

Ignacio Gomez

Buildings & Grounds

Karen Grazia

Director of Communications

Katelynn Jagodzinski, ATC

Athletic Trainer

Philip Katz

Buildings & Grounds

Joanne Lombardi

Middle School Director
of Administrative Services

Michelle Morris
Assistant to the Head of School

Dale Osborne
Evarts Skating Rink Registrar

Kathy Roche
Database Manager

Christine Romanowicz
Administrative Assistant
School Store

Judith Ryerson
Director of Information Services

Richard Ryerson
Director of Buildings & Grounds

Denise Smith
Assistant to the Director of Athletics

Jeannine Young
Accounting Associate

Dormitory Staff

O'Malley Dormitory
Greg Janos '98, Director
John DePalma '01
Luigi Loiola
Sam Schursky

Stafford Dormitory
Marcie Hajem, Director
Christine Cahill
Megan Taylor '09
Madelon Visintainer

Section I


Academic Overview

Academic Day


Classes begin at 8:10 AM and end at 3:10 PM.

The Harvey Middle School operates on the 8 day rotating schedule illustrated below.

Fall and Spring Schedule (including Wednesdays)

| | | | | | | | | | |
|---|--|--|-------------|-------------------|-------------|-------------|-------------|---|-------------|
|  | | THE HARVEY SCHOOL | | | | | | CELEBRATING OUR CENTENNIAL 1916—20 | |
| | | | | | | | | Advisor: - Grade | |
| | | | | | | | | - Term | |
| L & SPRING | | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 |
| /Th/F 8:10-8:10 Wed. 8:10-9:10 | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Th/F 9:15-10:00 Wed. 9:15-9:55 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 |
| h/F 10:05-10:50 Wed. 10:00-10:40 | | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 |
| F 10:55-11:25 | | Monday, Tuesday, Thursday & Friday Only - MORNING MEETINGS | | | | | | US Club (Thurs) | |
| MS LUNCH h/F 11:30-12:10 Wed. 10:45-11:25 | | MSL 4 4 | MSL 5 5 | MSL 6 6 | MSL 7 7 | MSL 8 8 | MSL 1 1 | MSL 2 2 | MSL 3 3 |
| 9/10 LUNCH h/F 12:15-12:55 Wed. 11:30-12:05 | | MS4 L 5 | MS5 L 6 | MS6 L 7 | MS7 L 8 | MS8 L 1 | MS1 L 2 | MS2 L 3 | MS3 L 4 |
| 11/12 LUNCH /Th/F 1:00-1:40 Wed. 12:10-12:45 | | MS5 5 L | MS6 6 L | MS7 7 L | MS8 8 L | MS1 1 L | MS2 2 L | MS3 3 L | MS4 4 L |
| /Th/F 1:45-2:25 Wed. 12:50-1:25 | | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 5 |
| /Th/F 2:30-3:10 Wed. 1:30-2:10 | | 7 | 8 | 1 | 2 | 3 | 4 | 5 | 6 |
| Th/F 3:15-4:45 Wed. 2:15-4:45 | | AFTER - SCHOOL | | Independent Study | | | | Locker Location: Locker Number: Locker Combo: | |

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| | | | | | | | | | |
|---|--|---|-------------|-------------|-------------|-------------|-------------|---|-------------|
|  | | THE HARVEY SCHOOL | | | | | | CELEBRATING OUR CENTENNIAL 1916—2016 | |
| | | | | | | | | Advisor: - Grade | |
| | | | | | | | | - Term | |
| WINTER | | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 |
| Th/F 8:10-8:55 Wed. 8:10-8:50 | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Th/F 9:00-9:45 Wed. 8:55-9:35 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 |
| h/F 9:50-10:50 Wed. 9:40-10:40 | | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 |
| F 10:55-11:25 | | Monday, Tuesday, Thursday & Friday Only - MORNING MEETING | | | | | | US Club (Thurs) | |
| MS LUNCH /F 11:30-12:10 Wed. 10:45-11:25 | | MSL 4 4 | MSL 5 5 | MSL 6 6 | MSL 7 7 | MSL 8 8 | MSL 1 1 | MSL 2 2 | MSL 3 3 |
| 9/10 LUNCH /F 12:15-12:55 Wed. 11:30-12:05 | | MS4 L 5 | MS5 L 6 | MS6 L 7 | MS7 L 8 | MS8 L 1 | MS1 L 2 | MS2 L 3 | MS3 L 4 |
| 11/12 LUNCH Th/F 1:00-1:40 Wed. 12:10-12:45 | | MS5 5 L | MS6 6 L | MS7 7 L | MS8 8 L | MS1 1 L | MS2 2 L | MS3 3 L | MS4 4 L |
| Th/F 1:45-2:25 Wed. 12:50-1:25 | | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 5 |
| Th/F 2:30-3:10 Wed. 1:30-2:10 | | 7 | 8 | 1 | 2 | 3 | 4 | 5 | 6 |
| Th/F 3:15-4:45 Wed. 2:15-4:45 | | AFTER - SCHOOL | | | | | | Locker Location: Locker Number: Locker Combo: | |

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Winter Schedule (including Wednesdays)

Academic Honesty

Academic honesty is expected of each Harvey student. It is crucial to each student's personal and academic growth, and it is a reflection on the school's reputation in the community. Good scholarship dictates that students:

- Carefully distinguish between their work and the work of others by providing complete bibliographies of all sources used, attribution within the text, using quotation marks for each direct quotation, and inserting a footnote for each quotation or paraphrased idea.
- Check with teachers when uncertain about the distinction between quotation and paraphrased ideas; discussing works-in-progress with teachers is always desirable.
- Acknowledge assistance received from others, including faculty, parents, and other students.
- Acknowledge assistance received from any computer source such as the Internet or a commercial database.

Academic dishonesty will not be tolerated. Disciplinary action may result from acts of academic dishonesty, including but not limited to:

- Plagiarism: the use of someone else's intellectual or creative property without the proper acknowledgement.
- 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 which is 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. Additional consequences for more serious or repeated acts of academic dishonesty may include suspension, disciplinary probation, failing the course for the marking period, or dismissal from the School as deemed appropriate by the Administration.

Academic Probation

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.

Academic Restriction Dates

Students participate in a wealth of school activities throughout the academic year. These activities often take place during the evening or on weekends. In an effort to ensure that academic performance does not suffer as the result of activity commitments, teachers are restricted from administering tests or assigning homework due on the school day following each of the events listed here. This policy does not apply to Middle Students enrolled in Upper School courses.

| | |
|---------------------|------------------------|
| September 7, 2018 | Middle School Day Trip |
| October 12-13, 2018 | Homecoming |
| December 11, 2018 | Candlelight Concert |

No teacher shall administer a test in class or assign a paper to be due on the day that school returns to session following a holiday break of one or more days. Over short vacations, a normal amount of homework may be assigned just as homework is assigned over a weekend. Over long vacation periods, a reasonable amount of reading may be assigned, varying by grade and class, but no written work will be assigned.

Policy on Vacation & Religious Holiday Homework

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 10 |
| Yom Kippur | Wednesday, September 19 |
| Passover | Friday, April 19 |
| Good Friday | Friday, April 19 |
| Easter | Sunday, April 21 |

Should your family celebrate other religious holidays with which homework would conflict, please contact the Head of Middle School to make suitable arrangements.

Advisors

Each student has a Faculty Advisor who carefully oversees both the academic and social development of each child. The Advisor is someone whom the student should trust and meet with regularly. Middle school students are expected to check in with their advisors at 8:05 AM each morning for attendance and general announcements.

Students are encouraged to discuss both academic and personal matters with their Advisors, but they should also feel free to approach any other Faculty member with their questions and concerns. Parents are encouraged to contact their children’s Advisors directly with any questions or concerns.

Exams

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 Middle School students are designed to last for one and one half hours.

The standard exam period for the 2018-2019 academic year has been scheduled as follows:

| | |
|--------------------|------------------|
| Winter term exams: | February 27 & 28 |
| | March 4 & 5 |

Grading

Academic Progress Reports are available on the website approximately three weeks into each marking period. The first set in October will include all new students, as well as those doing poorly. After that, progress reports are only required for students receiving D’s or F’s. If you do not find any progress reports for your child, then they are progressing satisfactorily. Teachers may also use these reports to commend good work and improvement. An e-mail will be sent each time to tell you when reports have been posted. Grades for academic achievement and effort are awarded at the end of each marking period, and written comments are provided at the end of each term. 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 mean. These descriptions do not explain which grades are “good” or “bad,” as these evaluations are relative to individual student’s ability.

- 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 | 1 | represents inadequate effort |
| 3 | represents good effort | 0 | represents no discernible effort |
| 2 | represents average effort | | |

The following numerical equivalents are used to determine student grade point averages:

| | | | |
|--------------|-----------------------|---------------|--------------|
| Letter Grade | Numerical Equivalents | General Class | Honors Class |
|--------------|-----------------------|---------------|--------------|

| | | | |
|----|----------|-----|-----|
| A | 94-100 | 4.0 | 4.3 |
| A- | 90-93 | 3.7 | 4.0 |
| B+ | 87-89 | 3.3 | 3.7 |
| B | 83-86 | 3.0 | 3.3 |
| B- | 80-82 | 2.7 | 3.0 |
| C+ | 77-79 | 2.3 | 2.7 |
| C | 73-76 | 2.0 | 2.3 |
| C- | 70-72 | 1.7 | 2.0 |
| D+ | 67-69 | 1.3 | 1.3 |
| D | 63-66 | 1.0 | 1.0 |
| D- | 60-62 | 0.7 | 0.7 |
| F | 59-below | 0.0 | 0.0 |

Academic achievement is recognized at the end of each marking period. Students who earn a 3.5 grade point average are named to the Honor Roll. Students who earn a 3.7 grade point average are named to the Head's List. Those achieving the Head's List for both marking periods of a trimester are invited to an Academic Awards dinner hosted by the Head of School.

Study Hall

Study halls for Middle School students are held during the academic day. Study halls are designed to help students begin their homework, prepare for upcoming tests, work on organizational skills, and receive extra help.

All students are assigned to study halls for the entire year. Academic achievement is reviewed at the conclusion of each marking period, with students being assigned to study halls as appropriate.

Extra-Help

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, but students are expected to take the initiative to seek extra-help from their teachers. Students can make arrangements for individual or group sessions with teachers who may be available before school, during free slots, during lunch, after-school, or throughout evening hours.

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, Assistant 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.

Transcripts

Official transcripts are to be released 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.

Educational Testing Policy and Form

Accommodation Policy for Students with Learning Differences or Other Disabilities

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, Dean of Academics, Grade Level Dean, and Assistant Head of the Upper School. The Middle School Accommodations Team consists of the Learning Specialist, Dean of Students, an English Teacher, and a Science Teacher. The Teams review 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 Learning Specialist. 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 to discuss specific concerns and the process prior to completing an evaluation. The Learning Specialist 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 can not 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.

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 notice or making and keeping appointments with school personnel. Faculty will provide only the accommodations approved, in writing, by the Accommodations Team.

Accommodations Request Form

Date: _____

All requests for accommodations must be submitted in writing, with **all relevant supporting documentation attached**, to the Learning Specialist. Deadline for submitting requests is April 1 (returning families) and May 1 (for new families). All requests received after this date will be reviewed when the Team returns in September.

Student Name: _____

Classification: (check all that apply)

- ☐Hearing ☐Visual ☐Physical/Medical ☐Specific Learning Disability ☐Other Health Impairment (ex: ADHD)
☐Autism Spectrum Disorder ☐Emotional Disturbance (ex: Anxiety Disorder) ☐Speech or Language Impairment

Accommodations requested: (please list)

Supporting documentation:

- ☐ current physical (within 12 months)
☐ current psycho-educational evaluation (within 3 years)
☐ current neuropsychological evaluation (within 3 years)
☐ current school district IEP / 504 plan (within the current school year) - if applicable ☐ current psychological disability documentation (within 6 months) - if applicable

Parent contact information:

Section II

Community Expectations & Policies

Attendance

Class attendance is important for students to gain maximum benefits from the academic program. Non-emergency medical and dental appointments should not be scheduled during the academic day, and vacations should be taken when school is not in session. At the direction of the Head of Middle School, students who are absent during the academic day may not be permitted to participate in extra-curricular activities on the day that classes are missed.

Students who miss classes with excused absences are responsible for completing missed assignments within a reasonable amount of time following their return to school. Students are expected to meet individually with their teachers to set up schedules for completing work and make arrangements for extra-help sessions as needed. It is left to the individual teacher's discretion whether a student with an unexcused absence (including suspension) may make up missed assignments, quizzes, or tests. Students who plan vacations while school is in session are expected to solicit schoolwork to complete during their absence. Students bear full responsibility for completing all work in a timely fashion as determined by individual teachers.

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 during a trimester, regardless of absences having been excused by a parent or guardian (25 absences in a full year course or 8 in a term-contained course.) Any student affected by this policy may be required to successfully complete a summer school course of study approved by the Head of Middle School. In addition, re-enrollment contracts may not be extended to students who accumulate excessive absences.

Attendance is taken daily by Advisors during homerooms and by teachers during individual classes. Parents and guardians are asked to contact the Assistant to the Division Head to excuse students who will be absent, late, or leaving early. Parents will be contacted to confirm absences, lateness, or early dismissals that were not excused in advance. In general, parents should try to avoid scheduling appointments for their children that conflict with the academic day. If an appointment cannot be avoided, a note giving the reason for the absence should be sent to the Middle School Office on the day of the appointment.

Students are considered late to school if they arrive after 8:10 a.m. When students arrive late, they should report to the Office and sign in with the Assistant to the Division Head before going to class. Students are responsible for obtaining the assignments from any missed classes and for completing these assignments on time.

Students may leave school prior to 4:45 p.m. with special permission. Year-long permission may be granted for regular commitments such as religious instruction and music lessons. Parents should keep in mind that successful completion of one season of athletics is a state requirement for all students and missing a practice or a game is not a decision to be made casually.

Students who need to leave school early must have written permission from a parent or guardian and must sign out in the Middle School Office prior to leaving.

Behavioral Expectations

The School's behavioral expectations and policies are designed to ensure health and safety while promoting the academic and social growth 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 students' agreement with or acceptance of such directions. Students do have recourse in situations where 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, 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 Morning Meeting, advisor meetings, classes, and after-school activities
- Prepared for all classes with necessary materials and completed homework assignments
- In proper Dress Code
- Using polite conversation
- In authorized locations on campus
- Responsible and appropriate with their use of technology

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
- Directing profane, obscene, vulgar, or otherwise inappropriate language or gestures at others; this includes harassing behavior

- Insubordination or disrespect to school Administrators, Faculty, or Staff
- Physical acts of violence or aggression
- Possession or use of tobacco products, alcohol, drugs, or drug paraphernalia in addition to the direct association with individuals engaged in these behaviors
- Sexual activity
- Theft.

Any of these behaviors may be cause for dismissal from school.

Discipline

Discipline has an educational purpose: to help students learn from their choices for the good of the community and for the health of their own character. Discipline is an essential part of each student's education, and the Middle School's structure of rules, processes, and consequences is a behavioral curriculum that parallels the academic curriculum. Children, by nature, may make poor choices, and they need to be held accountable for their actions.

Students who violate minor school rules are assigned to detention. Detention is held each afternoon from 3:10 until 4:00pm, and students report to their after-school activities following detention. Detention takes priority over all other after-school commitments. Parents will be notified when children are assigned to detention. When a student receives two detentions in one marking period, a parent conference is requested. If a student accumulates three detentions in one marking period, a parent conference is requested and the student will miss the next school function (trip, dance, etc.). Any student who is assigned a fourth detention in one marking period will be assigned to in-school suspension.

A student whose behavior poses a greater degree of disruption to the general operation of the school may expect an in-school suspension. An in-school suspension is intended to convey a clear message to the student that continued inappropriate behavior will likely lead to a suspension from school. Students should be conscious of the impact that a suspension has upon others. Students may be suspended from school when extreme behavior warrants a separation from the school environment. Suspension is a clear message that continued inappropriate behavior will likely lead to probation or permanent separation from the school.

When students violate specific school policies, repeatedly disregard behavioral or academic expectations, or attempt to discredit the school, they may be placed on probation. Terms of probation vary and are usually outlined in a parent conference with the Head of Middle School and the Middle School Dean of Students. Students placed on probation can expect their re-enrollment contracts to be held, making specific improvements a requirement for remaining at Harvey.

Harassment

Any member of the Harvey Community who participates in 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.

Dress Code

The Middle School supports an appropriate Dress Code that students are expected to approach with a spirit of cooperation. Students are expected to be in Dress Code throughout the academic day. All clothing must be neat, clean, properly sized, and in good repair. Shirts must be tucked in for boys at all times and midriffs must be covered. Hats, scarves, sunglasses, and coats may not be worn indoors. Additionally, baseball caps may not be worn at any time during the academic day, indoors or outdoors.

Returning students should note that there have been minor changes to the dress code.

The following is the standard dress code that is allowed during the school day.

| Clothing Item | Must Be ... | Cannot Be ... |
|-----------------------------|---|--|
| Pants, Skirts, Shorts | <ul style="list-style-type: none">Worn at natural waistlineAppropriate length (at least fingertips extended) | <ul style="list-style-type: none">Cargo, denim, jean-like, yoga, or lycra stretch pantsExcessively baggy or skin tightNo shorts during the Winter Term |
| Shirts | <ul style="list-style-type: none">Boys - collared shirtGirls - modest neckline | <ul style="list-style-type: none">Strapless shirt or spaghetti strapsLarge graphics and/or writingTank tops |
| Sweaters, Sweatshirts | <ul style="list-style-type: none">Harvey sweatshirtHarvey polo shirt or fleece | <ul style="list-style-type: none">Other sweatshirts or outer athletic wear |
| Shoes, Socks, Tights | <ul style="list-style-type: none">BootsSneakersSolid Tights and Socks | <ul style="list-style-type: none">High heeled shoesSandals or flip-flops |
| Other Clothing, Accessories | <ul style="list-style-type: none">Dresses - must have a modest neckline and be an appropriate length | <ul style="list-style-type: none">HatsSunglasses or scarvesSpaghetti strap or halter dresses |

Students are expected to embrace the dress code and in doing so show their respect for the learning environment that we hope to create here at The Harvey Middle School.

Thank you for your cooperation. Please put your name in all clothing so that it can be returned to you if it is ever misplaced!

Off Campus Behavior

While on school-sponsored trips or sports activities, you are expected to be on your best behavior and to show consideration for others at all times. Serious violations of the general rule of conduct may result in probation, suspension, or expulsion at the Assistant Head of School's discretion.

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 (example: social networking sites).

Policy on Drugs and Alcohol

The use of drugs or alcohol is not tolerated by The Harvey School. The campus is located within the Town of Bedford's Drug-Free School Zone, and the school community recognizes that the sale and use of illegal drugs is a criminal activity. Understanding that drugs and alcohol are constant temptations to today's youth, the Policy on Drugs and Alcohol 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, likely being asked to leave school immediately.

Any student who is found under the influence or in possession of a controlled substance or drug paraphernalia 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 drug and alcohol 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 where drug or alcohol use could occur, or they may find themselves in violation of the school's Policy on Drugs and Alcohol.

Tobacco Policy

The Harvey School is a tobacco-free campus. Students may not use or possess tobacco products while on campus or while under School jurisdiction. Students who violate this policy can expect:

- **First offense during course of academic year**
Suspension of up to three days, pending a parent conference with the Head of Middle School to discuss terms of probation

The investigation of 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 where tobacco use could occur, or they may find themselves in violation of the School's Tobacco Policy.

Lost and Found

The Middle School Assistant to the Division Head maintains a collection of items that have been found in or around the Middle School. Students who have misplaced personal belongings should check the Lost & Found and report any items that remain missing. Students are encouraged to write their names on all belongings, including clothing, to assist with the return of found items. In an effort to avoid misplacing items, please clearly write your child's name on all clothing.

Evening Assemblies

Throughout the year, the Middle School holds evening assemblies to recognize specific individuals, teams, or groups for outstanding performance or participation. When gathering for such assemblies, students are expected to be in proper attire as outlined below; parents will receive notification of proper assembly attire prior to each assembly.

Boys ~ Khaki chino-style dress pants worn at the natural waistline and secured with a belt; white dress shirt with full-button front and collar; navy sports coat with coordinating tie; dress shoes.

Girls ~ Khaki or navy skirt worn just above the knee or longer or khaki chino-style dress pants worn at the natural waistline and secured with a belt; white dress shirt with full-button front and collar; dress shoes.

Problem Solving

Occasionally, problematic situations may occur between students and adults. These difficulties are generally the result of miscommunication between students and teachers. Any student who experiences a problem with a teacher should try to resolve the situation directly with the teacher. If satisfactory resolution cannot be reached, the student should seek assistance from his or her Advisor. If, with the Advisor's assistance, resolution still cannot be reached, or the problem reoccurs, the Head of Middle School will intervene; a school Administrator should only become involved when all other avenues have been pursued in addressing a problem.

Section III

Student Activities and Services

Harvey students have the opportunity to participate in a great variety of activities throughout the year. Student driven clubs meet weekly and students may sign up for electives in Chorus, publications, student government, robotics, dance, ceramics, playwriting, scene study, current events, and many other offerings.

After-School Activities

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 2018-2019 school year include, but are not limited to:

| Fall | Winter | Spring |
|------------------|------------|----------|
| Art | Art | Baseball |
| Cross Country | Basketball | Lacrosse |
| Soccer | Hockey | Theater |
| Girls Volleyball | Theater | Softball |
| | | Tennis |

All students are encouraged to participate in the After-School Program during each term. Harvey requires that all students complete one season of athletics per year. 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. Applications are available from the Head of Middle School, 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 3:15 each afternoon when not participating in an activity.

Students are expected 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 Middle School. A student will be considered late if he or she arrives more than 5 minutes after the start of the activity. (Refer to Attendance Policy.)

Trips

During the first or second week of the new school year, all students in grades 6-8 embark on a class trip. This trip provides students with a wonderful opportunity to get to know their classmates and interact with faculty members in a non-traditional educational environment.

Additionally, a variety of field trips are offered to students throughout the academic year. These excursions during the academic day may be arranged by individual teachers and are designed to complement what students are learning in the classroom or with extracurricular activities. Students are expected to participate in the field trips. (Refer to Attendance). Should students choose not to attend a field trip after tickets have been purchased, they may be charged for the cost of the trip.

Trip attendance is a privilege, not a right. Students in poor standing, either academically or socially, may be denied the opportunity to participate in any school-sponsored trip. Trip insurance is to be purchased for foreign travel as circumstances can change.

Athletics

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

Although team schedules are available on the website, inclement weather or other situations may require a change in the schedule. The Athletic Department Sports Hotline (ext. 500) should be contacted on game days to inquire about any schedule changes. You may contact the athletic department directly between the hours of 8am - 4pm (ext. 121.)

Games usually end later than 5:00 p.m., and students are expected to arrange their own transportation home afterwards. Teams may return to Harvey later than their estimated return time; parents and guardians may contact the Evening Nurse at 914-907-8781 between 3:00 - 6:00 p.m. for updates on return times.

Concussion Management Policy

The Harvey School recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity 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, whether as a result of participation in sports and other school related activities or attendance in school.

The Harvey School also prohibits a student who is believed to have suffered or is determined to have suffered a concussion from return to play or participate in activities until he or she has been evaluated and cleared by a licensed physician. The Harvey School then requires a "Return to Play Protocol" done by the Athletic Trainer.

The Harvey School Concussion Management Team consists of the Athletic Director, School Nurse, Athletic Trainer, Dean of Academics, and the student's Private Physician.

Management

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 such as limited computer work, and reading activities until symptoms subside.

Students should return to school once cleared by their physician and able to tolerate the academic day. This may be adjusted for partial return. Academic responsibilities may be adjusted and deadlines established on an individual basis.

The student shall not be permitted to resume activity until he or she has been symptom free and has completed the Return To Play protocol from the Athletic Trainer. The Concussion Management Team has the final authority to decide whether or not the student may return to practice, play, or other participation.

Return To Play Protocol

This protocol will be started once the student is cleared by his/her 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

Student Fundraising

The Harvey School community has always been very generous. In the past, relief efforts for the Tsunami and Hurricane Katrina resulted in a great outpouring of contributions of time, talent and treasure. Such school-wide efforts are coordinated through the Community Service Club. Several annual fundraising activities are led by Community Service and involve the entire school. Often individual students are interested in raising money for a particular cause. These requests are also directed to the Community Service Club.

From time to time, Relaxed Dress Days are announced where students pay money, usually \$3, to come in relaxed dress in order to raise funds for a particular cause. These are coordinated through Dr. Byrne. Bake sales are another popular means of fundraising, and requests for these are directed to Richard Wyland. All fundraising efforts are also coordinated with the Development Office in order to avoid overlap or miscommunication.

Food Service

When school is in session, the dining room is open to all students for breakfast, lunch, and dinner Monday-Thursday and for breakfast and lunch on Fridays. In addition to meal times, a vending machine is provided for students to purchase beverages and snacks throughout the day.

| | | |
|----------------------------|----------------------|-------------------------|
| Meal times are as follows: | Breakfast | 7:15 a.m. - 8:00 a.m. |
| | Middle School Lunch | 11:30 a.m. - 12:10 p.m. |
| | Grades 9 & 10 Lunch | 12:15 p.m. - 12:55 p.m. |
| | Grades 11 & 12 Lunch | 1:00 p.m. - 1:40 p.m. |
| | Dinner | 5:45 p.m. - 6:30 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.

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 5:00 p.m. Located in Shea House, the Rumbough Infirmary is staffed by a Registered Nurse from 8:00 a.m. until 6:00 p.m. when school is in session.

Infirmary

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 who 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 when students arrive on campus. 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.

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, Sudafed, Robitussin, 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.

Library

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. We provide a welcoming learning-centered physical environment for student and faculty use from 7:45 till 4:30 every school day. The Rose Baldwin Reading Room was dedicated in 2015 to honor the memory of a long-time librarian.

Through our library information center we teach information and digital literacy skills to the school community. We constantly strive to help the students expand the breadth and depth of their knowledge in all content areas through the effective use of a vast array of resources. The online library catalog allows the entire school community to access the full physical and virtual collection of books, databases and web content 24/7. Over 4,000 books in print, 10

subscription databases, hundreds of electronic reference sources, as well as research guides and academic resources for students are available through our website.

Lockers

Each student is assigned an academic locker with a built-in lock. Malfunctioning locks should be reported to the Middle School office for repair. In the athletic locker rooms students are provided with a combination lock. Personal locks are not permitted and may be cut off. Students should leave the combination locks on their athletic lockers at the end of the year to avoid being assessed a locker fee. It is recommended that students lock all personal items in their academic and athletic lockers at all times rather than leaving their belongings lying about unattended. Students are discouraged from bringing valuable items to school. All lockers must be emptied prior to Commencement as they are cleared out the next day.

School Closings

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 school nurse (ext. 135) or Mrs. Lombardi (ext. 127) 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 Headmaster may close school early; parents should call the Headmaster when in doubt about a potential closing.

Parents wishing to find out if school has been closed can call the main school number, and extension #501. The latest information will be available there. 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 Peekskill, NY Westchester County
(Television) ABC7, CBS2, FOX5, NBC4, NEWS12 (Westchester)

School Closings are also posted on whud.com as well as on the school’s website (www.harveyschool.org). Should school close early, an automated phone message and email alert will be sent to parents.

School Store

The Harvey School’s School Store is located in Carter Hall. Various school supplies such as notebooks, pens, calculators, etc., can be purchased. The School Store operates Monday-Friday, 8:00 a.m. - 3:00 p.m. Purchases are charged to individual student accounts, and parents may contact the Bookstore Manager to set a limit on purchases.

Technology

Harvey's technology department is comprised of our Director of Technology and Director of Education Technology working together to develop and implement the necessary systems, equipment and tools to support classroom goals.

The Krasne Project, named for Charles A. Krasne, 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.
- 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.
- 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 rerouted 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.
- Technology must not be used to promote or engage in academic dishonesty as defined in the Academic Honesty section of the Student Handbook.

Last Updated: July 2018

Middle School students who bring cell phones to school must keep them in the front office during the academic day. Devices may not be used to play video games or interact on social media sites while on campus. This expectation includes study halls and after-school activities. 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 disciplinary action.

Textbooks

Once you have received your choice of courses for 2018-2019 your textbooks may be ordered through the Follett Virtual Bookstore link found on the Harvey Website. Click on Students and Parents, then Follett Virtual Bookstore, and finally Book Ordering for complete instructions. Please be aware that while the Harvey School's Campus Store sells school supplies such as pens, notebooks and computer discs, it does not sell textbooks.

Should you not wish to purchase your textbooks via the internet, you may call the Follett Virtual Bookstore at 1-877-827-2665.

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 Follett Virtual Bookstore 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 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

Participation: To participate in this program, you must contact your home school district and, in writing, provide them with the information needed to order your textbooks. Most districts have their own order forms for you to fill out. You must also make arrangements to pick the books up from your school's district office when they arrive.

Please be aware that this is a textbook loan program. You are required to return the textbooks in good condition to your home school district at the end of the school year. You will be held accountable by the district for any loss or damage of the textbooks.

To assist you in obtaining your textbooks, The Harvey School will provide you with our most up-to-date textbook list as well as verification that your child is indeed enrolled at The Harvey School.

Please note that while some districts are very easy to work with others are not. If you are experience difficulty from your home school district, please be persistent in your quest to obtain your textbooks.

FAQ:

1. What is the definition of textbook?

- A textbook is any book or a book substitute, including hard-covered or paperback books, workbooks designed to be written in and used up, certain newspapers and news magazines and manuals which a pupil is required to use as a text or a text-substitute in a particular class or program as a primary source of study material intended to implement a major part of a State or local curriculum.

2. What materials are excluded under the textbook loan law?

- Reference materials- encyclopedia, almanacs, atlases, and general and special dictionaries, except that dictionaries individually assigned to all pupils in a particular class or program as a textbook substitute are considered as textbooks.
- Supplementary materials- supplementary textbooks, novels, and other fiction, magazines, newspapers, and audiovisual materials normally housed in the school library or instructional materials center for short-term use by pupils.
- Other materials- texts and testing material, teacher's editions of textbooks, review books, and materials in kit form.

Visitors

Prospective students and their families are welcome to visit the campus throughout the year. Appointments for campus visits and for admissions interviews should be arranged through the Admissions Office.

Current students who wish to bring friends to school who may be potential applicants must make arrangements in advance with the Admissions Office. Any other request for a student visitor must be cleared in advance with the Head of Middle School. In either case, if permission has not been received in advance of visit, the guests may be asked to leave the school. Harvey students are responsible for making sure that their guests are in proper Dress Code and abide by all school rules during their visits.

Website - www.harveyschool.org

The Harvey School maintains an easy-to-navigate, dynamic web site 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 a plethora of targeted information including contact information, homework assignments, 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 also functions as a complete Learning Management System in which every class has its own interactive site administered by the teacher who posts homework and resources daily. Students have access to all sections of each enrolled course. Parents have access to the teacher-posted content, but limits on parents and the public are necessary to maintain student privacy and confidentiality. Students are responsible for checking their updated class pages and information flow regularly 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 there, 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.

Section IV

Safety

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.

After the departure of the buses, usually 5 PM or 3:15 PM, 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 evening nurse will be in that area through the end of dinner, 6:30 PM. All day students must be picked up by that time unless they are on campus for a

scheduled event or prior arrangements have been made. The School does not provide supervision in other areas of the campus.

Boundaries

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.

We do not use the road to travel between The Walker Center for the Arts and The Krasne Middle School. Those traveling from the Upper School to the Middle School and science classrooms are to use the paved pedestrian walkway from Shea House (White Cottage) down past the Red Barn. Carefully cross the road and then use the walk through the woods. Stay off the campus roads as much as possible. Due to traffic and the narrowness of our roads, skateboards are not permitted on campus.

Fire Drills

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.

Section V

Transportation

Buses

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.

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 Head of Middle School.

Students may be eligible for discounted ticket prices. In order to obtain discount tickets, please contact John DePalma (ext. 158) to be added to the MTA's Mail & Ride program for schools.

Metro-North Railroad

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 (7:34 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.

Section VI

Parent Involvement

Calendar

School events are listed on the school's website: www.harveyschool.org. Here an updated calendar may be found which lists school events, academic and athletic.

Development

The Alumni and Development Office works closely with the Head of School, Harvey trustees and a group of dedicated volunteers to raise the charitable funds necessary to meet the School's short- and long-term financial needs. Each year, the entire School community is asked to participate in the Annual Fund which supports our dedicated faculty and staff by keeping their compensation packages as competitive as possible and helps qualified families who need tuition assistance.

Last year, over 1.5 million was raised in overall charitable giving. This included gifts to the annual fund, Harvey endowment (including the Barry Fenstermacher Centennial Fund for Financial Aid) and special campus projects. Equally important, we have 100 % participation from trustees, and over 90% of our parents who have made a gift to the Annual Fund.

And last year, a group of parents and grandparents from the Class of 2018 helped to launch the renovation of our Weil House and Barn complex. Located at the entrance of school, these historic buildings will be refurbished to create a welcoming center housing the Admissions, Business and Development and Alumni offices. The barn will also be restored to house small groups of parents, teachers and visitors. Generous contributions totalling over \$500,000 have already been made to launch this next phase of our strategic master plan.

Each year, it is a tradition for the 8th grade families to leave a legacy gift as a thank you for their experience at the Middle School. Previous gifts include the creation of the Gaga pit, the renovation of the faculty lounge and MS courtyard, the purchase of additional chromebooks and the LED announcement panel. These gifts benefit future students and have enhanced all aspects of Middle School life. We strive for 100% participation each year.

Finally, members of the Alumni Association continue to provide networking opportunities and encourage current students to think about their role and responsibility as Harvey graduates. Alumni gifts have enhanced all aspects of student and campus life and continue to make a meaningful difference to our community.

Parents as Partners

Communication between teachers and parents helps students to achieve academic success. To make positive and constructive relationships possible, parents are encouraged to contact teachers with questions or concerns at any time during the school day. After school, parents are asked to leave messages on teacher's voice mail at school or to contact them at home prior to 9:00 p.m.

Parents often wonder how much help they should give children with their homework. Most teachers believe that support and guidance in homework can be very helpful, and parents are asked to be conscientious with explaining how to do the work rather than doing the work themselves. Many projects and papers have advance due dates, and most tests require more than one night's preparation. Parents can be helpful by teaching their children time management and organization while working on long-term projects. Students should be guided toward independent work rather than becoming dependent upon parental assistance.

Communicating with Students

Parents or guardians who need to contact students with important messages during the day should call the main school phone number: 914-232-3161. Messages for Middle School students may be left with the Mrs. Lombardi (ext. 127.) Every effort will be made to deliver messages to students in a timely fashion. For true emergency situations, parents or guardians should speak directly with school personnel rather than rely on the voicemail or email system. To minimize distraction from the academic day, we ask parents to refrain from contacting students during the day unless it is truly necessary.

Parents Drop-Off

For the safety of the students, we ask that parents drop off their children at the designated Middle School drop-off area. Please do not drive down to the middle school during drop-off or pick up times.

Parental Relationship

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.

Parent Association

Lydia Hellinger, President
Harvey School Parent Association
Welcome to a new Harvey School year!

The broad mission of the Harvey Parent Association is to:

- Facilitate communication between the school, parents and students;
- Offer parents a variety of educational forums;
- Increase parental involvement in their child's Harvey education;
- Promote and grow Harvey school spirit;

- Raise funds through special events to support Harvey's programs
- A resource for parents to assist in navigating the Harvey experience.

The Parent Association prides itself on open communication encouraged in a respectful environment where all voices are heard and all thoughts are welcome.

All parents of Harvey students are automatically members of the Parent Association and so we invite you to become an active participant in our vibrant community - attend meetings, volunteer wherever and whenever you are able, offer suggestions to enhance our programs and participate in the many events and activities. The Parent Association's meetings are typically held on the third Tuesday of every month. Check the Harvey School calendar routinely as it will have the most up-to-date information about meeting dates and upcoming initiatives.

The Parent Association organizes many initiatives and events throughout the year to achieve its mission. We need volunteers to help with: monthly faculty and staff appreciation breakfasts, a faculty appreciation holiday luncheon, new family ambassadors, sport boosters, arts boosters and much more. Plus, the Parent Association always needs volunteers to help with events like Homecoming, Harvey Speaks, Wine & Trivia Night and the Annual Benefit.

The success of the Parent Association is completely determined by parents like you. Join us and help in any manner you are able – no contribution or time commitment is too small. Sign up in person at any Parent Association meeting or at the Back-to-School Nights (or email us at anytime during the year). Participating is a great way to feel connected to the school and to your child's educational experience.

We also encourage everyone to use CLICK'N'SAVE when purchasing products from Amazon.com. For every item purchased Harvey receives between 3% and 7% back to the school. Over the past 5 years, the purchasing power of the Harvey community has rewarded the school with more than \$20,000 that was used to fund a wide variety of programs. All families are encouraged to share this CLICK'N'SAVE program with family and friends. Anyone can use the program and every purchase benefits Harvey. Please follow the link and start shopping <http://www.harveyschool.org/students-parents/amazon-store-for-harvey>. Or sign up at smile.amazon.com with your account and indicate that you want to support the Harvey school.

The best way to reach the Parent Association is to contact LHellinger@harveyschool.org, President of the PA. You can also contact any of the Parent Association officers by phone or email, a list of which will be listed on the Harvey website. I look forward to another wonderful year of volunteering to help support our school, students, faculty and staff.

-Lydia Hellinger

Parental Relationship

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Important Save the Dates

Homecoming

Friday & Saturday, October 12-13, 2018

Upper School Back-to-School Night

Thursday, September 27, 2018

Upper School Parent-Teacher Conferences

Friday, October 19, 2018

Friday, October 26, 2018

Harvey Speaks

TBD

Parent Association Event

Saturday, May 4, 2019

Amici ("Friends")

Harvey Alma Mater

Tune: "Annie Lisle"

Har - vey School lay in a vall - ey, Now it's on a hill;
Ye proud ones fling out her ban - ner, Far her name pro - claim;

Har - vey all to her shall ral - ly, Eve - ry heart shall thrill,
Glo - ry ev - er truth and hon - or Shall en - rich her name,

Sci - en - ti - a et Ver - i - tas, Deep grav - en on each heart,

Shall be found un - wav - 'ring true when we from school shall part.

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.