



# Harbor Country Day School

*Embracing the extraordinary in every child.™*

## **The Student-Parent Handbook 2019-2020**

### Our Mission

Harbor cherishes childhood,  
cultivates wonder  
and inspires confident learners and leaders.

### Diversity Statement

Harbor believes celebrating diversity enriches the lives of everyone, and that embracing the essence of each individual makes us stronger as a school community. We honor different perspectives, cultures, ways of life, and the beliefs people bring when they walk through our doors. As a result, our students possess the moral and ethical foundation that prepares them to live with compassion and empathy in a global world.

17 Three Sisters Road. St. James, NY 11780

631-584-5555

[www.hcdsny.org](http://www.hcdsny.org)

## Portrait of a Graduate

Harbor graduates are fearless learners

They possess the moral and ethical foundation that prepares them to exhibit compassion and tolerance in a global community

Harbor graduates are culturally experienced and conversant in the humanities

They are reflective leaders who negotiate effectively

They are prepared to fulfill their best dreams because they view themselves as works in progress

The mission of an independent school is the wellspring of vision and energy for the school. It captures the values and aspirations of the founders, the Board of Trustees, and the school's leadership and faculty. It helps guide decisions; it helps set standards for assessing the school's curriculum. It catches and expresses an essential part of the school's spirit. The Portrait of a Graduate reflects our aspirations for our students. It is our aim that every Harbor student acquire these qualities during their Harbor careers.

## Community Expectations

Teachers are expected to:

- Treat everyone with respect
- Be vigilant of each child's progress
- Communicate with parents and students frequently regarding academic and social progress or problems
- Enforce school policies fairly and consistently

- Encourage academic excellence through excellence in teaching
- Be a visible presence in the common areas of the building

Students are expected to:

- Arrive promptly for all classes with all necessary supplies (books, pencils, pens, notes, iPad, etc.)
- Complete all work by date due
- Observe dress code at all times
- Assume responsibility around the School and actively participate in keeping the School clean by picking up after themselves, by seeing that others do not damage the building or property and by leaving other people's belongings alone
- Be kind and considerate and avoid settling disagreements by force or with hurtful words
- Respect teachers and classmates and the rights of others to learn and to participate in the life of the School

Parents are expected to:

- Be supportive of the School, its programs and its teachers
- Communicate with their child about school life
- Monitor their child's progress through reports and conferences
- Provide a structured environment for their child to do homework
- Monitor their child's punctuality, attendance and appearance
- Support appropriate student behavior
- Communicate any concerns to their child's teacher
- If and when there is a concern, take the time to hear "all sides of the story"

## Children Learn Best

Through reflection and dialogue at each of the division meetings, and supported by our School's mission, the following statements describe how we believe children learn best. As teachers and administrators at Harbor Country Day School, we believe that children learn best when:

- They are *actively involved* in the learning process (student-centered learning).
- Learning is *meaningful* to children (understandable, applicable, and retrievable).
- Learning is *age-appropriate, yet challenging*.
- Students' *strengths and abilities* are recognized by teachers.
- Teachers recognize *individual learning styles* and differentiate when teaching material.
- *Genuine positive reinforcement* is used to motivate good learning.
- Students feel a sense of pride in their *achievements*.
- The *learning environment* supports children's emotional as well as intellectual development (*nurturing, safe, supportive, encouraging, and*

*challenging*).

- *Intrinsic reward* is well balanced with *healthy competition*.
- Teachers are *catalysts* for learning (*enthusiastic, knowledgeable, creative, inspiring*).
- Teachers serve as *models* of ethical behavior, collaboration, and life-long learning.

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**HANDBOOK SUMMARY**

This handbook is intended for the use of Harbor Country Day School students and parents. Its purpose is to explain and clarify the School's policies and procedures as a common base of knowledge. Clear communication and understanding are essential ingredients for the success of our children.

Harbor Country Day School is an independent, co-educational day school enrolling students in Preschool through Grade Eight. The School was founded in 1958 by local families who wanted a school which provided personal attention and academic excellence for their children. Harbor Country Day School is a non-profit corporation chartered by the Board of Regents of the State

University of New York and is accredited by the New York State Association of Independent Schools. In its admission process the School does not discriminate against race, national or ethnic origin, color, sexual orientation or gender.

Harbor Country Day School is governed by a self-perpetuating Board of Trustees composed of men and women who are parents, former parents, alumni, and professional people in the community. The Board has the ultimate responsibility for the School and holds in trust the school's integrity and reputation.

The Head of School of Harbor Country Day School is hired by the Board and serves as the operational and inspiring leader of the School and has responsibility for the day-to-day operations of the School as well as administering the School according to the policies set by the Board. The Head of School serves on the Board, ex-officio.

## **ABSENCES**

First and foremost, we believe that attendance in school is essential and critical both by arriving on time and by being in school during the entire school year. With a generous vacation schedule, we ask parents to schedule family vacations during these times. The experience of being in school can not be replicated outside of school. For continuity, social and emotional development and the overall learning experience, daily attendance is required.

### **Excused Absences**

#### **Illness**

On days when your child is absent due to illness or an emergency, please phone (631) 584-5555, or e-mail the school nurse or the Main Office, before 8:00 a.m. Any absence wherein a child is absent for five consecutive days or more requires a note from a physician. Children must be free of a fever or vomiting for at least 24 hours before returning to school.

#### **Medical and Dental Appointments**

For appointments that cannot be scheduled after school hours, notify the classroom teacher in writing in advance. Please include the date, time of dismissal, and time of return, if appropriate.

#### **Planned Absences**

Harbor understands that special family occasions present themselves and that these events merit discussion between parents and administrators. Parents should contact the school at least a week in advance of such absence.

### **Unexcused Absences**

We ask that there be no unnecessary absences from any part of the school program, especially just before or just after a regularly scheduled vacation. All absences place an extra burden on children and faculty. If an absence of this type is unavoidable, please seek the specific permission from the Division Head or Head of School. Unexcused absences, lateness to school, and early dismissal include, but are not limited to: extended family vacations outside of the school calendar, appointments that can be easily made after school, oversleeping, missing the bus, studying for a test, working, helping at home.

## **Excessive Absences, Injuries, and Lateness**

If a child is absent for a period of time exceeding a week, the School and parents may need to discuss the best strategies to bring the child up to date with missed work.

A doctor's note is required if your child is to be excused from PE class. This note must include the reason for exclusion as well as the duration. Children excused from PE may also not participate in recess. They may only return to PE/recess/after school sports with a written clearance from the doctor.

Arriving on time for school at the beginning of the day is an important step for all children in order to provide a transition time at the beginning of the day. If a child is chronically late, he or she will feel they are playing catch up throughout the day. If a student is chronically late, other than for bus or traffic delays, the advisor or homeroom teacher (Lower and Upper School) will call home to see if there are transportation issues that can be resolved easily.

## **ACCEPTABLE USE POLICY**

Harbor Country Day provides access to its computers and the Internet as educational resources. The purpose and uses for these particular resources are not different from any other type of resource, and as such, the school retains control over the manner in which these resources are used. The purpose of this contract is to assure that users recognize the limitations that the school imposes on their use of technological resources and to establish an Acceptable Use Policy for the users. In addition, this contract requires that anyone using these resources agrees to abide by local, state, national, and international regulations regarding these resources.

### **Contract**

In signing this contract, I recognize that the use of computers and access to the Internet at Harbor is a privilege that can be immediately and permanently revoked. I understand that the constraints listed below constitute guidelines, and it would not be in the spirit of the agreement to test the limits of these guidelines. I will, therefore, maintain a sincere and *bona fide* effort to stay well within their boundaries.

I agree to use the resources available through the Internet to supplement curriculum materials available to me through my classroom, the library, or through any other resources provided by the school.

I agree to not make use of materials or attempt to locate material that would not be acceptable or appropriate in a school setting.

I agree to use only my own password to access these resources. I will make every effort to keep my password secure, and I will not knowingly allow anyone else to use my password.

I agree not to attempt to discover passwords or other measures the school uses to control and monitor access to these resources. Should I inadvertently or otherwise do so, I agree to report this to a member of the faculty or administration.

I agree not to change or attempt to change the configuration of the software that controls access to



the Internet.

I agree not to alter any settings in the computer in a way that could cause offense or inconvenience in any way.

I agree to respect all work done by others, and I will not alter or abuse others' work in any way.

I agree to make available for inspection by any administrator or teacher any messages sent or received by me using Harbor's Internet connection.

I agree not to participate in any Internet "chat groups," "virtual worlds," or social networking sites such as Club Penguin, WebKinz, Facebook or MySpace in school, unless instructed to do so.

I agree to the rules of copyright; I will copy or transfer copyrighted material only after such copying or transferring is properly authorized, and I will properly cite any work that is not my own.

I agree not to use this resource for any illegal activity. This includes but is not limited to:

- tampering with computer hardware or software,
- unauthorized entry into computers, or
- vandalism to or destruction of computer files.

I agree not to use this resource for any commercial activity.

I agree not to introduce or knowingly allow the introduction of any computer virus to any Harbor computer; if I do so, I will immediately notify a member of the faculty.

I agree not to download or install material except under the direct supervision of a member of the faculty.

I agree not to assume a fictitious identity in any activities associated with these resources.

I agree not to send personal information (such as pictures, addresses, or phone numbers) about myself or anyone else out onto the Internet, unless specifically approved by a member of the faculty.

I understand that information and/or advice obtained via the Internet may not be correct or accurate.

I agree to use appropriate language in all communications. I will not use profanity, obscenities, or any vulgar, offensive, or inflammatory speech, nor will I use these resources for the purpose of harassment or humiliation.

I agree not to make personal attacks on anyone using these resources, and I will report any personal attacks made by others to a member of the faculty or administration. This rule applies to the use of blogs, wikis, Twitter or any social networking sites such as Facebook, Myspace, Moodle, Club Penguin or the like, whether used at home or school.

I agree to allow any administrator *who has cause* related to Harbor or our community to review my online communication and personal social networking sites and to discuss their findings with my

parents.

I agree to respect the privacy of others, and I will not re-post communications unless I obtain prior consent from the original author.

***I understand that, should I fail to honor all the terms of this document, the school administration will be informed, and that they may take actions that they deem appropriate.***

I have read the above document, I understand its terms, and I agree to abide by them to the best of my ability.

---

Signature of Student

Date

I have read the above contract and have discussed it with my child. We understand its terms and the penalties for failure to abide by them.

---

Signature of Parent

Date

## **ACCREDITATION and AFFILIATION**

Harbor Country Day is chartered by the State of New York Board of Regents and accredited by the New York State Association of Independent Schools (NYS AIS). Harbor was re-accredited in 2016. The school is also a member of the National Association of Independent Schools (NAIS), the Educational Records Bureau (ERB), and the Secondary School Admission Testing Board (SSATB).

## **ADMISSION PROCESS**

### **Admission Procedure**

#### ***Application Deadlines***

Applications are received and considered on a rolling admission basis, as long as there are grade level openings. Preschool 3s and 4s: Admission is on a rolling basis until all places have been filled.

#### ***School Visit Requirements***

Candidates for Kindergarten through Grade Eight are required to have a two-day school visit. Applicants for Kindergarten will be screened using our DIAL assessment. Potential students for Grades One through Four will be given reading, writing, math and spelling assessments. Potential students for Grades Five through Eight will be assessed in reading, writing and math. Potential students will be interviewed by the appropriate member of the Harbor Administration. Teachers will be asked to share their thoughts about potential students using a Google docs form. Each week the Admission Committee will meet to discuss student candidates. The Committee will discuss academic fit and potential class make up. Meanwhile, families will begin the tuition assistance process.

Parent visits will include a campus tour and a parent interview.

#### ***Age requirements***

Preschool 3s applicants must be age 3 by December 1, and independent in the restroom by the start of school.

Preschool 4s applicants must be age 4 by December 1.

### ***Application Form and Fee***

All candidates must complete the Application for Admission. Applicants may apply online and submit their \$75.00 fee online. They may also fill out a paper application and submit a check to the Admission Office, for \$75.00 payable to “Harbor Country Day School.” Applicants for Grades Four through Eight must complete the student application page.

### ***Teacher Evaluations and Recommendations***

Kindergarten through Grade Five applicants are required to have the Advisor/Teacher Evaluation form completed by the student’s current teacher.

Grades Six through Eight applicants are required to have the Advisor/Teacher evaluation form completed by the current English and Mathematics teachers.

Applicants must give the signed copies of the Teacher Evaluation forms to their child’s current teachers, and ask that they be sent directly to the Admission Office.

### ***Transcript Release Form***

Grades One through Eight: Parents must give the completed Transcript Release Form to their child’s present school. They must request that the school send the form and a copy of an official transcript for the current and last academic year (including all standardized tests) directly to Harbor Country Day School.

While there is no formal Admission assessment for preschool age children, a visitation by the child to the appropriate class is expected before the start of school. Observations made by the Director and appropriate preschool faculty and staff, in addition to supporting materials from any previous programs, are evaluated before a new student is accepted into the preschool program.

An assessment for Kindergarten is administered to all prospective Kindergarten applicants, including those who have attended Harbor’s preschool program. Assessment in each of three areas of *academic readiness*, in addition to supporting information from previous schools/programs, determine a child’s acceptance into Harbor’s Kindergarten.

Assessments are administered to all students applying to Grades One through Eight, and are used in assessing proficiency in those subject areas. In addition, both Lower School and Upper School teachers are responsible for collecting writing samples and any other supporting information from visiting students. This information should be given to the Director of Admission.

All participating teachers are expected to share their thoughts concerning visiting students with the Admission Committee. Teachers on lunch/recess duty should observe the social interaction between visiting students and the class. Appropriate behavior and interaction are as important as acceptable class work. Communication among all teachers is essential to assure the proper placements of students at Harbor.

## **ADVISORY SYSTEM (Upper School)**

The Upper School Advisor System is designed for each Upper School student to have a faculty advocate and a small group of students with whom to connect; to build fluid communication between Harbor and home through ongoing discussions between the advisor and parents; to create an advisor period each week to focus on character education, goal-setting and conflict resolution. For upper school parents, the Advisor is the first person to call for general questions about their child. Advisors are aware of their advisees' academic and social progress and serve as the first line of communication between Harbor and home. Each advisor group consists of four to six students and meets every morning and as a group weekly for 45 minutes. In Grades Five and Six students are assigned to an advisor and in Grades Seven and Eight students may choose from advisor choices.

## **AFTER CARE**

Students may remain at school until 6:00 p.m. with a Harbor Staff member. Students will have time to play and complete homework, but also receive enrichment. We ask parents to kindly pick up their children by 6:00 p.m. at the latest. The fees for After Care are: \$10.00/hr.; \$375/month or 14 days or over; \$1,800 per semester prepaid; \$3,500 per year prepaid; 20% sibling discount.

## **AFTER SCHOOL ACTIVITIES**

Five days a week, from 3:30 to 4:45, we offer a variety of after-school activities which are led by a Harbor teacher and/or outside of school vendors. Activities range from chess club and cheerleading to art and cooking clubs. A brochure is published for each session with activities which change from trimester to trimester. There is a fee for this which will be published before each session.

## **ALL SCHOOL MEETING**

Once a week, the entire school gathers together in the gym for our weekly All School Meeting. This is a wonderful opportunity for the entire student body and faculty to convene and strengthen community ties, school spirit, celebrate student achievement, present student work, showcase student performances and hear announcements. Parents are welcome to attend any of these meetings.

## **ANNUAL NISSEQUOGUE - NESCONSET COMPETITIONS**

Since the early 1960s Harbor Country Day has strengthened community ties and school spirit through the ongoing and healthy competitions of two teams. Each student in Kindergarten through Grade Eight is assigned to a team, the Nissequogues or the Nesconsets. All year the teams will compete in athletic, academic and team spirit competitions and the annual color war will culminate on Field Day.

## **ANNUAL GIVING CAMPAIGN: THE HARBOR FUND**

Tuition income alone does not meet the total expenses of running Harbor Country Day School. The faculty, the Board of Trustees, current parents, past parents, grandparents, alumni, friends and businesses are encouraged to make an annual contribution to the Harbor Fund in order to help Harbor Country Day maintain the highest academic standards and a quality education for our students. Our goals each year is for 100% participation from all constituents. Last year 100% of the

faculty and Board of Trustees participated as well as an amazing 96% of the parents from PreK 3 through Grade Eight.

### **ATTENDANCE - ARRIVAL/DISMISSAL**

We believe, and studies show, that arriving for school on time is critical for school success. Children arriving late have consequences that are not easily detected, but studies show that the first minutes of class are often the most critical. This is when instructors share important administrative information, present the day's agenda, frame the content of the lecture or discussion, connect the current content to past content, and so forth. Yet students may not recognize this. In addition, it is a distraction to the class - not only for the teacher who must re-introduce the topic after the class has begun but also to the students, who are already immersed in the project or assignment. Teachers at Harbor note that students look embarrassed, harried, and "stressed out" when they arrive late. Under the New York State Education Law, parents are responsible for the regular attendance of their children.

Another study performed by the U.S. Department of Education found "the most crucial learning hours of a school day are the morning hours, because they are when students are most attentive."

And in a Chicago-based study, attendance, not test scores, was the single largest predictor of course failure. The study concluded, "course attendance has been shown to be eight times more predictive than test scores for course failure. "

By the same token, arriving on time, which means well before the opening bell, also has social benefits. It gives students time to chat with one another and the teacher or Advisor before class begins, thus contributing to the morale of the class as a whole, but more importantly, giving time to students to organize their school supplies and prepare for the day.

We expect all students in Kindergarten to Grade Eight to arrive by 8:00 with classes beginning at 8:10. Upper School Advisory begins between 7:50 and 8:00. Preschool classes begin at 8:30.

Parents and/or guardians may escort students into the front hallway or Morning Drop Off in the Dining Room (entrance for this is to the left of the main door), but we ask that they do not go to the classroom. Students report directly to their Advisory or Homeroom teacher for attendance to get ready for the day, which begins promptly at 8:10 a.m. There is an Upper School Advisory Period from 7:50 a.m. to 8:10 a.m. Students arriving late, after 8:10 a.m., must check in with the Main Office before going to class. A student who is planning on leaving school during the day for a doctor's appointment or family matters, must bring a written note from home and give it to the homeroom teacher. Parents are asked to call the Main Office before 8:00 a.m. if a child is going to be absent.

Students may not participate in after school activities unless they arrive at school before 11:00 a.m.

The school calendar is thoughtfully scheduled so extended vacations coincide with various religious holidays and some public school holidays. Parents should plan their family vacations during these times and not while school is in session. Absences due to vacations are not excused absences and will be entered into the attendance record as absences. More importantly, students missing valuable information taught in class often struggle to catch up upon their return and experience unnecessary

stress and perhaps incomplete understanding of academic material.

### *Arrival and Dismissal of PreK 3s and 4s Students*

Parents may walk their PreK 3s and 4s students to the classroom without a Visitor's pass beginning at 8:30 am. PreK 3s and 4s parents may walk their children down to the classroom until 9:00 am. The Main Office will call down to the PreK classroom for an assistant to come to the Main Office to pick up any student who arrives for school at 9:00 or later. PreK 3s morning Half Day Dismissal is at 11:30 am and is done from the Front Hallway. PreK 4s Half Day Dismissal is at 1:30 pm and is done from the Front Hallway. Parents may not enter the school beyond the Front Hallway without signing in and wearing a Visitor's Pass. PreK 3s and 4s Dismissal at the end of the day is done from the Front Hallway, at 3:00.

Parents must contact the Main Office by 2:00 p.m. for changes to dismissal plans. If we do not hear from a parent or guardian about a change in dismissal plans, the school will follow the regular dismissal plan provided by the parent at the beginning of the year. A student may not go home with another student unless there is formal notification by the parent or guardian to the main office.

Please take extraordinary care to drive slowly, quietly and carefully anytime you are on campus, but especially during arrival and dismissal. With students walking to cars and busses, we must make this a safe place for all.

### **ATHLETICS**

Upper School interscholastic games with other schools are scheduled after 3:30 p.m. and require parent pick-up after the game. If a student has an unavoidable conflict on a particular day, the student must bring in a signed note well in advance of game day. Participation in interscholastic sports is mandatory in Grades Six, Seven and Eight.

### **BIRTHDAYS**

In lieu of birthday parties at school with food, considering the number and range of food allergies children have, we invite parents to come into class to read or lead an activity. If a birthday party is held off campus, the school recommends that the entire class be invited. Invitations may be handed out in school if the entire class is invited. Your support of these guidelines will help avoid hurt feelings and social problems.

### **BOARD OF TRUSTEES**

Harbor Country Day School is governed by a Board of Trustees, comprising parents, past parents, alumni, and friends from the surrounding communities.

#### **MEMBERS OF THE BOARD OF TRUSTEES**

Corinne Hammons, Chair - Current Parent  
Sue Ryan, Vice-Chair - Past Parent  
Therese DeAngelis, C.P.A., Treasurer - Past Parent  
Carrie Zuckerman, Secretary - Past Parent

Cynthia Lippe, Ph.D. - Current Parent  
Rose Antilus, M.D. - Current Parent  
Rob Antonacci, M.D. - Past Parent  
Seema Bhansali (Venkatesh), Esq. - Current Parent  
George Bubaris - Past Parent  
Monica Bugallo, Ph.D. - Current Parent  
John Cissel, Head of School - ex officio  
Vincent Della Pietra, Ph.D. - Past Parent  
Alex Doboli, Ph.D. - Current Parent  
Agnes Ferro, D.P.T. - Current Parent  
Michele Filosa, Esq. - Current Parent  
Nancy Hickerson, Ph.D. - Past Parent  
Bob McCarroll, '78 - Current Parent and Alumnus  
Neal Mellert, Esq. - Current Parent  
Steve Moll - Friend of the School  
Adrienne Owen, Trustee Emerita - Current Parent  
Marina Polonskaia, Ph.D. - Friend of the School

## **ROLE OF THE BOARD OF TRUSTEES**

The Board is responsible for appointing and evaluating the head of school, the school's fiscal health, strategic planning, and for ensuring that the school fulfills its stated mission and its purposes as designated in its charter from the Regents of the State University of New York.

## **BOARD COMMITTEES**

The Board has several standing committees appointed by the chair and the executive committee each year. These committees work throughout the year and report to the board regularly. The following standing committees of the board are:

### **Development Committee**

The Development Committee manages all fundraising activities of the Board and works closely with the Board on fundraising opportunities including the Harbor Fund and planned giving.

### **Buildings and Grounds Committee**

The Buildings and Grounds Committee insures that the existing physical property is safe, conforms to all codes, and meets the needs of the school. It oversees all support operations of the school to insure safety and efficiency and continually reviews and revises the school's long-range facilities plan.

### **Committee on Trustees**

The Committee on Trustees reviews the nominations for new trustees, evaluates the performance of trustees and the functioning of the various board committees, and works with the Board president and Head's Support and Evaluation Committee in the evaluation of the Head of School.

### **Executive Committee**

The officers of the Board serve on the Executive Committee. The Executive Committee serves as an advisory group to the Head of School to assist him or her in dealing with any school related issues.

The committee does not meet on a regular basis but can meet and act quickly in an emergency or if board decisions are needed between regular meetings.

### **Finance Committee**

The Finance Committee oversees all aspects of the school's financial assets, policies, and long range plans.

### **Head's Support and Evaluation Committee**

This Committee meets with the Head of School on a regular basis to evaluate the goals the Head sets for the year, to act as a sounding board for the Head and to lead the Head's annual evaluation.

### **BUSSING**

Parents requesting transportation from their school district are reminded that the request must be made prior to April 1st. School Districts which provide bus transportation will follow their district's decision on all snow day decisions.

### **CODE OF CONDUCT**

Creating a school environment in which it is safe for students to live and learn is one of our central goals. We do this knowing students at Harbor will treat each other with respect and dignity, always being considerate of others' feelings, belongings and personal space.

The following guidelines outline the behaviors that may result in disciplinary action by the School if engaged in while at Harbor or on a trip. Disciplinary action may range from serving a snack period detention, in-school suspension, out-of-school suspension to dismissal. This includes bringing dishonor to Harbor Country Day School.

- Unexcused tardiness to class
- Chewing gum at any time
- Violating the dress code
- Eating food anywhere other than in designated area
- The use of cell phones, iPods, iPads, laptops or other electronic devices during school hours (without permission)
- Destruction of property -- no student will deface or destroy school property or the property of others
- Disruptive or disrespectful behavior or language towards fellow students, teachers, and all others in the School
- Endangering the safety of others --this includes fighting, violent behavior, and bringing dangerous devices to school such as fireworks, matches, or weapons of any description (if a parent brings in fireworks or weapons of any sort for a school project, those must be kept in the front office)
- Leaving campus without permission --no student may leave campus during the school day without permission
- Bullying of any kind including physical, verbal, digital abuse
- Cheating -- presenting another student or person's work as your own; this includes use of the Internet
- Stealing -- taking anything without the owner's permission



- Illegal drugs and alcohol -- no student may bring to or use drugs or alcohol in school or on school property
- Smoking -- no student may smoke or bring matches, cigarettes or lighters to school
- Behavior not becoming of a Harbor student

The School reserves the right to dismiss any student who is not suited to the School's academic program, does not follow the School's standards of behavior, or who does not willingly accept and abide by the School's rules and regulations.

### **COMMENCEMENT**

Harbor Commencement provides a special opportunity for students, parents, faculty, friends and extended family to celebrate the contributions and achievements of the members of the graduating class. Each year an alumni speaker addresses the graduating class and each member of the class is recognized for his or her growth, achievement and successes during the time at Harbor.

Dress for the day is formal dress (see Dress Code). Graduating girls wear conservative white outfits - dresses, pants or skirts. Graduating boys wear a coat and tie with appropriate pants and shoes.

### **COMMUNICATION WITH SCHOOL**

Close and frequent communication is key to each child's success. Please do not let issues or concerns linger but reach out to teachers when you feel it is necessary. We ask parents and guardians to please contact school personnel during school hours. School personnel will return an email or phone call within 24 hours, if not before, unless it is an emergency in which case we will return calls as soon as we possibly can. Evenings, weekend, and vacation hours are for teachers to plan and for personal time and we ask parents to respect this.

### **COMMUNITY EXPECTATIONS**

#### **Students are expected to:**

- Be kind and considerate of all others and avoid settling disagreements by force or with hurtful words.
- Respect teachers and classmates and the rights of others to learn, to participate and to work.
- Arrive promptly for all classes with all necessary supplies.
- Complete all work by date due.
- Observe dress code at all times.
- Assume responsibility around the school and actively participate in keeping the School clean by picking up after oneself, by seeing that others do not damage the building or property and by leaving other people's belongings alone.

#### **Parents are expected to:**

- Be supportive of the School, its programs and its teachers.
- Communicate with your child about school life.
- Monitor your child's progress through reports and conferences.

Provide a structured environment for your child to do homework.  
Monitor your child's punctuality, attendance and appearance.  
Support appropriate student behavior.  
Communicate any concerns to your child's teacher or Advisor.

## **THE CURRICULUM COMMITTEE**

The academic and co-curricular leaders of the school comprise the Curriculum Committee, which meets regularly to review and refine the Harbor program. This active Committee examines and recommends changes and additions to the program that will enhance Harbor students' educational experience. There are ad hoc committees to the Curriculum Committee which include, at this time, the Technology, STEAM, and Social Studies Committees.

## **DRESS CODE**

Students in PK3 and PK4 do not have a specific dress code but should wear comfortable and clean clothing with sneakers. We ask each child to bring in two sets of emergency clothes and one set of rain boots.

Students in kindergarten through eighth grade should visit the Land's End webpage (see instructions below) where grade-specific uniforms are listed. Students are free to choose whatever items they are comfortable wearing. Sneakers are accepted as footwear.

For placing your orders, Lands' End's school merchandise website is [landsend.com/school](http://landsend.com/school). Their telephone # is: 1-800-469-2222. Our preferred school # is 900108663; please remember to give this number to Lands' End when placing your order. Please be sure to enter the correct numbers when placing your orders. For all other Lands' End inquiries such as clothing quality or country of origin, contact customer service at 1-800-332-4700. All questions or problems regarding the school uniform policy should be directed to Lynette Mutschler, [lmutschler@hcdsny.org](mailto:lmutschler@hcdsny.org) or (631-584-5555)

### **Daily Uniform Requirements**

PK3 and PK4 (classroom uniform listed below is optional for these grades)

#### Kindergarten through Grade Eight

Kindergarten through eighth grade: khaki pants, skort or shorts, white or evergreen long or short sleeved polo shirt or broadcloth shirt; optional cardigan sweater or vest. White or navy tights or knee socks (no ankle or tennis socks). Socks are required. Sneakers are accepted as footwear.

*Additional option for kindergarten through fourth grade only:* Classic navy plaid jumper (navy bike shorts may be worn underneath) with white long or short sleeved polo shirt (navy leggings may be worn under the jumper in cold weather); optional cardigan sweater or vest.

Note: please no outdoor or indoor boots

### **Note: Formal/Concert Dress:**

#### **Kindergarten through Grade Four**

Plaid jumper or khaki pants; white, collared shirt; white socks; black or brown leather belt; black or brown dress shoes; Optional: evergreen cardigan sweater

#### **Grades Five through Eight**

Khaki skirt or pants, white collared shirt, white socks; black or brown dress shoes; Optional: evergreen cardigan sweater

### **Physical Education Uniform – Grades Four through Eight**

- White, short-sleeved t-shirt
- Evergreen shorts
- Evergreen hooded pullover sweatshirt
- Evergreen sweatpants
- White socks (no anklets)

### **Dress Down “Spirit Days”**

Every Friday (unless announced beforehand) is called a “Spirit Day” when students may wear “Harbor wear” in place of the regular school uniform. On these days in Kindergarten through Eighth Grade, students may wear tops that include Harbor logos with regular clothing below.

### **FIELD TRIPS**

Teachers organize field trips to enhance their curriculum. The Harbor bus will be used as often as appropriate though, in the early years, parents are asked to help with transportation. Each family is asked, annually, to complete the school’s universal field trip permission slip found on the school’s website under the “Harbor Community-->Parents-->Harbor Backpack” tabs. If and when parents decide to pick up their child at the site of the field trip, they must notify the head chaperone of the trip directly.

### **GRADES**

Students and their parents should be careful not to place too great an emphasis upon grades and the accumulation of a good average.

The grades a student receives are used as one measure to assess the progress each student is making in his or her course of study. They also serve as a tool for your teachers as they decide how they

may best help each student make progress.

All students, teachers, and parents are urged to use grades as they are intended -- to evaluate growth and progress, to identify areas of further work, as a sign of the acquisition and use of knowledge as well as the growth as a student.

### **DEFINITION OF GRADES IN THE UPPER SCHOOL**

These averages are computed on the basis of homework, projects, writing, test/quiz scores and class participation.

100-96	Averages in this range are "High Honors." Student exhibits initiative, intellectual curiosity, thoroughness, and willingness to do more than that, which is assigned (all grades must be above 85 to attain this honor and no co-curricular grade below B).
92-95	Averages in this range are "Honors." Student has completed all assigned work at a high level (all grades must be above 85 to attain this honor and no co-curricular grade below B).
80-91	Work has been good.
70-79	Work has been satisfactory but not distinguished.
60-69	Student is doing only a minimal amount of work, or has minimal understanding.
59 and below	Student has failed to master the fundamentals of the course. This may be due to lack of effort, attitude, absences, or a combination of these factors.
INC.	This mark is given when a student has been absent for a long period of time or has missed so much work that it is not possible to make an evaluation.

### **HEALTH/IMMUNIZATIONS**

Physical Examination: It is the policy of Harbor Country to have a new physical examination submitted within 90 days of the start of the school year (dated within twelve months of the first day of school). Proof of this examination must be documented by a licensed physician. A Smithtown Central School District physician will perform physicals on those children who have not submitted a report (for State mandated years K, 2, 4, 7, and new entrants only).

Immunizations: Prior to admission to school, every child must be properly immunized according to New York State Law specifications. The deadline for obtaining first dose vaccinations in each immunization series for children attending school in the fall is 14 days from the first day of school. Within 30 days of the first day of school, parents and guardians of such children must show that they have scheduled appointments for all required follow-up doses. The dates of immunization must be documented by a licensed physician. In the case of a medical exemption, a licensed physician must submit the proper forms stating why the child cannot be immunized. This must be renewed

annually by the doctor and submitted within 30 days of the first day of school or the child will be excluded from school. Religious exemptions will no longer be accepted as per New York State Law.

No student will be allowed to participate in PE class, interscholastic sports, or field trips without a valid physical on file with the school.

Medication: All students who require medication during school hours (INCLUDING OVER-THE-COUNTER DRUGS) must have a medication form filled out by their physician and also signed by the parent/guardian. Students may not carry any medication on campus. All medication is to be given to the school nurse at the beginning of the day and must be clearly labeled with the student's name. Doses are administered in her office as needed. Forms for this purpose are available in the Health Office. For your child's safety, only an adult may bring in and take home medication.

Fax Number: Harbor's fax is (631) 862-7664. This may be used anytime you wish for sending doctor notes, health forms, or medication information to the Health Office.

## **HOMEWORK PHILOSOPHY AND GUIDELINES**

The faculty believes homework has a place in our curriculum as long as it is meaningful and thoughtful. It will be assigned on a need-be basis, though in some subjects – math, foreign language and regents sections – it may be assigned regularly. It is our goal to establish a solid foundation of basic organization and study skills in which homework plays an important role. With our mantra being, “meaningful and thoughtful” homework assignments, we will not assign homework as a matter of course but creatively, thoughtfully and where it supports the classes’ work directly.

## **HOMEWORK GUIDELINES**

Knowing that each child approaches homework differently, we will assign homework that is not only meaningful and thoughtful but appropriate in the time we expect students to take completing it. We have not assigned minutes per grade or subject as we are constantly assessing what the needs of each child and each class are to meet our curricular goals. Please reach out to your child's homeroom or classroom teacher if you are concerned about homework.

## **HONOR ROLL (FOR THE UPPER SCHOOL)**

At the end of each marking period, students attaining Honor Roll status are determined by averaging each academic subject. An average of 92-95 earns a place on the Honor Roll. An average of 96-100 earns a place on the High Honors Roll. Students must maintain a grade of at least 85 in all academic subjects to qualify for Honor Roll. Students must also maintain a B+ or better in the special courses and citizenship. To achieve Honor Roll for the year, a student must attain either an Honors or High Honors average for the entire year.

## **HOURS OF OPERATION**

Morning Drop-Off.....	7:00-8:30
Main Office.....	7:45-6:00
PK3 and PK4.....	8:30-3:00
Kindergarten through Eighth Grade.....	8:10-3:20 (Upper School Advisory begins at 7:50)
Business Office.....	7:45-3:45

**LEARNING SERVICES**

Harbor Country Day provides support services for a diverse population of students within our academic program. We strive to design a learning environment that will support the unique strengths of each student as well as to support the areas where a child may have difficulty learning. There are times in each child’s academic career where he or she may need additional time with a teacher to review and reinforce the topics taught. On occasion, Harbor may intervene further by having the School’s Learning Specialist work with a student one-on-one. In some cases, Harbor may recommend to the parents of a student to seek out additional testing to learn more about a particular difficulty a student is having so we can understand more about how we can support that child’s learning. Harbor has a strong working relationship with the Smithtown Board of Education, with whom we work if and when a child is recommended for further testing. Harbor will walk through the steps and work closely with families during this process.

**LIBRARY/MEDIA CENTER and HARBOR MAKERSPACE**

This is the academic hub of our school, where we hold library classes, reading classes, MakerSpace and technology classes. Our librarian teaches our younger students critical research and reading skills. PreK 3s through Grade Four have regularly scheduled classes each week.

Classes as a whole and individual students will pursue research projects beginning in the library. Students will find a supply of volumes for their literary and research needs. Since our entire collection is categorized and automated using the Follett Destiny system, students can find the specific books they need for in-depth study whether it is in our collection or at another location nearby. In addition, there is a broad MakerSpace program and area in the library for students to create, solve, and collaborate.

**MORNING DROP OFF**

From 7:15 to 8:10 a.m. (8:30 a.m. for preschoolers), parents may drop off their children in the Dining Room where a Harbor staff member will care for them before school begins. There is no fee for this. Please enter the Dining Room through the Dining Room door located to the left of the school’s front door.

**PARENTS' ASSOCIATION**

The Parents' Association (the PA) is a vital part of school life, composed of Harbor Country Day School parents. The essential purpose of the PA is to promote the overall welfare of Harbor Country Day School and its students and parents. The Parents' Association accomplishes its purpose by planning a wide variety of community-building and fundraising activities throughout the year.

Harbor Country Day's thriving Parents' Association is a critical part of the life at school. It is

dedicated to promoting a sense of community, facilitating communication between Harbor and its families, and raising funds used for programs and events, which enrich and enhance school life.

The PA is structured as a group of project committees, each taking on a responsibility, which may last from a few days, weeks, or months to the entire year. The chairs of each of these committees serve on a coordinating committee, which meets monthly.

### **PARENT CONDUCT**

Harbor Country Day believes that a positive, open-minded, and constructive working relationship between the School and each student's parents (or guardians) is critical in creating the best learning experience for each child. Mutual respect and kindness; open, direct and candid communication; patience; trust; and civil and well-mannered resolution of disagreements must exist between and among all members of the community. These kinds of relations will create a warm, respectful, welcoming, and healthy learning environment for all; most especially, for each student.

Harbor welcomes constructive feedback from families about their and their child(ren)'s experience. The School will ensure there is a fair, timely, thoughtful, and confidential process in addressing concerns, being sure to explain the process, lines of responsibility, and communication throughout.

While parents may not always agree with every decision by the School, we believe that we can find common ground and continue a mutually respectful and trusting relationship. In the extreme case, a resolution may be difficult to find and may make it hard for the parent to remain a constructive member of the community. In such cases, both the school and the parent should consider whether another school would be a better match for the family.

Harbor Country Day reserves the right to not continue the enrollment of a student if the School concludes reasonably that the actions of a parent (or guardian) undermine the School's expectation of conduct, making a positive and productive relationship impossible, and seriously interfere with the School's ability to fulfill Harbor's mission.

### **PARENT CONFERENCES**

In addition to the two formal parent/teacher conferences set on the calendar, conferences may be arranged by parents or teachers throughout the year.

Whenever parents have something important to discuss with a teacher, they should leave a message through email or phone message for the teacher to call and/or arrange for a time to meet. In the Prek 3s to Grade Five, the homeroom teacher is the primary contact, in Grades Six through Eight, the Advisor is the primary contact, unless a connection with the specific subject teacher is more appropriate. Teachers will return your call or email within 24 hours of their receiving it.

### **PARENT SIGN-IN AND OUT**

Parents are required to check in and out at the Main Office upon entering and leaving the building, wearing a nametag while they are here. Parents who have an appointment will be greeted by the teacher or member of the staff in the main office.

### **PCR**

This is the School's database program that contains all of the contact information for each family and where report cards and progress reports are kept. Please contact the IT Director if you have any difficulty gaining entry into this program.

### **PERSONAL REQUESTS**

There are innumerable altruistic programs for schools to support. Unfortunately, we cannot support requests from families to support their own good programs like Girl Scout cookies or other non-profit organizations. We kindly ask you to not make these requests.

### **PRIVATE EQUIPMENT**

Harbor Country Day School strives to create an environment built on trust and responsibility. However, the School is not responsible for students' private equipment such as laptops, iPads, smartphones or the like.

### **RE-ENROLLMENT CONTRACTS**

The Admission Office mails re-enrollment contracts at the beginning of February. Parents must sign and return the agreement for each child with a 10% deposit per contract by the stated deadline early in March. A child's enrollment will be considered complete only when a signed contract and the deposit have been received and the current year's bill has been paid.

The Admission Office appreciates a timely return for all contracts so that new students can be admitted. If you are unsure if your child will be returning or have a question about re-enrollment, you are encouraged to contact the Director of Admission.

### **REPORTS TO PARENTS**

Depending on the grade, there are four to five times when formal reports are issued either in person or in writing - two teacher/parent conferences (three in grades PK3-Five) and two full sets of narratives with grades - for all students in the School. You will find the exact dates on the school calendar. Parents will sign up through PCR (our online database system for contact information and report cards) for the teacher/parent conferences in the fall and winter for face-to-face meetings with all of their children's homeroom or academic teachers (strongly recommended). Also, at the end of each semester, a full set of written reports and grades will be posted on PCR.

### **SECONDARY SCHOOL ADMISSION TEST (SSAT)**

Harbor administers the SSAT to students in Grades Seven and Eight on Saturdays in early December, January and February. Harbor is a test center for the national administration of the SSAT. Registration for the test is the responsibility of each family. Students interested in applying to local, independent day or boarding schools should plan to take this examination. The SSAT administration will send the test results to schools and to the home. If you have any questions about this, please contact the Director of Secondary School Placement.

### **SERVICE LEARNING**



Service Learning at Harbor Country Day is founded on the belief that committing time and effort to those in need is an important core value for all members of our school community. This program fosters this core value through education, connection, and action. The interaction of these three components serves to instill selflessness as an underpinning of character and engenders creative, thoughtful, and productive citizens.

The Student Council works with faculty members to coordinate annual service projects. Projects range from clothing, toy or food drives to more hands-on experiences such as singing at a local senior citizens' home or cleaning the local beaches. The Eighth Grade, also, as a part of its curriculum designs a service learning project for the year.

## **SICKNESS**

Parents must use discretion when sending their children to school. In the interest of controlling the spread of infection, the following guidelines have been established for parents in deciding whether or not to send their child to school. To help ensure the wellbeing of your child and his or her classmates, please keep your child home when they are exhibiting the following symptoms:

1. Vomiting has occurred within the past 24 hours
2. Diarrhea has occurred within the past 24 hours
3. There has been a temperature of 100.3 or higher within the past 24 hours
4. There are symptoms of acute illness such a persistent cough, sneezing and/or runny nose with body aches
5. There is an unexplained rash
6. One or both eyes are red, itchy, painful and/or have crusted matter or discharge in them
7. There is head lice that has not be treated
8. There is recent (less than 24 hours) diagnosis of strep throat

Your child may return to school when:

1. He or she looks and behaves normally for 24 hours
2. Temperature is normal (fever free) for 24 hours
3. 24 hours after antibiotics have begun
4. Eyes are no longer pink from conjunctivitis or have been on eye drops for 24 hours
5. Head lice have been treated and all nits removed

Good communication from parents will enable the School to provide the highest level of health care to your children. If you have any questions or concerns regarding other conditions or if your child has special needs, the school nurse will be happy to offer guidelines.

## **SNOW DAYS AND EMERGENCY CLOSING**

In case of bad weather, the School typically follows the lead of our closest school districts - Smithtown and Three Village - in deciding whether to close, though we may make a decision to close that makes the most sense for our community and may not follow what the local school districts decide. By 6:00 a.m., we will post our closing announcement on the radio (WALK-97.5 FM, WBLI-106 FM, TV Channel 12, and CBS Channel 2), but you will also receive an email or

text announcement with specific details of the closure. We will also post the news on our website and school app before 6:00 a.m. This same procedure will be used if the school must be closed early for any emergency.

If we have more than four snow days, we will add one day for the fifth and consider adding others beyond that.

### **SPRING BENEFIT**

Each spring, the Parents' Association works incredibly hard to create and lead our second largest fundraiser of the year (after the Harbor Fund), the Spring Benefit. This off-campus gala is a community fundraiser and is also a time to honor a member of the Harbor community who has contributed in major ways to the life of the School. In the recent past, it has included dinner, silent and live auctions as well as dancing and game-playing. It is a great deal of fun.

### **STANDARDIZED TESTING**

Students in Grades Two through Eight take the Comprehensive Testing Program (CTP-IV) of the Educational Records Bureau (ERB) in May. In addition, students in Grades Seven and Eight may sit for the Secondary School Admission Test (SSAT) in December, January or February. The results will be made available to all parents when we receive them from ERB. We invite parents to meet with their child's homeroom teacher or Advisor to review the test results.

### **STUDENT ACADEMIC and EMOTIONAL SUPPORT**

Harbor provides academic student support is a wide variety of ways throughout each division. Through division meetings, the structure of the School's program, and our Upper School Advisory curriculum and philosophy we look to understand each child's needs - socially, emotionally, intellectually, and physically - in an in-depth manner. In addition, we have a learning specialist to support student's academic growth and, if and when it is evident there is further need for investigating a child's learning style, will work with the Smithtown School District to consider further testing and outside support. Also, our Dean of Students works with students to help them if and when they are having difficulty with friendships or other social or emotional hardships. We have resources outside school as well to assist us if we feel that may help.

#### *Guidelines for Granting 504 or an Individualized Education Plan:*

A student with a significant learning disability has rights to reasonable accommodations that support each child's learning. Though Harbor works hard to support all students, in some cases an outside learning specialist can provide the support he or she may need.

In these situations, the parent(s) of the child must apply in person for the testing necessary to determine the level of support necessary in the Smithtown School District Office. Harbor's learning specialist can guide each family through this process. Once the paperwork has been filed by the parents and Harbor, the district will begin the testing process and reach a decision. A meeting with the district, student's parents, Harbor's learning specialist will take place at this point to determine if the student qualifies for services.

### **STUDY HABITS**

The School suggests a few simple points in order to make homework more efficient and rewarding:

1. List all work to be completed in an assignment book. Make sure you are clear about the assignment before leaving class.
2. Set aside a regular time each day to do your assignments.
3. Plan ahead so you are not rushed at the end to complete the assignment.
4. Be sure to ask your teachers or parents for the basic reference materials you need to do your work - dictionary, thesaurus, etc.
5. Create a study center for yourself (desk, lamp, reference books, paper, pencils, etc.) where it is quiet and you will not be disturbed by a computer, TV, radio, family members, etc.
6. Read all directions carefully when beginning to work. Be sure you understand them.
7. Work on an assignment until it is completed, and be sure to follow your teacher's directions for the assignment.
8. When your work is finished, put it into your book-bag immediately so you will not forget it in the rush the next morning.

### **SUMMER READING**

Summer reading lists are provided for students for summer vacation. The list of books recommended for summer reading as well as the required reading book for Grades Five through Eight is listed on the School's website on the "Parents"/"Harbor Backpack" page.

### **TECHNOLOGY**

All students and classes have access to MacBooks, Chromebooks and iPads. With our wireless capability throughout the entire school building, all students may use these tools anywhere in the school. We view technology as a means to an educational end, rather than the end itself. Many of our Lower School computer classes may happen in the classes as well as in the library.

### **TELEPHONES, CELL PHONES, AND MESSAGES**

Students may use the phone in the Main Office if there is a need to call home though, we expect, this is out of the ordinary. Cell phones may be brought to school, but must be kept in lockers during school hours. Please call the Main Office (631-584-5555) to leave messages for students or school personnel.

### **WEBSITE**

We use our website as one of our main lines of communication. Under the "Parent" link, you will find all school forms on the "Harbor Backpack" page. If you have trouble finding your way, please contact the School's IT Director.

### **WHOM TO CONTACT 631-584-5555**

Absences - Nancy Busa, School Nurse

Admission - Christine McBrien, Director of Admission

Advertising - Cate Packard, Marketing Associate

Athletics - Debbie Decker, Athletic Director

Billing - Diane Abrams, Business Manager

Discipline Issues - Nicole Fotis, Principal of the Upper and Lower School; Krystina Gallo, Head of Early Childhood

Head of School - John Cissel

Harbor Fund - Kate O'Brien, Director of Advancement

Library - Susan Napodano, Librarian and Director of Media Services

Library Gift Books - Susan Napodano, Librarian and Director of Media Services

Lost & Found - Main Office

Nissequogue and Nesconset Teams - Debbie Decker, Athletic Director

Parents' Association - Christine McBrien, P.A. Liaison

Principal of the Upper and Lower School - Nicole Fotis

Standardized Testing - US - Nicole Fotis

Secondary School Placement - Nicole Fotis

SSAT - Nicole Fotis

Summer Camp - April Bier, Camp Director

Technology - Artie Weissbach, IT Director

Transcripts - Lynette Mutschler, Main Office

Tuition Assistance - Christine McBrien, Director of Admission

Transportation - Lynette Mutschler, Main Office

Uniforms - Lynette Mutschler, Main Office

Yearbook - Amarilis Singh

Updated August, 2019