

## 2019-2020 PARENT/STUDENT HANDBOOK

To be successful, every independent school needs and expects the cooperation of its parents who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty, and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful partnership with far-reaching positive effects on children and the entire school community.

The relationship between the Parents (which term as used herein shall also include legal guardians), Faculty, and Administration at The Rumson Country Day School is just such a partnership. It is formally governed by the written **RCDS Enrollment Contract**, which is signed by both parents and the Head of School, and by the **Parent/Student Handbook**. Included at the end of this Handbook is a "covenant" or pact by which we articulate the reasonable expectations we have of each other, confirming and clarifying a partnership between RCDS and the parents of its students. When parents choose to enroll their children at The Rumson Country Day School, they agree: to read, understand, and endorse the RCDS Mission Statement, to follow the School's rules, and to abide by its decisions.

We require our parents to read the RCDS Mission Statement, the School/Parent Expectations, and the Parent/Student Handbook. We expect you to review the appropriate section(s) with your child(ren), and, whenever possible, to discuss the philosophy and policies contained in it. Then we require that you sign a copy of the enclosed covenant.

### MISSION OF THE RUMSON COUNTRY DAY SCHOOL

*The Rumson Country Day School, founded in 1926 as an independent educational institution, seeks:*

- ◆ *To provide students from all communities with a dynamic, challenging academic experience in a safe and supportive environment;*
- ◆ *To nourish academic excellence, individual and social responsibility, civic awareness and leadership skills;*
- ◆ *To inspire our graduates to become life-long learners able to thrive, contribute, and excel in a demanding secondary school environment and in today's global society.*

Adopted, May 14, 1994, Reaffirmed March 7, 2005, Revised January 9, 2012

**THE RUMSON COUNTRY DAY SCHOOL QUALITIES OF CHARACTER**

**Kind  
Honest  
Responsible  
Respectful**

**PARENT/SCHOOL EXPECTATIONS AT RCDS**

**You can expect this of our school:**

- To strive to fulfill our mission
- To provide a safe, nurturing educational environment where children are encouraged to explore, discover, take risks, and make connections
- To maintain an open line of communication with you about your child, offer periodic parent-teacher conferences, and provide personal, individualized, written progress reports
- To communicate regularly with you about our school's educational programs and upcoming events
- To maintain consistent values and discipline, and deal promptly with problems
- To encourage your involvement in school volunteer activities and to support your volunteer efforts
- To keep an open door for any questions or concerns you may have
- To respect your parental role as an advocate for your own child(ren)

**PARENT/SCHOOL EXPECTATIONS AT RCDS****Our school expects this of you:**

- To become familiar with our mission, policies, guidelines, and channels of communication as stated in the RCDS Parent/Student Handbook
- To provide a quiet place for study at home and to encourage your child to be responsible for his or her own work
- To keep in close communication with us about your child's physical and emotional health, outside testing results, and changes in your home environment
- To read our communications to you, attend parent/teacher conferences, and, whenever possible, to attend Parent Council meetings and other informational events for parents
- To trust and support our values and discipline, and to deal promptly with problems
- To seek information and facts and to avoid rumors
- To respect our administrators, faculty, and staff as professionals
- To take an active role in school volunteer opportunities throughout the year
- To participate in RCDS Annual Giving at a meaningful level

# Handbook for Parents

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### **ADMINISTRATIVE DIVISIONS OF THE SCHOOL**

Under the direction of Head of School, Jayne Geiger, the School is divided into two academic administrative divisions, Upper School (grades 5-8) and Lower School (Nursery – Grade 4). Mr. L. William Lamb serves as Upper School Head. Dr. Nancy Holodak is Head of the Lower School. Mr. Rob Kelly serves as Dean of Students.

Mrs. Geiger, Dr. Holodak, Mr. Lamb, and Mr. Kelly may be reached by their email or by calling the School Office (732-842-0527).

## ARRIVAL AND DEPARTURE

### ARRIVAL/DEPARTURE BY CAR

#### Early Childhood:

**Arrival** – Pre-School families may arrive between 8:10 – 8:45. Please park in the faculty parking lot horseshoe and walk your child into the school through the Riker Hall entrance. No Beginner – 8<sup>th</sup> grade sibling may enter through Riker Hall, they must still enter through the main entrance.

After 8:45 am all parents must park on Bellevue Avenue and enter through the main entrance on Bellevue Avenue. Parents must check in with security and the main office and walk children up to their classroom.

**Dismissal** - Nursery parents who pick up at either 11:30 or 1:00 should enter through Bellevue Avenue, sign in and proceed to their child’s classroom for pickup.

Parents who pick up at 2:40 will park in the Riker Hall faculty parking lot horseshoe and wait with their cars. Teachers will escort children to their parents.

#### Beginners-8th Grade

**Arrival** - Students in Beginners through Grade 8 should be dropped off NO EARLIER THAN 7:30 A.M., on the east side of Bellevue Avenue at the main School entrance. Students who arrive between 7:30 – 7:50 must wait in Riker Hall. At 7:50 all student are permitted to go to their homerooms. All students must enter the main building at this Bellevue Avenue entrance. UNDER NO CIRCUMSTANCES SHOULD CHILDREN BE DROPPED OFF ON THE WEST SIDE OF BELLEVUE AVENUE, ON RIDGE ROAD, IN THE SCHOOL PARKING LOT OFF RIDGE ROAD, OR THE BELLEVUE AVENUE PARKING LOT. It is very dangerous to do so.

Parents may walk Beginners through 2<sup>nd</sup> grade students to their classrooms for the **first two weeks** of school **only**.

**Departure** - All students in grades Beginners - 8<sup>th</sup> grade are dismissed at 3:30 pm. Families will choose how their child(ren) are dismissed at the start of the school year. Except for students who are “Walkers” (see below), families will either choose “Rolling Pickup” in the Riker Lot or “Patio Pickup” off of Bellevue Avenue. For students who take the bus on a normal basis, parents will also choose a second choice.

**Rolling Pickup:** The 101 Ridge Road parking lot will open at 3:20, (12:20 pm half day Fridays). Parents should enter the 101 driveway and follow the internal road to the Riker Hall parking lot. Cars will begin to form two lines by the main doors to Riker Hall extending to the auditorium doors loading zone. An appointed faculty/staff member will radio the family names of cars to the auditorium where the students are waiting. The loading zone will be marked off, and the children will be loaded into cars by faculty/staff in this designated area. Should children need to be buckled, parents will need to pull ahead and buckle their children. Faculty will not buckle seat belts or car seats. If a child is not ready when his/her car is in the loading zone, the car will need to loop back to the top of the parking lot and re-enter the line. **Cars are only allowed to make right-hand turns onto Ridge Road when exiting.**

**Patio Pickup** - Students will be dismissed to parents on the patio closest to the Bellevue Avenue parking lot. Parents will need to park in either unmarked spots in the Bellevue lot or on Bellevue Avenue.

**Walkers** - All walkers need to have a permission slip signed by a parent. All Beginners – 3<sup>rd</sup> Grade must be met by a parent, guardian, or sibling in grade 4 and above. Students in grade 4 and above who have signed permission from their parent may leave school property unescorted.

All walkers must live within one mile of The Rumson Country Day School. Families which live beyond one mile should register for either Rolling Pickup or Patio Pickup, and they should follow the guidelines for those departure options.

**If a student in Beginners – 8<sup>th</sup> grade is not picked up by 3:45 p.m. on Monday-Friday or by 12:45 on half days, he/she will go to our after-school program, which is finished at 6:00 p.m. Families will be billed for these services through the Business Office. There is a flat fee of \$15.00 for the first child; each additional child is \$10 on the same day.**

## **SPECIAL DISMISSAL/DEPARTURE ARRANGEMENTS**

If a student is to leave school before the scheduled dismissal time, he/she must have a note from his/her parents giving permission, stating the requested dismissal time, the name of the person picking up the student, and giving a reason for the early dismissal. Such notes must be delivered to the Office first thing in the morning. Immediately prior to leaving school, the student must report to the Office; the person picking up the student must come into the office and sign the student out of school. Students will not be permitted to leave school unless accompanied by the adult signing them out of school. If a student's dismissal changes during the day, parents must notify the front office and either the lower school homeroom teacher

or Dean of Students. (If he/she returns during that same day, he/she must sign back in at the Office immediately upon his/her return.) A student who misses two periods on a given school day will be marked absent for that day and will not be permitted to participate in any extracurricular activities.

If a student is to go home in any way other than his/her usual bus or car, he/she must have a note from his/her parents giving permission and explaining alternate means of transportation. Please have notes delivered to the Office first thing in the morning. **Teachers must be emailed no later than 2:00 pm with any last minute transportation changes. Please cc Mrs. Leslie & Mrs. Kirman with these changes. Children are not permitted to use the phone to organize play dates or after school activities.**

If your child is leaving school after 3:00 pm but before the regular pickup, you will need to park your car on the west side of Bellevue Avenue, south of the main entrance. Busses will be parked on the east side of Bellevue Avenue, north of the main entrance. At the request of the Rumson Police Department, do not park on Bellevue Avenue north of Ridge Road.

If children are going to Friday parties from School, they should have notes from their parents explaining how they are being transported. If changing clothes is necessary, it may be done after dismissal with parental supervision.

## **BICYCLES/SKATEBOARDS/MOPEDS**

Students riding bicycles are to place them in the bicycle racks in the parking area beside the gym off Bellevue Avenue. Bicycles are not to be ridden in the parking area, and under no circumstances are bicycles to be ridden during school hours. Bicycles should not be left at the School overnight; the School is not responsible in case of theft or damage. Skateboards, hover boards, mopeds, etc. are not permitted on School property at any time.

## **ARRIVAL/DEPARTURE BY BUS OR VAN**

ARRIVAL - All school busses release their passengers safely -- directly in front of our school entrance.

DISMISSAL - **Bussed Students** – Students who are bussed home will gather in the little gym. They will wait until their bus arrives and a faculty member will bring students to the appropriate bus.

The standard of behavior on a bus/van is expected to be the same as it is in school. Students are expected to be Kind, Honest, Responsible, and Respectful, or they will be asked to find alternate transportation.



If your child is transported to and/or from school by a bus or privately contracted carrier and you need to reach your child's bus company after school hours, please call them at:

Helfrich Bus	732-787-0003
Semon Tov	732-774-4000
Shamrock Bus Company	732-787-1113

## **BUSSING INFORMATION**

Most RCDS students live within a 20-mile radius of the School. Almost half live in Rumson. Our students travel to and from RCDS by school busses, privately contracted vans, and car pools. The School's Transportation Director works with each individual family, advising them about the most convenient and affordable methods of transportation. While RCDS tries to arrange bussing for all students, it cannot guarantee transportation for every family -- especially those who live a distance from the School. In the month of February form B6T, application for private school transportation must be filled out for every incoming Beginner through 8<sup>th</sup> grade for the next school year. These forms must be completed every year as they are sent to your local, public school sending district. This form will be found in GatorBytes in early February.

If you are interested in having your child transported to school or have any questions about the process, please contact Alana Kirman, RCDS Transportation Director at 732-842-0527.

## **TRANSPORTATION TO CLASS TRIPS AND ATHLETIC CONTESTS**

In most cases, the School charters busses to take classes on trips and teams to away athletic contests. In rare instances, parents may be asked to drive private cars for class outings.

The standard of behavior on a bus/van is expected to be the same as it is in school. Students are expected to be Kind, Honest, Responsible, and Respectful, or they will be asked to find alternate transportation.

The School conducts periodic bus safety drills. All students are expected to participate in these at least once a year.

## ATHLETIC POLICY OF THE RUMSON COUNTRY DAY SCHOOL

At The Rumson Country Day School, the Physical Education Program and the Interscholastic Program are a vital part of our curriculum. These programs strive to provide a positive atmosphere for students to develop physically, socially, emotionally, and intellectually in a supportive, safe, yet demanding setting. The values of responsibility, commitment, consistency, and teamwork are stressed as the individual learns to balance his/her needs with the needs of the team.

Safety is the number one concern for all sports at The Rumson Country Day School. The School follows all applicable laws governing athletics including the New Jersey state law on concussions (N.J.S.A. 18A:40 - 41.2) and has also implemented a specific policy for sports-related concussions and head injuries.

**ADMINISTRATION:** Successful physical education and interscholastic athletic programs require a high level of professional leadership, management, and vision. The School's Athletic Director, who reports to the Head of School, administers the Physical Education and Interscholastic Programs.

**PHYSICAL EDUCATION (Grades Beginners – 8):** The Physical Education Program is a mandatory program for all students. The program provides instruction and the opportunity for all students to develop coordination, strength, and confidence through participation in physical activities requiring neuro-muscular skills.

Physical Education class presents a planned program of activities adapted to the age and gender needs and capacities of the students. The program strives to build an appreciation and understanding of cooperative and socially acceptable standards of conduct as shown in good sportsmanship, respect for property of others, leadership, and emotional control. The goal of the Physical Education Program is to create an intelligent and healthful interest that will lead to a lifelong participation in enjoyable and wholesome physical activities. The same standards of conduct that are expected of the students in the classroom are equally expected in the School's Physical Education Program and the same disciplinary actions, up to and including dismissal from the School, may be taken for those students who engage in inappropriate conduct during the Physical Education Program.

### Clothing and Dress Code:

Beginners – 2: We have no athletic locker facilities for these students, and the children in these grades are not required to have a school uniform for physical education classes. We do recommend, however, that all of the children keep a pair of sneakers, a sweat suit, shorts and extra socks in their classroom lockers for use on

the playing fields or in the gym. (No slip-on sneakers are permitted, as they fly off their feet when they are running or kicking a ball.) A suitable place to change will be provided.

Grades 3 - 8: There is a required gym uniform. The uniform, consisting of a T-shirt, shorts, sweat shirt and sweat pants is included in your tuition. Any replacement or additional gym clothes needed throughout the school year will be billed to you by the school. All students are required to have sneakers and white athletic socks.

We ask that parents help us and make sure that the gym clothing is laundered on a regular basis.

**Eligibility:** All students must have on file a medical form completed and signed by a medical doctor stating that the student is physically fit to participate in physical education classes and interscholastic athletics. If a student is not permitted to participate in physical education class due to a medical issue, they may not participate in interscholastic practices or games until they are cleared by a note from a medical doctor. (Please note that concussions are addressed separately by the School's Sports-Related Concussion and Head Injury Policy). All medical notes must go through the RCDS School Nurse. A student who is absent from school may not participate in an interscholastic practice or contest that day. Missing two periods of school constitutes an absence. Exceptions are made for secondary school visits and bereavement. Students with outstanding afterschool studies, general detention or disciplinary detentions may not participate in practice or athletic contests until the obligation is fulfilled.

Medical & Other Excuses: Any student who wished to be excused from physical education or interscholastic athletics must bring in a medical excuse signed by a doctor and present it to the school nurse. A parent's note is acceptable for the first day but a doctor's note is required thereafter.

**INTERSCHOLASTIC PROGRAM (Grades 5-8):** In addition to physical education, boys and girls in Grades 5-8 are encouraged to participate in interscholastic team sports, which may include soccer, football, field hockey, basketball, lacrosse, tennis, squash, fencing, baseball, and softball. Practice and competition take place after school, and offer a good opportunity for those wishing to improve physically in coordination, strength, and skill development.

Membership on athletic teams is a privilege and is offered to students who show commitment, interest, desire, responsibility, and acceptable academic performance. The Rumson Country Day School athletes are expected to demonstrate sportsmanship and performance that will enhance the team. Athletes are expected to attend all practices and contests unless the Head of School has

granted an excused absence for the day, or permission has been granted by the Head Coach prior to the absence. If a student is not permitted to participate in physical education class due to a medical issue, they may not participate in interscholastic practices or games until they are cleared by a note from a medical doctor. (Please note that concussions are addressed separately by the School's Sports-Related Concussion and Head Injury Policy). All medical notes must go through the RCDS School Nurse. **A student who is absent from school may not participate in an interscholastic practice or contest that day. Missing two periods of school constitutes an absence.** Exceptions are made for secondary school visits and bereavement. **Students with outstanding afterschool studies, general detention or disciplinary detentions may not participate in practice or athletic contests until the obligation is fulfilled.**

Additionally, the same standards of conduct that are expected of the students in the classroom are equally expected on the School's interscholastic teams and the same disciplinary actions, up to and including dismissal from the School, may be taken for those students who engage in inappropriate conduct during any interscholastic sports activity.

Programs:

Fall

Field Hockey (girls)  
Football (boys)  
Soccer (boys & girls)

Winter

Basketball (boys & girls)  
Squash (boys & girls)  
Fencing (boys & girls)

Spring

Baseball (boys)  
Softball (girls)  
Lacrosse (boys & girls)  
Tennis (boys & girls)  
Golf/Track (boys & girls)

Please note that program offerings are subject to change. Should you have any questions, please consult the Athletic Director.

Commitment:

The athletic teams will have after-school practice and/or contests four or five days per week. Participation in athletic contests is a decision made by each coach. There is no guarantee of equal playing time during the athletic contests, but coaches attempt to give athletes appropriate game participation during the season. Typically, 80% or more of our students participate in our interscholastic sports program. While the contests are an integral part of the program, we believe practices are more important in terms of skill development and learning to be a member of a team.

Any questions regarding expectations should be addressed to the School's Athletic Director.

Locker Room: Appropriate Locker Room behavior is expected at all times.

Upper School Equipment Needs: All students are required to have appropriate athletic clothes. Mouth guards are required for all sports. The following is a list of additional equipment that students are responsible for obtaining prior to their first practice:

Fall:

Field Hockey: stick, shin guards, rubber/plastic cleats

Football: rubber/plastic cleats, protective cup, practice pants

Soccer: shin guards, rubber/plastic cleats

Winter:

Basketball: basketball sneakers

Spring:

Baseball/Softball: glove, rubber/plastic cleats, protective cups (boys)

Lacrosse Boys: stick, rubber/plastic cleats, gloves, elbow & shoulder pads, protective cup, helmet

Lacrosse Girls: stick, rubber/plastic cleats, goggles

Tennis: racquet, tennis sneakers.

Questions regarding equipment should be directed to the Athletic Director.

School Equipment: Students are responsible for all equipment and uniforms that are issued by the School, or by the particular program vendor, i.e., fencing. The replacement cost of any equipment and uniforms that are lost, stolen, damaged or not returned will be billed to the student's account.

Communication: Please refer to the Athletic Calendars on [www.rcds.org](http://www.rcds.org). Last minute changes due to weather or other scheduling issues will be sent in an email from the School's Athletic Director. We recommend checking the website and your email regularly for any unforeseen changes in the athletic calendars.

**Sports-Related Concussion and Head Injury Policy:** The Rumson Country Day School recognizes that a concussion is a brain injury that can be caused by a blow to the head or body that disrupts normal functioning of the brain. Concussions can cause significant and sustained neuropsychological impairment affecting problem solving, planning, memory, attention, concentration, and behavior. To help protect

our student-athletes, the Rumson Country Day School will require the following procedures to be followed for students who participate in interscholastic sports.<sup>1</sup>

### Prevention

1. All coaches and the school nurse have completed an Interscholastic Head Injury Training Program that meets the requirements of *N.J.S.A. 18A:40-41.2*.
2. Annually, the school nurse will distribute two copies of the New Jersey Department of Education Concussion and Head Injury Fact Sheet to every student-athlete who participates in interscholastic sports. One copy is for the parents/guardians of student-athletes to maintain on file at home, and the other to be signed and returned to the Rumson Country Day School prior to the first practice.
3. Education regarding the prevention of concussions and early identification and treatment will be presented to student-athletes by the Athletic Department at the beginning of each season.
4. Baseline testing will be offered every two years to all student-athletes beginning when the student is a rising 5<sup>th</sup> grader, or for new Upper School students, as soon as practicable. Parents/guardians are strongly encouraged to avail their student-athletes of this provided baseline testing. This testing will be coordinated by the school nurse and the Athletic Department.
5. This Policy will be reviewed annually and updated, if necessary, by the Board of Trustees.

### **Procedure for Suspected Sports-Related Concussion or Head Injury**

1. The student-athlete who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from practice or competition with no return to play that day. **No exceptions.** Emergency Medical Technicians will be called if there is a deterioration of symptoms, loss of consciousness, or direct neck pain associated with the injury or if other circumstances warrant.
2. Contact will be made immediately with the student-athlete's parent/guardian to inform him/her of the suspected sports-related concussion or other head injury.
3. The student-athlete must be evaluated by a physician or other licensed health care provider trained in the evaluation and management of

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<sup>1</sup> Pursuant to New Jersey state law, this policy applies solely to concussions suspected or sustained by students participating in interscholastic sports. Concussions and suspected concussions sustained by students who do not participate in interscholastic sports are managed by the students' physicians in coordination with the school nurse and procedures in place at the Rumson Country Day School.

concussions to determine the presence or absence of a sports-related concussion or head injury as required by *N.J.S.A. 18A:40-41.4*.

4. If the student-athlete participated in the provided baseline testing, the results will be made available to the student-athlete's physician or licensed healthcare provider. The Rumson Country Day School will assist in post-injury concussion testing if deemed appropriate by the student-athlete's physician or licensed healthcare provider.
5. If the physician or other licensed healthcare provider trained in the evaluation and management of concussions determines the absence of a sports-related concussion or head injury, he or she must submit written documentation that the student-athlete did not sustain a concussion or other head injury and may return to practice and competition without restrictions.

### **Return to Play Following a Sports-Related Concussion or Head Injury**

1. If concussed or other head injury is sustained, the student-athlete must receive written documentation from a physician or other licensed healthcare provider trained in the evaluation and management of concussions that states the student-athlete has been asymptomatic for fourteen days **and** that he or she had been cleared to participate in practice and competition without restrictions. The fourteen-day count begins once symptoms disappear. Such documentation is required prior to returning to play.
2. Should the student-athlete's physician or other licensed healthcare provider trained in the evaluation and management of concussions require a graduated return to play protocol ("the protocol") in addition to the 14-day period, it shall be the responsibility of the physician and parents/guardians of the student-athlete to implement and monitor the protocol. In the event that the protocol is required to take place during practice or otherwise on the campus of the Rumson Country Day School, it is still the sole responsibility of the physician and parents/guardians of the student-athlete to implement and monitor the protocol. Once the student-athlete has successfully completed the protocol, he or she must submit written documentation from the physician or other licensed healthcare provider who required the protocol that the student-athlete has successfully completed the protocol and is cleared to return to practice and competition without restrictions.
3. Should any symptoms re-emerge once he or she returns to play, the student-athlete will be immediately removed from practice and competition and returned to his/her physician or licensed healthcare provider trained in the evaluation and management of concussions.

4. The Rumson Country Day School will also work with the student-athlete who has sustained a concussion or other head injury to address his or her cognitive needs during the rest and recovery phases of concussion management. The school nurse will coordinate with the student-athlete's physician or other licensed healthcare provider and the applicable Division Head to appropriately manage and accommodate the condition while he or she recovers.

### **Concussions or Head Injuries Sustained Outside of School**

Should a student-athlete sustain a concussion or other head injury outside of school, the parent/guardian must report the condition to the school nurse so that the Rumson Country Day School can support the appropriate management of the condition. Medical clearance that is inconsistent with this Sports-Related Concussion and Head Injury Policy of the Rumson Country Day School will not be accepted.

**NO PETS ARE ALLOWED AT OUTDOOR OR INDOOR SPORTING  
EVENTS.**

### **RCDS HARASSMENT, INTIMIDATION AND BULLYING POLICY**

#### **INTRODUCTION AND STATEMENT OF PURPOSE**

At RCDS, we are all expected to be Kind, Honest, Responsible, and Respectful. We seek to inculcate these values in all our students and to create a culture that ensures physical and emotional safety for all. Students are expected to behave intelligently and with sensitivity and to conduct themselves honestly and respectfully whether on or off campus. We care deeply about the emotional health of our students and seek to teach them to be creative and courageous problem solvers.

We take a strong stand against harassment, intimidation, or bullying of any kind. We expect that every student will treat every other student and adult with absolute respect. We include in this category respect for the school traditions, property, and policies. The Rumson Country Day School will promptly investigate any report of harassment, intimidation, or bullying. Action will be taken against those who are responsible for acts of harassment, intimidation, or bullying once the School has effectively classified the event under the tenets of this policy. When our core values are violated, counseling practices and/or disciplinary consequences (including dismissal in severe cases), aimed at teaching the correct behavior, will be invoked.



## **DEFINITION OF HARASSMENT, INTIMIDATION, AND BULLYING**

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, socio-economic status, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, or on a school bus and that:

- a. a reasonable student (or adult) should know, under the circumstances, will have the effect of harming a student or damaging a student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- b. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school;
- c. creates a hostile educational environment at school for the student;
- d. infringes on the rights of the student at school by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

## **PROHIBITION AGAINST HARASSMENT, INTIMIDATION and BULLYING**

The School will not tolerate any form of harassment, intimidation, or bullying, including cyber-bullying, by its students, staff, or any other individual in the educational environment. Harassment, intimidation, and bullying is prohibited (i) on School grounds, property immediately adjacent to School grounds, at a School-sponsored or School-related activity, function or program whether on or off School grounds, at a School bus stop, on a School bus or other vehicle owned, leased, or used by the School, or through the use of technology or an electronic device owned, leased or used by the School and (ii) at a location, activity, function or program that is not School-related, or through the use of technology or an electronic device that is not owned, leased or used by the School, if the harassment, intimidation, or bullying creates a hostile environment at the School for the victim, infringes on the rights of the victim at the School, or materially and substantially disrupts the educational process or the orderly operation of the school.

This prohibition against harassment, intimidation, or bullying shall apply to all  
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School administrators, teachers, staff and students as well as all parents, vendors, and other visitors to the School or who are present at School activities. However, claims against these non-students will generally be handled in accordance with the School's Unlawful Harassment Policy.

## **PROHIBITION AGAINST RETALIATION**

The School also prohibits retaliation against any person who reports harassment, intimidation, or bullying as well as those who provide information during an investigation into allegations of harassment, intimidation or bullying. "Retaliation" means any form of intimidation, reprisal, or harassment directed against any such person.

## **REPORTING INCIDENTS OF HARASSMENT, INTIMIDATION, BULLYING OR RETALIATION**

**Students:** Any student who feels that he or she or any other student has been the victim of an action of harassment, intimidation, bullying or retaliation is strongly encouraged to report the matter promptly to a member of the faculty, administration, or any other staff to whom they would feel comfortable making the report. Student reports may be made anonymously, although the School is prohibited from taking any disciplinary action against the accused solely on the basis of an anonymous report, and an anonymous report may impede the School's ability to engage a thorough investigation into allegations in the report.

**Parents/Guardians:** Any parent or guardian who feels that any student has been the victim of an action of harassment, intimidation, bullying or retaliation is strongly encouraged to report the matter promptly to a member of the faculty or administration. Such reports may be made anonymously, although the School is prohibited from taking any disciplinary action against a student solely on the basis of an anonymous report and such anonymity report may impede the School's ability to engage a thorough investigation into allegations in the report.

**Faculty and Staff:** All administrators, teachers, and staff – every person who is employed by the School in any capacity – must immediately report any single incident or alleged incident of harassment, intimidation, bullying or retaliation that the person has witnessed or otherwise become aware of to the Dean of Students and relevant Division Head.

**The Rumson Country Day School will fully comply with all reporting requirements in the event of any suspected incidents of child abuse or neglect. See the CHILD ABUSE AND NEGLECT REPORTING POLICY set forth**

**elsewhere in this Handbook for further information about the School's responsibility to make a report to the appropriate authorities in these circumstances.**

## **RESPONDING TO REPORTS OF HARASSMENT, INTIMIDATION, BULLYING OR RETALIATION**

Upon receiving a report of harassment, intimidation, bullying, or retaliation of a student, the teacher and the Dean of Students or his/her designee will promptly conduct an investigation. The School reserves the right to secure the services of a third-party investigator to investigate allegations of harassment, intimidation, bullying or retaliation, or to notify the local authorities if warranted or required by law.

### **NOTIFICATION AND RESPONSE**

Following interviews and any other investigation undertaken, as the School deems appropriate, the Dean of Students or the third-party investigator will determine whether and to what extent the allegation of harassment, intimidation, bullying, or retaliation has been substantiated.

#### **Notification:**

If the investigation results in a finding that harassment, intimidation, bullying, or retaliation has occurred, the School will take the following actions:

1. Notify the parents or guardians of the victim and, to the extent consistent with state and federal law, notify them of any action taken to prevent any further acts of harassment, intimidation, bullying, or retaliation.
2. Notify the parents or guardians of the alleged perpetrator(s).
3. Set up appropriate consequences for the perpetrator(s).
4. Assess the victim's need for protection and take appropriate steps as necessary to restore a sense of safety for that student.

#### **Response:**

If the investigation results in a finding that a student has engaged in harassment, intimidation, bullying or retaliation of another student, or that any other school rule has been violated, the Dean of Students and/or the Head of the Upper School, the Head of the Lower School, or the Head of School, as appropriate, will determine

what disciplinary action and/or other remedial action is appropriate and how it will be implemented. When necessary, the following steps may be taken:

1. In consultation with the School's counseling staff, refer perpetrators, victims and family members of such students for counseling or other services as appropriate.
2. Take appropriate disciplinary action, which may include any form of discipline that the School imposes for other violations of its rules and policies, up to and including immediate out-of-school suspension or dismissal. It is important to note that stricter standards of behavior may apply under The Rumson Country Day School rules of conduct in order that we may prevent inappropriate verbal and/or physical conduct before a student has been subjected to harassment, intimidation, bullying or retaliation as it is defined under current New Jersey law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act, or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined under the law.
3. Our School reserves the right to take appropriate disciplinary action against students whose behavior occurred outside the school environment if the School determines that the behavior creates a hostile environment at the School for the victim, infringes on the rights of the victim at the School, or materially and substantially disrupts the educational process or the orderly operation of the school. (Using technology in the home is not a defense to violating of school rules.)
4. Because we believe that it is our responsibility to teach rather than to punish, various and differing strategies may be employed by the school to address on-going behavior that does not meet our standards. The Dean of Students and/or the Head of the Lower School or the Head of the Upper School may make psychotherapy a requirement for returning to school, or other community resources may be called upon. In every case, we expect that parents will be constructive collaborators in our endeavor to bring out the best in our students. It is possible that a student may not be able to meet the school's standards of behavior after a great deal of help; in such a case, the school reserves the right to ask the student to leave. In

such a case, the family will not be entitled to any deduction, refund, or rebate of any tuition or fee.

5. For all reports of student harassment, intimidation, bullying or retaliation, the Dean of Students will keep a file of the report, the investigation, and any steps taken in response to a finding of bullying or retaliation.

### **CALENDAR**

A hard copy school-year calendar is distributed to all families in a summer mailing. Additional copies may be obtained at the Main Office. An updated calendar is also available on the school web site: [www.rcds.org](http://www.rcds.org).

### **CLOSING OF SCHOOL FOR SPECIAL REASONS**

When it becomes necessary to close School because of inclement weather or other emergency conditions, notice will be posted on the School's web site, [www.rcds.org](http://www.rcds.org) and both an email and text will be sent. Whenever possible, this notice will be posted by 6:30 a.m. Notice will also be on the School answering machine 732-842-0527 by 6:30 a.m. The voice mail message at the School will carry the emergency procedure message.

If the School needs to close mid-day, information via texts and emails will be sent to parents notifying them of the early closing.

Please see instructions below regarding opting into text messages from RCDS.

*Due to the large number of our students who reside in the Middletown and Rumson-Fair Haven Regional High School Districts who are transported by bus to and from School, our decision to close or stay open on snowy days may rest with the availability of bus transportation from these districts.*

### **COMMUNICATION WITH OUR SCHOOL**

#### **OPTING IN TO EMERGENCY TEXT MESSAGES FROM RCDS**

In order to receive emergency texts from RCDS, we must have a current, SMS enabled mobile number on file. Please type Y or YES to 675-87 on your mobile phone. Please contact Casey McChesney at [cmcchesney@rcds.org](mailto:cmcchesney@rcds.org) with any questions or to update your information.

Please be sure to update your emergency information should it change, regarding phone numbers, emergency contacts or pick up information.

## TELEPHONE CALLS & MESSAGES

The RCDS telephone number (732-842-0527) covers the entire facility and is open Monday through Friday, from 7:30 a.m. to 3:50 p.m. and on half days from 7:30 a.m. to 12:50 p.m.

**Students should not text, email or call home during the school year without School permission. Parents should not engage in calling, testing or emailing with your student. We appreciate your cooperation. This policy includes, but is not limited to, contacting home for forgotten assignments, musical instruments, sports equipment, or to make play dates.** Students should not contact parents if they feel ill. All students need to see the school nurse if they feel ill and the nurse will contact parents if needed. This is a violation of our AUP and may result in penalties. The School asks that parents respect these rules. Please work with your child to be sure he/she is in the proper attire and prepared for the day with everything he/she will need.

Students may be called to the phone only in cases of real emergency. Only in emergency situations will a message be sent to a student or will a student be pulled from class to speak to a parent. We ask for your cooperation in keeping class disturbances and distractions to a minimum.

If you have a transportation message for a student, call and leave the message early in the day. Messages called in after 2:00 p.m. for students in Beginners – 8th Grade may not be delivered.

We ask that evening and/or weekend calls to faculty be made only in the case of an emergency.

## RCDS COMMUNICATION HOME

In RCDS's effort to "Go Green" most information and forms from the school will be posted on the school website: <http://www.rcds.org> or parent portal. Information will also be distributed in our weekly e-newsletter Gator Bytes. We are requesting that parents provide the school with a working email address that will accept bulk emails and downloads. If your email changes throughout the year, please let the office know so that we have the correct email for each family. In addition, parents should check the school website and social media for announcements and news.

## **WHEN PARENTS TRAVEL**

On those rare occasions when both parents are away traveling (especially if the child is staying with someone else), it is important that we have (1) the name and phone number of the person with whom the child is staying, (2) an address and/or telephone number where we can reach the parents in case of an emergency, and (3) a document authorizing permission for the child's caregiver to sign all required consents for medical care and/or treatment. This information must be given to the School Office and the Nurse (in writing) for all students, and also to the homeroom teacher for students in Nursery through Fifth Grade.

## **CONFERENCES**

Since communication between home and School is vital, parents are urged to call the School Office at any time to arrange for a conference with the Head of School, any administrator, or any of the teachers. Questions about Upper School academic matters should first be addressed to the particular teacher, then Upper School Head, and then Head of School. In the Lower School, questions should be addressed first to the homeroom teacher, then to the Head of the Lower School, and then to the Head of School. Formal, scheduled conferences are planned during the school year between parents and teachers. Please check your school calendar for the dates.

## **DISABILITIES**

### **POLICY FOR STUDENTS WITH DISABILITIES**

Rumson Country Day School's Policy for Students with Disabilities is aimed at providing, where reasonable, accommodation for students with disabilities to enable them to participate in our educational curriculum.

### **ACCOMMODATIONS FOR DISABLED STUDENTS PROVIDED BY THE RUMSON COUNTRY DAY SCHOOL**

It is our goal to help each student to achieve in our academic program, and we therefore provide a variety of academic and emotional support strategies as well as some specific accommodations. If a student is eligible for accommodations, parents will receive a Student Service Plan at the beginning of the school year or when his/her needs are determined.

Set forth below are some of the specific accommodations offered by The Rumson Country Day School for students with verified disabilities. Such modifications may be made by the Director of Student Services, in consultation as appropriate with the student's parents/guardians and the student's medical treaters, the Rumson Country Day School's staff psychologist, physician and/or nurse, and other individuals who may provide assistance in identifying what, if any, reasonable accommodation can be made. The Rumson Country Day School reserves the right to make the final determination of which of these accommodations is/are reasonable and appropriate on a case-by-case basis:

- Extended time for standardized tests. Extended time is defined as no more than double the time allotted to non-learning-disabled students.
- Extended time for Mid-Year Examinations and Final Examinations. Extended time is defined as no more than double the time allotted to non-learning-disabled students.
- Alternative testing locations for standardized tests, Mid-Year Examinations, and Final Examinations.
- Preferential in-class seating arrangements.
- Exemption from taking world language (French or Spanish) for a student in fifth, sixth, seventh, and eighth grades.
- Use of a laptop or iPad for appropriate academic work during the school day.
- Use of a laptop or iPad for appropriate sections of tests, Mid-Year Examinations, and Final Examinations.
- Other accommodations as mutually agreed upon by the School and family.

## **ELIGIBILITY FOR ACCOMMODATIONS**

The ultimate decision to undertake any modifications to regular school practice will be made by the Division Head in consultation with The Rumson Country Day School's staff psychologist, our Director of Student Services, physician, school nurse and/or Head of School, the students' parents/guardians, and the students' medical treaters, and will be undertaken only when reasonable accommodation is possible. The Rumson Country Day School reserves the right to make the final determination of which accommodations are reasonable and appropriate on a case-by-case basis.

To offer the best advice possible on the student's behalf vis-à-vis the RCDS program, the school psychologist, the Director of Student Services, physician or nurse must have evaluated the student. Therefore, **we require that the consulting RCDS staff psychologist, the Director of Student Services, physician or school nurse conduct a complete evaluation of any student requesting accommodations.** Furthermore, the **RCDS consulting staff psychologist, our Director of Student Services, physician or school nurse must receive updated**



**evaluations every three years to ascertain the continued need for accommodations.**

Some parents may also wish to seek an independent educational, medical and/or psychological examination for their child. In that case, the parents must provide the School with a copy of any such report. **The presence of such a report is not a substitute for a complete evaluation or review of the student by the RCDS consulting staff psychologist, our Director of Student Services, physician, or school nurse.**

Any and all reports of psychological or medical examinations of any student will remain confidential between the School and the parents of that student. At the beginning of each school year, the Director of Student Services, the school psychologist, physician or school nurse will make available to each student's teachers only that information on the student that is necessary for the teacher to implement any approved accommodations and address the student's educational needs.

## **PROGRAM LIMITATIONS**

The Rumson Country Day School is able to develop strategies to assist students with diagnosed disabilities, mild learning differences and attention deficits. Factors which can make RCDS an appropriate setting for a student with disabilities, mild learning differences or attention deficits include the structure offered by our school program, our clearly stated expectations and consistent consequences, and our ability to address individual academic and behavioral needs. **The expectations – academic and otherwise – for all students increase over time, particularly in the Upper School. A student's failure or inability to meet these demands may affect the student's self-esteem and emotional well-being. In light of these factors, the School will encourage parents to evaluate periodically the appropriateness and the quality of the match between the child and The Rumson Country Day School's program in meeting the student's needs.** It is imperative that parents make such evaluations considering only their child's educational abilities and needs, without regard to outside factors.

## **MEDICATIONS**

It is not unusual for students with attention and/or behavioral difficulties to receive medication as part of their treatment. Please refer to the Health Services Section for information about medications taken at home or in School.

## JAYNE S. CARMODY SCHOOL (JSCS)

Begun here at RCDS in 2007, this unique program serves children of average to superior intelligence who have been professionally diagnosed as having a learning difference. These students are able to thrive in many of their RCDS classes, but they need a different kind of instruction in their core academic subjects. During these classes, each JSCS student has a flexible, individualized program that is taught by experienced professionals including reading and math specialists, speech therapist, occupational therapist, individually or in very small groups. Interested families should contact Natalie Diehl, Director of Student Services.

### FUNDRAISING INITIATIVES AT RCDS

Annual Giving is a tradition at The Rumson Country Day School and the single-most important and impactful fundraising opportunity of the year. It is a critical part of the financial model of independent schools like RCDS, bridging the gap between tuition and the true cost of a child's education.

RCDS' Development Office coordinates **Annual Giving**, which includes a parent-to-parent calling effort to raise funds to help support RCDS' annual operating budget. Each tax-deductible dollar donated to Annual Giving goes immediately into the School's budget and works for the students, faculty, and programs at RCDS. The Rumson Country Day School asks for 100% of families to participate in Annual Giving.

RCDS' Parent Council also interfaces with the School through the Development Office. Parent Council coordinates a host of events throughout the year and funds raised through these events go directly to the School. Key Parent Council-led initiatives include:

- Gator Bash, an evening of friend-raising and fundraising for RCDS, including live and silent auctions. Gator Bash is a great way to get to know fellow parents and to socialize with faculty and staff out of the classroom. Mark your calendars now for May 16, 2020.
- Rummage Sale, RCDS' famous "Whale of a Sale," is a true school-spirited effort involving every family at RCDS. Funds raised through this rummage sale benefit the mission-justified need-based financial aid program at RCDS. Our Annual Rummage Sale will take place on April 25 & 26, 2020.

## **FUNDRAISING POLICY**

RCDS recognizes the need to limit the number and scope of fundraising initiatives, solicitations and appeals in a given year. The Rumson Country Day School has thereby established a school policy requiring any parent, student, teacher, or constituent of RCDS to receive prior approval from the Director of Development before undertaking any such effort within the RCDS community.

RCDS parents should not create any fundraisers for faculty – nor should faculty directly seek funds from parents.

RCDS also reminds parents that the student directory found within this book is created solely for communication for School-related matters among members of the RCDS community. Its use for any other purpose is not authorized. Please feel free to contact Missy Falkenberg, the Director of Development, with any questions.

## **GIFTS**

If a student wishes to give a gift to a teacher or other staff member at holiday time or Teacher/Staff Appreciation Day (in May), he/she may give an appropriate gift to show appreciation. Please note that it is against school policy that RCDS faculty or staff accept any gifts from parents over \$100.

## **HEALTH OFFICE**

The school nurse is Anne G. Kerr, RN. On any question of health, the School accepts the advice of the school physician.

## **ABSENCE**

A parent should call or email the School Nurse before 8:30 a.m. on the day of a child's absence due to ill health or family emergency. Please keep a child with a fever, cold, rash, sore throat, or an intestinal illness at home for 24 hours. In the close environment of school, with many cooperative projects being pursued, bacteria and viruses spread very quickly.

## **ANNUAL PHYSICAL AND EMERGENCY FORMS**

ALL students are required to submit online annual physical and emergency forms. These forms are available to you on our parent portal or on-line from our web-based provider Magnus Health at [magnushealth.com](http://magnushealth.com). All physical exam forms are good for one calendar year from the date of that physical. All requirements must be updated annually and all forms must be returned to Magnus Health via mail or fax by August 15th.

If not performed by private pediatrician, routine eye and hearing screenings are done annually by the School Nurse according to New Jersey State guideline requirements.

### **COMMUNICABLE-INFECTIOUS DISEASE POLICY**

Please notify the School Nurse immediately if a child develops any communicable infectious disease such as chicken pox, conjunctivitis, strep, or flu or head lice. Students will not be permitted to attend class until the risk of contagion to others has passed. A medical clearance from the student's treating physician may be required.

A parent will be notified immediately if a child has head lice so that the child can be removed from the classroom and treatment can be initiated. All eggs must be removed from the child's hair before he/she will be allowed to return to his/her classroom. Therefore, the child must first report to the nurse's office the morning he/she is returning to the classroom.

### **IMMUNIZATIONS**

A copy of The New Jersey Department of Health and Senior Services Minimum Immunization requirement for school attendance in New Jersey, N.J.A.C. 8:57-4, can be found on Anne Kerr's webpage and in the nurse's office.

All students entering Nursery and PreK are required to have a flu shot prior to December 31, 2019.

All students entering 6<sup>th</sup> grade are required to receive both Tdap and meningococcal vaccines prior to the start of the school year.

State law requires that all students submit documented evidence from a physician that your child has received the appropriate immunizations. Please see the Parent Portal and the School Nurse web page for the minimum immunization requirement for school attendance in New Jersey.

### **MEDICATIONS TAKEN AT HOME**

Any daily medication taken at home is confidential information. An informed consent will be obtained in the event that notification of the student's physician, school psychologist, school administrators, or teachers is necessary.

## MEDICATIONS TAKEN IN SCHOOL

In accordance with the New Jersey Department of Education Guidelines for School Health and the Rumson Country Day School Policy on Administering Medications (Policy #5141.21):

**“No prescription or over the counter medication will be administered without a written order from the student’s physician or licensed prescriber and without a written request by parent or guardian for administration”**

All medication must be brought to the Nurse’s Office. No prescription or over-the-counter medication (Tylenol, Advil, cough medication, etc.) will be administered without a **written order from the student’s physician or licensed prescriber and without a written consent by parent or guardian for administration**. All prescription medication must be in a labeled prescription bottle from the pharmacist. (The pharmacist will usually make up a small bottle for the School Nurse upon request.) Administration of all prescription, non-prescription, and/or over-the-counter medications must be accompanied by signed consent on the **Medication Permission Form** from both the doctor and the parent (giving name of drug, child’s full name, reason for giving, date, time, dosage, and any possible side effects.) Medication Permission Forms are available in the Main Office or from the Nurse.

## MEDICATIONS TAKEN ON SCHOOL TRIPS

**All** medications, prescription, and over-the-counter medication should be turned in to the School Nurse **one** day prior to the class trip. A Medication Permission Form must be signed by the physician and parent.

## MEDICAL/DENTAL APPOINTMENTS

Permission for a student to be excused from School for medical appointments must be submitted in writing to the School office before the start of the school day. For children in the Lower School, the office will notify the appropriate teacher of the early dismissal. Because phone calls disrupt classrooms, the office expects Upper School students to arrive in the office at the appropriate dismissal time. All students must sign out at departure. If they return to School, they must sign in at the office before returning to class.

<p><u>WHENEVER POSSIBLE, PLEASE USE HALF DAY</u>  <u>FRIDAY AFTERNOONS FOR MEDICAL</u>  <u>APPOINTMENTS</u></p>
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## **MEDICAL LEAVE POLICY**

If it is necessary for a student to take a medical leave from school, upon that student's return, written documentation showing diagnosis, prognosis and medical clearance, from both the student's physician and his/her parents, must be provided to the school nurse or Division Head upon request. The School reserves the right to request a second medical opinion, at its own cost, before the student is permitted to return to the School. If there is a conflict between the first and the second opinion, a third medical opinion may be required, which shall be the deciding opinion.

## **RESPONDING TO STUDENT THREATS OF SELF-HARM**

Should an accusation be made that a student posed a threat (written, verbal or behavioral) of self-harm, the faculty or staff member observing or receiving this information must immediately notify their Division Head, who in turn will report it to the School Nurse. The "Lifelines External Referral Protocol Flowchart" will be used as a reference to follow best practice procedure.

The student will not be permitted to return to school until the screening assessment has been conducted and the student has been given a letter of clearance to return to school. The parent will be called the next day to check on the status of the referral. In the event the screen assessment recommends ongoing counseling, RCDS will ask for permission to speak with the counseling service/therapist, as an ongoing part of the student's progress while in school. The "Lifelines Student Re-Entry Plan" will be used as reference for the student to return.

## **TREE NUT & PEANUT AWARE**

The Rumson Country Day School is a "Tree Nut & Peanut Aware" School. Our faculty, staff, and parents have accepted the responsibility to make ourselves as aware, and educated as possible, in providing nut free foods.

This applies to our dining room and all foods or snacks that are brought into our School for class parties, class trips and after school sports remain nut free. That includes labels that state, "may have nut cross contamination" or "made in a facility that processes nuts" (please read all labels) whenever possible. As product labels change from time to time please be diligent to read labels each time a food product is brought into the school. **Dunkin Donuts food is not allowed in the school.**

## LEGAL MATTERS

### **SCHOOL'S NEUTRAL ROLE IN CUSTODY MATTERS**

The School will not interfere or become involved with internal family affairs. As an example, the School will maintain strict neutrality in relation to custody disputes or other matrimonial matters involving School parents. The School will, of course, comply with the legal requirements that are provided to the School. To that end, the School asks that any documentation regarding custody be on file at school. Furthermore, the School can only act upon the most recent court documents in its possession.

In cases of joint custody, visitation schedules during the School week must be on file in the Main Office. Please submit a copy of visitation schedule to either Dr. Holodak in the Lower School or Mr. Lamb in the Upper School. In addition, if there is a change in family structure (i.e. separation, divorce), please notify either Dr. Holodak or Mr. Lamb in writing.

### **CHILD ABUSE AND NEGLECT REPORTING POLICY**

The School is committed to the highest standards of care for its students. In addition, under New Jersey law, any person having reasonable cause to believe that a child under the age of 18 has been subjected to abuse or neglect shall immediately make a report to the Division of Child Protection and Permanency (formerly known as the Division of Youth and Family Services and commonly referred to as CP&P or DYFS). Therefore, if an employee of the School suspects that there has been an instance of child abuse or neglect, the employee is obligated to immediately report it to CP&P and the Head of School (or designee). After the report to CP&P is made, the Head of School (or designee) shall be the direct liaison to CP&P, if appropriate.

CP&P accepts reports of suspected abuse or neglect by telephone, in writing, and in person from a variety of sources, including identified sources, anonymous sources, sources that have incomplete information, the child involved and/or his/her relatives. Therefore, we encourage all members of the School's community, including parents and students, to report any suspected child abuse or neglect to the Child Abuse Hotline at 1-877-NJ ABUSE (which is available 24 hours a day, 7 days a week). If at any time you believe that a child is in imminent danger, please do not hesitate to also call 911.

Referrals: In an effort to prevent and intervene in instances of child abuse and

neglect, the School will cooperate with CP&P in the early identification, reporting, and investigation of suspected child abuse cases, whether or not corroborative evidence is available.

### LIBRARY

The Library is open daily during School hours. The Library is also the home for the RCDS aftercare program.

Books may be borrowed for a two-week period. Magazines may be borrowed by students in Grades 3 – 8 for a one-week period.

Students are responsible for returning borrowed books and magazines on time. Overdue items result in a temporary suspension of checkout privileges until the item is returned to the Library. Students receive weekly overdue notices for items that have not been returned on time.

### MEETINGS/SPECIAL EVENTS

“Building Use Forms” are required for **all** equipment, rooms, facilities, and/or grounds (including the library, dining rooms, auditorium, seminar room, music rooms, gymnasiums, offices, playing fields, parking lots, and classrooms) for any event or gathering beyond the regular day-to-day RCDS schedule. Building Use Forms are available in the Main Office **and must be submitted and approved before any such activity can be scheduled or advertised as planned.** These forms must be submitted on a timely basis in order to avoid scheduling conflicts.

**PETS ARE NOT PERMITTED ON THE CAMPUS GROUNDS  
OR IN BUILDINGS.**

### ORIENTATION FOR NEW STUDENTS

#### **EARLY CHILDHOOD – NURSERY/PRE-K STUDENTS**

Orientation for Early Childhood occurs prior to the first week of school and begins with individual meetings with teachers. Following those individual meetings, students will be invited to their classrooms in small groups to help ease the transition into the school year. During these student small groups, parents are invited to meet with Dr. Holodak. Parents will receive a full schedule prior to the start of school.



## **BEGINNERS – GRADE 8**

All Beginners students and all new students in Grades 1-8 are invited to attend New Student Orientation on the Thursday before Labor Day. The students will have a chance to meet their homeroom teachers and familiarize themselves with the building while refreshments for parents are served in Riker Hall.

### **PARENT COUNCIL**

Parent Council is open to all RCDS mothers, fathers, and/or legal guardians. This parent group is led by an Executive Committee and serves the School in a variety of volunteer capacities. Among the many activities coordinated by the Parent Council are: “Art Appreciation”, Book Fair, School Store, Gator Bash, and Rummage Sale. The Parent Council Executive Committee also selects class parents to serve as liaisons between teachers and parents for each grade level.

Please visit the School website for more detailed information about all Parent Council activities or contact Parent Council President, Meghann Marturano, with any questions you may have.

### **PARTIES OUTSIDE OF SCHOOL**

When arranging a party, please consider the feelings of other students in the class. **No invitations should be distributed in School.**

### **PHOTOGRAPHY & IDENTIFICATION GUIDELINES**

RCDS has established the following guidelines regarding photographs and identification of students for internal and external communication programs. The guidelines are intended to protect the privacy and security of all School community members as well as ensure the integrity of the School’s image and positioning in the community.

Photographs and videos of RCDS community members are used in School internal and external communication programs. Identification of students in said photos or videos will not include first and last name unless written permission is given by parent or guardian. Should a parent prefer for no mention or image of a student or students be used for school communication purposes, a media opt-out form may be obtained from Casey McChesney.

External (website, press releases, media interviews, social media)

RCDS’ guidelines regarding identification of students accessible by the general

public is that students will not be identified by first and last name in a photograph without parent or guardian permission. Students may be acknowledged by name without a photograph attached (i.e. news article or quote).

Internal (Gator Bytes – electronic newsletter, bulletin boards)

RCDS may identify students by both name and image in the school newsletter which is distributed solely within the RCDS community and is not publicly available on the school website for the safety and concern for our students.

Internet

RCDS cannot be held responsible for materials (photos and/or video, audio) placed without its knowledge or permission online on a personal website, social media sites (such as via Facebook or YouTube) or other external media like photo sharing sites (such as Shutterfly). As such, **we strongly encourage all RCDS families** to respect the privacy of others and provide NO IDENTIFICATION of any online posting (photos, video, audio).

### **PROHIBITED CONTRABAND POLICY**

The following items are considered contraband items that students are not permitted to bring on the RCDS campus, on school-provided transportation, at any school sponsored events or field trips. Items NOT to be brought to school include:

- Matches/lighters/cigarettes/tobacco products, including e-cigarettes and all vaping devices
- Any drug including marijuana in any form, including edible form
- Drug paraphernalia (pipes, rolling paper, etc.)
- Alcohol, legal or illegal drugs or controlled substances, and other intoxicants (except for lawfully prescribed medications that are deposited with the School Nurse as required by the Medications Taken In School policy)
- Laser pointers
- Pornographic material (according to staff member's judgment)
- Weapons of any kind or facsimile

Any items that are in violation of this policy will be confiscated and disposed of as described in the Search and Inspection Policy, and students possessing such items may be subject to appropriate disciplinary action.

## **PSYCHOLOGIST/LEARNING SPECIALIST**

The School employs a part-time school psychologist to assist teachers, students, and parents. All referrals to the psychologist should be made through the appropriate Division Head in consultation with Natalie Diehl.

## **RCDS WEBSITE**

RCDS has an official website: [www.rcds.org](http://www.rcds.org). The web site will be the source of information about school closings and will also include sports schedules and results, weekly menus, School history, alumni news, and information about past and upcoming activities. The RCDS website is in the public domain, with the exception of the password protected parent portal. Please view the site, and feel free to offer suggestions for other items that may be included. Logins may be needed to view protected notices. Please contact Casey McChesney with any questions regarding the School web site. The website is an important communication tool for our school and we encourage parents to check it every day!

## **RESPECT FOR PERSONAL DIGNITY**

Any member of Rumson Country Day School community will not engage in activities that dishonor the race, gender, sexual orientation/identification, ethnic origin, physical/mental limitations, religion or personal dignity of others. Such activities constitute the highest level of misconduct and will therefore bring serious disciplinary consequences, possibly including suspension or expulsion. Incidents of this nature should first be reported to a teacher, coach, or staff member. Incidents that occur before a group will be handled within that small circle and handled in such a way as to reinforce to the entire group the hurtful and unacceptable nature of the behavior.

As with other types of misconduct, it is very important that students receive adequate counseling regarding the harmful nature of negative stereotyping, sexual harassment, gender bias, demeaning idiomatic expressions, or improper characterization of racial, gender, ethnic, or religious groups. It is the School's intent to inform students, families, and staff – in classrooms, on playing fields, in assemblies, and in all other situations -- of the harm of such actions and the need to condemn them as soon as possible.

## **SEARCH AND INSPECTION POLICY**

- If RCDS has reasonable suspicion to believe that an illegal act or violation of School rules has been committed, is being committed, or is about to be

committed, it is authorized to search the student and his/her personal property, or any School property used by the student, and seize any items deemed injurious or detrimental to the safety, health, and welfare of the students and staff. Likewise, School officials may seize any item the School official believes demonstrates a violation of a law or School rule. Students are prohibited from using or possessing dangerous weapons, firearms, dangerous instruments, and/or hazardous or explosive materials or devices, or other contraband prohibited by the RCDS Contraband Policy.

- Students may use student storage areas for the limited purpose of temporarily keeping items needed for classes and other school activities. Prohibited items will be removed and held by the School. Any items removed during an inspection will be returned to the student, the student's parents or held for the police, as necessary. Students will be disciplined if any prohibited items are found.
- Items held or confiscated by the School will be evaluated for return to the proper owner upon completion of an investigation and/or a disciplinary action. Contraband or unlawful items, the possession of which violate RCDS policy, state law, and/or federal laws, shall not be returned to the student or to any representative of the student; such items shall be turned over to law enforcement officials. The School will dispose of other items left unclaimed after an investigation or disciplinary action. The School may set aside a time period, with reasonable advance notice to students, when all lockers will be inspected for overdue library books and prohibited items.

### **STANDARDIZED TESTING**

As an independent school, RCDS is not required to administer standardized tests in the same way as public schools. The School does, however, use standardized tests to monitor progress of students to nationally normed cohorts, as well as to support programmatic evaluation and curricular decision making. Parents will be notified in advance of any testing and results will be shared in a timely manner. Division Heads and the Director of Curriculum will be available to answer any questions regarding standardized tests.

#### **Comprehensive Testing Program IV – Grades 3 - 8**

The Comprehensive Testing Program (CTP) is published by the Educational Records Bureau (ERB) and is a rigorous assessment for high achieving students

administered each year. It includes areas such as auditory comprehension, reading comprehension, vocabulary, writing, and mathematics. Verbal and quantitative reasoning subtests are part of the CTP beginning in Grade 3. The CTP helps compare content specific, curriculum-based performance to the more conceptual knowledge base found in reasoning tests. At RCDS we have 3rd through 8<sup>th</sup> graders participate each year in November. Results are mailed home to parents.

**NWEA MAP Test (Measures of Academic Progress)** is a personalized assessment that adapts to each student's learning level—precisely measuring progress and growth for each individual student.

The NWEA MAP provides a measurement of students who perform on, above, and below grade level. The MAP is given to Jayne S. Carmody students at the beginning, middle, and end of the school year to measure a student's academic achievement and calculate academic growth.

The MAP Test assessments reveal precisely which academic skills and concepts a student has acquired and what he/she is ready to learn. MAP assessments are grade independent and adapt to each student's instructional level, so that teachers can track a student's achievement and notice trends to help with setting objectives.

#### **Weschler Intelligence Scale for Children (WISC-IV R) – 4<sup>th</sup> Grade**

In the fall of the school year, students work individually with Dr. Joshua Cohen, our consulting psychologist, as he administers the WISC-IV R. Permission slips for this testing will be sent home to parents prior to the administration of the test. Results will be shared with parents during an individually scheduled follow-up conference with Dr. Cohen at his Red Bank office. In addition, test results will be shared with each child's teachers. In addition to Division Heads and the Director of Curriculum, you may also contact the Director of Student Services with questions.

### **STUDENT EMOTIONAL AND PHYSICAL SAFETY**

Each member of the RCDS community bears a responsibility for the reputation of the School. This means that personal conduct, regardless of time and location, is a legitimate concern of the RCDS community.

Student safety has become a nationwide concern. In reaction to incidents of bullying, violence, and substance abuse, responsible schools across the country have adopted policies and educational programs to minimize such incidents on their own campuses. For many years, our school has brought age-appropriate programs into

our classrooms to help all of our students with interpersonal relationships and conflict resolution. These programs, along with our guiding values of Kindness, Honesty, Responsibility, and Respect have served us well, but we still want our parents to know that we are prepared with the following formal policy in case of such an unlikely occurrence. If you feel it is appropriate, you may wish to discuss this policy with your child.

At The Rumson Country Day School we expect each member of our community – faculty, staff, students, and parents--to demonstrate respect for all individuals. Part of the School’s mission is to create a supportive environment for all who study and work here. If, at any time, a parent or guardian feels the need to request the intervention of the School in order to resolve an issue that is related to a student’s emotional and physical safety, please use the following guidelines to address your concerns:

Parents or students may contact the school at any time if they believe a situation of this nature has developed. Parents in the Lower School should notify the homeroom teacher and in the Upper School, parents should contact the advisor or Dean of Students. In response to your communication, the teacher or Dean will discuss the situation with your child. If warranted, the homeroom teacher will discuss the situation with the Head of the Lower School who will contact the parent to report on the situation to date. The advisor and Dean of Students will follow the same procedure in the Upper School. If the problem is still unresolved, the Head of Upper School will speak to the students involved and may present a plan for resolving the problem. If there continues to be a concern, further measures will be taken, and the parents notified.

## **TECHNOLOGY**

### **ACCEPTABLE USE POLICY (“AUP”)**

The RCDS information network puts enormous power at the fingertips of all members of the School community. As such, it also places responsibility on all users of such technology. The purpose of the School’s network and its connection to the internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. Guidelines and rules described in this Acceptable Use Policy (the “AUP”) refer to all computing, electronic or telecommunication devices (including, but not limited to, iPads issued by the School, computers, portable memory storage devices, calculators with interfacing capability, cell/smart phones, digital cameras, tablets, etc.), technology infrastructure, associated peripheral devices, and/or software: 1) owned by, leased by, or on loan to the School; and 2) any computing or telecommunication devices owned by, in the possession of, or being used by the School’s students that are

operated on School grounds or connected to any equipment on School grounds by means of direct connection, telephone line, or other common carrier or any type of connection including hardwire, fiber, infrared and/or wireless.

Whether on-campus or linked from a remote location, anyone using the School's network or devices, or their own personal computer or communication device whether or not it is connected to the School's network, must comply with this AUP and any applicable policies and procedures, as set forth in the Internet Use Policy, the Social Media Policy, and the Parent/Student Handbook. The School reserves the right to take disciplinary action against students for inappropriate use of technology that is related to or has potential impact on the School or the School community, whether it occurs on campus or off campus. In addition to disciplinary action, inappropriate use of technology may lead to permanent or temporary loss of computing privileges at the School and/or using the School's network or devices.

The School may monitor the activity and contents (including e-mail) on the School's network and any School-issued devices, including but not limited to iPads issued to students. School-issued devices and School-issued e-mail accounts, and all e-mails and data stored thereon, are the sole and exclusive property of the School, and may be accessed, viewed, deleted, moved, or printed by the School at any time and in its sole discretion. Thus, students and other individuals have no expectation of privacy in any communications or dates created, sent, received or stored on any School-issued device. Use of the School's iPads, computers and network should be for educational purposes only. All uses of the School-issued devices and network must be consistent with this purpose, as well as with the general policies, guidelines and rules set forth below. Students must remember that use of the School's network and devices is a privilege, not a right. Use of the School's network, devices and personal computer and communication devices should always be legal, ethical and consistent with the School's policies on honesty and integrity, and its general standards for student behavior. Students are not entitled to keep their School-issued e-mail accounts after they graduate or are no longer enrolled at the School.

### **Respect For Privacy, Ownership And Copyright**

- Each student is responsible for all activity on his or her School-issued e-mail account. Only the authorized owner of the account may use individual accounts or passwords, except where specifically authorized by the network supervisor. Students may not share their passwords with anyone. Evidence of security violations should be reported immediately to the Technology Coordinator, Division Head, or Dean of Students.
- Students must recognize that there is no guarantee of privacy associated with their use of School technology resources. Students should not expect

that e-mail, voice mail or other information created or maintained on the School's network or School-issued devices (even those marked "personal" or "confidential") are private, confidential or secure. The School has the right to access and monitor both student-owned and School-owned computers and communication devices connected to the School's network. By accessing the School's system, each student has consented to the School's right to view and/or monitor the School's network and all of its associated accounts.

- The School's network resources, including all telephone and data lines, are the property of the School. Subject to any restrictions imposed by law, the School reserves the right to access, view, monitor and track any information or communication stored on or transmitted over the School's network, on or over equipment that has been used to access the School's network, or School-issued devices, and under certain circumstances, it may be required by law to allow third parties to do so. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, monitoring or misdelivery.
- All students will be held accountable for unattended accounts and for use of their computer or communication device if such equipment is left unattended and/or used by another individual.
- Students must follow all copyright, trademark, patent and other laws governing intellectual property. Piracy and plagiarism are strictly forbidden. No software may be installed, copied or used on School equipment except as authorized by the School. Students must strictly adhere to all software licenses.

### **Respect For School Resources And For Others**

- Students may not modify the configuration or content of software installed on any School technology, including iPads issued to students. Users may not remove network cables, keyboards or any other components unless expressly permitted by the School.
- Students may not access, or try to access, network resources not intended for them.
- Installation of wireless networking equipment is prohibited without consent from the School's Technology Coordinator or Network Administrator.



- Students may store personal files only on their own RCDS issued account and/or Apple id. Any information that a student leaves on a School-owned device may be deleted.
- Network-based chat sessions may be disallowed at the discretion of the School.
- Use of the School's iPads, computers, network and devices for commercial purposes, advertising, or accessing inappropriate sites is strictly prohibited.
- Use of the School's iPads, computers, network and devices must not interfere with nor disrupt the use of others or of connecting networks.

### **Respect For Self And Community**

- Students should not transmit personal contact or other identifying information (phone number, address, photos, etc.) about themselves or others to persons or parties whose identity cannot be verified or transmit personal information without the permission of a parent or teacher.
- The use of School computers, iPads, network or other devices, or other School owned hardware, such as phone lines, or the use of personal computer or communication devices for the transmission or reception of racist, pornographic or other inappropriate material is strictly prohibited.
- Students are prohibited from keeping pornography in any form at the School, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.
- Students may not access the School's network or equipment or communication devices to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and general standards for community behavior at the School.
- Disclosing confidential or proprietary information related to the School, making public remarks that defame or disparage the School, its employees, its students or its interests, or that recklessly disregards or distorts the truth of the matters commented on, is prohibited.
- Students may not alter electronic communications to hide their identity or impersonate another person.
- "Cyber-bullying" is prohibited by the School and the law. Students may not harass other students using electronic communications. Once a report of cyber-bullying has been made to the School, the School has the authority to notify the parent or guardian of the complainant, the alleged

aggressor, and local law enforcement. Students must comply with the School's Harassment, Intimidation and Bullying Policy, as set forth in the Parent/Student Handbook.

- Students are prohibited from being “friends” with, or otherwise directly connected to, any School employee on any social networking site that is not used primarily for educational purposes. If a student is contacted by a School employee via non-School channels for non-educational purposes, the student should immediately notify his or her teacher, faculty advisor, Division Head, or the Head of School.

### **Media Center & iLab**

There are computer labs in Riker Hall and classrooms for students to use during the academic year. All labs are equipped with access to e-mail and the internet. It is expected that the students adhere to the following guidelines while using the computer labs. Any violation of these guidelines will be a violation of the School's AUP and may result in disciplinary consequences.

- No food or beverages are permitted in the computer labs.
- Students must save their work to their Google Drive account, their Apple iCloud account, or a flash drive.
- The volume level on all computers may not be disturbing to other people.

Students failing to comply with the above guidelines may be asked to leave the lab. Abuse of these guidelines may result in disciplinary consequences.

### **School-Issued iPads**

The School offers all Upper and Lower School students the use of School-issued iPads to enhance their educational experience and as a way to continue to be a leader in the pursuit of academic excellence. Students are expected use the iPads with kindness, honesty, responsibility, and respect. In addition to following all of the rules described above, the School requires students to adhere to the following guidelines, which apply at all times, not only while at School.

- The iPads students are given are the School's property. As such, students must treat iPads as they would treat computers and any other equipment in the School. It is student's responsibility to keep his or her iPad safe, and to promptly report any problem they may be experiencing with it. Everything students do on the iPad must be legal, respectful and safe, whether the iPad

is used on or off-campus. Any deviation from this may result in discipline, including loss of iPad privileges.

- Students are responsible for the proper handling and care of their school-issued iPad. Damage such as cracked screens and dented frames necessitate expensive repairs. Students will be charged \$100 for accidental damage to iPads whether or not the iPad was in their possession at the time of damage.
- iPads must stay in their protective cases at all times.
- Defacing of the iPad, including the ID tag, in any way, is prohibited (stickers, markers, etc.).
- Students should make sure to pack their iPad into their bag every day. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad. Even though the iPad is in a sturdy case, be careful about shoving it in with heavy objects in a backpack. Only use a soft cloth to clean the iPad's screen. Do not subject the iPad to extreme heat or cold (do not store in vehicles). The iPad screen is made of glass and therefore is subject to cracking and breaking if misused.
- Students issued iPads must bring them to the School every day, fully charged, unless instructed otherwise. Students are responsible for keeping their iPad battery charged. The iPad will be student's notebook, workspace, writing utensil, and in some cases, their textbook. If students do not bring it to the School, they will suffer the same consequences as if they left their notebooks, writing utensils and textbooks at home. Students will not be allowed to call home during the school day for the iPad to be delivered to them. If an iPad is left at home or is not charged, the student remains responsible for completing all of the coursework.
- To extend battery life, students should always turn off and secure their iPad after their school work is completed.
- When using the iPad at the School, a number of internet sites will be blocked to students. Students are prohibited from using proxies or otherwise avoiding the School's network to get to these blocked sites.
- Preloaded apps on the iPad issued to students may not be deleted. Students may not install apps without permission of a faculty member, Technology Coordinator, Division Head, or Dean of Students. Apps will be managed and updated by the School, as needed.
- Illegal sharing of music and other copyrighted materials is strictly prohibited.
- Students are strictly prohibited from syncing their iPad with any other

device. Doing so may effectively erase all of the content on the iPad.

- Memory space is limited. **Non-educational content is not allowed on the iPads.** Whether content is considered educational is determined in the School's sole discretion.
- Upper School students should install their School e-mail accounts on the School-issued iPad. E-mails on the student's School e-mail account may be reviewed and monitored by the School, at any time.
- Students are responsible for any accounts and password they create on their iPad. Do not share passwords with other students and never use another student's password for any reason.
- Items deleted from the iPad cannot be 'undeleted', so backing up work is very important. Work completed on the iPad should be saved to the cloud. Items may also be e-mailed to the student's School e-mail account then saved to a flash drive.
- All forms of social networking and messaging are strictly prohibited on the iPad, except under the direction and supervision of a faculty member as part of the course curriculum.
- The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep their iPad safe and secure. If the iPad is lost, stolen, or damaged, a faculty member, Technology Coordinator, Division Head, or Dean of Students should be notified immediately.
- Students are prohibited from using another student's iPad, or lending his or her iPad to another student without permission from a faculty member.
- iPads assigned to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to a faculty or staff member.

The iPad may be subject to monitoring by the School, its employees and vendors. The School's Technology Department will periodically monitor iPad wireless activity. If any of the School's guidelines for the use of technology are violated, the iPad may be remotely locked down, wiped, and/or confiscated. The iPad will have practical internet filtering enabled, but only while the students are using the School's network. No other internet browser may be used other than the one installed on the iPad by the School.

While games related to educational purposes may be permitted applications, the playing of such games is disallowed at the School between 7:45 a.m. and 3:30 p.m., and may be further limited by parents outside of school hours. The first infraction of this rule will typically result in a detention. The second infraction of this rule

will typically result in the student's iPad being cleaned of all games and the student will be prohibited from installing any games on the iPad after this. The third infraction will typically result in the student being prohibited from downloading any apps. The iPad will be deauthorized from the student's Apple id account, and the student will use only the School account to download apps. Reauthorization is in the sole discretion of the School.

All iPads remain the property of the School unless otherwise agreed to by the parents and the School. All applications (apps), files and documents stored on the iPads are also the property of the School. Electronic communications on the School's network and on the School-issued iPads are not private. The School reserves the right to confiscate and search a student's iPad to ensure compliance with the School's technology and other policies. Students in violation of the School's policies may be subject to: disciplinary action, confiscation, and/or removal of content from the iPad. In the event of confiscation due to a violation of the School's policies, completion of all class work remains the responsibility of the student.

### **Parental Supervision**

Parents are strongly encouraged to supervise the use of the iPads, internet and other technology by students outside of school hours. It is strongly suggested that students should not be allowed to keep or use school-issued iPads in their rooms after bedtime. We recommend that the School-issued iPads be charged nightly at a central location in the home. The Bluetooth keyboard, if any, will need to be charged about once per month. While there will be some level of internet filtering in place on the iPad when students use the School's network, students do not always understand the dangers of sharing personal information on the internet through social networking websites, chat rooms, blogs, and e-mail, and their home internet activities should be monitored. Students may be subject to disciplinary action for misconduct on social networking websites and other computer-related activities if such activities affect the School or the School's community, whether they occur on or off-campus.

### **Reporting Violations**

Students are expected to assist in the enforcement of this policy. If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another community member's use of technology, the student should immediately report his or her, suspicions, feelings and/or observations to his or her teacher, faculty advisor, Division Head, Dean of Students, or the Head of School.

### **Cell Phones And Other Communication Devices**

Use of personal cell phones, laptops, tablets and other personal communication devices is not permitted in the School by students at any time. If a student has a

reason to bring a phone to school, it must be turned off and stored in the student's locker for the duration of the school day. The School is not responsible for the loss, damage, or theft of any communication devices brought to the School by students. If a student uses such devices during School hours or at School functions without permission, the School may confiscate such devices. To the extent permitted by law, the School reserves the right to review the contents and communications of any personal devices brought by students to the School.

Any surreptitious audio or video recording, or the taking of any photographic images without the consent of all personas involved is strictly prohibited. This includes both school issued or personal devices.

### **Sanctions And Discipline**

Students found to be in violation of this policy are subject to discipline, including, but not limited to, the loss of the iPad and/or technology privileges, probation, and even dismissal from the School. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the School may initiate or assist in the prosecution of any such violations to the fullest extent of the law.

## **INTERNET USE POLICY**

RCDS offers internet access to its students as a valuable, diverse, and unique source of instructional materials. The internet provides access to curricular and other educational materials, and experience in searching for, finding, evaluating, and using information delivered electronically. The proper operation of the School's network relies, in part, upon the proper conduct of the end users who must adhere to strict guidelines. The School's policy represents a good faith effort to support the effective use of the internet for educational purposes, promote the safe, efficient, ethical, responsible, and legal use of the internet, and protect students against potential dangers in their use of the internet.

Below are guidelines the School expects all of its students to follow when using the internet.

### **Internet Access And Filtering**

**Internet Access.** Students may access the internet through the School's network whether using their own or School-issued devices. Resources and the material available on the internet vary in quality and appropriateness. Therefore, the School attempts to limit internet access at the School to resources and materials that may provide educational value to students. As an example, students have access to:

- Electronic mail communication.

- Information and news.
- Public domain software and software of all types.
- Discussion groups on thousands of diverse topics.
- Many university library catalogs, the Library of Congress, government documents, and thousands of databases.

**Filtering.** The School has taken precautions to restrict access to a variety of inappropriate materials on its network. The School's network and internet access has not been established as a public access service or a public forum, and the School reserves the right to place further restrictions on its use. Such restrictions may be implemented so that the system is used in accordance with its limited educational purpose and in the context of specific learning activities that are directed by a teacher.

### **Internet Use, Terms And Conditions**

Students should have no expectation of privacy when using the School's network. The School may monitor and review a student's online activities, files and records when they are at the School or using the School's network.

**Acceptable Use.** The purpose of using the internet at the School is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use must be in support of education and research and consistent with the educational objectives of the School and in compliance with its policies, including but not limited to the Acceptable Use Policy. Transmission of any material in violation of the School policy or any federal or state law is prohibited. This includes, but is not limited to, threatening or obscene material, or material protected by trade secrets or copyright.

Seventh and eighth grade students who are issued iPads by the School are generally permitted to take them home. **However, their use of such devices at home must be limited to educational purposes unless specifically authorized by the School, permitted by parents, and in compliance with the School's policies.**

**Privileges.** The use of the internet is a privilege, not a right, and inappropriate use of the internet or the School's network may result in discipline and/or permanent or temporary suspension of internet privileges. The School has the right in its sole discretion to decide what constitutes inappropriate use of the internet.

**Network Etiquette.** Students are expected to abide by the generally accepted rules

of network etiquette, including but not limited to the following:

- Do not communicate with strangers. Do not email with or otherwise electronically communicate with strangers over the School's network.
- Do not reveal your address, phone number or other private or personal information regarding yourself, your family members, your classmates or others to anyone on the internet.
- Always use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Be polite. Do not use abusive language when communicating with others.
- Inappropriate or illegal language and/or activities are strictly forbidden when using the School's network.
- Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

**No Warranty.** The School makes no warranties of any kind, either expressed or implied, that the functions or the services provided by the School's network will be error-free or without defect. The School will not be responsible for any damages students may suffer, including but not limited to, loss of data, non-deliveries, miss-deliveries, or interruption of service, or exposure to inappropriate material or people. The School is not responsible for the accuracy or quality of information obtained through its system. The School will not be responsible for financial obligations arising through the unauthorized use of the network. Use of any information obtained via the internet is at students' own risk. Students and their parents will indemnify and hold the School harmless from any losses sustained as the result of misuse of the system by the student.

**Security.** Security on any computer network is a high priority, especially when the system involves many users. If a student feels he or she can identify a security problem on the internet, the student must notify a teacher, network administrator, or technology coordinator. Students should not demonstrate the problem to other users. Attempts to log on to the internet as anyone but the student himself or herself may result in cancellation of user privileges and may result in disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the School's network.

**Vandalism.** Vandalism will result in cancellation of privileges and may result in



disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or other devices or networks. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, changing hardware or software settings, or changing online materials without permission.

**Ownership of Communications/Information.** All communication equipment provided by the School, and all information sent, received, gathered, accessed or stored on its devices or network, belong to the School. This includes all personal communications or other personal materials created, accessed or stored on the School's devices or network. Subject to any restrictions or requirements imposed by the law, the School may inspect and monitor all information created, transferred, stored or accessed using the School's network or created, accessed, transferred or stored on School-issued devices at any time. Therefore, students utilizing the School's network or School-issued devices have no expectation of privacy or ownership in any information stored in, received, accessed or downloaded or sent over these devices/network.

**Sanctions and Discipline.** Each member of the School community bears a responsibility for the reputation of the School. This means that personal conduct, regardless of time and location, is a legitimate concern of the School community. The School reserves the right to take disciplinary action up to and including dismissal against students for inappropriate use of technology that is related to or has potential impact on the School or the School community, whether it occurs on campus or off campus.

## SOCIAL MEDIA POLICY

RCDS understands the desire of students to use social networking websites, Internet bulletin boards, blogs, chat rooms, and other online resources or websites (*e.g.*, Facebook, Snapchat, Twitter, Instagram, Pinterest, Shutterfly, Wikipedia) (collectively referred to herein as "Social Media"). The goal of this policy is to help students use Social Media in a safe way. Whether or not a student chooses to use Social Media is a decision he or she should make in consultation with his or her parents. **However, to the extent that students, parents or members of the School community represent the School to each other and to the wider community, participation in such Social Media should be done responsibly with a mind toward how both the forum where one chooses to participate and the content posted reflect on that person individually and on the School.** Moreover, issues concerning the respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand *before* participating in a Social Media.

With the foregoing in mind, the School encourages students and parents to create an atmosphere of trust and individual accountability when accessing Social Media and the School's network. When accessing or using Social Media for classroom or School use, on School premises or in a way that impacts the School community, students and parents agree to abide by the guidelines set forth in this policy. The School urges all students to comply with these guidelines when using Social Media at all times, even if not directly related to the School. Please read them carefully before using Social Media. Parents are responsible for discussing them with their children.

### **General Guidelines**

**Consult The Parent/Student Handbook.** All behavioral guidelines and existing policies (including but not limited to the Acceptable Use Policy, the Internet Use Policy, and the Media Use After School Policy) apply when students use Social Media in connection with classroom or School activities, on School premises or in a way that impacts the School community.

**Use Good Judgment.** When using Social Media, it is important to exercise good judgment. Think about the type of image you want to convey about yourself, the School or others in our community when posting to Social Media. Remember that what you post may be viewed by the entire world and archived permanently online. Even if you delete something after publishing it, it could be online years later. Additionally, do not assume that if you designate your posts as "private" or for "friends only" that they will not be accessible to the public. Even if your page is "protected," others may still be able to copy your material and place it on other web pages. There are many reports where privacy setting on Social Media did not prevent the public from viewing them.

**Provide Value.** If you choose to use Social Media, use it as an opportunity to connect, communicate, extend learning, and provide value to the School community. Don't be an Internet "troll" by posting or passing along mass email forwards, urban legends, inappropriate stories, videos, photos, and "spam."

**School Ownership Of Posted Material.** By posting a comment or other material to School-sponsored sites, you give the School the irrevocable right and license to exercise all copyright, publicity, and other rights with respect to any content you generate, which includes using your submission for any purpose in any form and on any media.

**Observance Of Copyright And Fair Use Rules.** When posting a comment or other material to School-sponsored sites, respect copyright and fair use guidelines. See <http://www.copyright.gov/fair-use/> for further information. Be sure not to plagiarize and always give credit where it is due. If you are re-posting photos,

videos, poems, music, text, artwork or other copyrightable material, take the extra step of identifying the creator of the materials to the extent reasonably possible.

Be aware that photographs taken by professional photographers typically cannot be scanned and used on the internet without the photographer's express permission – even if they are photos of you and for which you paid. Most photographers will charge extra for “digital rights” to photos.

**Hyperlinking.** When hyperlinking to other sites and media, be sure that the content of the source to which you are hyperlinking is appropriate and consistent with these guidelines.

**Profiles and Identity.** When using Social Media, do not forget your responsibility to the School and the School community to be Kind, Honest, Responsible and Respectful. You should not post photos or information about the School, its students, parents, faculty, or staff, unless you have obtained permission to do so. If you identify yourself as affiliated with the School community, you must ensure that your profile and related content is consistent with the image, purpose and Mission of the School. Also, ensure that your profile and related content is consistent with how you wish to present yourself to your community, including admissions officers from higher education institutions and potential employers.

Be cautious how you setup your profile, bio, avatar, etc. - the same guidelines apply to this information as well as the substantive content you post. When uploading digital pictures or avatars that represent yourself, make sure you select an appropriate image that would not reflect negatively on you, your family or the School. Also remember not to utilize protected images. If creating a podcast, videos, or audio do not record anyone without his or her express consent or awareness.

**Social Bookmarking.** Be aware that others can view the sites that you bookmark, so be sure the substantive content of these sites is consistent with this policy. Be aware of words used to tag or describe the bookmark. Be aware of URL shortening services and verify the landing site they point to before submitting a link as a bookmark. Finally, attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.

**Prohibited Activities.** In posting material on School-sponsored sites, you agree NOT to:

- Post material that the School determines is disparaging, threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.

- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of the School or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by the School.
- Post chain letters or distribute “spam” via the School-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments *or* post comments under multiple names or using another person’s name.

**The School's Rights.** The School reserves the right to do any or all of the following:

- To ban future posts from individuals who violate this Policy.
- To determine in its sole discretion which submissions meet its qualifications for posting and to refuse, remove or edit comments from its sites for any reason, including but not limited to our belief that the comments violate this Policy.
- To notify the appropriate authorities in the event it has reason to believe that any individual is engaging in any unlawful activity through the use of the School's network, sites or devices.
- To impose discipline or sanctions against any individual who violates this Policy, up to and including expulsion.

**Creating and Maintaining Official School Networking Sites.** All “official” School social networking sites must be approved by the Head of School and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School.
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within the School guidelines and is appropriate to the subject matter of the page.

### **Additional Social Media Guidelines For Students**

Students are strongly encouraged to always exercise the utmost caution when participating in any form of Social Media or online communications, both within the School community and beyond. **Students who participate in online interactions through a Social Media must remember that their posts may reflect on the entire School community, and as such, are subject to the same behavioral standards set forth in the School's conduct-related policies, including, but not limited to, its Discipline and Bullying, Harassment, Intimidation policies.** This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in the School should adhere to when using Web tools in the classroom or in any way related to the classroom, School activities or the School community.

- Do not give out any personal information about yourself and others.
- Be fair, accurate, and respectful in what you write about yourself and others. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, admissions officer or a future employer to see. Write about what you know, and make sure you get your facts straight.
- Follow the School's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Do not use commentary that is defamatory, obscene, or libelous.
- Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire document prior to linking to it to ensure that all information is appropriate for a School setting.

- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures, videos, songs, and audio clips may be protected under copyright laws. Verify you have permission to use any images, videos, songs or other clips you plan to use.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher or parent right away.
- Only accept social network invitations from people you know. Utilize privacy settings to control access to your network, web pages, profile, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- You should not be “friends” with, or otherwise directly connected to, any School employee on any social networking site that is not used primarily for educational purposes. If a student is contacted by a School employee via non-School channels for non-educational purposes, the student should immediately notify his or her advisor.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, social security numbers, phone numbers, addresses, exact birthdates, credit or debit card numbers, or pictures with people you do not know or on unsecured sites.
- Make sure your privacy settings are set to the highest level of security. You should keep your passwords secure and never share passwords with others. If someone tampers with your blog, e-mail, or social networking account even without you knowing about it, you could be held accountable for it.

- To protect the privacy of the School's students and employees, you may not take photographs or create video recordings of the School community members either on campus or at off-campus School events without permission.
- Cyber-bullying is prohibited at the School. Students should not use Social Media sites to publish disparaging or harassing remarks about any member of the School community or athletic or academic contest rivals.
- Students who choose to post editorial content to websites or Social Media must ensure that their submission does not reflect poorly upon the School or the School community.

The School reserves the right to take disciplinary action against students for inappropriate use of Social Media that is related to or has potential impact on the School or the School community, whether it occurs on campus or off campus.

### **Additional Social Media Guidelines For Parents**

Classroom blogs and other social media are powerful tools that open up communication between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on learning. The School encourages parents to participate in such projects when appropriate, but the School requests that parents act responsibly and respectfully at all times, understanding that their conduct reflects on the School community and serves as a model for our students as well.

Teachers will typically notify parents before students begin participating in a project using online social media applications (*e.g.*, blogs, wikis, podcast, discussion forums, etc.).

Parents should adhere to the following guidelines when participating in classroom Social Media:

- Parents will not represent that they are speaking on behalf of the School, unless they have obtained prior written authorization from the Head of School.
- Parents will not attempt to destroy or harm any information posted online through the School's Social Media projects.

- Parents will not use classroom Social Media sites for any illegal activity, including violation of data privacy laws.
- Parents are highly encouraged to read and/or participate in Social Media projects offered by the School.
- Parents should not use or distribute any information that might be deemed confidential, sensitive or personal about other students or other parents at the School or in the School community.
- Parents should not upload or include any information that does not also meet the General Guidelines and Additional Social Media Guidelines For Students in this policy.

### **MEDIA USE AFTER SCHOOL POLICY**

While use of technology can provide students with a valuable and enlightening educational experience, it may also expose students to potential risks. Excessive uses of technology, such as television viewing, playing of video games, texting, messaging, and interacting with friends in virtual settings can result in shorter attention spans, lower reading scores, and lowered sensitivity to violence. Moreover, when students interact with two or more sources of technology at the same time (*e.g.*, texting while watching a television program), that reduces the quality of interaction with each type of media and often results in superficial understanding of the communications.

Since the media landscape is evolving, students must be provided with clear and consistent boundaries to help them make responsible decisions in their use of technology. As much as students will want their privacy, using media of any type is a privilege, and this privilege must be managed. To maximize the learning opportunities through the use of technology while minimizing the potential risks to students, the School strongly encourages parental supervision during their children's use of media after school. Parents are responsible for the internet information selected and/or accessed by their children after school, and encouraged to work closely with their children in selecting material that is consistent with personal family values.

Below are the guidelines that we encourage parents to adhere to when allowing students to access the internet and other technology after school:

- Set clear rules and reasonable guidelines for the use of technology, especially the internet. You may want to have the rules written down and placed near the relevant devices.



- Make sure everyone in the family knows the rules and the consequences of violating them. Impose consequences if rules are violated.
- Be aware of your child's online activities. Know what sites your child is visiting on the internet and who he or she is interacting with online.
- Monitor when, where, what and how much your child interacts with various types of media.
- Know all of your child's usernames, passwords, and other relevant information, and use parental controls whenever possible.
- To the extent possible, keep a log of websites to which you and your child have given personal information, including the site name, the address, the date you gave the information, and the user name and password you and your child used for that website.
- Remind your child not to share personal information or digital pictures of themselves online or via text messages without your permission.
- Require that televisions, computers, mobile devices and other interactive technology be used in high traffic places in your home. Avoid providing television or internet access in a child's bedroom.
- Directly supervise your child's use of collaborative gaming and social networking sites.
- Emphasize your availability when you child is online. Let your child know that you always want to know if something online makes him or her or anyone else uncomfortable. Also, encourage your child to let you know if he or she is concerned about anything another person is doing online.
- If you become worried that your child or another child is in danger, please don't hesitate to contact the authorities, such as your local police department.
- Frequently consider all of the above.

While the School may provide students with technology (such as iPads) that they may take home, parents are required to supervise the students' use of such technology outside of the School. Furthermore, the School reserves the right to take disciplinary action against students for inappropriate use of technology that is

related to or has potential impact on the School or the School community, whether it occurs on campus or off campus.

### **TEMPORARY STUDENT LEAVE POLICY**

If the family of a current student intends to make a temporary move beyond commuting distance to The Rumson Country Day School and wishes to reenroll the student at RCDS upon their return, the student's family must inform the Head of School of its plans in writing and transcripts must be provided from the other school before the reenrollment will be considered.

### **TUITION ASSISTANCE**

The School has a Tuition Assistance Program that provides assistance to families that qualify. The amount of each grant is determined by an annual review by the Tuition Assistance Committee made up of the Director of Admissions, the Admissions Associate, and other senior administration. The Committee considers each family's financial need, as determined by a review of the Financial Aid Application and calculations from FAST, Financial Aid and Student Tuition, a service from I.S.M., Independent School Management, along with income tax return(s) and W-2 earnings forms, for verification purposes.

Any parent who has a question concerning the School's Tuition Assistance Program should contact the Admissions Office.

### **UNIFORMS FOR BEGINNERS – 8<sup>TH</sup> GRADE**

PLEASE MARK YOUR CHILD'S NAME ON ALL  
ARTICLES OF CLOTHING

Our main interest is a neat appearance at all times, not only in School but also when representing the School. We ask for the full cooperation of the parent body in assisting the administration and faculty in the enforcement of this dress code. Students should be dressed appropriately to foster participation in all school activities. Clothing should be modest and non-intrusive. We require traditional hairstyles for both boys and girls.

Please refer to the Nursery/Pre-K portion of the Handbook for clothing requirements.

## OUR UNIFORM VENDORS ARE:

**Corey Company**

www.coreyuniform.com – Code **RCDS99** – Phone – 718-967-1388

**Lands' End**

www.landsend.com/school - Code – **9000-8558-0** – Phone – 1-800-469-2222

- All clothing except slacks, socks, shoes, and blazer must carry the **RCDS logo**. Pants should be in the style of the Lands End khakis that have traditionally been part of the uniform. The RCDS logo is no longer required on the uniform pants. While this does make it possible to purchase pants from different manufacturers, please use the pictures available on the Lands End website as your guide. Appropriate pants are still available for purchase from Lands End.
- A traditional leather dress shoe is required. Shoes may be brown, black, blue, or gray. Boat shoes with laces are permitted. Shoes should be no higher than the ankle. No boots, no sneakers, or other athletic looking shoes are permitted. NONE of the following are permitted:
  - shoes with heels over 1 ½ inches
  - platform shoes
  - backless or open-toed shoes
  - sneakers or other athletic look shoes
  - boots
  - sandals
- For boys, socks must be solid-colored navy blue, forest green, white, gray or black. Socks may not have designs or logos with the exception of RCDS socks. Socks must be worn.
- For girls, leggings, tights, knee-socks, or socks must be navy blue, forest green, white, gray or black. Socks may not have designs or logos with the exception of RCDS socks. Ankle socks must come up at least 3 inches above the ankle bone. (Flesh-colored pantyhose is not allowed.) Socks, tights, etc. must be worn.
- Skirts, jumpers, and skorts must be modest and appropriate in length, approximately 2 inches above the knee.

- No hats, bandannas, or headscarves are permitted unless they serve a religious or medical reason.
- Students in Beginners – 2<sup>nd</sup> grade do not dress in “Formal Uniform”.
- Students in Grades 1 – 4 are required to wear a smock or shirt to Art or Crafts class in order to protect their clothing.
- Jewelry should be small and classic and must not interfere with any school activities and should not be too valuable to lose in school. Only one earring is allowed per ear.
- When wearing a sweater or blazer, shirts must be tucked IN.
- Students in Grades 5-8 who are not in dress code may receive a “general detention”. No student will be allowed to call home for a change of clothes once he/she is in school.

## **BOYS**

### **BEGINNERS – 2<sup>ND</sup> GRADE**

The uniform for boys in Beginners through Grade 2 is uniform shorts or uniform slacks, uniform polo shirts or uniform turtlenecks, and socks (at least 3 inches above the anklebone). A uniform sweater (cardigan, pullover, or vest) may be worn. A traditional leather dress shoe is required. Shoes may be brown, black, blue or gray. Shoes should be no higher than the ankle. No boots, sneakers, or other athletic looking shoes are permitted. Dress shirts, ties, belts, and jackets are not required for boys in B-2.

### **3<sup>RD</sup> – 8<sup>TH</sup> GRADE – Regular Uniform**

1. The RCDS school uniform for boys in grades 3-8 consists of a uniform slacks, uniform blazer and/or uniform cardigan, pullover, or sweater vest, uniform button down dress shirt – long or short sleeve, and neatly pressed uniform slacks, a tie, belt, and socks that are at least 3 inches above the anklebone. Dress shirts should be tucked in.
2. Pants should be in the style of the Lands End khakis that have traditionally been part of the uniform. The RCDS logo is no longer required on the uniform pants. While this does make it possible to purchase pants from different manufacturers, please use the pictures available on the Lands

End website as your guide. Appropriate pants are still available for purchase from Lands End.

3. A traditional leather dress shoe or boat shoe with laces is required. Shoes may be brown, black, blue or gray. Shoes should be no higher than the ankle. No boots, sneakers, or other athletic looking shoes are permitted. (Boys may choose their own ties, belts, and socks (navy, dark green, gray, or white), as the uniform company does not offer them.)

## **GIRLS**

### **BEGINNERS – 4th GRADE**

The uniform for girls in Beginners through Grade 4 consists of uniform polo shirts or uniform blouses, (short, long or  $\frac{3}{4}$  sleeves). Uniform skirts, uniform jumpers, uniform skorts, or uniform slacks, and uniform ankle socks, knee socks or tights/hose. (Girls in Beginners through Grade 2 may also wear uniform shorts.) Uniform pullover and cardigan sweaters may be worn.

### **5<sup>th</sup> GRADE – 8<sup>TH</sup> GRADE**

The uniform for girls in grades 5-8 consists of polo shirts, turtlenecks, or blouses with skirts or slacks, and optional sweaters, pullover sweaters or sweater vests, all of which must be purchased from either Lands End or Corey Uniform company. Girls must also wear socks, leggings (with socks) or tights with shoes.

### **SPECIAL DRESS DAYS 2019-20:**

Tuesday, September 3: Formal dress for Grades 3-8, (regular uniform for B-2)

Wednesday, September 4 – 26: Warm weather dress for grades 3-8

Friday, September 27: Casual dress\* for Beginners – 8

Tuesday, October 1: Regular uniform begins for grades 3-8

Friday, October 11: Formal dress for grades 3-8 (Grandparents' Day)

Friday, May 1 – June 11: Warm weather dress for grades 3-8

Friday, June 12: Formal dress for grades 3-8

\*Casual dress day is usually scheduled for the first Friday of each month. Please refer to the on-line calendar and Gatorbytes for the official Casual Dress Days after September 27.

### **CASUAL DRESS DAY GUIDELINES:**

If a casual dress day is announced, these guidelines must be followed:

1. Clothing must be modest, clean and not torn or ripped.
2. Midriffs must be covered.
3. Students may wear jeans, leggings, or capris. In the case of tight pants such as leggings, shirts must reach to mid-thigh. In warm weather, the school will let parents know if shorts are allowed. Shorts must be no more than 3 inches above the knee. There should be no writing on pants.
4. Leggings made of both synthetics and cotton are permitted with sold fabric throughout. There can be no cut outs or see through fabric. Design can range from any school appropriate pattern to solid color. Logos must be small and indiscrete.
5. Sweatpants are not allowed.
6. Shirts must have sleeves; writing (if any) on t-shirts must contain no references to drugs, alcohol, sex or any inappropriate language.
7. Shirt length must be at least two inches below the waistband of any pant or legging, and when arms are lifted in the air, no skin should be shown.
8. Footwear must be safe and appropriate, and cover both heels and toes.
9. Sneakers may be worn.

#### **FORMAL DRESS GUIDELINES:**

**Although students in Beginners – 2<sup>nd</sup> grade do not wear a formal uniform they do need to wear regular uniform on formal dress days.**

#### **3<sup>RD</sup> – 8<sup>TH</sup> GRADE – Formal Uniform**

- Boys must have their usual uniform with blazers and white shirts. (No sweaters) Tie of their choice. Black or brown leather shoe.
- Girls must a white blouse or polo shirt, plaid skirt, navy blue knee-socks, and a black or brown leather shoe.

#### **WARM WEATHER DRESS for 3<sup>rd</sup> – 8<sup>th</sup> GRADES**

Students in Grades 3 - 8 may wear warm weather dress from Wednesday, September 4 through Thursday, September 26. (Friday, September 27 is a casual dress day.) Warm weather dress begins again on May 1 and continues to the end of the School year except for Class Day, June 14 which is a formal dress day.

- Shorts - Shorts must follow the color and style of our regular dress code, i.e. traditional khaki or navy blue shorts. Colored shorts, cargo and similar

outdoor wear shorts are not acceptable. Shorts are not required to have the RCDS logo. Shorts must be modest in length and ride on the hips. For all students, they should fall approximately two inches above the knee. Shorts should not extend below the knee or expose the midriff. All students should wear belts with their shorts. Shorts may be worn only in September, October, May and June.

- Polo shirts with the school logo should be worn with the shorts. Polos should be appropriate in length: neither too long or too short that the midriff is exposed. Dress shirts are not acceptable with shorts.
- Shoes & Socks - Students should follow the same guidelines as the regular dress code. Boat shoes, such as Sperry Topsiders are recommended. Sneakers are not allowed. Socks must be worn. They must be solid in color without excessive designs. Ankle socks are acceptable.

PLEASE MARK YOUR CHILD'S NAME ON ALL  
ARTICLES OF CLOTHING

**PHYSICAL EDUCATION CLOTHING AND DRESS CODE:**

**Beginners – 2nd Grade:** We have no athletic locker facilities for these students, and the children in these grades are not required to have a school uniform for physical education classes. We do recommend, however, that all of the children keep a pair of sneakers, a sweat suit, shorts and extra socks in their lockers for use on the playing fields or in the gym. (No slip-on sneakers are permitted, as they fly off their feet when they are running or kicking a ball.) A suitable place to change will be provided.

**3<sup>rd</sup> – 8<sup>th</sup> Grades:** There is a required gym uniform. The uniform, consisting of a T-shirt, shorts, sweat shirt and sweat pants is included in your tuition. Any replacement or additional gym clothes needed throughout the school year will be billed to you by the school. All students are required to have sneakers and white athletic socks.

We ask that parents help us and make sure that the gym clothing is laundered on a regular basis.

**PLEASE MARK YOUR CHILD'S NAME ON ALL ARTICLES OF  
ATHLETIC CLOTHING. WE ALSO ASK THAT ATHLETIC  
CLOTHING BE LAUNDERED AT HOME ON A WEEKLY BASIS.**

## VISITORS TO THE SCHOOL

The Rumson Country Day School is committed to providing a safe and supportive environment for our students, faculty, staff, and administration. To this end, we ask that all families and visitors to the school comply with this policy.

### **Definition of “Visitor”**

A visitor is defined as any person who is not a student or employee of the Rumson Country Day School. This includes but is not limited to parents or relatives of students, former students and employees, volunteers, spouses of employees, prospective families, vendors, and contractors.

**Normal Business Hours:** Monday-Friday: 7:30 am – 3:50 pm  
Half Day: 7:30 am – 12:50 pm

**Parents:** Parents are an integral and valued part of the Rumson Country Day School community and are welcome on our campus. However, the safety of our students is of paramount importance. Accordingly, prior to entry into the School, parents must be prepared to present photo identification and submit to their names being searched in a national sex offender database every time they enter the buildings.

**Parents Visiting School During Normal Business Hours:** Please enter the building at 35 Bellevue Avenue. Once parents are granted permission to enter the building, they will be provided a parent badge. Parents must then advise the Main Office of the purpose of their visit. Upon departure, parents must return their badges to the Security Desk and exit through the lobby at 35 Bellevue. Unless otherwise notified by the administration for a specific event, parents must enter and exit through the lobby at 35 Bellevue Avenue. (Of course, this does not apply in a fire drill or other comparable emergency.)

### **Parents Entering the Big School from 5pm - 6pm:**

Please enter through the Riker Hall entrance and stop at the Security Desk in the Skirkanich Commons.

### **Other Visitors:**

All other visitors must enter the building at 35 Bellevue Avenue. Prior to entry into the School, all visitors must present photo identification and submit to their names being searched in a national sex offender database every time they enter the



buildings. After the purpose of his/her visit has been verified and permission to enter the building is granted, visitors must advise the Main Office of their visit. Upon departure, all visitors must return their badges to the Security Desk and exit through the lobby at 35 Bellevue Avenue. Unless otherwise notified for a specific event, visitors must enter and exit through the lobby at 35 Bellevue Avenue. (Of course, this does not apply in a fire drill or other comparable emergency.)

**Policy During After-Hours Events and Other Special Events:**

Visitors to the campus and/or buildings for after hour events and special events should proceed to enter the school and/or sign in as directed by the administration. As always, visitors should be prepared to provide formal identification.

*All visitors, including parents, should be reminded that this policy is for the safety of our students, faculty, staff, and administration, as well as their own safety. Any questions regarding this policy should be directed to the Head of School or the Director of Security. RCDS reserves the right to change this policy without notice at any time.*

# Handbook for Early Childhood Families

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## ACADEMIC GROUPING

In the Nursery and PreK, students are grouped heterogeneously.

### ATTENDANCE

Regular attendance is one of the most important factors for consistent academic progress and achievement. **(It is essential for parents and students to recognize that much more occurs in class than simply learning how to do an assignment.)** Any student missing a day of school will be recorded absent. The School relies upon parents to see that unnecessary absences are avoided and that requests for special excuses are kept to a minimum. **(Our School calendar allows for a generous number of vacation days each year; yet, increasing numbers of students are absent on the days immediately before and immediately after those scheduled vacations. We want to prevent our students from losing school days to “mini-vacations” and extra trips of all kinds that are not school-related, as these practices tend to place unfair burdens on faculty members and students alike and to cause long-term problems.)**

A parent should call the School Office on the day of a child’s absence due to ill health or family emergency.

### CLOTHING

PLEASE MARK YOUR CHILD’S NAME ON ALL ARTICLES OF CLOTHING

Our main interest is a neat appearance at all times, not only in School but also when representing the School. We ask for the full cooperation of the parent body in assisting the administration and faculty in the enforcement of the following dress code.

1. Neat serviceable clothing.
2. No jewelry.
3. No open-toe shoes or shoes without backs (including “Crocs”). Socks or tights must be worn. Sneakers may be worn.
4. Students must have a change of clothes available in their cubbies on a regular basis.

### **DISCIPLINE**

Serious incidents of misbehavior in the Pre-School are handled on an individual basis.

Student breaches of School rules are generally handled on the spot by the teacher present. If the situation is serious, the matter is referred to the Head of the Lower School, Dr. Nancy Holodak, and appropriate action is taken. Should the problem persist, the School may ask the parents of the student to come to the School to discuss the matter. In all matters of discipline, the School believes it should respond positively and understandingly, yet firmly. We believe it is a privilege to attend RCDS, and personal growth as well as academic achievement is a major goal of all students. **We expect parents to support the School in matters of discipline.**

If at any time, in the opinion of the Head of School, a child’s enrollment is deemed detrimental to the health, safety, or progress of that child or other pupils, that child may be dismissed. Such dismissal shall not entitle the family to any deduction, refund, or rebate of any tuition or fee charged.

### **FOOD**

Children attending the full-day Nursery/Pre-Kindergarten bring their own lunches to school on Monday through Thursday. These lunches must be nut-free and ready to eat; it is not possible for them to be reheated at school.

### **REPORT CARDS**

Students in Nursery and Pre-Kindergarten receive three narrative reports per year.

### **SUPPLIES**

The tuition fee includes books and supplies.

# Handbook for Families of Students in Beginners – Grade 4

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## ACADEMIC GROUPING

Students in Beginners – Grade 4 are grouped heterogeneously.

## ATTENDANCE

Regular attendance is one of the most important factors for consistent academic progress and achievement. **(It is essential for parents and students to recognize that much more occurs in class than simply learning how to do an assignment.)** Any student missing a day of school will be recorded absent. The School relies upon parents to see that unnecessary absences are avoided and that requests for special excuses are kept to a minimum.

**Our School calendar allows for a generous number of vacation days each year; yet, increasing numbers of students are absent on the days immediately before and immediately after those scheduled vacations. We want to prevent our students from losing school days to “mini-vacations” and extra trips of all kinds that are not school-related, as these practices tend to place unfair burdens on faculty members and students alike and to cause long-term problems.** Because the School takes this situation seriously, the following policy is in effect:

1. A parent should call the School Office before 8:30 a.m. on the day of a child’s absence due to ill health or family emergency.

2. For the safety of all students, the School MUST know at all times which students are present. If a student arrives at school after 8:10 a.m., he/she MUST sign in with one of the secretaries in the Office immediately upon his/her arrival. A student who misses two periods on a given school day will be marked absent for that day.
3. If approval is received from the Head of School and notification is given far enough in advance (preferably 1 week), teachers will provide students with their best estimation of what topics will be covered during the student's absence. The teachers will also provide the student with any assignments that are available at the time of the request. Teachers pace their classes based on the students' responses. The longer the absence, the less sure the teacher will be of what the class will cover. **During a non-illness-related absence, teachers will not provide tests, quizzes, or updates regarding assignments. Students absent for more than two days for non-illness reasons will be responsible for learning the given topics during their absence. Upon their return to school, such students will be held responsible, as soon as each teacher deems to be fair, for completing their tests, quizzes, class assignments that took place during the absence.**
4. Students who have been absent for one or two days have two days to make up all outstanding work. If a student is absent on the day of a test and has participated in all review for that test, the student must take the test on the day of his/her return. After extended absences (three days or more), other arrangements for makeup homework must be made with the classroom teachers. (Please see below the section entitled "Homework for Absentees" for guidelines about obtaining assignments when a student is absent.)
5. A teacher's extra help time cannot be monopolized by one student. A teacher will give extra help during one session to any student with an excused absence. Any additional help that is needed or any extra help for an unexcused absence must be outside of school hours with that teacher or a tutor.

Accumulating 15 or more absences from a class puts a great burden on the school community. On the 15th absence, excused or unexcused, an evaluative meeting will be arranged between the parents, student, Head of School, Lower School Head, and teachers of that student.

### **DISCIPLINE**

Student breaches of School rules are generally handled on the spot by the teacher present. If the situation persists, students are sent to the Dean of Students and appropriate action is taken. Should the problem be deemed serious, the student will

then be sent to the Head of the Lower School. In all matters of discipline, the School believes it should respond positively and understandingly, yet firmly. We believe it is a privilege to attend RCDS, and personal growth as well as academic achievement is a major goal of all students. **We expect parents to support the School in matters of discipline.**

If at any time, in the opinion of the Head of School, a child's enrollment is deemed detrimental to the health, safety, or progress of that child or other pupils, that child may be dismissed. Such dismissal shall not entitle the family to any deduction, refund, or rebate of any tuition or fee charged.

In the Lower School, disciplinary infractions are handled on an individual basis.

At The Rumson Country Day School we expect each member of our community to demonstrate respect for all individuals. Part of the school's mission is to create a supportive environment for all who study and work here. In an effort to create a supportive environment, certain rules are in place. These rules should be observed both in and out of school. In the event that a violation of rules occurs, the following actions will be taken by the faculty member present:

### **Issues:**

#### **I. Dishonesty:**

- a) **Stealing**- Incident is explored and documented; student is counseled by classroom teacher at age appropriate level.
- b) **Cheating**- Incident is explored and documented; handled internally by teacher and parent and the Dean of Students and Lower School Head are notified. Consequences determined by age and number of instances.

#### **II. Physical Contact:**

- a) **Active fighting or threats of violence**- Incident documented and the offending students documented. Parents of both parties are notified. The Dean of Students and Lower School Head notified. Further action is determined by the Dean of Students and/or the Lower School Head.
- b) **Minor physical disagreement**-Incident documented and the offending students counseled. In the event of a re-occurring incident, parents of both parties and the Dean of Students and the Lower School Head are to be notified. Further action will be

determined by the Dean of Students and/or the Lower School Head.

### III. **Uniform violations:**

Depending on the severity of the violation, the incident should be documented and the student should be told to correct the violation. If necessary, the parent should be contacted and referred to the rules in the student handbook. If this becomes a re-occurring problem, the Dean of Students and Head of Lower School should be notified, and the parent will be referred to the rules in the student handbook.

### IV. **Inappropriate language:**

- a) **Vulgarity**-Teacher corrects student. If vulgarity becomes a re-occurring problem, the incident will be documented, the parents will be contacted, and notify the Dean of Students and the Lower School Head. Further action will be determined by the teacher and the Dean of Students and/or the Lower School Head.
- b) **Disrespect**- Teacher corrects student. The incident is documented. Parents, the Dean of Students, and Lower School Head are notified. Further action will be determined by teacher, and the Dean of Students and/or Head of Lower School.

### V. **Sensory Tools:**

- a) Any sensory tools used by a student should be done so discreetly and only if approved as a part of the student's service plan.

For a very serious problem, it is possible for a student in grades 2 - 4 to serve a disciplinary detention. (See the DISCIPLINE section in the Upper School Handbook.)

Our rules and regulations are few and simple. They exist to help create a School community in which inquisitiveness and the love of learning abound, and students learn the skills and values necessary for life. We expect the cooperation of students in abiding by the rules of this School community, and we expect the full support and cooperation of the parent body.

## **GRADES**

Students receive standards-based report cards with comments three times a year. Students are assessed using criteria that fit each area of the curriculum.

## **HOMEROOM PLACEMENT**

Class placement is handled differently for various grades in the School. In Beginners through Fourth Grade, the School operates in a homeroom setting with the homeroom teacher responsible for the basic academic subjects. A number of factors are involved in deciding which children will be placed in each of the homeroom classes at each grade level. Some of the factors involved in this process are a proper balance of boys and girls in each homeroom, a similar range of the learning styles of the students in each homeroom, and an equal distribution of new students to each homeroom.

Most importantly, however, we try each year to put together homerooms where compatibility both among the students and with the teacher will exist and thrive during the year. A great deal of thought and effort goes into this process, and the advice of the child's previous teacher is obviously of great importance.

At times, parents with children in Beginners through Fourth Grade will request a particular homeroom placement. We do make note of such requests, but the School's decision is based upon many factors, of which a parent's request is only one. In the final analysis, it is the School that must make such a decision. Be assured that we exercise great care in our decisions about class placement in the homeroom setting of Beginners through Fourth Grade.

The 2019-2020 homeroom assignments for Beginners through Grade 4 will be posted online in mid-August.

## **HOMEWORK**

For some children (and parents), homework may be a new experience. It requires cooperation between the home and the School.

Its purpose is to establish independent work habits, to practice skills, and to develop individual and creative assignments. Homework offers important reinforcement of skills learned during the school day. The teachers endeavor to offer assignments that are purposeful but also respectful of family time and a child's need to rest and/or engage in outside activities.

Homework requires a regular time, a regular place, and no interruptions. Children should be guided toward independent work and should not depend on parents to ensure completion of homework.

Parents often ask how much time their youngsters should spend on homework. Generally speaking, students have 10 minutes per grade level, (e.g. 3<sup>rd</sup> grade is 3 x 10 minutes = 30 minutes). We expect that parents will read with their children



every night.

### **HOMEWORK FOR ABSENTEES**

When a child in Beginners through Fourth Grade is absent, we ask parents to pick up homework and books at the Office after 3:00 p.m. of the afternoon of the day on which the child is absent. The homeroom teacher will gather all materials and send them down to the Office. Should there be any question about them, a call to the homeroom teacher should clarify the situation.

- If a student is absent due to sickness, the student is given at least as much time to make up the work as s/he was out sick. The student needs to communicate with the teacher to make up any missed work.

### **REPORT CARDS & CONFERENCES**

Reports are issued three times a year, at the end of each marking period. In addition, parent-teacher conferences are scheduled in October, January, and May. Of course, parents are urged to contact the teacher at any time to schedule a conference if they have any concerns regarding their child's progress.

### **SNACKS**

Students should bring their own snacks to school on Monday through Friday. Snacks must be nut-free and ready to eat; we encourage healthy choices.

### **SUPPLIES**

The tuition fee includes books and supplies, both the costs of rental texts, workbooks, testing fee, art, shop and craft supplies, etc. and the cost of pencils, notebooks, and paper to be distributed periodically during the School year. The cost of replacing books not returned by the end of the School year will be charged to the student's account.

**WE ASK THAT ALL STUDENTS IN BEGINNERS THROUGH GRADE EIGHT  
HAVE SOME TYPE OF BOOK BAG IN SCHOOL**

# Handbook for Families with Students in Grades 5 - 8

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## ACADEMIC GROUPING

In the Upper School, 5th grade students are grouped heterogeneously. In Grades 6-8, placement in English, Math, and Modern Language is homogeneous and is determined through a consensus of:

1. Department Head
2. Head of Upper School
3. the student's present teacher
4. teachers who have taught the child previously in that particular subject

This group considers a myriad of factors and places the child in the academic section that will provide the best atmosphere for his or her education.

Class placement in Grades 6-8 is not permanent and can be changed from year to year. Our schedule allows for some flexibility and usually permits a student to be in the honors group in one subject and in the regular group in another.

Due to the difficulty of determining the actual achievement levels of new students and with the recognition of the adjustment a new student must make in the initial weeks of school, most new students in Grades 6 - 8 are not placed in honors sections for the first interim. At the end of the first interim, the teacher, the Department Head, and the Head of the Upper School review the placement.

### **ADVISORS/HOMEROOMS FOR UPPER SCHOOL STUDENTS**

Each student in grades 6-8 has one advisor. Advisory groups, (also called homerooms), meet a few times each day, and advisors are responsible for the welfare of their advisees while in School.

If a parent of an Upper School student has a question about the child's progress, he/she should call the teacher of the subject in question. If the matter bridges more than one class, the parent should call the child's advisor or the administrator who handles the area of concern. Parents are also urged to contact advisors if the student is in need of help of any kind.

### **ATTENDANCE**

Regular attendance is one of the most important factors for consistent academic progress and achievement. **It is essential for parents and students to recognize that much more occurs in class than simply learning how to do an assignment.** Any student missing a day of school will be recorded absent. The School relies upon parents to see that unnecessary absences are avoided and that requests for special excuses are kept to a minimum. **Our School calendar allows for a generous number of vacation days each year; yet, increasing numbers of students are absent on the days immediately before and immediately after those scheduled vacations. We want to prevent our students from losing school days to "mini-vacations" and extra trips of all kinds that are not school-related, as these practices tend to place unfair burdens on faculty members and students alike and to cause long-term problems.**

Because the School takes this situation seriously, the following policy is in effect:

1. A parent should call the School Nurse before 8:30 a.m. on the day of a child's absence due to ill health or family emergency.
2. If a student misses more than 10 minutes of a class without a written excuse from a faculty member or administrator, the child will be marked absent for that class period.
3. For the safety of all students, the School **MUST** know at all times which

students are present. If an upper school student arrives at school after 8:00 a.m., he/she MUST check in with one of the secretaries in the Office immediately upon his/her arrival. A student who misses 2 periods of class will be marked absent for that day.

4. If approval is received from the Head of the Upper School and notification is given far enough in advance (preferably 1 week), teachers will provide absent students with guidance and an estimation of upcoming assignments. Students are expected to consult the online classroom pages for their subjects and correspond with classmates over the course of their absences. Students who are absent from School for illness or non-academic reasons may not participate in after school activities such as athletics and social events. (Exceptions are made for secondary school visits and bereavement.) The teachers will also provide the student with any assignments that are available at the time of the request. Teachers pace their classes based on the students' responses. The longer the absence, the less sure the teacher will be of what the class will cover.

**During a non-illness-related absence, teachers will not provide tests, quizzes, or updates regarding assignments. Students absent for more than two days for non-illness related reasons will be responsible for learning the given topics during their absence. Upon their return to school, students will be held responsible, as soon as each teacher deems to be fair, for completing tests, quizzes, class activities, and essays that took place during the absence.**

5. Secondary school visits are considered excused academic absences. Before a visit, students should notify their teachers and obtain all missed assignments. Academic absences are still considered an absence and will reflect on their report card; however, the missed time will not count against them in their classes.
6. Students who have been absent for one or two days have two days to make up all outstanding work. Upon a student's return from such an absence, teachers may expect the student to have completed work that was due on the first day of the absence. If your child is too ill to work on an assignment(s) during an absence, send in a note with him/her, and an equitable extension will be granted to complete the missing work. If a student is absent on the day of a test and has participated in all review for that test, the student must take the test on the day of his/her return. After extended absences (three days or more), other arrangements for makeup homework must be made with the classroom teachers and, in the case of Upper School students, with the Head of Upper School, as necessary. *(Please see below the section entitled "Homework for Absentees" for guidelines for obtaining assignments when a student is absent.)*

7. A teacher's extra help time cannot be monopolized by one student. A teacher will give extra help during one session to any student with an excused absence. Any additional help that is needed or any extra help for an unexcused absence must be outside of school hours with that teacher or a tutor, and must be compensated at the prevailing hourly rate.
8. Zeros will be assigned for class work and tests missed during unexcused absences, and homework and tests that are not made up within the deadline period mentioned above.
9. If an extended excused absence occurs near the end of a marking period, a student may receive a grade of "incomplete" in one or more classes. In such an instance, all outstanding work for the marking period must be submitted before Thanksgiving Break (First Marking Period), within two weeks of the marking period's end (Second Marking Period), or before Class Day (Third Marking Period). Any outstanding work not submitted by the deadline will earn a grade of zero.
10. Please note that frequent tardiness and/or early dismissals have the same consequences as absences. Repeatedly missing portions of the school day impacts a student's academic performance.

Accumulating 15 or more absences from a class puts a great burden on the school community. On the 15th absence, excused or unexcused, an evaluative meeting will be arranged between the parents, student, Head of School, Head of that Division, and teachers of that student. In the Upper School, after 20 absences, excused or unexcused from a class, credit will be denied that student for that (those) course(s). *(Please note that an Upper School student could miss 20 meetings of a particular class without accumulating 20 absences from school, due to tardiness to school or early dismissals.)* A student marked absent more than 20 days in a given school year will also be ineligible for any Class Day and/or Graduation prize(s) for that year.

### **DISCIPLINE**

Each member of the RCDS community bears a responsibility for the reputation of the school. This means that personal conduct, regardless of time and location, is a legitimate concern of the RCDS community.

At RCDS, we are Kind, Honest, Responsible, and Respectful. We seek to inculcate these values in all our students and to create a culture that ensures physical and emotional safety for all. We encourage risk-taking and believe that the middle school years are a good time to make mistakes and learn from them. We care deeply

about the emotional health of our students and seek to teach them to be creative and courageous problem solvers.

A Rumson Country Day School student will not engage in activities that dishonor the race, gender, ethnic origin, sexual orientation, or religion of others. Such activities constitute the highest level of misconduct and will therefore bring serious disciplinary consequences, possibly including suspension or expulsion. Incidents of this nature should be immediately reported to an adult and will be dealt with in a manner causing the least hurt to the larger group.

We take a strong stand against bullying, harassment and discrimination of any kind. We expect that every student will treat every other student and adult with absolute respect. We include in this category respect for the school traditions, property, and policies. When this respect is violated, counseling practices and/or disciplinary consequences, aimed at teaching right behavior, will be invoked.

We expect our children to be kind, and we use every opportunity to teach kindness. Acts of unkindness will result in counseling and/or disciplinary consequences. Dishonesty and irresponsible behavior will be treated with similar seriousness. When these acts are committed off school grounds (for instance at a home or on a computer), they will be treated with equal seriousness if the consequences of the acts affect the life or culture of the school.

We understand that all children are not the same and that often, 'fair' is not 'same'. Therefore we treat every child as an individual and every act in context. We aim to teach rather than to punish and expect the support of parents at every turn.

We believe that children need to learn that actions have consequences. While teachers are the first resource for learning good behavior, and students usually learn from the examples they see and from speaking to adults and other students, more serious disciplinary action is sometimes necessary. For certain types of actions, students will receive in-school detentions. There are two categories of detentions:

**General Detentions:** These are given when the rules that students break do not impact the physical and emotional well-being of themselves, others, or the community. Some reasons for giving general detentions might be lateness, dress code violations, talking during times when students are supposed to be silent, etc. General detentions will be served after school from 3:30 pm to 4:15 pm on the days they are received. Students are required to call home to inform their parents of the detention. **Students may not participate in sports or other after-school activities until the detentions are served.**

**Disciplinary Detentions:** These are given to students whose words or actions hurt (or have the potential to hurt) themselves, others, or the community. These actions

include disrespect to adults or other students, bullying, name-calling, harassment, discrimination, academic and other dishonesty, and putting oneself or others at physical risk. Disciplinary detentions will be served after school from 3:30 pm to 4:45 pm on the days they are received. **Students may not participate in sports or other after-school activities until the detentions are served.** Parents of the student will be called by the Dean of Students in every case of a disciplinary detention. If a student receives three disciplinary detentions, the student may be given an in-school suspension or – depending of the severity of the violation – an out-of-school suspension.

Physical abuse and harassment based on race, gender, sexual orientation, ethnic origin or religion, or other serious infractions might result in an **immediate out-of-school suspension**. In addition, local authorities may be contacted if appropriate in cases of theft, physical contact or threats of violence.

**Sensory Tools:** Any sensory tools used by a student should be done so discreetly and only if approved as part of the student’s service plan.

Because we believe that it is our responsibility to teach rather than to punish, various and differing strategies may be employed by the school to address on-going behavior that does not meet our standards. The Dean of Students and/or the Head of the Upper School may make psychotherapy a requirement for returning to school, or other community resources may be called upon. In every case, we expect that parents will be constructive collaborators in our endeavor to bring out the best in our students. It is possible that a student may not be able to meet the school’s standards of behavior after a great deal of help; in such a case, the school reserves the right to ask the student to leave. In such a case, the family will not be entitled to any deduction, refund, or rebate of any tuition or fee.

## **GRADES**

**Students in Grade 5** receive a letter grade for their work for each marking period. The grades range from A to F. A grade of D or above represents passing. Fifth graders do not take exams. The year average is a combination of the three marking period grades. If a student’s average is below a D in any academic subject, the student may not matriculate to the next grade without completing summer work. This work must be approved by the Head of the Upper School.

**Students in Grades Six through Eight** are assigned a percentage grade for each marking period. A grade of 60% or above represents passing. Depending on subject areas, students may have a major project or an examination that does not factor in the marking period. The final grade is calculated by averaging the three marking period grades with the exam and/or project. The calculations depend on the grade level and course.

For example, courses which have one exam or one major project will use the following calculation: each marking period counts 30% of the grade and the exam or project counts 10%.

Courses which have an exam and a major project, two exams, or two major projects will use the following calculation: each marking period counts 25% of the grade and each major assessment counts 12.5% of the grade.

If a student's year average is below 60% in any subject, the student may not matriculate to the next grade level. The student must complete summer work that is approved by the Head of the Upper School. When the work is completed and the year average is 60% or better, the student may matriculate into the next grade. Because Upper School courses progressively accelerate in difficulty and abstraction level, all students are evaluated during Grades Five and Six to determine whether their needs will be met well by the Upper School program. If we have significant concerns about a student in this regard, the Head of the Upper School will meet with the child's parents to discuss whether the RCDS program will be best for the student's seventh and eighth grade years.

### **HONOR ROLL, GRADES SIX - EIGHT:**

There are two Honor Rolls published at the end of each marking period for Grade Six through Eight: The High Honor Roll and the Honor Roll. The names of the students on the most recent honor roll are posted on the plaque outside the School Office.

HIGH HONORS	89.5 -100
HONORS	86.5 – 89.4

Any student who receives an effort rating or non-academic grade below a 3 is disqualified from consideration for the Honor Roll for that marking period.

### **DEFINITION OF TERMS FOR EFFORT RATING (GRADES 5–8):**

1 = Homework is always done and always with care, and often beyond requirements. In class the student initiates discussion and is enthusiastically attentive. This student makes unusual demands on her/himself.

2 = Homework is always done and usually with care. The student volunteers in class and is attentive. This student always exhibits effort that is a step above what is required.



3 = Homework satisfies requirements. The student enters into classroom discussion when called on, and he/she is usually attentive.

4 = Homework is occasionally neglected or carelessly done. In class, the student is often inattentive and is reluctant to participate.

5 = Homework is often neglected or carelessly done. In class, the student seldom or never participates and is inattentive. The student's attitude is generally negative.

### **HOMEROOM PLACEMENT**

Class placement is handled differently for various grades in the School. In Fifth Grade, the students rotate classes for the basic academic subjects while remaining grouped with the other children in their homeroom. A number of factors are involved in determining Fifth Grade homeroom placement. Some of the factors involved in this process are a proper balance of boys and girls in each homeroom, a similar range of the learning styles of the students in each homeroom, and an equal distribution of new students to each homeroom.

Most importantly, however, we try each year to put together homerooms where compatibility both among the students and with the teacher will exist and thrive during the year. A great deal of thought and effort goes into this process, and the advice of the child's previous teacher is obviously of great importance.

At times, parents will request a particular homeroom placement. We do make note of such requests, but the School's decision is based upon many factors, of which a parent's request is only one. In the final analysis, it is the School that must make such a decision. Be assured that we exercise great care in our decisions about class placement in the homeroom setting in Fifth Grade.

By the end of Fifth Grade, it is very important that the students have been given maximum exposure to one another. They should have had an opportunity to get to know one another and to work constructively together. Socialization is a crucial component of the education process at this level.

In Grades 6 – 8, each grade is divided into four or five homerooms. The homerooms are together as a unit at the beginning of the School day, during conference period and during afternoon homeroom. Some of the factors involved in this process are a proper balance of boys and girls in each homeroom, a similar range of the learning styles of the students in each homeroom, and an equal distribution of new students to each homeroom. Since courses are departmentalized, homeroom assignments do not affect academic placement or scheduling.

## HOMework IN THE UPPER SCHOOL

5<sup>th</sup> and 6<sup>th</sup> graders are assigned about 20 minutes of homework per subject per night, and 7<sup>th</sup> and 8<sup>th</sup> graders are assigned about 30 minutes of homework per subject per night. Daily work on long-term assignments is factored into these calculations. Often, students complete some of their homework in school and so will have less at night.

If a child is spending significantly longer on homework, he/she should stop at 20 minutes for 5<sup>th</sup> & 6<sup>th</sup> grades and 30 minutes for 7<sup>th</sup> & 8<sup>th</sup> grades and the teacher should be consulted for strategies that will speed up the process or skills that must be put into place.

Parents are encouraged to allow their children to do homework with minimal help so that teachers may get a clear understanding of the knowledge and skills of their students. When parents do help, this help should be in the form of explanation rather than writing. By the same token, when students collaborate with each other on homework, each student must produce his/her own work to ensure individual learning.

Students will not be allowed to call, email, or text home for homework or books left at home, and parents may not bring these in or send them electronically. We want students to learn to be self-sufficient.

**Homework Holidays:** Through the year, students will be given a weekend with no homework during Thanksgiving and President’s Day breaks. They will have no tests or major assignments due on the Monday after this weekend so that they might spend some time with their families without the pressure of schoolwork. We encourage students to take care of long-term assignments that are due after that Monday before the weekend begins so that they may take healthy advantage of the free time.

**After School Study Hall:** 5th grade students will be given “Missed Homework” slips and may be required to attend the after-school study hall during the second half of the year.

Students in grades six through eight **who do not complete homework** for any given day may be required to stay after school from 3:30 PM to 4:15 PM **on the day** when the homework is due. During this time, students are to do homework or catch up with the work they have missed. Parents will be notified of missing homework with a “Missed Homework” slip that will be sent home with the student. **Students may not participate in sports or other after-school activities until the study hall is**

**served.** Students will be allowed to postpone their attendance of the study hall by one day if they have religious or important family obligations.

Students are required to call home and inform their parents of the after school study.

This afternoon period is also available as an option (Monday – Thursday) for students who need to complete tests or catch up with work they have missed due to absences.

**If a student is unable to do homework** due to extenuating circumstances such as illness or important family responsibilities, parents must inform teachers with a note or email explaining the circumstances and teachers will assign a new due date for the homework. If the student needs an unusual number of these excuses, parents will be asked to come in to talk with school administrators.

**If a student is absent due to sickness**, the student is given at least as much time to make up the work as he/she was out sick. The student should use Google classroom and should contact peers about missed content. Then the student needs to communicate with the teacher to make up any missed work.

In the case of **prolonged absence due to illness**, arrangements must be made with teachers for students to catch up with the work. In the case of **long absences not caused by illness**, students are expected to catch up with the work on their own time and to be responsible for meeting deadlines set by teachers.

**We believe** that students need to develop good work habits, organizational skills, and responsibility. All our homework policies are in service of this development, and we expect that parents will be constructive collaborators.

### LATENESS TO SCHOOL

Students are encouraged to arrive at School by 7:45 am every morning. All students must report to their homerooms by 8:00 am, after which they will be counted as “late”. Upper School students arriving after 8:00 am must report to the main office, sign in and receive a late pass. Three late arrivals in a month will result in a general detention.

### PLAGIARISM

Plagiarism of any kind is not allowed. Plagiarism involves submission of work that is not the student’s own. Every effort is made to teach, inform and demonstrate what plagiarism is and how to avoid plagiarizing from various sources. Students who plagiarize work will be given consequences that can include lower grades,

disciplinary detentions, or suspensions. These consequences will be decided by the teacher, the Dean of Students, and/or Division Head.

In French Spanish, and Latin classes, students may not use online translators or translations – but may use online dictionaries specified by the teacher. Use of online translators and/or translations will be treated as plagiarism.

### RECESS

Students in grades 5-8 will have recess on full days from 10:00 am to 10:20 am. All students will play outside during recess and must be appropriately dressed for the weather. In case of rain, recess will be accommodated in the school gyms.

### REPORT CARDS

Reports are issued six times a year. Three interim reports, not part of a student's permanent record, are an average of the student's grades to date. They can serve as "Well Done!" notices or indications for concern. The three marking period grades are used to calculate the final average. (See "Grades" section.)

Comments are written on all students in their main academic courses at the three interims. At the marking periods, comments must be written for students with an average below 70% in a particular subject area and/or an effort grade below 3.

In Grades Six through Eight, the students have an exam, a major essay, and/or a project at least once a year in their major academic subjects. In Grade Five, the students have unit tests over the course of the year.

### SCHOOL TRIPS

Learning does not take place only in a classroom, and we are fortunate to be able to offer a variety of educational day and overnight trips to our Upper School students. School-scheduled curricular trips of any length are important parts of our academic program. Our alumni consistently tell us that their Upper School trips rank among their most memorable and enjoyable experiences at the School, because of the learning and class bonding they provide. **If a student's parents decide to deny the child the opportunity to participate in one of these trips, the student is not to report to the School and the family is expected to make arrangements for the child's care while the grade level is on the trip.** In some cases, students will be required to attend school for academic reasons. The family is expected to contact the Head of Upper School to make arrangements. The School does not provide care when a student does not attend a trip; however, it may require students to attend

school based on student progress. In such cases, a daily schedule will be provided for the student, featuring curricular material on which he/she can work.

### **SECONDARY SCHOOL PLACEMENT**

Families of Seventh and Eighth Graders should schedule a meeting with Mr. Brandon Horner, Director of Secondary Guidance, in order to discuss the various secondary school options. Mr. Horner is available at various times during the school day; his office is located at 101 Ridge Road.

For students who are applying to independent schools which require the SSAT, our school is a testing site. Please contact Mrs. Leslie in our Main Office for more information. Please check the school calendar for the Saturday testing dates.

RCDS encourages its students to visit prospective secondary schools. If these visits occur on a school day, they are considered excused academic absences. Before a visit, students should notify the main office and their teachers so they can plan to make up all missed assignments.

### **SOCIAL ACTIVITIES/DANCES**

The School usually plays host to a number of Upper School dances and other social activities for students in Grades 5 - 8. Faculty members are responsible for chaperoning at these functions. Students must attend school on the day of the activity in order to participate.

### **STUDENT COUNCIL**

The Student Council comprises elected officers and committee representatives from Grades 6–8 and meets every week with the faculty advisors. This group serves as a liaison between the student body and the administration and organizes student-sponsored activities. The President and Vice Presidents are elected in the spring to serve the following academic school year. The President of the Eighth Grade serves as a representative for the entire year and is an at-large representative.

The Student Council consists of three committees: Communication and Event Planning, School Initiatives, and Service. Under the leadership of a Vice President, each committee has a maximum of ten members. Students in grades 6-8 are invited to apply for one committee in September. If more than ten people apply for a certain committee, qualified applicants will rotate membership each marking period.

*Any student who intends to run for an office or serve on a committee in Student Council must meet, and maintain while in office, the following standards:*

1. *Must have at least an overall 75% average in the year the student is running for office;*
2. *Must have a homeroom grade of G or S for the first two marking periods in the year the student is running for office;*
3. *Must have no more than one disciplinary detention in the year the student is running for office;*
4. *Must submit an essay one week before the election to the Student Council Advisor stating the student's goals or reasons for running for office;*
5. *Must deliver a speech to assembled Upper School on the day of elections.*

*If a Student Council officer receives more than one disciplinary detention during his/her term, fails to maintain a homeroom grade of G or S, or fails to maintain a 75% average during his/her term, he/she will lose the privilege of serving on the Student Council. Marking period grades will determine eligibility. In the event the President fails to meet the requirements; the Vice Presidents will assume the duties of President.*

*The President of the Student Council leads all meetings, following parliamentary procedures, entertaining motions and overseeing votes on motions. The President and Vice Presidents are responsible for overseeing committee assignments. The President is occasionally expected to address the student body on Student Council matters.*

The Student Council Officers for the 2019-2020 school year are:

President: Lydia Olivieri

Vice President of Initiatives: Lucy Devlin

Vice President Communications & Event Planning: Arabella English

Vice President of Service: Emmett Croddick

### **SUPPLIES**

The tuition fee includes books and supplies, both the costs of rental texts, workbooks, testing fee, art, shop and craft supplies, etc. and the cost of pencils, notebooks, and paper to be distributed periodically during the School year. The cost of replacing books not returned by the end of the School year will be charged to the student's account.

**WE ASK THAT ALL STUDENTS IN BEGINNERS THROUGH GRADE EIGHT HAVE SOME TYPE OF BOOK BAG IN SCHOOL.**