2023-2024

WELCOME PACKET

Senior School Opening Days Information for New and Returning Students
THURSDAY, AUG. 24, 2023
9 a.m.-9 p.m. Dormitory Prefect Training

FRIDAY, AUG. 25, 2023
9 a.m.-9 p.m. Dormitory Prefect Training

SATURDAY, AUG. 26, 2023
10 a.m.-Noon New International Boarders Arrive, International Boarder Orientation begins

SUNDAY, AUG. 27, 2023
9 a.m.-Noon New International Boarder Orientation Continues
2-4 p.m. New Domestic Boarders Arrive
4:15-5 p.m. New Boarding Family Orientation (Rowe Hall)
5-6 p.m. New Boarding Family Dinner (Dining Hall)
6:30-8 p.m. Form III (Grade 9) and New Parent Night (Rauh Theater, Hillman Center for the Performing Arts)

MONDAY, AUG. 28, 2023
8 a.m.-3 p.m. Orientation for ALL Form III (Grade 9) Students
9 a.m.-2 p.m. Orientation for NEW Form IV and V (Grade 10 and 11) Students
3-5 p.m. Returning International and Domestic Boarders due back on campus

TUESDAY, AUG. 29, 2023
8:15 a.m.-3:05 p.m. Special Schedule, Cycle Day 0 - Convocation & all classes Formal Dress

WEDNESDAY, AUG. 30, 2023
9:35 a.m.-3:25 p.m. Cycle Day 1, regular Wednesday schedule

THURSDAY-FRIDAY, AUG. 31 – SEPT. 1, 2023
8:15 a.m.-3:05 p.m. Cycle Days 2 & 3, regular schedule

MONDAY, SEPT. 4, 2023
Labor Day No Classes

Please Note:
Dress Code during Opening Days:
Monday (Orientation Day): Dress is informal (athletic attire is permitted; please wear closed toe shoes/sneakers)
Tuesday (Convocation): Formal Dress
All other days: Regular Daily Dress

Boarding students: Please review the boarding-specific information provided (via a separate communication) by the Dean of Residential Life Ms. Pamela Boehm.
NEW PARENT ORIENTATION
Form III and New Parent Night will take place in person on Sunday, Aug. 27, from 6:30-8 p.m., in Rauh Theater in the Hillman Center for Performing Arts. At this meeting, parents new to the Senior School will have a chance to meet with their child’s advisor and learn more about the Senior School from the head of school, dean of student life and the form deans. Other school personnel, including the learning specialist, school counselor and dean of studies, will be introduced during the program. All Form III (Grade 9) parents and Form IV-VI (Grades 10-12) parents new to the Senior School are encouraged to attend.

NEW STUDENT ORIENTATION
On Monday, Aug. 28, all new students will be welcomed to the Senior School. This includes all Form III (Grade 9) students as well as any Form IV (Grade 10) or Form V (Grade 11) students new to the school. Students will be led by the SSA peer leaders and have the opportunity to meet their form dean and advisor, walk through their class schedule, get to know fellow new students, and meet additional members of the Senior School faculty and administration. Students will also learn more about how the daily schedule will flow, where they can spend their free time, where things are located on campus, how the dining hall operates and more. All new students will receive specific information directly from their form dean via email during the week of Aug. 21, 2023.

Students should dress comfortably (dress code not required) and wear closed-toe shoes (preferably sneakers, as sandals are not permitted). Lunch will be available and built into the orientation schedule.

ACADEMY OPENING DAY & CONVOCATION
On Tuesday, Aug. 29, the school year will begin with Convocation, followed by a Cycle Day 0 schedule. Students should be in formal dress and will meet with their advisors at 8:15 a.m. The day will then continue with Convocation followed by a special schedule of shortened classes:

SCHEDULE
8:15-8:30 a.m.  Designated Rooms (Forms III, IV, and V)
8:15 a.m.       Seniors report to the Library
8:35-9:15 a.m.  Convocation, Senior Quad
9:20-9:50 a.m.  Day 1, period 1
9:55-10:25 a.m. Day 2, period 1
10:30-11 a.m.  Day 3, period 1
11:05-11:35 a.m. Day 4, period 1
11:40 a.m. - 12:30 p.m. Lunch break
12:35-1:05 p.m. Day 5, period 1
1:10-1:40 p.m.  Day 6, period 1
1:45-2:15 p.m.  Day 7, period 1
2:20-2:50 p.m.  Day 8, period 1
SCHEDULES
All Form III students and new students will receive their schedules during orientation on Monday, August 28, 2023. Returning students schedules will also be made available online via the Veracross Student Portal on Monday, Aug. 28.

At the Senior School, the academic schedule remains the same as the 2022-2023 school year. Please see below for further information.

Assembly Periods (Asm) are used for various large and small group gatherings.
- Community Assemblies: Mondays and Fridays
- Designated Rooms: Tuesdays

**WEDNESDAY LATE START SCHEDULE:**
Period 1: 9:35-10:25 a.m.
Period 2: 10:30-11:20 a.m.
Period 3: 11:25 a.m.-12:15 p.m.
Period 4a: 12:20-1:10 p.m.
Period 4b: 12:45-1:35 p.m.
Period 5: 1:40-2:30 p.m.
Period 6: 2:35-3:25 p.m.

**BOOKS**
Books and textbooks are provided by the school as part of the inclusive tuition plan. Students will receive their books during the first week of school and do not need to order any books in advance.

**LOCKERS**
Lockers will be assigned to all new students. Returning students who would like to have a locker can request one from the Dean of Student Life Office by emailing attendance@shadysideacademy.org.
SPECIAL REMINDERS

MEDICAL & ATHLETIC FORMS
Each summer, families are required to complete medical and athletic forms for their students via the Magnus Health system. Most forms can be completed online; forms that require a doctor’s signature can be downloaded, completed and signed by a doctor, and re-uploaded to your Magnus Health account (do not mail or deliver forms to SSA). To access your Magnus Health account via the Veracross Parent Portal, go to www.shadysideacademy.org/parents, click on the “VERACROSS LOGIN” button and enter your Veracross login credentials. Once on the Veracross Parent Portal, click the gold Magnus Health button. NOTE: All students must have a physical exam completed and signed by a physician on or after June 1, 2023, on file in Magnus in order to participate in preseason athletics or begin classes in the fall.

BUS/VAN TRANSPORTATION
All bus/van transportation begins Tuesday, Aug. 29, 2023. There will be no transportation on Monday, Aug. 28, for orientation. Most school district bus schedules will be sent via mail by the school district starting Aug. 21. A few of the districts will not send information until the Friday before school starts. Each school district that provides busing to the Academy will follow our schedule for our buses. Email Transportation Coordinator Ms. Linda Porter at lporter@shadysideacademy.org with any questions.

BOARDING STUDENTS
Please refer to the Boarding Family Welcome Letter you received from Dean of Residential Life Ms. Pamela Boehm regarding the opening of school and the move-in process for this year. Please email Ms. Boehm at pboehm@shadysideacademy.org if you have additional questions.

DRIVING ON CAMPUS
Licensed student drivers (except Form IV boarding students) are eligible to drive and park on campus as long as they have an SSA parking permit. Permits can be obtained by completing the Senior School Parking Permit Application, available in the Deans’ Office or in the Senior School section of the Students or Parents page of the SSA website. Completed applications should be submitted to the Deans’ Office with a copy of the student’s driver’s license and insurance card. Students may pick up their parking permits in the Deans’ Office during the first week of school.

DROP OFF; PICK UP
The student morning drop-off location on the Senior School campus is below the Class of 1966 Memorial Hall Library. At the first stop sign, drivers will turn right and drop the student where they can enter Memorial Hall or Glimcher to reach Rowe or walk across the driveway to McIlroy. Parents pull as far forward as you can, so that we can get the most cars behind Rowe for drop-off. The driver can then proceed to the next stop sign, make the right and exit the campus without having to drive through the campus. Due to heavy bus traffic in the morning and to protect the safety of our students, please do NOT ever drop-off in the bus lane (right lane) in front of the flagpole.

For students being picked up in the afternoons, please use the Courtyard Side of Rowe Hall. Use the most left-hand lane to drive around the buses and make the right at the stop sign in front of Morewood Hall to proceed to the curbside lane for pick up at the Courtyard. Please do not pick up students in front of Rowe near the flagpole as this is reserved for buses only.

STUDENT PHOTO/ID
All students are required to have an ID photo taken in order to receive a student ID card. These ID cards are used in the dining hall. Returning students may come to the Deans’ Office to have their pictures taken and receive their ID cards beginning Aug. 21, 2023. New students will receive their ID cards during orientation on Aug. 28, 2023.
SECURITY
Shady Side Academy is committed to the safety and security of students, faculty, staff and visitors. The Academy utilizes a locked-door system for campus buildings to maintain a high level of security and to restrict access to credentialed persons. Campus buildings remain locked at all times. Students, faculty and staff gain access to locked facilities through the use of an Academy-issued credential, either via a smart phone app or small plastic fob. Each Senior School student will be issued a smart phone credential unless a fob is specifically requested. Students will not be provided with both types of door access. Any student preferring a door access fob instead of a smart phone credential should email dooraccess@shadysideacademy.org. New students will be instructed to download the smart phone app and establish credentials at orientation on Aug. 28, 2023.

Visitors to campus should report to the Rowe Hall Courtyard entrance or Bayard House to be screened and receive a visitor badge.
The Shady Side Academy dress code upholds standards of dress that reflect the fundamental purpose and ethos of the Academy. The dress code establishes an environment conducive to the enterprise of learning while allowing for individual self-expression bound by the Shady Side’s Guiding Principles of honesty, kindness, responsibility, respect and safety.

The Academy has four different dress codes (Daily, Formal, Bulldog Dress-Down and Dress-Down), each reflecting the nature of the particular endeavor. *In general, students’ clothing and general appearance should allow for full and comfortable participation in all school activities and a full range of motion - including bending, sitting, and walking up stairs - without the need for frequent readjustment.*

**Daily Dress**

- Dress or casual pants, shorts/skorts/skirts, jumpsuits, rompers and dresses.
- Dresses: Sleeveless dresses are allowed, but dresses with spaghetti straps must be worn under a cardigan, blazer or other appropriate/sanctioned outerwear.
- Leggings are allowed only if worn under a skirt or dress. They must be a solid color (no mesh, sheer, colors, patterns or text).
- Shirts: polos, collared shirts (which must be properly buttoned in front) and tailored shirts that do not resemble T-shirts. Note:
  - Henley shirts are allowed.
  - Turtlenecks are allowed.
  - Lapels on a jacket do not constitute collars.
  - “Cold-shoulder” or open-shoulder tops are allowed. Shirts with spaghetti straps are allowed, but only when worn under a cardigan, blazer or other appropriate/sanctioned outerwear.
- Outerwear: Crew-neck, quarter-zip sweaters and hooded tops are allowed.
  - Sweatshirts are allowed, as long as there is no branding, logos or graphics larger than four square inches.
  - Exception: SSA branded sweatshirts do not need to meet the four-square-inch standard.
  - Only seniors may wear collared college-branded shirts and/or college-branded sweatshirts and only in Term III. Seniors must meet daily dress standards otherwise.
- Shoes: closed-toe, fully laced and in good repair. Sneakers are allowed. For safety reasons, open-toed shoes (including Crocs and other partially-closed shoes) are not allowed.
- Hats must be removed upon entry to any school building, unless a student has permission from the Dean of Student Life.

**Formal Dress Standards**

Certain days throughout the year are designated as Formal Dress Days (Convocation, Fides Awards, Grandparents & Special Friends Day, Cum Laude, Board of Visitors Day, Prize Day and Commencement.) In an effort to honor our fellow students or an outside performance or speaker, dress clothes should be worn throughout the entire day, from 8:15 a.m.-3 p.m.

- **Navy** blue blazer
- White collared dress shirt with tie or blouse with sleeves
- Khaki dress pants or khaki dress skirt
- White dresses may be worn in lieu of khaki dress pants and skirts
- Shoes in good repair (dress shoes, sneakers, athletic shoes)

If the purchase of a blue blazer, khaki pants, a tie or spirit wear presents a financial difficulty, please reach out to the Dean of Student Life Office for assistance.
Bulldog Dress-Down Days
Bulldog Dress-Down Days occur every other week throughout the school year (normally on Fridays). On these days, students are permitted to wear clothing that reflects school spirit and pride during the school day.

- SSA apparel (shirts, shorts, sweatpants, sweatshirts, etc.) is appropriate and encouraged.
- Leggings and jeans may be worn on SSA Spirit Days.
- If not wearing SSA apparel, students must meet daily dress standards.

SSA athletic teams and groups (i.e., theater productions) may request to wear their uniforms (if appropriate) or some form of team wear on the day of a significant contest or in anticipation of an opening event. If the team apparel does not meet Daily Dress standards, the coach or captain must make a request to the Dean of Student Life by noon of the preceding day. Approved requests will be communicated to the team by the coach or captain. Student-athletes who dress down without permission will face dress code violation consequences and will risk having this privilege removed for their entire team. This is an occasional (once or twice per season) and not a regular privilege.

Dress-Down Days
If a Dress-Down Day is declared by the president, head of school or dean of student life, jeans and T-shirts in good repair are appropriate. Proper footwear is expected (no flip-flops) and the general guidelines of neat, clean, appropriately fitted and sized clothing are in effect. Students who choose not to follow the Dress-Down Day guidelines must follow the daily dress code or be subject to typical dress code violation consequences.

Prohibited:
The following are NOT allowed:
- Flip flops, slippers, athletic slides, open-toed shoes, Crocs, or other partially-closed shoes, shoes in poor repair.
- Exposed undergarments or midriffs.
- Frayed, torn, patched, ripped, sheer, distressed clothes.
- Clothing with profanity or references to drugs or alcohol.
- Visible tattoos, tongue piercings, body piercing (other than modest piercings).
- Camouflage clothing.
- T-shirts worn over collared shirts or unbuttoned collared shirts.
- Blue denim pants, skirts, shorts (denim jackets of any color are permitted).
- Leggings are prohibited as standalone pants. They may be worn only under a skirt or dress except on SSA Spirit Days or Dress-Down Days when athletic wear is permitted.
- Spaghetti straps, strapless, off-the-shoulder tops and dresses (unless worn under a cardigan, blazer, or other appropriate/sanctioned outerwear).
- Athletic clothing, sweatpants, soccer pants or joggers (unless permitted for a SSA Spirit Day, team event or Dress-Down Day).
- Shirts or outerwear of any kind with graphics, brand names, or logos larger than four square inches (unless permitted for a SSA Spirit Day or Dress-Down Day).

Enforcement
It is the responsibility of each student to be familiar with the dress code and to adhere to it on a daily basis. The final arbiter(s) of appropriate dress are the Form Deans and the Dean of Student Life.

Students who are not dressed within the Academy guidelines are sent to the Deans’ Office. The consequences for dress code violations are as follows:

First Offense: The student will serve a detention after school on the day of the offense or the following morning before school. In addition, the offense will be recorded, and an email communication from a Form
Dean will be sent to the student, parent/guardian and advisor.

**Second Offense:** The student will serve a Detention after school on the day of the offense or the following morning before school. In addition, the student will receive a formal Dean’s Notice.

**Third Offense:** The student will be referred to the Dean of Student Life for failing to meet community standards. The student should expect to be placed on Disciplinary Warning or referred to the Disciplinary Committee.

**NOTE:** Student dress code offenses reset to zero at the beginning of each trimester if the student has three or fewer dress code violations in a given trimester. However, if a student continues to violate the dress code multiple times in consecutive terms, they should expect to be placed on disciplinary warning or referred to the Disciplinary Committee.
The Academy has long recognized its obligation to help students become independent people and to maximize the opportunities they have at SSA. This process involves the students embracing their own growth and integrating all aspects of their lives at the Academy. In response to this obligation, the student life program has been established to provide guidance for this growth and integration.

The Deans' Office is the cornerstone of the student life program. Dean of Student Life Mr. Chad Green oversees student life as chief student advocate. Mr. Green also works closely with Dean of Residential Life Ms. Pamela Boehm to oversee residential (boarding) students and faculty to enhance on-campus life. Form deans work with their respective classes and class officers to organize activities and programs, and to help the dean of student life coordinate and implement the student life curriculum, especially in regards to helping students to develop socially and emotionally.

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<tr>
<th>Form*</th>
<th>Dean</th>
<th>Email</th>
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<tbody>
<tr>
<td>III</td>
<td>Mr. J.A. MacDougall</td>
<td><a href="mailto:jmacdougall@shadysideacademy.org">jmacdougall@shadysideacademy.org</a></td>
</tr>
<tr>
<td>IV</td>
<td>Mr. Adam Janosko</td>
<td><a href="mailto:ajanosko@shadysideacademy.org">ajanosko@shadysideacademy.org</a></td>
</tr>
<tr>
<td>V</td>
<td>Mrs. Lindsey Myers</td>
<td><a href="mailto:lmyers@shadysideacademy.org">lmyers@shadysideacademy.org</a></td>
</tr>
<tr>
<td>VI</td>
<td>Ms. Leah Powers</td>
<td><a href="mailto:lpowers@shadysideacademy.org">lpowers@shadysideacademy.org</a></td>
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* Please note: Shady Side students are named by form rather than by grade. Ninth graders are in Form III, 10th graders are in Form IV, 11th graders are in Form V and 12th graders are in Form VI.

Need More Information?

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<tr>
<th>Academic Department</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Academics</td>
<td>Ms. Claire Logsdon</td>
<td>412-968-3148</td>
<td><a href="mailto:clogsdon@shadysideacademy.org">clogsdon@shadysideacademy.org</a></td>
</tr>
<tr>
<td>Advisory Program</td>
<td>Mr. Chad Green</td>
<td>412-968-3087</td>
<td><a href="mailto:cgreen@shadysideacademy.org">cgreen@shadysideacademy.org</a></td>
</tr>
<tr>
<td>Athletics</td>
<td>Mr. Sean Simmons</td>
<td>412-968-3065</td>
<td><a href="mailto:ssimmons@shadysideacademy.org">ssimmons@shadysideacademy.org</a></td>
</tr>
<tr>
<td>Attendance</td>
<td>Mrs. Erica Strafalace</td>
<td>412-968-3117</td>
<td><a href="mailto:attendance@shadysideacademy.org">attendance@shadysideacademy.org</a></td>
</tr>
<tr>
<td>Bus Information</td>
<td>Mrs. Linda Porter</td>
<td>412-968-3022</td>
<td><a href="mailto:lporter@shadysideacademy.org">lporter@shadysideacademy.org</a></td>
</tr>
<tr>
<td>College Counseling</td>
<td>Ms. Lauren Lieberman ’98</td>
<td>412-968-3099</td>
<td><a href="mailto:llieberman@shadysideacademy.org">llieberman@shadysideacademy.org</a></td>
</tr>
<tr>
<td>Counseling</td>
<td>Dr. Claudia Henry</td>
<td>412-968-3202</td>
<td><a href="mailto:chenry@shadysideacademy.org">chenry@shadysideacademy.org</a></td>
</tr>
<tr>
<td>Deans’ Office</td>
<td>Mrs. Erica Strafalace</td>
<td>412-968-3117</td>
<td><a href="mailto:estrafalace@shadysideacademy.org">estrafalace@shadysideacademy.org</a></td>
</tr>
<tr>
<td>Head of Senior School</td>
<td>Ms. Trixie Sabundayo</td>
<td>412-968-3001</td>
<td><a href="mailto:tsabundayo@shadysideacademy.org">tsabundayo@shadysideacademy.org</a></td>
</tr>
<tr>
<td>Learning Specialist</td>
<td>Mr. Michael Baranowski</td>
<td>412-447-2216</td>
<td><a href="mailto:mbaranowski@shadysideacademy.org">mbaranowski@shadysideacademy.org</a></td>
</tr>
<tr>
<td>Nurse</td>
<td>Ms. Melanie Haynes</td>
<td>412-968-3131</td>
<td><a href="mailto:mhaynes@shadysideacademy.org">mhaynes@shadysideacademy.org</a></td>
</tr>
<tr>
<td>Residential Life</td>
<td>Ms. Pam Boehm</td>
<td>412-968-3117</td>
<td><a href="mailto:pboehm@shadysideacademy.org">pboehm@shadysideacademy.org</a></td>
</tr>
<tr>
<td>Scheduling</td>
<td>Ms. Rae Ann Cooper</td>
<td>412-968-3133</td>
<td><a href="mailto:rcooper@shadysideacademy.org">rcooper@shadysideacademy.org</a></td>
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<tr>
<td>Spirit Store</td>
<td>Mrs. Amy Davidheiser</td>
<td>412-968-3009</td>
<td><a href="mailto:amydavidheiser@shadysideacademy.org">amydavidheiser@shadysideacademy.org</a></td>
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<tr>
<td>Student Life</td>
<td>Mr. Chad Green</td>
<td>412-968-3087</td>
<td><a href="mailto:cgreen@shadysideacademy.org">cgreen@shadysideacademy.org</a></td>
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# Academic Calendar

**August 7, 2023-June 11, 2024**

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**AUGUST 2023**

- **Boys’ & Girls’ Golf & Football** begin
- **Remaining Fall Sports** begin
- **Ganeshas Charurthi (H)**
- **Faculty/Staff Online Training** for 14-18
- **New Faculty & Staff**
- **Welcome Back In-Service**
- **Faculty & Staff Divisional Meetings**
- **All Schools New Student Orientation**
- **ACADEMY OPENING DAY**
  - First day for students
  - PK & K - noon dismissal

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**SEPTEMBER 2023**

- **ACADEMY CLOSED**
- **Rosh Hashanah (J)**
- **HOMECOMING**
- **ACADEMY CLOSED**
- **Yom Kippur (J)**

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**OCTOBER 2023**

- **Indigenous Peoples Day**
- **Diwali (H)**
- **SS PSAT Testing for Form V**
- **All Schools - No Classes; Conferences**
- **Dasa (H)**

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**NOVEMBER 2023**

- **Veterans’ (US)**
- **Diwali (H)**
- **Winter Sports begin**
- **All Schools—No Classes; Evaluation**
- **ACADEMY CLOSED**
- **Thanksgiving Day (US)**

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**DECEMBER 2023**

- **Hanukkah (I) begins at sundown**
- **Bodhi Day (B)**
- **Hanukkah (I) ends**
- **WINTER RECESS begins end of day**
- **Christmas (C)**
- **Kwanzaa (AH)**

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### Closing Exercises—Last Days of School

- **Country Day School Closing Exercises** Wednesday, June 5th, evening
- **Junior School Closing Exercises** Thursday, June 6th, evening
- **Middle School Closing Exercises** Friday, June 7th, evening
- **Senior School Commencement** Saturday, June 8th at 9:00am

### General Important Dates

- **1** General Important Dates
- **1** Academy Closed
- **1** Winter/Spring Recess

### All School, No Classes

- **1** All Schools, No Classes
- **1** Select Schools, No Classes
- **1** or Early Dismissal

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*Note: Academic Calendar is subject to change.*