

The Kildonan School  
Parent / Student Handbook  
2016-2017

*EMPOWERING STUDENTS WITH DYSLEXIA SINCE 1969*

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## —INTRODUCTION—

Dear Parents and Students,

I welcome you to the 2016/2017 school year. Kildonan students proved themselves last year as self-advocates and as advocates for their peers by proposing reforms to our policies and by helping to lead discussions on them. Working with faculty and the administration, they helped improve our school culture and create an environment evermore conducive to students' happiness on campus. I mention this accomplishment both to praise the students and to alert returning families that you'll see many important changes in this year's handbook.

Even with those advancements implemented this year, the core features of this unique school have remained the same. You'll find in this handbook and, more importantly, in the school's work with you, that we have adhered to our core faith in the talents and possibilities of every Kildonan student. You'll also find that one-to-one Orton-Gillingham tutoring is and will remain the central component of our academic program. Similarly, these pages confirm that the goal of removing all obstacles to students' future success undergirds our challenging subject matter curriculum, our assistive-technology training, the Edge Program, and our confidence-building approach to athletics, the Eye to Eye chapter, college counseling, and the school's community service program. Welcome to the best year in Kildonan's history, a new opportunity to take advantage of our extraordinary faculty's expertise and devotion to you.

Sincerely,

Kevin Pendergast  
*Headmaster*

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### **Kildonan Mission Statement**

The Kildonan School empowers students with dyslexia to regain confidence and exercise their strengths. Daily one-to-one language tutorials complement an innovative, challenging curriculum that inspires students to love learning while preparing for college and beyond.

### **Orton-Gillingham Academy Mission Statement**

The expressed purposes of the Academy contained in its Certificate of Incorporation are:

- To establish and maintain professional and ethical standards for practitioners and educators of the Orton-Gillingham Approach for the treatment of dyslexia.
- To certify individuals who have demonstrated competence as practitioners and educators of the Orton-Gillingham Approach.
- To accredit programs that train Orton-Gillingham practitioners and educators.
- To accredit, in schools, clinics, and summer programs, Orton-Gillingham instruction that meets Academy standards.
- To sponsor and promote research relevant to Orton-Gillingham instruction and disseminate the results of such research.
- To promote public awareness of the needs of children and adults with dyslexia and of the Orton-Gillingham Approach for the treatment of dyslexia.

### **NYSAIS Mission Statement:**

The New York State Association of Independent Schools promotes the independence, well-being and public understanding of, and respect for, New York independent schools and serves as an accrediting body chartered by the New York State Board of Regents.

### **IB Mission Statement**

Kildonan is a candidate school for the Middle Years Programme with International Baccalaureate. As such, the school is mindful of the mission of International Baccalaureate and its alignment with the mission of empowering dyslexics:

"The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right."

### **IB Learner Profile**

The IB learner profile lies at the heart of the Middle Years Programme curriculum and all school experiences. The aim of the IB learner profile is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

*The Kildonan School does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration of its educational and admission policies.*

## **—COMMUNICATING WITH THE SCHOOL—**

**School Phone** : (7:30 am - 5 pm weekdays) (845) 373-8111

**Crew Chief Cell** : (5:00 pm - 7:30 am & weekends) (845) 464-1801

**Health Center** : (845) 373-2015

**School Fax** : (845) 373-9793

### **Reaching Administration, Faculty, & Staff**

The Main Office is open from 7:30 am to 5:00 pm at (845) 373-8111, prompt #1.

When you need to reach someone at the school before 7:30 am, call (845) 373-8111 and follow the directions to route your call to the appropriate number. After 5:00 pm, call (845) 373-2000; once you hear the voice on the machine, enter the extension you wish to reach. Alternatively, if you need to contact residential

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faculty about a pressing or time-sensitive issue, please use the crew chief cell phone number listed above.

**Headmaster :** Kevin Pendergast

(845) 373-8111; [kpendergast@kildonan.org](mailto:kpendergast@kildonan.org)

*\* You may call the Headmaster or Associate Headmaster about any aspect of student/school life*

**Associate Headmaster :** Jeremy Robbins

(845) 373-2014; [jrobbins@kildonan.org](mailto:jrobbins@kildonan.org)

*\* You may call the Headmaster or Associate Headmaster about any aspect of student/school life*

**Director of Language Training :** Kathleen Stewart

(845) 373-8111; [kstewart@kildonan.org](mailto:kstewart@kildonan.org)

- *Orton-Gillingham Tutorial Program*

**Director of Advancement :** Mimi Babcock

(845) 373-2027; [mbabcock@kildonan.org](mailto:mbabcock@kildonan.org)

- *Admissions, Communications*

**Director of Development :** Brenda Lynch

(845) 373-2017; [blynch@kildonan.org](mailto:blynch@kildonan.org)

**Curriculum Coordinator :** Michelle Sorrentino

(845) 373-8111; [msorrentino@kildonan.org](mailto:msorrentino@kildonan.org)

**Executive Assistant/Registrar :** Rhawnie Reil

(845) 373-2025; [rreil@kildonan.org](mailto:rreil@kildonan.org)

- *Registration, Schedules, District needs, CSE & IEP Meetings, Academic Records, College Transcripts*

**College Counselor :** Joy Klvana

(845) 373-2053; [jklvana@kildonan.org](mailto:jklvana@kildonan.org)

- *College Guidance , SAT & ACT , College Applications & Portfolios*

**Business Manager :** Shary Hertel

(845) 373-2050; [shertel@kildonan.org](mailto:shertel@kildonan.org)

- *Student Accounts*

**Patrick A. Lane Health Center** : Renee Swart, RN  
(845) 373-2015; [rswart@kildonan.org](mailto:rswart@kildonan.org)

**Dean of Student Life** : Karl Oppenheimer  
(845) 373-2034; [koppenheimer@kildonan.org](mailto:koppenheimer@kildonan.org)

- *Residential & Student Life & Student Travel*

**Director of Campus Programming** : Marcie Wistar  
(845) 373-4038; [mwistar@kildonan.org](mailto:mwistar@kildonan.org)

**Dean of Boys** : Derio Rivera  
(845) 373-8111; [drivera@kildonan.org](mailto:drivera@kildonan.org)

- *Disciplinary, Social, & Emotional matters for boys, Advisory Program oversight*

**Dean of Girls** : Gladys Gross  
(845) 373-8111; [ggross@kildonan.org](mailto:ggross@kildonan.org)

- *Disciplinary, Social, & Emotional matters for girls, Advisory Program oversight*

**Administrative Offices Assistant** : Yvonne Schutz  
(845) 373-2002; [yschutz@kildonan.org](mailto:yschutz@kildonan.org)

- *Assisting the Associate Headmaster, Residential and Student Life Offices, and Boys and Girls Deans*

**Administrative Offices Assistant** : Gail Burger  
(845) 373-2001; [gburger@kildonan.org](mailto:gburger@kildonan.org)

- *Assisting the Associate Headmaster, Residential and Student Life Offices, and Boys and Girls Deans*

## —THE ACADEMIC PROGRAM—

The academic program is comprised of two parts: Orton-Gillingham language tutorials and subject-matter courses. Both parts of the academic program work together to provide each student with a rigorous educational program that meets the student's individual learning needs while preparing for 21st century college and career readiness in a global environment.

The student body is grouped by age into the Lower School (grades 2-8) and the Upper School (grades 9-12). Students take classes in all buildings on the lower campus. There are many occasions when the whole school gathers for united learning experiences, thus supporting the close-knit community of learners at Kildonan, and fostering constructive friendships between our youngest and oldest students.

*For more detailed information regarding MYP, assessments, grades, rubrics, etc. please see the Kildonan Curriculum Guide.*

### **Orton-Gillingham Program**

The Orton-Gillingham program offers a diagnostic and prescriptive approach to supporting the needs of dyslexic learners. Dyslexia is not merely a reading or writing difficulty. All language skills are involved to varying degrees: listening, speaking, oral reading, silent reading comprehension, vocabulary, spelling, and expository writing. The Orton-Gillingham program supports language learning in two stages. First, skills are taught in isolation and tailored to meet the personal needs of each student in the daily tutoring session. Second, language skills are integrated into subject matter courses in a gradual, telescopic pattern leading to the ultimate goal of independent learning.

### **International Baccalaureate Program & MYP**

“The IB Diploma Programme (DP) was established in 1968 to provide an international education that would enable young people to better understand and manage the complexities of our world, and to provide them with the skills and attitudes to take action to improve it. Such an education was grounded in the more progressive educational thinking of the time but also in the belief that the world could be made better through an education that focused on concepts, ideas and issues that crossed disciplinary, cultural, national and geographical boundaries.” (FPIP, p.3)

“The MYP has been designed as a coherent and comprehensive curriculum framework that provides academic challenge and develops the life skills of students from the ages of 11 to 16. These years are a critical period in the development of young people. Success in school is closely related to personal, social and emotional well-being. At a time when students are establishing their

identity and building their self-esteem, the MYP can motivate students and help them to achieve success in school and in life beyond the classroom. The programme allows students to build on their personal strengths and to embrace challenges in subjects in which they might not excel. The MYP offers students opportunities to develop their potential, to explore their own learning preferences, to take appropriate risks, and to reflect on, and develop, a strong sense of personal identity.” (FPIP, p.3)

*The heart of contextual teaching and learning is the connection that leads to meaning. When young people can connect the content of an academic subject with their own experience, they discover meaning, and meaning gives them a reason for learning. Connecting learning to one’s life makes studies come alive. (Johnson 2002)*

### **Language Philosophy**

*“Learning to speak another’s language means taking one’s place in the human community. It means reaching out to others across cultural and linguistic boundaries. Language is far more than a system to be explained. It is our most important link to the world around us. Language is culture in motion. It is people interacting with people.” (Savignon 1983)*

Students need to develop a sense of personal identity within a multicultural society, and college admissions offices and employers increasingly look for foreign language awareness in applicants. Foreign language is taught in a developmentally appropriate manner that focuses on the individual learning needs of each student. Instruction may include listening, speaking, singing, drumming, dancing, role playing, understanding cultural media, film, and images, writing, and reading. It integrates the arts and an awareness of the cultures in which the language is spoken. Each student progresses through the acquisition of spoken, written, and visual language at a rate that meets individual needs, rather than following a textbook progression of “coverage.” Students who have significant learning needs that would affect language acquisition are provided with necessary accommodations in instruction and assessment.

### **Kildonan Academic Quarters**

Tuesday, November 1st - End of 1st quarter

Tuesday, January 17th - End of 1st semester/2nd quarter

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Friday, April 7th - End of 3rd quarter

Wednesday, May 31st - End of 4th quarter/2nd semester, last day of regular classes

### **Academic Effort Award**

This award recognizes exemplary dedication to learning, a commendable work ethic, and an independent and active desire to succeed. The list is announced at the end of each semester.

In order to be eligible for the Academic Effort Award, students must be nominated by their Language Training Tutor as well as by at least half of their subject matter teachers.

### **Academic Honesty Policy**

“Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. All students need to learn skills such as citing and referencing, and be given opportunities to make mistakes and learn from them so that they are well prepared for further studies (IB FPIP, p.76).”

The IB defines academic misconduct as behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment component.

Academic misconduct includes:

- plagiarism—the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment
- collusion—supporting academic misconduct by another student, as in allowing one’s work to be copied or submitted for assessment by another
- duplication of work—the presentation of the same work for different assessment components
- any other behaviour that gives an unfair advantage to a student or that affects the results of another student (falsifying data, misconduct during an examination, creating spurious reflections).

For most MYP assessments, students are expected to work independently but with appropriate support from teachers and other adults, although there are many occasions when collaboration with other students is an important part of the learning process. Details of IB policies and procedures to support academic integrity as part of the external assessment process are available in the annual publication Handbook of procedures for the Middle Years Programme.

Kildonan's policy on academic honesty is as follows:

- **1st offense:** the student will be required to redo the work for 1/2 credit, and demoted in the effort system;
- **2nd offense:** the student will receive a zero (0) on the work, serve a 3-day separation from school, and be demoted in the effort system;
- **3rd offense:** the student will receive a failing grade in the course, which will be recorded on the student's transcript. Course failure will require credit recovery over the summer.

*Stealing or distributing any teacher materials, including quizzes, tests or answer sheets may be subject to disciplinary action, ranging from suspension to expulsion.*

### **Academic Probation**

Every effort is made to attend to the individual social, emotional, and academic needs of the student. Teachers, tutors, and the student advisor all play a role in helping the student manage the complex demands of school life. If a student's performance consistently falls below expected standards because of excessive absence, lack of productivity, failing grades, disciplinary infractions, or other reasons, the administration will convene a meeting with all relevant parties. The student may be invited to the meeting, depending on the student's age and other factors. Any person involved with the education of the student, including the parent or student, may request that a meeting be convened, although the school may deny the request in its subjective judgment. The reasons for student underperformance will be explored, and solutions to the student's specific challenges will be proposed.

An individualized Student Success Plan will be created to support the student in meeting specific academic requirements. The Student Success Plan will document the people in attendance at the meeting, the specific problems encountered by the

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student, and SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) goals developed by the group that will guide the student toward success. While the Success Plan is in place, the student will be on probation. The purpose of probation is to help the student get back on track, not to punish the student. Although probation will occur in some cases when there is no disciplinary action (e.g., academic difficulty), any school-imposed separation from school will be followed by probation. The student must move out of probation in order to earn full academic credit for the year. Probation ends when the student meets the specific goals set forth in the Student Success Plan.

### **Athletic Program**

All students are required to participate in the athletic program. Students may sign up for any one of the activities offered at the beginning of the term. Attendance and participation is mandatory, and any unexcused absence will be treated as a class cut. Students who have a medical excuse that prevents participation will be encouraged to manage a team or help the Athletic Director in some service-related capacity. Students who are ill or injured may be excused from participation with the approval of the nurse.

Uniforms and equipment will be issued by the team coaches and must be returned to the coach at the end of each season. Uniforms not returned will be charged to student accounts.

Students are expected to attend all games with their teams. Awards are based upon attendance, level of participation, and other criteria that the coaches and Athletic Director may stipulate. There are occasions when interscholastic teams have games or meets that run past 4:45 p.m. on a weekday or occur on a Saturday. Students who make the commitment to participate in a team sport also make the commitment to attend these events. At the end of each term, all interscholastic athletes will be recognized at an assembly.

### **ATHLETIC DEPARTMENT CODE OF ETHICS**

As a member of a competitive Kildonan athletic team, students must:

- Commit fully to their team and coach

- Treat other team members and all coaches, referees, players, and fans with respect

Any infraction of the Code of Ethics may result in a student being suspended or dismissed from a team. The decision will be made by the coaches, Athletic Director, and Dean of Student Life, and disciplinary action may include suspension or dismissal from school.

### **UNIFORMS AND EQUIPMENT**

The school provides game uniforms and some equipment. Some personal equipment (e.g., appropriate footwear) will need to be provided by the student. School uniforms must be worn at all games and, in the case of loss, students are responsible for the cost of the uniform.

### **LOCKERS**

Students will be assigned lockers for changing from class dress to sports clothing. Students can receive a combination lock from the Athletic Director to place on a locker in the locker rooms located in the Schoolhouse restrooms. Locks must be returned at the end of the year.

### **SKI/SNOWBOARD PROGRAM**

The Ski/Snowboard Program is a central element of the winter term. Students go skiing/snowboarding locally every Thursday. Instruction is part of the program. There also is a student Snowsports Patrol to enforce ski rules and assist in instruction.

### **TEAM CHANGES**

All changes for afternoon sports commitments must be made within the first two weeks of each term and be approved by the Athletic Director.

### **Conferences**

Parents are encouraged to contact teachers to discuss that aspect of a student's life at Kildonan for which the teacher is directly responsible (e.g., progress in tutoring with their tutor or conduct in the dormitory with the Dorm Master). Parents may request a comprehensive conference that addresses all aspects of a student's development and current functioning. These meetings may be scheduled with

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either the Headmaster or the Academic Dean, and may involve the student's advisor, teachers, and administrators, thus providing a complete picture of student performance and creating an opportunity for proactive collaboration and communication. Often a good time for a meeting with all of a student's teachers is 3:30 or 4:45 p.m. on weekdays. Parents may also request periodic updates from the student's advisor. The advisor will contact the student's teachers to get updates on the student's progress in each class, then communicate with parents to keep them informed of how the student is doing in all aspects of school life.

Formal parent-teacher conferences also take place on Friday of the October open weekend, and on Friday of Founder's Day in May. For those conference dates, parents will receive advance notice and have the opportunity to reserve time slots with specific teachers.

### **Diploma Requirements**

In order to graduate, students need a minimum of 26 credits including Health and Physical Education. Certain of those credits must be earned in particular subjects or areas.

Students in the Middle Years Programme must take a minimum of each of the required subject areas every year from grades 6-10:

Daily 1:1 Language Training (no credit, no grade)

Mathematics - 1 credit

Humanities - 1 credit (Literature + History for grades 9-10, for 2 credits)

Science - 1 credit

Design - ½ credit

Language B - 1 credit

Visual/performing Arts - 1/2 credit

Health and Physical Education (including sports) - 1 credit

Minimum yearly course distribution requirements for grades 11/12 include:

Daily 1:1 Language Training (no credit, no grade)

Mathematics - 1 credit

Humanities (Literature + History) - 2 credits

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Science - 1 credit

Sports -1 credit

Art/Music/Design - 1 credit

Electives - 1 credit

In order to receive a credit for a course, a student must pass the course for at least three of the four quarters, one of which must be the fourth quarter. In computing the final grade for courses, the summative assessment counts in the term grade, and each quarter counts as one fourth of the year grade. In order to receive a passing grade in Health and Physical Education and Sports, students must participate in after-school sports for 2 out of 4 quarters, in addition to participating in the schoolwide Butternut Snowsports program.

### **Grades and Reports**

The Kildonan reporting system includes conduct/effort ratings, letter grades in subject-matter classes, and narrative commentary. Reports are issued quarterly.

### **New York City Public Library Account**

All students will maintain an account with the New York City Public Library at no cost. Membership with the NYPL will provide students with book-borrowing privileges and online access to digital research databases, archives, and significant collections of multi-media resources. The NYPL resources will be integrated into subject-matter classes. The Admissions Office will provide families with the necessary permission and registration forms.

### **Study Halls**

Students are provided with multiple opportunities throughout the day and week for proctored, independent study in academics and language training. Student productivity is closely monitored by proctors and the teachers who receive assignments. When a student falls behind with assignments or is unproductive, he or she will be provided with an opportunity for an extra supervised study period. Advisors will be notified when a student needs this extra study period.

#### Weeknight study halls, Monday-Thursday

Weeknight study halls are exclusively dedicated to tutoring assignments. The first half hour of study hall is devoted to a **reading period**. Each student will be

assigned a book to read; there will be no use of digital media during the reading period except in cases of rare exception which will be communicated to the proctors.

There are 3 levels of evening study hall: classroom study, lounge study, and room study. All students are placed in classroom study for the first quarter of the year. After the first quarter, study hall placement is tied to place in the effort system. Classroom study takes place in the dorm, but students work at desks or tables. Lounge study affords students the opportunity to sit on couches or lounge chairs. Lying down is not permitted. During room study, students may work in their rooms with door open; they must be prepared to present their assignments to proctors.

#### Last period study hall, Monday through Friday

Dedicated to subject matter work. If assignments are complete, students are expected to read their assigned book from tutoring. If that book is not available, the proctor may make an assignment.

#### **General Protocols for Study Hall**

Should assignments be made via ipad/laptop, all screens must remain visible to proctors. Use of phones is not permitted in study hall.

Should a student complete their work in any study hall, they are expected to read from the book assigned by their tutor. If this book is not available, the proctor may make an assignment.

Use of headphones is left to the discretion of the proctor and tutors/teachers.

Each student will be issued a planning book to keep track of assignments. All tutors, and possibly some teachers, will use the planners to assign work. Students are expected to bring their planner and reading book to every study hall. If a student loses their planner, their account will be charged for the replacement cost.

Proctors will evaluate each student's performance in evening study hall by assigning a grade of 1, 2, or 3 (3 being the highest.) The grade is recorded in the student's planning book.

## —EFFORT SYSTEM—

The goal of the Kildonan Effort System is to encourage students to gain independence based on their effort and behavior in all areas of campus life. It is designed to allow each student to reach his or her personal potential as an independent individual and as a member of the Kildonan community. It emphasizes courtesy, respect, tolerance, self-advocacy, and community involvement.

**The Process:** Students apply to move up levels within the Effort System. Applications require various signatures from faculty and parents/guardians depending on the level sought. Students teachers, tutors, coaches, and dorm faculty (when appropriate) complete evaluation forms for those who have submitted an application. A student's grade level team, advisor, tutor, and the Dean of Student Life will review and discuss each student's application, faculty evaluations, and any other related information to determine acceptance to the next level. Students are informed of decisions by their advisor in a one-on-one meeting. The Effort System policies as stated herein are subject to change by the Effort System Committee and/or administration.

**CES Level 1:** *Privileges granted to Upper School students by meeting basic community expectations*

### **Privileges for all students**

- Dress down on Wednesdays and other occasions
- May arrange to have access to equestrian facilities through the riding instructor

### **Privileges for boarding students**

- Access and use of Goldman lounge facilities with supervision
- Free time after sports

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- Invitation to campus-wide events

### **Privileges for day students**

- May attend breakfast
- Permission to be on campus after 5:00 pm to attend evening events

### **Expectations**

- Follow the Dress Code - Speak in courteous, respectful, and clean language to faculty, staff, and peers
- Have constructive attitude toward the School
- Follow handbook rules to avoid situations that might result in disciplinary action
- Meet all time expectations (e.g. arrive to class before on time)
- Check in with dorm staff or with the Office of Student Life upon arrival to campus; when leaving campus students check out with dorm staff or dismissal proctor
- Boarding students consistently pass room inspection and are ready to leave dorm for breakfast at 7:30am

*Those unable to meet the expectations listed above consistently will be unable to move up to the next level and receive additional privileges. Students must maintain this level for a minimum of one E.S. cycle before applying for Level 2.*

### **CES Level 2:**

#### **Privileges for boarding students**

- May bypass morning room inspection, but must check out with dorm head

#### **Privileges for day students**

- May request overnights in the dorm for non-academic reasons
- May attend weekend trips if after signing up for the trip with the Dean of Student Life. Availability is on a first come, first served basis. *Please note that trips may be cancelled due to lack of participation by boarding students.*

#### **Expectations:**

- Meet and maintain Level 1 expectations

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- Effectively complete tutoring and subject matter work
- Maintain a consistent average in day and/or evening study hall
- Demonstrate involvement in the community (e.g. open a door or offer to carry a package for faculty, help a peer to understand an assignment, etc.)
- Boarding students regularly maintain a clean and organized room
- Boarding students have begun to complete dorm jobs with independence

*Those unable to meet the expectations listed above consistently will be unable to move up to the next level and receive additional privileges. Please note, once students have achieved this level, they may lose privileges if they are unable to maintain this level of expectations or are involved in a disciplinary action. Students must maintain this level for a minimum of one C.E.S. cycle before applying for Level 3.*

### **CES Level 3:**

#### **Privileges for boarding students**

- May bypass morning checkout by dorm head
- May order for delivery between 8:15 - 9:15
- May have TV/VCR/DVD and gaming systems in room
- May ask for permission to sleep over in another student's room on same floor during weekends; guest and host must be both at this level

#### **Privileges for all students**

- May apply to be a Student Ambassador for the Admissions Office

#### **Expectations at this level include:**

- Have met and maintained Level 1 & 2 expectations
- Continue to make positive efforts toward optimal success in tutoring, subject matter classes, athletics, and campus life
- Behave appropriately at Kildonan by following school and classroom rules
- Consistently complete and submit nightly assignments
- Continue building personal involvement in the community (e.g. ask to help a peer or faculty member on a regular basis, ask others to help keep litter off the path, etc.)
- Medication compliance and attention to hygiene and other health issues

- Boarding students are responsible for independent check-out (leave room clean and orderly, and leave dorm by 7:20 am)
- Boarding students adhere to the assigned times of 8:15 - 9:15 for food ordering and refrain from ordering food for other students

*Those unable to meet the expectations listed above consistently will be unable to move up to this level and receive the additional privileges. Please note, who have achieved this level, you may lose privileges if if unable to maintain this level of expectations or involved in a disciplinary action. Students must maintain this level for a minimum of two E.S. cycles before applying for Level 4.*

#### **CES Level 4:**

##### **Privileges for all students**

- May enter the dining hall before the crew chief invites students in
- Invitation to Movie Night (first come, first served after Good Studiers)
- May use bike off-grounds during Sports after filing a 'flight plan' with on-duty faculty member. Must carry a cell phone and wear a helmet.

##### **Privileges for boarding students**

- **7<sup>th</sup> – 8<sup>th</sup> graders:** May have a small reading lamp to use for 30 minutes past lights out.
- **9<sup>th</sup> – 12<sup>th</sup> graders:** May have optional Sunday night study hall (students are responsible for completing assignments on time)
- **11<sup>th</sup> +12<sup>th</sup> graders:** Excused from cloisters and lights out
- May have a dorm-sized refrigerator in their room.

##### **Expectations at this level include:**

At this level, students demonstrate a higher level of independence and maintain a higher level of trust with the faculty and staff. Students at this level consistently model independence for their peers. On Level 4, students are expected to make a positive and consistent impact on the school community in their own way. A parental permission form is part of the application process. Students at this level are regularly reviewed by the Effort Committee and the administration.

##### **General expectations at this level include:**

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- Have developed a high level of trust with teachers to complete all previous requirements and demonstrated a high level of independence
- Continue to make positive efforts toward achieving personal best in tutoring, subject-matter classes, athletics, and campus life
- Boarding students get up and ready for the school day independently
- Demonstrate an ability to manage time (*e.g., estimate and organize time for assignments*)
- Demonstrate appropriate self-advocacy skills (*e.g., anticipate and ask for extra time or help with an assignment, arrange for extra help with a teacher, etc.*)
- Have parent/guardian sign the Level 4 permission slip (explain the effort system and why you think you are ready for this level to parent/guardian)

*Those unable to meet the expectations listed above consistently will be unable to move up to the next level and receive additional privileges. Please note, once students have achieved this level, they may lose privileges if unable to maintain this level of expectations or are involved in a disciplinary action. Additionally, students may be asked to go through a reaffirmation process if they do not demonstrate a consistently positive impact on the School community. Juniors and Seniors interested in moving to Level 5 must maintain this level of expectations for a minimum of **two** E.S. cycle before applying.*

### **CES Level 5 - Open to Juniors and Seniors only.**

#### **Privileges for junior and senior students:**

- May apply for driving privileges to and from home (may be withdrawn at the discretion of the administration)

At this level, students demonstrate a higher level of independence and maintain a higher level of trust with the faculty and staff. Students at this level are an model independence and community involvement for their peers. A parental permission form is part of the application process. Students at this level are regularly reviewed by the Effort Committee and the administration.

*Those unable to meet the expectations listed above consistently will be unable to move up to the next level and receive additional privileges. Please note, once students*

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*have achieved this level, students may lose privileges if they are unable to maintain this level of expectations or are involved in a disciplinary action. Additionally, students may be asked to go through a reaffirmation process if you do not demonstrate a consistently positive impact on the School community.*

### **—TESTING POLICY—**

For summative assessments, students are eligible, based on the subjective professional judgment of their teachers and tutors, to receive individual support from a reader or scribe. Students working with readers/scribes are tested in individualized settings. Students may also, based on the subjective professional judgment of teachers and tutors, take summative assessments and exams in the AT lab using assistive technology. All students are given unlimited time to complete term exams and summative assessments, which may involve testing over several days.

### **—ADVISORY SYSTEM—**

Every student is assigned a faculty advisor who acts as an advocate, guide, and mentor during the year. The advisor serves as the point of contact for parents, and is familiar with all aspects of a student's academic and social life. The advisor will meet daily with the student and will communicate bi-weekly with parents to keep them informed of their student's progress or to respond to questions and concerns that parents might have. The advisor is in regular contact with the student's tutor and all teachers, coaches, and dorm personnel. If problems arise in academic, social, behavioral, or other areas of school life, the advisor addresses the issue immediately with the student and keeps parents informed. In the case of disciplinary proceedings involving the student, the advisor will be present and involved with decision making.

### **—ATTENDANCE POLICY—**

All students are expected to be in attendance from 8:00 am to 4:55 pm every day that school is in session. There are no "optional" days in the Kildonan calendar.

- **Daily attendance** - Students are expected to be in their first class location by 8:00 am, at which point attendance will be taken.
- **Class attendance** -Attendance is taken in every class to ensure that students arrive at each designated learning area on time. Students who have left class during the day to go to the Health Center will be recorded as such in the attendance system.
- **Late arrival** - Students must report to the Assistant to the Academic Dean in the Kokesch Humanities Building to sign in and receive a pass admitting them to class. No student arriving late to school will be admitted to class without a pass signed by the Main Office.
- **Early departure** - No student will be granted permission to depart campus early without signed permission from the Associate Headmaster. Early departures are seldom granted, and must be for a significant reason. Parents are urged to avoid scheduling appointments for students during school hours. Students who leave campus early are accountable for all assignments in missed classes. Students who leave campus without permission of the Associate Headmaster are considered to be cutting class and will be subject to disciplinary action by the Office of Student Life.
- **Excused absence** - When a student is absent from school, parents are required to call the Main Office or email [mainoffice@kildonan.org](mailto:mainoffice@kildonan.org) and report the absence by 8:00 am. Attendance is taken between 8:00 and 8:10, so any student not otherwise accounted for will be marked as an unexcused absence, which holds disciplinary consequences. Students are accountable for all work assigned during an absence. Please remember to notify your bus company if your student is going to be absent, or if you picked up your student early from school.
  - If a student is absent more than 2 days due to illness, the Dean of Student Life will contact the parents to discuss the reasons for the absence.
  - If a student accrues more than 10 excused absences per semester or 20 absences per year, the Associate Headmaster will convene a meeting

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with parents, teachers, advisor, and Dean of Student Life to discuss the academic progress of the student. Students are expected to complete all assignments given during periods of absence. If the student is unable to maintain appropriate progress in tutoring and subject-matter classes, s/he will be placed on probation until work is made up. In order to award academic credit for the year, all missed assignments must be made up according to a plan agreed upon by the student's teachers and the Associate Headmaster.

- **Unexcused absence** - Any student who is absent from school without parent notification/documentation, or who is absent from any class without notification from the nurse or other school personnel, will be considered to be cutting class. This will trigger second and subsequent unexcused absences will automatically place the student in probation. Unexcused absences remain part of a student's permanent academic record.
- **Medical leave** - In the event of serious illness or injury requiring extended absence from school, the student and parents will contact the Associate Headmaster to discuss a plan for assignment completion. If illness or injury prevents a student from keeping up with assignments during the school year, the student may complete credit recovery work over the summer in order to receive full credit for the year. The credit recovery plan will be developed by the Associate Headmaster, after consultation with the student, parents, advisor, language tutor, and teachers. The school's staff and administration, including its medical staff, will determine, in their subjective professional judgment, whether a given medical leave is justified, and whether a student's return after the leave is appropriate. In some cases, before admitting a student back from leave, the school will require the signed, written opinion of outside medical staff (of the school's choosing) as to the student's fitness for return.
- **Separation from school** - When a student is separated from school for disciplinary reasons, the student is expected to stay on track with all assignments during the period of separation.

- **Weather disruptions** - In the event of a weather delay, parents will receive text/email/phone communications from the school through PCR alerts. A 2-hour delay schedule will be followed. In the event of campus closure due to impassable roads, parents will receive notification and further directions from PCR. Teaching and learning will still take place on campus closure days. The school will follow a modified schedule. All students will complete assignments for each class according to the delay schedule. Day students will work from home, and boarding students will work in the classroom in King House and in the lounges of Goldman Dorm. Failure to check in with each teacher during the scheduled class time will be counted as an unexcused absence. In the rare event that a power failure prevents a student from joining on a school closure day, parents are asked to inform the Main Office as soon as possible.
- **College Visits** - Whenever possible, students and parents are asked to schedule college visits during vacations. However, college visits during the school year will not be counted as absences, provided that parents contact the Associate Headmaster to explain the time frame for the scheduled visits. It is the student's responsibility to make arrangements with tutor and teachers, and to remain current with assignments while visiting colleges.
- **Bereavement** - When an immediate or close relative of a student passes away, students are excused to attend memorial services. The length of bereavement leave will be determined by the Dean of Student Life, given the particulars of the situation.
- **Late for class** - Attendance will be taken in the LMS in every class 5 minutes after class starts. Students who are late will be recorded in the LMS. Beginning with the second late arrival, the student will be required to serve a 20-minute detention for each late arrival in class.
- **Health Office** - students who are visiting the Health Office are marked as present in the LMS, so their whereabouts are known and their absence from class is excused. When a student leaves the Health Office, their departure time is recorded.

- **Snowsport Thursdays** - If your student will not be coming in on a Ski Thursday for any reason, please call the school (leave a message before 8:00 am) so that the day student bus is not left waiting.
  - If there is a 2-hour weather delay on Ski Thursdays, the boarding students will leave for the mountain as soon as the roads are clear and safe for driving. The day student bus will not leave campus until all the day students arrive, which means it is important to notify the school if a student will be absent that day.

If a student must miss one or more days of school, or must depart campus before the end of the school day on Friday, the student must obtain written permission from the Academic Dean on the “Green Sheet.” The Academic Dean will review the student’s LMS attendance record and discuss it with the student. Permission to miss school is seldom granted, and will only be considered in urgent emergency situations. The school takes the position that the most important job of the student is to be in class, and that any absence from class detracts from student success. If the Academic Dean approves the early departure or absence on the “Green Sheet”, the student must show the sheet to all teachers, who record assignments and sign off on the sheet. The student is accountable for all assignments due in missed classes. The student’s approved absence will be recorded in the LMS, and will accrue missed time, which will count toward the maximum of 10 excused absences per semester.

## —MAJOR SCHOOL RULES—

Every person employed by The Kildonan School is deeply committed to the success of every student. Every effort is made to provide a safe, structured, caring environment in which children can remediate their weaknesses, explore their interests, and develop their strengths. An ounce of prevention is worth a pound of cure in terms of promoting positive and caring behavior toward others. However, if students make mistakes and violate major school rules, consistent consequences will follow. It is essential to uphold consistent and clear consequences for actions that violate the trust and sense of community at the school. All of the school’s disciplinary policies, procedures, and decisions apply equally to all students, regardless of each student’s disabilities.

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The following list identifies serious infractions leading to suspension or expulsion from school. Please note that this is not an exhaustive list, and any enrolled student whose actions damage the reputation of the school, or violate civil or criminal law at any time, whether on or off campus and regardless of whether school is or is not in session, will be subject to disciplinary action ranging from on-campus community service to dismissal. By enrolling a student in the Kildonan School, parents recognize the school administration's expertise in developing a plan for students in disciplinary situations. The school administration will make such plans according to their subjective professional judgment. The school reserves the right to dismiss a student should any member of the student's extended family either fail to provide the school with material information as to the student's educational or psychological profile, or should any such family member impede the school's work with a student, in the school administration's subjective professional judgment.

In any case of violation of major school rules, the Associate Headmaster and Dean of Student Life will hold a disciplinary consultation with the advisor, parents, and with the student. The School's administration will determine disciplinary consequences and follow-up actions after that consultation. Depending on the infraction and the particular circumstances of the issue, the school may establish a range of consequences in increasing order of severity, including but not limited to:

- Individual counseling
- Loss of privileges
- Education about consequences of behaviors
- Probation
- Three-day suspension
- Reparations to individuals or the school in cases of theft or vandalism
- Five-day suspension
- Two-week suspension
- Long term separation from school
- Expulsion

1. **Endangering the safety or welfare of others**— Any act endangering the safety of others will result in a disciplinary consultation with the Associate Headmaster, Dean of Student Life, advisor, and parents. Major offenses,

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which will likely result in expulsion, include tampering with safety equipment, such as fire extinguishers, heating units, electrical systems, alarm systems, as well as smoking in a building, setting fires, and burning candles. Moderate level offenses include but are not limited to roughhousing and horseplay, possessing and/or using knives or weapons, throwing sharp or heavy objects, etc. The first moderate level offense will result in a 3-day separation from school. The second offense will result in placement on probation, including a conduct plan and specific monitoring procedures. If the student does not comply with the terms of the probation, the student will be separated from school for the remainder of the academic year.

2. **Intimidation, Harassment, Menacing, and Bullying (IHMB)**— is defined as “threatening, stalking, or seeking to coerce or compel a person to do something, intentionally placing or attempting to place another person in fear of imminent physical injury, or engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving:

- race
- color
- ethnicity
- national origin or ancestry
- religion
- religious practices
- gender or transgender
- socioeconomic status
- weight
- sexual orientation
- age
- disability

that substantially disrupts the educational process.” (NYCRR Sec. 120.2[gg][1][j]). These behaviors include face-to-face and online conduct that meets this definition. They include, but are not limited to, bullying, harassment, cyber-bullying, hate crimes, and sexting. IHMB behaviors create a hostile school-wide environment in which students’ health, safety, welfare, and access to learning are impeded.

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**Bullying** is defined by the U.S. Department of Health and Human Services as “aggressive behavior that is intentional and involves an imbalance of power or strength.” **Bullying is intentional, targeted, and repeated over time.** Bullying can involve **physical actions** (hitting, punching, kicking, spitting, tripping), and **verbal actions** (name calling, teasing, inappropriate comments referring to someone’s membership in a protected class, taunting, threatening to cause harm). **Bullying does not have to be based on characteristics protected by U.S. civil rights laws.** (U.S. Office of Civil Rights, Dear Colleague Letter, 2010).

**Cyberbullying**, or online social cruelty, is bullying that takes place using electronic technology, including devices such as cell phones, computers, and iPads, as well as online platforms including social media, text messages, email, chat rooms, and websites.

- Cyberbullying can happen 24 hours a day, 7 days a week, and reach a child even when he or she is alone.
- Cyberbullying messages and images can be posted anonymously and distributed instantly to a global audience. Deleting inappropriate or harassing messages, texts, and pictures is extremely difficult after they have been posted or sent. (U.S. Department of Health and Human Services)  
<http://www.stopbullying.gov/cyberbullying/what-is-it/index.html>

**Harassment** is strictly forbidden by the school. Harassment includes “... conduct that may be physically threatening, harmful, or humiliating. **Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment** when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities, or opportunities offered by a school. **When harassment is based on race, color, national origin, sex, or disability, it violates the federal civil rights laws that OCR enforces.**” (U.S. Office of Civil Rights, Dear Colleague Letter, 2010). However, harassment cannot be defined as any unpleasant statement that a student or school professional makes. The school’s administration, in its subjective professional judgment, will determine whether given conduct constitutes harassment.

**Hate Crime**— a crime motivated by hatred, bias, or prejudice, or where the victim is targeted for the crime at least in part because of his/her actual or perceived race, color, ethnicity, national origin, religion, sexual orientation, age, disability, or sex. (South Hadley, MA Bullying Prevention Plan, 2010).

**Hostile environment**— exists when bullying and/or harassment cause the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the education of targeted students. (South Hadley, MA Bullying Prevention Plan).

**Reporting of IHMB behaviors** to the Associate Headmaster is available to every student and employee at Kildonan. The reporting individual does not have to be the target of hostile behavior, but may know about it. Reports may be anonymous and can be verbal, written, or e-mailed. Upon receiving any report of IHMB behavior, the Associate Headmaster and Dean of Student Life will undertake a confidential investigation that protects the safety of targeted individual(s) and protects the reporting individual(s) from retaliation. Disciplinary actions will include separation from school, probation upon re-entry, and, in some but not all cases of repeat offenses, expulsion. A student who has engaged in IHMB behavior may be prohibited from participating in school-sponsored functions and extracurricular activities, will be separated from the targeted student(s), and will be monitored under an academic probation plan upon re-entry, the duration of which will be determined through the disciplinary consultation process.

**Sexting** is “sending, receiving, or forwarding sexually suggestive/nude photos through text message or e-mail.” (NYS Department of Criminal Justice Services). This applies even when a minor sends explicit pictures of him/herself. A student who has engaged in sexting is violating a major school rule and is subjecting himself or herself to disciplinary action up to and including suspension and/or dismissal from school.

- Theft and Vandalism**— Stealing personal belongings of another person or organization, including the school, or intentionally damaging or destroying personal or school property, will result in a disciplinary consultation and separation from school. The student will be expected to make reparations to the person or to the school in the case of theft or vandalism. The specific

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conditions of reparations will be determined in the administration's subjective professional judgment after a disciplinary consultation. The school is not responsible for damage, loss, or theft of personal belongings. Expensive or irreplaceable items are best left at home. Parents should verify that student possessions are covered by their insurance policy. Students may not buy, borrow, or sell personal belongings.

Any damage to school property, either intentional or accidental, must be reported immediately to the Dean of Student Life. Students will be asked to fill out and sign a damage report. Sometimes there may be damage to a building or room by an unknown culprit. Under those circumstances, part or all of such a group of students may be asked to share the cost of repair or replacement. Students may not mark or apply stickers to walls or furniture. Students may be asked to pay for repair or replacement if furniture is scarred or damaged at any time during the year.

4. **Leaving the dormitory or campus without permission**— The school must know the whereabouts of students at all times. Students must obtain permission from the Dean of Student Life or staff member on duty to leave campus. Students leaving campus at any time must sign out at the Dean's office during regular weekday hours. On weekends, students must sign out with the Crew Chief. Students may not be outside of the dormitory or off their assigned floor after check-in. This includes entering a dormitory other than their own without permission, or being alone in a building where there is no adult supervision.
  
5. **Sexual Activity**— The school believes that student sexual activity is inappropriate in a school community. Proven cases of sexual behavior on the part of students will trigger the administration's disciplinary consultation with the student(s), parents, and advisor(s). The school will act to intervene and remediate the situation in a confidential manner but cannot fully control gossip, including gossip generated by the relevant students.

## Items Not Allowed at School

The following items are forbidden. If they are found in your possession, they will be confiscated and not returned.

- Electrical appliances (*e.g., refrigerators, blenders, etc.*)
- Cooking devices (*e.g., indoor grill, microwave, toaster, coffee pot, heating elements, etc.*)
- Inappropriate decorations or materials (*e.g., items related to drugs, sex, alcohol, tobacco, crime, etc.*)
- Weapons (or replicas of weapons) and sharp objects (*e.g., water, paintball, pellet, or bb guns, knives, slingshots, darts, etc.*)
- Extraneous lighting other than regular lamps (*e.g., neon lighting, black lights, lava lamps*).
- Any incendiary devices (*e.g., matches, lighters, incense, flints, etc.*)
- Drugs, alcohol, and all tobacco products (*cigarettes and e-cigarettes*)

## —SUBSTANCE ABUSE POLICY—

Kildonan is committed to fostering a community free from drugs, alcohol, and tobacco. The School reserves the right, as part of a student's continued enrollment, to require testing for drug, alcohol, or tobacco use, and a positive result on such a test is grounds for disciplinary action, including the possibility of expulsion from school. The school also recognizes the need for student education on drug, alcohol, and tobacco use and makes education programs available to students. Students needing support with those issues are encouraged to contact a member of the faculty or administration to seek assistance. Students who seek assistance will not be subject to school disciplinary action for doing so; however, a student who seeks assistance so as to avoid disciplinary action may still be subject to such action. Kildonan students are prohibited from involvement with or possession of controlled or illegal substances and/or paraphernalia, whether on or off campus. In addition, students may not be in possession of prescription or over-the-counter medications while enrolled at Kildonan, whether on-campus or off. These rules apply whether or not the student or anyone else actually uses the prohibited item at any time.

## **Procedure**

The first time a student is found in possession of, using, under the influence of, admitting to the use of, or through positive medical test results to have used illegal or controlled substances while enrolled as a student at Kildonan, he/she will be subject to any combination of the following procedures, according to the administration's subjective professional judgment:

1. Suspension or expulsion.
2. Placement on probation.
3. Random medical screenings for further substance use/abuse throughout the remainder of his or her stay at Kildonan.

## **Counseling**

Students who are allowed to remain enrolled will also be required to participate in a drug or alcohol counseling program and perform community service hours as determined by the school. A second offense will likely result in expulsion.

The student may be subject to drug testing at the discretion of the Headmaster or Associate Headmaster, or for any of the following reasons:

- He/she is found to be in possession of alcohol, a controlled or illegal substance, or related paraphernalia.
- He/she is found to be using alcohol, a controlled or illegal substance, or paraphernalia.
- He/she is found to be exhibiting behavioral and/or physical symptoms suggesting use of alcohol, a controlled or illegal substance, or related paraphernalia.

The school will notify parents of the circumstances, will ask permission of parents to have the student tested by a professional of the school's choosing as a requirement for continued enrollment, and will also share the results of the testing. If the student or parents refuse any of the above conditions, the student will be expelled or allowed to withdraw from school. The school may also require a medical and/or psychological evaluation of the student by a professional of the school's choosing and at the parent's expense, before allowing the student to return.

### **Tobacco & Smokeless Tobacco (E-cigarettes) Policy**

- *Any use of tobacco products (cigarette, chewing tobacco, and e-cigarettes) is not permitted at Kildonan.*
- If a student has been a habitual smoker or e-cigarette user before coming to Kildonan, the parents must help their student eliminate the unhealthy practice.

### **The following steps will govern smoking policy violations:**

- **1st offense:** will result in 2 hours of Saturday work detail. Also, the student's parents will receive a letter stating that he/she has been caught smoking or using smokeless tobacco for the first time and explaining the possible consequences of further violations.
- **2nd offense:** will result in a weekend-long work detail, a parent meeting, and enrollment in a smoking cessation program. Also the student's parents will receive a letter stating that he/she has been caught smoking or using smokeless tobacco for the second time and explaining the possible consequences of further violations.
- **3rd offense:** may result in suspension from school.
- **4th offense:** may result in expulsion from school.

### **—ALL STUDENT POLICIES—**

#### **Bicycles/Skateboards**

*The school and New York State require that all persons riding bicycles or skateboards must wear an approved helmet.* A reflective vest is also encouraged. Borrowing or lending bicycles or skateboards is not permitted. Only one person may be on a bicycle or skateboard at a time. Students may not jump or stunt ride. Bicycles may only be ridden after the end of the academic day. Students must be under the supervision of a faculty member to ride off campus or in the woods. Bicycles must be kept in the designated storage area. Violation of the bicycle/skateboard rules will lead to suspending or revoking of permission to ride.

#### **Birthdays**

Parents who wish to provide funds for a small dormitory pizza party or birthday cake may do so by notifying the Dean of Student Life ahead of time.

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## Boundaries

*Students need permission to leave the immediate campus. Leaving campus without permission will trigger disciplinary proceedings.*

The campus boundaries are as follows:

- **North Boundary:** The tree line from the Equestrian facility up the hill to Einstein House
- **West Boundary:** Morse Hill Road at top of hill
- **South Boundary:** *Girls:* Morse Hill Road  
*Boys:* Path from Schoolhouse up the hill to Rocky Nelson
- **East Boundary:** Tennis Courts/Riding Ring (*Students may cross the road to go to the barn only with prior approval, and only when a staff member is in the barn to supervise.*)
  
- Students may cross the road to go to the barn only with prior approval, and only when a staff member is in the barn to supervise.
- Students may not enter the woods unsupervised at any time.
- From **March 2nd through October 18th**, students may be led on horseback riding and bike riding trips into the woods with a faculty leader.
- From **October 19th through March 1st**, no entry into wooded areas whatsoever is allowed for students or adults.

## Cash

Only very small amounts of cash should be kept in the dorm. Cash or checks should not be sent directly to students from home. A drawing account must be set up with the Business Office upon enrollment. Money disbursed for trips, or for cash to be used by a student, will be drawn from that account. **The school cannot be responsible for money kept in the dorm.** Students will be given cash from their drawing accounts when they need it. Students may not borrow or lend money from or to any party.

## **Civility**

The faculty and staff at Kildonan are professionals dedicated to students' welfare. Faculty deserve the respect of parents and students. Disrespect and abuse of faculty and staff is not permitted in a collegial community. Faculty will respond to emails within a reasonable time period and should not be expected to respond instantly. When a communication from a parent/student with a faculty/staff member is perceived subjectively by the recipient as unduly hostile or abusive, the faculty/staff member is not obligated to respond. The faculty/staff member will refer hostile or inappropriate communications to the Associate Headmaster or Headmaster. When a meeting with parents becomes uncivil, the faculty member or administrator has the right to terminate the meeting.

With the exceptions of school district-related hearings and when subpoenaed, parents are not to ask school administrators, staff, or faculty to testify or submit documents to any legal proceeding.

## **Community Service (*Twice Monthly on Mondays*)**

The Community Service program gives our students an opportunity to contribute their energies and talents to a wide variety of people and projects. Many aspects of life at Kildonan benefit from the enthusiastic work and support of student volunteers and work crews. In turn, students develop an increased sense of responsibility and leadership, improved self-esteem, and a better understanding of the complexities of a boarding school and the challenges of the adult world. The philosophy of the program emerges from the long-standing tradition at Kildonan through which the entire school gives back to the school community or the community at large in some way.

## **Computers and Internet/LAN Access**

**Students are strictly forbidden from loaning out any electronic devices to any other party.** The school assumes no responsibility for lost, damaged, or stolen devices.

Wireless Internet is available on campus and in the dormitories. Unless approved by the Director of Technology, all access to the LAN and Internet by student computers must be through the School's wireless network. Students may not use outside wireless cards (e.g., Verizon) or devices while at school. In addition, all

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software on student computers must have appropriate licensing (e.g., no pirated software). Kildonan staff can and do conduct regular remote audits of student computers and network activity. If inappropriate software, hardware, or website access is found, the student may be subjected to disciplinary procedures, including loss of device privileges and possibly suspension or expulsion from school.

Any information or comments posted by an enrolled student about any other person or entity while using the LAN, or any posted information or comment about any student or the School, whether made on or off campus, on any device or network, is subject to the School's harassment policy. Any digital content posted by students and "tagged" or associated with Kildonan in any way can and likely will subject the student to disciplinary action.

Kildonan allows limited access to social networking sites (currently, access is restricted to Facebook during non-academic hours). The school has a clear policy that prohibits faculty and staff from communicating with current students through social networking sites.

**In addition, students:**

- Should use computers during the academic day only for academic purposes
- May not use another student's password (with or without permission) to access personal accounts (e.g., mail, server, etc.)
- May not be in any academic room unsupervised
- May not bring food or drink into the AT lab
- Should not attempt to override any security features
- Should not install any software on school-owned computers
- May not use any device to provide internet service to any other device or to act as servers
- May be asked to refrain from activities that require large bandwidth
- May not use video chat after lights out
- Are responsible for information or photos they post about themselves or others. Public messages must not include personal attacks and should follow ordinary rules of appropriate public language.

**Kildonan reserves the right to:**

- Limit server space

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- Limit access to the Internet, LAN, and school computers
  - Limit access to certain Internet sites and activities, including chat rooms, instant messaging, gaming sites, etc.
  - Examine and log all files and activities that occur on the network and connected machines
  - Make changes in this policy because of rapid changes in technology.
- Confiscate any and all devices.

*If students are unsure about whether their actions may violate the computer policy, they should ask the Director of Technology for clarification.*

## **One-to-One Device Policy**

### **EDUCATIONAL OBJECTIVE**

Every student will have one-to-one access to a wireless device for all academic classes. The devices used in each grade span will shift from iPads kept on a dedicated cart, to traveling iPads, to laptops. As academic demand increase through the grades, students need to transition to the greater computing power of a laptop. For consistency's sake, Apple products are the preferred device, as Kildonan is a Mac-based school. A student who chooses to bring a Windows laptop cannot necessarily access all applications used in class. Chromebooks are strongly discouraged.

### **KODIAKS (GR. 2-5)**

Kodiaks will maintain a longstanding arrangement of 1:1 iPads on a dedicated cart. iPads are the property of the school and will remain on the premises at all times.

### **GRADE 6**

6th grade students will be issued iPads, which will travel with them from the beginning of the school year until the end. iPads are the property of the school and will be returned at the end of the year.

### **GRADES 7-12, PG**

Students in grades 7-2 will use individual laptops. Apple products are strongly recommended for the sake of consistency.

## **OS MINIMUM REQUIREMENTS FOR STUDENT-OWNED DEVICES**

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Macs must run on 10.8 Mountain Lion, 10.9 Mavericks, 10.10 Yosemite, or newer.  
Windows must run on version 7 or newer.  
Wifi network capability: 100/1000 Wireless 802.11 a/g/n/ac

## **LOANER POOLS**

- There will be a loaner pool of iPads for use in any middle or upper school class on an as-needed basis.
- There will be a loaner pool of laptops for emergency situations, or upon student request.
- The devices in the loaner pool will be the property of the school, and will only be loaned out on a short-term basis of one week or less.

## **COST FACTORS**

Students may purchase and use their own device. Students can also use a computer supplied by the school through payment of an annual \$400 technology fee as part of the annual registration process. The technology fee will provide a new 13-inch MacBook Air with AppleCare\*. Students participating in this program for three years have the option to purchase the computer for a transfer free of \$150. If the student leaves Kildonan prior to transfer of ownership, the laptop is returned to the school and the technology fee is not refunded.

## **FINANCIAL NEED**

If a family does not own a device and is unable to pay the annual technology fee, the school will loan a device to the student on a quarterly basis, based on availability of loaner devices. The device will remain the property of the school, and will be returned at the end of each quarter. If a borrowed device is lost or damaged beyond normal wear and tear, the family will be billed for the cost of a replacement.

## **REQUIRED APPLICATIONS AND SITE LICENSES**

Required apps and site licenses will be provided by the school. These applications will be installed on student devices on a course and grade-level basis, whether the device is owned by the student or the school. Any software installed under the school's site license remains the property of the school. Licenses provided by the school may be recovered from student-owned devices at any time.

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## **REPAIR OF STUDENT-OWNED DEVICES**

If the student owns a Mac that needs repair, the school will assist in transporting the device to and from Visionary Computer in Lakeville, CT within a reasonable time frame. All servicing costs will be paid for by the family. If the student owns a Windows laptop that needs repair, the family will assume full responsibility for locating a service provider, transporting the device, and for the repair costs.

**\*Windows laptop, Macbook Air, or better specifications:**

**13.3 inch screen display, 128GB Flash Storage, 1.6 GHz Intel Core i5 processor, 4GB of onboard memory.**

*The school reserves the right to substitute equipment as necessary, due to availability and model changes.*

## **Conduct**

Whether on or off campus, students are expected to behave in such a manner as to be a credit to the school. Courtesy is routinely expected of all members of the Kildonan community. Any acts of disrespect toward any party, as defined by the school's administration in its subjective professional judgment, will result in disciplinary action.

- *The faculty room in the schoolhouse is out of bounds at **ALL** times to students.*
- *Public displays of affection are not acceptable. Students should also be aware that within the context of this community, sexual intimacy is inappropriate and will be grounds for disciplinary action.*

## **Contracts**

If parents fail to meet the payment deadlines as outlined in the contract, their son or daughter will not be allowed to remain enrolled at School. Final transcripts and reports will be withheld until tuition and drawing accounts have been paid in full.

## **Drawing Account**

A deposit of \$500 is to be made in a drawing account by September 1st. Incidentals such as weekend trip expenses, purchases from the school bookstore, sports gear,

travel expenses, doctor's bills, and medication will be charged to this account. Parents will receive monthly statements.

Any cash the students need will be advanced to them. The school does not give students a cash allowance on a regular basis. In the past, some students have received money in the mail. ***We request that students not directly receive any money from home.*** Please ensure that all family members are aware of this request. Money in the dormitory is an invitation to theft.

At the beginning of the year, parents will receive a spending money permission form for weekend trips and other activities. The Office of Student Life uses this form as a guideline for money dispersal to each student. If a parent wishes to change what has been written on the form or allocate money for a special purchase, he or she should leave verbal permission with the Office of Student Life. The money will then be charged to the student's drawing account.

### **Driving/Riding**

The school's policy is that even if a student has a driver's license, he or she may not drive within twenty-five miles of the school. This regulation is in force unless students are in the company of their parents. No student may drive with another student or anyone under the age of 25 unless it is a family member or relative. Students may apply for permission to drive to and from school as part of the Effort System. Permission is granted at the discretion of the Headmaster.

### **Hitchhiking**

Hitchhiking is absolutely forbidden. Students may not accept rides from staff, other students, or parents of another student unless authorized to do so by an administrator.

### **Insurance of Student Belongings**

The school is not responsible for damage, loss, or theft of student belongings or cash, including when the student leaves his or her room door locked and window sealed, and when he or she secures the stolen belongings in a drawer or locked safe. Significant amounts of cash as well as expensive or valuable possessions are best left at home. Families should make sure their Homeowners' policies cover the student's possessions.

## **Intolerance Contract**

All students must acknowledge & agree to the school's Intolerance Policy.

## **The Pond**

Students must be supervised by a faculty member whenever they use the pond for boating, fishing, or skating. In the case of skating, the ice must be checked by a faculty member. With permission and supervision, students may fish at the pond.

## **On Campus Policy - Closed Weekends**

Beginning this school year, Kildonan is instituting an on-campus policy for all or part of five weekends during the school year. The weekends selected are important for developing and maintaining the culture of our School and are mandatory. Families should plan ahead for 5-day boarding students to remain on campus during the specified times and for day students to return to campus for the special events listed. Students will not be excused from attendance, families should make every effort to plan for their attendance on the following dates.

- Friday, September 9 - Sunday, September 11: All boarding students remain on campus.
- Friday, October 7 - Saturday, October 8: Parent's Weekend - Mandatory attendance for all students. Students may depart for the weekend after 3:00 pm on Saturday.
- Friday, December 9 - Sunday, December 11: All boarding students remain on campus.
- Saturday, February 11 until 3:00: Winter Parent's Weekend and Kildonan Classic - Mandatory attendance for students grades 6 - 12.
- Friday, May 12 - Saturday, May 13: Founder's Day and Arts Expo Weekend - Mandatory attendance for ALL students.

## **Student Council**

The Student Council discusses student concerns and makes formal, written recommendations to the Headmaster for approval. It serves as a liaison between students and administration for information and student opinions about issues concerning student life at school. It raises funds and initiates projects to improve the school community. It assists the school in developing better alumni relationships. It helps organize and direct student participation in special events, including Parents' Day, Founders' Day, and the Kildonan Classic Basketball Tournament. Finally, its members may serve on any ad-hoc committee that the Headmaster or another administrator designates. Members of the Student Council are chosen during the second week of school in the following manner: each dormitory floor elects a representative and alternate, the day students elect a representative and alternate, and the elementary grades elect a representative and alternate. In addition, the entire school community nominates and elects the Student Council President; that office is open to any junior or senior in good standing. Traditionally, the Vice President is the runner-up of the presidential election. At the first meeting of the Council, other officers are elected from within the Council.

## **Telephones - Cell Phones**

### Residential Students:

- Cell phones are to be dropped off with the dorm head at Cloisters each night.
- Students can retrieve their phones from the dorm head the following morning.
- Students who have advanced to an appropriate level in the Effort System may earn the privilege of keeping their phones overnight.
- All students will turn in their cell phones during study hall. If students and parents need to communicate on an emergency basis, they may do so through the main office, the crew chief on duty, or the dorm landlines.

### For ALL students:

- Cell phones are to be turned off and put away during class times. (It is at the discretion of the teacher or tutor whether phones will be routinely collected or kept in the possession of students.) *In the classroom, teachers are*

*required, however, to monitor students closely regarding inappropriate iPad or cell phone use in class and to report any misuse of technology in class.*

- The Dean of Girls or Dean of Boys will confiscate, for a period up to five days, the phones of any student who does not follow the above guidelines.
- As the safety of the students is paramount, if a student is leaving campus for a weekend or school break during those five days, the Dean of Student Life will return the phone to the student after classes on Friday (or the last day of classes before the break), and the student will be required to turn over the phone to the crew chief on duty at dinner Sunday evening (or the evening he or she returns to campus). The Dean will return the phone once the remainder of the five-day period has expired.
- As the safety of the students is paramount, if a student is leaving campus for a weekend or school break during those five days, the Office of Student Life will return the phone to the student after classes on Friday (or the last day of classes before the break), and the student will be required to turn over the phone to the crew chief on duty at dinner Sunday evening (or the evening he or she returns to campus). The Office of Student Life will return the phone once the remainder of the five-day period has expired.

### **Televisions**

Televisions and DVD players are located in dormitory common rooms. Viewing times will vary according to lights-out in each dormitory.

### **Vacation Visits to Campus**

Students are not allowed on campus when school is not in session unless they have arranged to do so for an emergency through the Dean of Student Life.

### **Visits from Parents**

Parents are welcome to visit on weekends by prior arrangement. They may take students off campus for meals or overnight. All guests must report to the Main Office in the Schoolhouse and obtain permission from an administrator to visit students. Students will not be permitted to leave school with any person not known to us without a parent's prior written permission, submitted at least 24 hours in advance to the Office of Student Life and/or a Crew Chief on duty. This permission may be given in advance by completing the red form during registration. A student's weekend privileges may be refused or revoked in the event of academic

deficiency or unsatisfactory conduct, according to the school administration's subjective professional opinion.

*Note: Boarding students may not spend weeknight/school nights at another student's home.*

## —DAY STUDENT POLICIES—

### **Attendance**

If a student is going to be late or absent, a parent or guardian must notify the school as early as possible (Please see Communication with the School). Day students and five-day boarders are expected to attend all special school events, banquets, ceremonies, or assemblies that boarding students are expected to attend, including on weekends. Day students are welcome to attend most other events on campus, including dances, student celebrations, and gatherings, etc., as long as the given students are at the appropriate level in the Effort System. Permission to remain on campus after 4:45 pm must be obtained from the Dean of Student Life at least 24 hours in advance.

Day students may not host boarding students overnight on weekdays or school nights. For an additional fee, day students may enroll in our study hall program and depart campus at 8:10 pm, having had dinner with boarders and having joined them for the reading period and regular study hall. Please contact the Business Office for more information.

### **Day Student Overnight Stays**

Although Kildonan encourages all students to participate fully in all that the school has to offer, day students may spend the night on campus only when their stay is necessitated by participation in an athletic event or other essential school activity. Students are only eligible to board for a night if they are at the appropriate level in the Effort System. The Dean of Student Life will make the decision, in consultation with the dormitory staff. A fee determined by the Business Office may be applied for an overnight stay.

## —DINING HALL RULES—

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## **Dress for Meals**

Class dress is required for breakfast and lunch during school days. Collared shirts are required for dinner, except on weekends. No hoodies are to be worn in the dining room. Athletic clothing worn during the sports period or an athletic contest, including riding clothes and cleats, are not to be worn in the dining room. Under unusual circumstances, such as a team's arriving late to a meal, students may wear athletic uniforms. Pajamas, bare midriffs, spaghetti straps, and shorts with and inseam less than 8 inches, robes, or boxer shorts are unacceptable attire even for informal meals, such as on weekends. Shoes and shirts are required at all times.

## **General**

Kildonan strives to make eating in the dining room an enjoyable experience. The kitchen staff does a fine job, and students are expected to do all they can to cooperate and help. Students are encouraged to take a small first portion and return for seconds, rather than take too much food and then throw it away. This is a sustainable practice that conserves resources and allows everyone to have what they want. Students are expected to remember to be polite and respect the rights of others who would like to enjoy their meals in peace and quiet.

## **Meals**

The Crew Chief on duty is in charge of the dining room during meals. Questions and requests for permission to leave the room should be directed to him or her. The Crew Chief will end each meal with pertinent announcements. Please do not disturb faculty during meals with questions that can be asked after the meal is finished. Faculty are encouraged to sit with students. When necessary, faculty may remind students of manners and courtesy.

## **—DRESS CODE—**

The Kildonan School believes that neat attire encourages respect for learning and a concern for one's surroundings. Kildonan adopts a dress code from the Lands' End School Uniform catalog, [www.landsend.com/shop/school-uniforms](http://www.landsend.com/shop/school-uniforms).

## **General**

*All clothing worn above the waist requires a Kildonan crest.*

**Mondays and Fridays:** Formal Class Dress

**Tuesdays and Wednesdays:** Relaxed Class Dress

**Thursdays:** Dress Down

- **2-Hour Delay Schedule:** On a day with a 2-hour delay schedule students will be required to be in Relaxed Dress Code, unless the delay is on a Thursday when dress down is permitted.
- **Shorts:** Shorts may be worn on NON-Formal dress days (Tuesdays, Wednesdays, Thursdays), May 1st - October 1st.
- **Kildonan Polo:** Students must wear a Lands' End school polo shirt (available in many colors) with the Kildonan crest embroidered on the front. If a student chooses to wear a shirt under the polo, it should not be visible unless it is a white undershirt that shows only at the collar. Under no circumstances should a long-sleeve shirt be worn under a short-sleeve polo shirt.
- **Condition:** All articles of clothing must be in good repair. Clothing with holes or rips is not permitted.
- **Labels:** All student clothing must be labeled with the student's name. Attaching a name label or using a permanent marker to add names to existing labels will help identify lost items and save the money needed to replace them.
- **Kildonan Clothing Swap:** Several times a year the Kildonan Parents' Association will hold a clothing swap. This gives an opportunity for all families to trade in Kildonan garments that are in good repair for others items. These items include Kildonan crested clothing as well as winter/ski items. If you do not have an item to trade in you may purchase an item from the clothing swap.

### **Kildonan Kodiaks (Grades 2-5)**

The Kodiaks will follow the Relaxed Dress Code during the week and may elect to wear jeans on Thursdays with their Kildonan crested polo.

- **Tops:** Kildonan crested polo, mock or regular turtlenecks (NO prints, plaids or stripes); Kildonan crested sweaters, vests or cardigan (NO sweatshirts, hoodies or outdoor wear).
- **Bottoms:** Khakis (unadorned neutral colors), corduroys, sacks (NO cargo pants, painter's pants or other extreme styles) or skirts (no less than four inches above the center of the knee). Dress shorts of an appropriate length may be worn May 1st - October 1st. Seasonally appropriate leg wear (tights, knee socks, leggings - under skirts only, solid, neutral colors).
- **Footwear:** Sturdy footwear including sneakers. No open-toed or open-backed shoes.

## **Grades 6-12, PG**

### **Formal Class Dress (Mondays and Fridays):**

#### ***Boys***

- Kildonan crested collared dress shirt (white, blue, French blue, striped oxford from the Lands' End Catalog)
- Tie - (ANY traditional solid or print tie)
- Kildonan crested Navy blazer, zip or button front cardigan
- Khaki pants (unadorned neutral colors)
- Belt
- Dress Shoes (NO flip-flops, sporty sandals, or sneakers)
- Dark socks
- *Shirts must be tucked in at all times.*

#### ***Girls***

- Kildonan crested collared dress shirt (from Lands' End Catalog)
- Kildonan crested Lands' End sweater, vest or blazer
- Khaki pants (unadorned neutral colors) skirt (NO less than four inches above the center of the knee). Seasonally appropriate leg wear (tights, knee socks, leggings - under skirts only, solid, neutral colors)
- Dress shoes (NO flip-flops, sporty sandals, or sneakers)
- Dark socks

- *Shirts may have no more than two buttons unbuttoned.*
- *Shirts **must** cover the midriff. **NO** spaghetti straps or strapless shirts **at any time.***

### **Relaxed Class Dress (Tuesdays and Wednesdays):**

#### ***Boys***

- Kildonan crested polo or oxford
- Khaki pants (unadorned neutral colors)
- Sneakers permitted
- Kildonan crested fleece *optional*

#### ***Girls***

- Kildonan crested polo or dress shirt
- Khaki pants (unadorned neutral colors), skirt (NO less than four inches above the center of the knee). Seasonally appropriate leg wear (tights, knee socks, leggings - under skirts only, solid, neutral colors)
- Sneakers permitted
- Kildonan crested fleece *optional*

### **Dress Down (Thursdays):**

#### ***Boys***

- Kildonan crested polo or oxford
- Jeans or khaki pants (unadorned neutral colors); **NO holes, rips, etc.**
- Sneakers and sandals permitted, NO flip-flops
- Kildonan crested fleece *optional*
- *No sweatshirts/sweatpants, t-shirts, leggings/pjs*

#### ***Girls***

- Kildonan crested polo or dress shirt
- Jeans, khaki pants (unadorned neutral colors) skirt (NO less than four inches above the center of the knee). Seasonally appropriate leg wear (tights, knee socks, leggings - under skirts only, solid, neutral colors); **NO holes, rips, etc.**
- Sneakers and sandals permitted, NO flip-flops

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- Kildonan crested fleece *optional*
- *No sweatshirts/sweatpants, t-shirts, leggings/pjs*

### **Dinner & Evening Study Hall**

- Casual dress for all students (appropriate t-shirt, sweats in good repair and reasonable fit. NO pajamas)

### **—FIRE DRILLS—**

Any time a fire alarm sounds in a building, no matter what the reason, the building must be cleared immediately. It is of the utmost importance that everyone at Kildonan take the threat of fire very seriously.

1. When the alarm sounds, students and staff must exit the building immediately in a quiet and controlled manner.
2. Students and staff proceed to a predetermined site near the building but out of the way of any fire-fighting personnel or equipment. For each dormitory, students will be advised of that location on the day they arrive.
3. Students in specified groups form lines in alphabetical order—A to Z. If the individuals in your group who are to be on either side of you are present, you stand quietly with arms at your sides. If either individual is missing, you raise the arm on the side of the missing individual.
4. The student at the A end of the line looks down the row to see if any arms are raised. If they are, then that student does nothing. If no arms are raised within the line, the student at the A end raises his or her outside arm to indicate to the staff members present that everyone from the dorm is accounted for.
5. In the case of a large group, roll is called from a list as a check.
6. In the dining room, evacuate behind the building and assemble by designated groups in the manner described above.

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7. In an all-school drill during school hours, assemble on the academic green by class group. Tutors and their students stand in a single line together; classroom teachers stand with the class they were teaching when the alarm sounded.

## — RESIDENTIAL COMMUNITY —

### **Assignment of Rooms/Room Deposit**

A \$500 room deposit is to be made by September 1st. This money will be held until the end of the year. Any damage to the room will be charged against this deposit. Under some circumstances, damage costs may be shared among members of a group. The amount will be refunded in full provided there are no charges against it. On their arrival here, students will be assigned to a room in one of our dormitories. Any changes of room or roommate must be made and approved by the Office of Student Life.

### **Check-In and Quiet Time**

Check-in occurs fifteen minutes after free time. Students are responsible for notifying the dorm master of their return to the dorm each and every night. Students may not leave the dormitory after check-in except with a note from the dorm master. When students visit other dormitories, they are limited to the common room areas only. Under no circumstances should any visiting students be in the room of a student in another dormitory. Visits may be denied by either dorm master.

**Boys may not** enter King House at any time other than when attending study hall. Boys may never be south of the path from Wilson to Rocky Nelson (Dining Hall) unless they have permission from the Dean of Student Life.

**Girls may not** enter the residential floors of Goldman Hall at any time. They must enter the building from the lounge level. Not following these rules is a suspendable offense.

Quiet Time is in effect after 9:30 pm in all dormitories. Some lights out are before that time, but there should be no occasion for loud behavior after 9:30 pm.

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## **Expectations for Dormitory Conduct**

Students are expected to be courteous to their dorm masters at all times and to refrain from using offensive language. In addition, students may not engage in public displays of affection in or around dormitory common areas and on campus. In order to maintain campus buildings, students must refrain from the following activities indoors: running, bouncing balls, wrestling, and other horseplay.

The dormitory common room is a student's living room away from home. While students relax and enjoy conversation or watch television or videos, they are required to behave appropriately and remain considerate of others at all times. As in any group residential situation, there will be occasions when a student may have to sacrifice his/her desire to watch a certain program or video or play a certain game so that others may engage in their activity of choice. Again, occasional sacrifice and constant considerate behavior are the keys to successful group living.

## **Five Day Boarder Policy**

For a fee determined by the Business Office, five-day boarding students who wish to stay for a weekend may do so after completing a weekend stay request form which must be signed by the student's parents and submitted to the Dean of Student Life no later than 5:00 pm 24 hours prior to the proposed weekend.

## **Food**

As long as a student maintains a clean room and follows other dormitory policies, he or she may receive food packages. The school reserves the right to revoke such privileges should the student violate dormitory rules.

## **Laundry**

Laundry machines are available for student use. Students who need assistance doing laundry should ask for help from one of the dorm masters. Students are responsible for buying detergent, which is available in the school store. Detergent bottles should be rinsed for recycling when empty. Students are also responsible for maintaining the cleanliness of laundry areas. Laundry is done during free time and should not conflict with cloisters or lights-out times.

Laundry service and dry cleaning from an outside provider is available, and pick-up occurs weekly. Parents should make arrangements on the opening day of school to access these services.

### **Music and Video Devices**

Residential students may bring small stereos as well as headphones to the dorm when they move in. Students may not bring any music or video devices other than their laptops and school-issued iPads outside the dorm at any time. During evening study hall, only students who have applied for and earned the privilege to use headphones may do so. Any music or video played in dormitory rooms, whether from a device or an instrument, must be played at a reasonable volume and turned off when the occupant leaves the room. If anyone outside a student's room can hear the music, it is too loud. Any infraction of the above rules will lead to confiscation of any music-producing device or instrument.

### **Room Inspection**

Students are expected to keep their rooms neat and orderly at all times. Dorm masters inspect rooms each day before breakfast. A student who does not pass inspection will remain in his or her room with the dorm master on duty until the room passes inspection. Should completing that task make the student late for breakfast or absent from the meal, he or she will be subject to disciplinary action, including detention. A clean room meets the following criteria: the bed is made with sheets and a blanket, laundry, food items, and other belongings are stored properly; refuse has been removed from the room; furniture (dressers, closets, and nightstands) is neat and orderly. In addition to daily room inspections, students will be expected to participate in a monthly 'deep cleaning.'

### **Roommate Requests**

Roommate requests for the following school year should be submitted in writing to the Dean of Student Life and Headmaster with the signature of **both** roommates concerned.

### **Search and Confiscation**

The faculty and administration are entitled to search a student's possessions and person for contraband articles and material, with or without notice to the student or his or her family. Confiscated articles may or may not be returned.

### **Telephones - Landlines**

Landline telephones are available for student use only during certain hours on weeknights and during the weekends. Students may not place or receive calls after lights out. Students may not use the telephones in the Schoolhouse without specific permission from an administrator.

### **Weekend Activities/Trip Policy**

Students sign up for trips through the Dean of Student Life, who will post weekend trips on Tuesday by 10:45 am. Students may sign-on and sign-off trips between then and Thursday lunch. After Thursday lunch, they are committed to attending the trips for which they signed up. Students are considered to be under the school's jurisdiction during any such outing as well as during any trip off campus. Therefore, students are expected to obey school rules and behave in a manner that will not compromise the good name of the school.

**Tuesday Night Dorm Meetings**— Dorm faculty describe trips and help students make plans for upcoming weekends. The school needs to know and have approval for definite weekend plans no later than noon on Wednesday. Specifically, the school needs to know if the student will be on campus or not for the weekend. If the student is leaving campus, we need to know the departure time, destination, planned means of transportation, and return time. Dorm meetings are also a forum for students to voice concerns, discuss issues that are related to residential life, and learn best practices for communal living.

## **— SCHOOL SERVICES —**

### **Email**

On opening day, students are given an email address. Separate from this handbook is a contract students and parents must sign to enable access to that email account. Breaking the rules established in that Technology Contract may result in a student's email account being suspended and/or suspension from the computer lab. The email account is composed of the student's first initial, last name, and the suffix @kildonan.org. (for example, John Smith's email address is jsmith@kildonan.org). For questions or concerns regarding email, contact the Director of Technology. When a student leaves Kildonan, the email address is deleted.

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## **Health Center**

The Patrick A. Lane Health Center is an inpatient and outpatient facility designed to handle minor emergencies and illnesses of a limited duration. Twenty-four-hour nursing care is provided by the school as needed. A nurse will be present at meal times to dispense prescription medications and field questions or address medical concerns.

Students are to report all ailments immediately so that they will not be sick for longer than necessary. If a student feels ill early in the morning, he or she is to report to the nurse at breakfast. Students may not stay in bed in the mornings. The nurse on duty will decide whether to assign the student in question to bedrest, according to the nurse's subjective professional judgement.

Students who feel ill during the school day will be sent to the Office of Student Life with a note to see the school nurse, but school staff will determine, according to their subjective professional judgement, whether to honor the request. A student who remains in the health center will be recorded as such in order to document more accurate class attendance.

Should students spend the day in the infirmary because of illness, they will be placed "On Corridor" that evening and spend the time after dinner in their rooms or on the corridor on which they live. In the event that students are ill the day before one of the weekly ski trips, they will remain on campus the next day and miss the ski trip.

All prescription drugs and any medications, including aspirin, vitamins, or supplements, must be kept in the Health Center and will be dispensed by the school nurse. Any student who possesses any such items outside of the Health Center will be subject to disciplinary action, including possible suspension or expulsion from school.

The nursing staff will arrange for medical appointments. They will do their best to avoid making those appointments during academic commitments, especially tutoring. Students are expected to meet those scheduled appointments.

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In the event of an injury, students may, with written permission from the nursing staff, according to their subjective professional judgement, be exempt from sports participation for a given number of days. In that event, the Office of Student Life will assign them a place to be during sports time.

### **Lost and Found**

The office of the Dean of Student Life serves as the repository for lost and found items. If a student has lost an item of great value, it should be reported immediately to the dorm master and/or the Office of Student Life. Again, at a boarding school, such items are often best left at home.

### **Postal Mail**

Mail is delivered each weekday except on federal holidays. Mail will not be distributed until after study hall at night. Students should not ask faculty or staff to obtain mail earlier.

### **Recycling**

Kildonan currently participates in single stream recycling; recyclables (e.g., glass, plastic, metal, cardboard, paper) are combined and no longer separated or sorted. Smaller bins are located in classrooms and larger receptacles with orange lids are found at high traffic places on campus. Students should consult the information about recycling posted in common areas and dormitories.

### **Religion**

Although we are not a church-affiliated school, we believe moral and spiritual education is an intrinsic part of life in a boarding school community.

Arrangements are made every Sunday to transport students to church. Jewish students attend the local synagogue on the High Holidays and may attend other services upon their request.

### **Summer Storage**

There is a limited amount of space to store student belongings for the summer. Priority is given to those students who live the furthest from school. There is a nominal fee for the service, and belongings must be appropriately boxed, labeled and stored under the direction of the dorm master. There is storage available for

international students at no charge, but there is no guarantee of storage space for any student, whether international or domestic.

## —TRANSPORTATION COORDINATION—

### **Routine Transportation**

Students may not arrive on campus until 7:30 am. Public school busses should drop off students by 8:00 and pick them up at 5:00 pm. Day students should be at the Schoolhouse no later than 5:00 pm each afternoon for departure. On Friday, there are no sports, so busses should pick up students between 3:31 and 3:45 pm. Questions regarding bus transportation should be directed to the Main Office.

### **Arrival/ Drop-off**

Morning drop-off is at the Main Schoolhouse (large white barn shaped building). Please arrive on campus between 7:45 and 7:55 am; Students must check in with the arrival person on duty.

*If you need to come into the building, please park your vehicle in a designated parking space. Please do not block the flow of traffic.*

### **Departure/ Pick-up**

*Monday - Thursday:*

Afternoon pick-up is at the Main Schoolhouse between 5:00 and 5:15 p.m. Students must check out with the dismissal person on duty before departing campus.

*Fridays (No Sports):*

Afternoon pick-up is at the Schoolhouse between 3:40 and 3:55 p.m. Students must check out with the dismissal person on duty before departing campus.

### **2-Hour Delay and Weather Closing**

Kildonan will place an automated phone message to each household, as well as bus companies and/or school districts, notifying them of a delay or closing for the Kildonan School. Please contact the Admissions Office to sign up or opt out.

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There will be no supervision at Kildonan before the announced opening. Please DO NOT drop off a student at school on a snowy day unless the arrival duty person is visible at the Main Schoolhouse.

If Kildonan is in session but your school district is closed or delayed, follow the instructions given by your school district.

If there is an early closing by your school district, bus companies are responsible for notifying families of their travel plans.

Arrival time for a 2-hour delay is 9:45 a.m. The school day will begin at 10:00 a.m. with abbreviated classes. Dismissal times remain the same: Monday through Thursday at 5:00 p.m. and Friday at 3:40 p.m.

### **Change of Travel**

If your student is to go home with another student, please inform the Main Office. **Children will not be sent home with another student without verification from a parent from *both* families.**

### **Early or Emergency Pick Up**

If you are picking up your student early please notify the Main Office. Please note that there is NO dismissal during sports time (between 3:30 and 4:55 p.m.). Before departing with your student, make sure you check out through the Main Office.

In compliance with bus rules established by school districts, no student will be allowed to ride a bus with a friend from a different district for any reason.

Students going home early due to illness or injuries can be picked up directly at the Health Center.

Please remember to notify your bus company if your student is going to be absent, or if you picked up your student early from school.

### **Snowsports at Butternut - “Ski Thursdays”**

**Absence:** If your student will not be coming in on a Ski Thursday for any reason, please call the Main Office (leave a message before 8:00 a.m.) so that the day student bus is not left waiting.

**2-Hour Delay:** Boarding students will leave for the mountain as soon as the roads are clear and safe for driving. The day student bus will not leave campus until all the day students arrive, which means it is important to notify the school if a student will be absent that day.

**Wednesdays Before:** Any student who misses school or needs to spend time in the Health Center on a Wednesday before a ski day may not go skiing the next day. The only exception to this rule is when a student cannot get to school on a Wednesday because of school closings and the related lack of transportation due to inclement weather. If the student’s home school district opening is merely delayed, the student will still be expected to attend school that day.

### **Weekend/Vacation Travel**

Please adhere to the student departure and return dates indicated in the School Calendar for each Open Weekend and vacation break. Parents are responsible for coordinating travel plans for their children. Students are not to leave earlier or arrive later than the stipulated dates without permission from the Headmaster. Transportation arrangements will not be made without prior permission for a student to miss classes.

### **AIRLINE TRAVEL**

On the calendar travel dates, the school will provide transportation to and from **LaGuardia** and **Kennedy** Airports in New York and **Bradley International** in Hartford, Connecticut.

At the start of vacations, flights should be scheduled to depart airports between the hours of 11:00am and 3:00pm. At the end of vacations, flights should be scheduled to arrive at airports between the hours of 4:00pm - 8:00pm.

For the Open Weekend, the travel day will be Friday, October 10. Classes end at 3:30pm on October 10. Departure flights should be scheduled to depart after that time. Arrival flights should be scheduled to arrive at airports between the hours of 12:00pm and 4:00pm. on Tuesday, October 14.

For the end of school, the travel day is Friday, June 5. Departure flights should be scheduled to depart airports between 4:00pm and 8:00pm.

In order to make arrangements to drop off or pick up students at any airport, the school must be informed of student travel plans at least two weeks before departure and arrival dates to avoid additional charges and to assign chaperones. Outside those time periods and to other airports, parents will be charged for transportation services. Without appropriate notice, the school cannot guarantee chaperone or car service availability. Last minute notice may incur a long wait at the airport and extra car service charges. Waiting time charges for a flight outside the specified departure and arrival times are charged to that family.

Tickets or e-ticket information should be mailed, e-mailed, or faxed to the Dean of Student Life, not to the student or other faculty/staff members. Passports and I-20 forms should be turned in to the chaperone, dorm master, or Dean of Student Life's Office upon arrival at school for safekeeping. Please book flight departures and arrivals between 11:00 a.m. and 3:00 p.m. If that is not feasible, schedule departure and arrival times as close to those times as possible.

### **TRAIN TRAVEL**

Round trip transportation between Wassaic, New York, and Grand Central Station in New York City for weekends, Open Weekends, and all vacations will be arranged on the Metro North Harlem Valley Line. Families will be notified of scheduled train times prior to each Open Weekend and vacation break. *Parents will be charged for any unscheduled request for rides to and from the train station.*

**Note:** *If a student must travel on Amtrak, car service reservations can be made for departures and arrivals in Rhinebeck, New York, which is 45 minutes to an hour from campus.*

### **WEEKEND TRAVEL**

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Seven day boarders who intend to leave campus for the weekend must have permission from the Dean of Student Life. Parents of departing students must call the office of the Dean of Student Life to confirm mutual permission. Such permission, as well as clearance for additional money to be withdrawn from a student's account, must be made by Wednesday at 12 pm. These clearances can be left by e-mail or in the voice mailbox of the Office of Student Life.

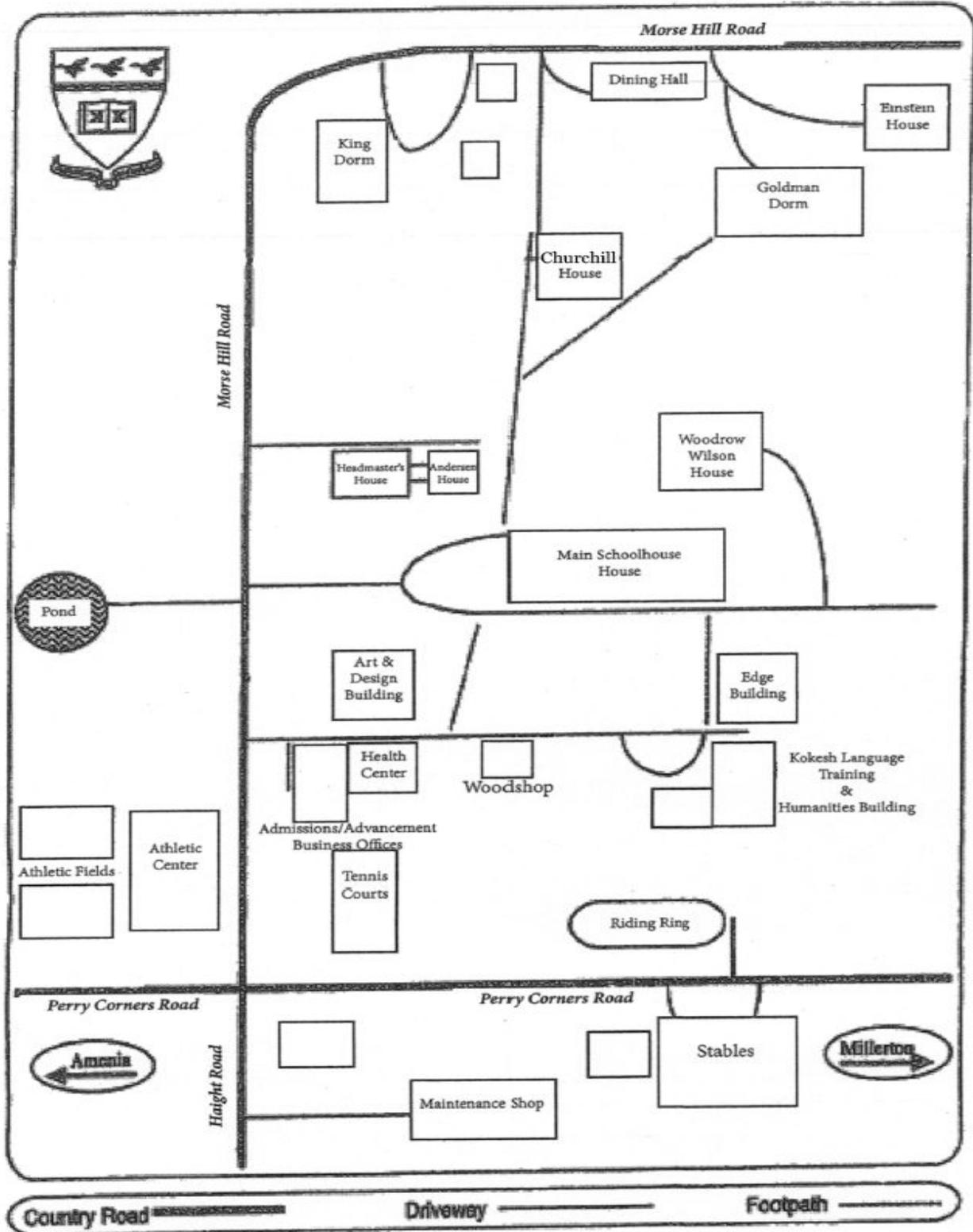
Full boarders and five-day boarders must return to campus on Sunday in time for dinner at 6:20 pm. It is important that students return to campus in time to settle in before study hall at 7:00 pm.

There is one train run down to the city late Friday afternoon and one returning from the city early Sunday evening. If a student misses the train and/or takes a different train back to campus on Sunday evening, their account will be charged for an off-duty faculty member or car service to pick up the student at the train station. Arrangements for students taking a different train must be made in advance. If a parent calls the crew chief on duty after the student has been put on a different train, we cannot guarantee that we can provide transportation from the train station.

*Note: If a student will not be returning to campus on Sunday, please call the crew chief on duty.*

## Appendix (Map & Calendar)

### The Kildonan School Campus



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**The Kildonan School  
2016-2017 Calendar**

September	6	Registration Day Students, Prefects, 11th & 12th 3:30-5:00 p.m.
	7	Registration Boarding Student 2:00-5:00 p. m.
	8	Classes begin
	<b>9-11</b>	<b>Closed Weekend</b>
October	7-8	Parents Weekend
	7	Fall Ball
	<b>8</b>	<b>Mandatory class day for ALL students</b> Parent-Teacher Conferences Students depart after 3:00 p.m.
	11	Boarding students return after 4:00 p.m.
	12	Classes resume
November	18	Last day of classes (school ends at 3:38 p.m.)
	19	Boarding students depart by 2:00 p.m. - <b>Thanksgiving Break begins</b>
	28	Boarding students return after 4:00 p.m.
	29	Classes resume
December	<b>9-11</b>	<b>Closed Weekend</b>
	15	Community Potluck 6:00 p.m.
	16	Academic Expo 1:00-3:38 p.m. Last day of classes (school ends at 3:38 p.m.)
	17	Boarding students depart by 2:00 p.m. - <b>Winter Break begins</b>
January	2	Boarding students return after 4:00 p.m.
	3	Classes resume
February	9	Family Ski Day & Lodge Party at Butternut
	10-11	Winter Parents Weekend
	10	Kildonan Classic begins 1:00 p.m.
	<b>11</b>	<b>Mandatory attendance 6-12 grade students</b> Kildonan Classic Parent-Teacher Conferences Students may depart after 3:00 p.m.
	13	Classes Resume
	27	Killington Ski Week & Project Week (ends March 3)
March	3	Project Week Expo 1:00 p.m
	17	Last day of classes (school ends at 3:38 p.m.) - <b>Spring Break begins</b>
	18	Boarding students depart by 2:00 p.m.
April	3	Boarding students return after 4:00 p.m.
	4	Classes resume
May	5	Earth & Community Service Day
	12	Grandparents & Special Friends Day
	<b>13</b>	<b>Mandatory class day for ALL students</b> Founder's Day & Arts Expo Students may depart after 3:00 p.m.
	15	Classes resume
	29	Memorial Day - No Classes
	31	Last day of classes
June	1	Awards Day Ceremonies <b>Mandatory attendance for ALL students</b>
	2	Graduation - 10:30 a.m.

*This calendar provides a general overview of important dates throughout the year; however, additional events are frequently added. Families should always consult our website for complete, up-to-date information.*

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