



2019 Summer Session Handbook



CARDIGAN
MOUNTAIN SCHOOL

2019 Summer Session Handbook

This handbook includes information to help you prepare for the Cardigan Summer Session. It also includes information on the expectations and policies that ensure both a fun and safe environment for all on campus. We encourage you to read this handbook over with your child. As always, feel free to contact us with any questions so we can help you prepare for the summer.

History and Mission

The Cardigan Summer Session was founded in 1951 for the purpose of offering boys and girls the opportunity for both academic enrichment and traditional summertime fun. Students are challenged to broaden their understanding of who they are, both as individuals and as members of a community.

To these ends, the program:

- Aspires to build self-confidence and self-esteem by helping students set challenging but achievable goals in academics, the arts, and physical and social activities.
- Emphasizes and instills the values of compassion, integrity, respect, and courage in the classroom, on the playing field, and in the residence hall.
- Emphasizes organizational and study skills necessary for present and future academic success.
- Recognizes the importance of diligence and process by assigning effort grades.
- Attracts students from diverse backgrounds who will benefit from and contribute to the School's community.
- Attracts to its faculty capable and caring men and women who are positive role models in their daily teaching, coaching, and residential lives and who are dedicated to enriching the lives of children.

Cardigan Mountain School's Four Core Values

The Cardigan Summer Session provides constant opportunities for its students to "do good." The Summer Session schedule and curriculum is intentionally designed to teach and support the practice of the Cardigan Core Values.

Compassion Be kind. Seek to understand others and go out of your way to help.

Integrity Be honest. Remain true to yourself and your word.

Respect Be considerate. Care for yourself, others, and Cardigan Mountain School.

Courage Be brave. Persist through hardship.

Summer Session 2019 Important Dates

Cardigan will schedule transportation for both New York City (JFK airport) and Boston (Logan airport) on June 28, July 20, and August 8. Please use the times below to guide you when booking travel. This transportation is for students traveling without parents. This transportation is provided by Cardigan at an extra cost. For students traveling outside the below times, we can help arrange a private car service for both arrivals to and departures from campus.

For more information please contact Erzi Willems (ewillems@cardigan.org; 603.523.4321)

- Arrivals (**June 28** for first-session and six-week families; or **July 20** for second-session families)
 - Flights should arrive at New York–JFK between 11:00 a.m. and 4:00 p.m. EST.
 - Flights should arrive at Boston–Logan between 2:00 p.m. and 6:00 p.m. EST.
- Departures (**July 20** for first-session; or **August 8** for six-week and second-session families)
 - Flights should depart from New York–JFK between 11:00 a.m. and 4:00 p.m. EST.
 - Flights should depart from Boston–Logan between 10:30 a.m. and 2:30 p.m. EST.

First Session Only Families

Saturday, June 29

- 9:00–11:30 a.m. Registration
- 12:00–1:00 p.m. Buffet lunch for students and families. Families are asked to depart campus by 1:00 p.m.

Saturday, July 20

- 10:00–11:00 a.m. First Session Recognition Assembly: Families are welcome to attend.
- 11:00–12:00 p.m. Dorm check out and technology return. Families are welcome to depart campus.
- 12:00–1:00 p.m. Buffet Lunch: Families are welcome to attend.

Six-Week Families

Saturday, June 29

- 9:00–11:30 a.m. Registration
- 12:00–1:00 p.m. Buffet lunch for students and families. Families are asked to depart campus by 1:00 p.m.

Saturday, July 20

- 10:00–11:00 a.m. First Session Recognition Assembly: Families are welcome to attend.
- After 11:00 a.m. Families are welcome to take their child off campus for the afternoon and/or evening.
- 12:00–1:00 p.m. Lunch: Families are welcome to attend.

Sunday, July 21

- Before 6:00 p.m. Families are asked to check their children back onto campus by 6:00 p.m.

Wednesday, August 7

- 12:00–1:00 p.m. Buffet Lunch: Families are welcome to attend.
- 2:00–3:00 p.m. Second Session Recognition Assembly: Families are welcome to attend.
- 3:00–4:00 p.m. Dorm check out and technology return. Families are welcome to depart campus.

Thursday, August 8

- Before 9:00 a.m. Remaining students must depart campus.

Second Session Only Families

Saturday, July 20

- 12:00–1:00 p.m. Lunch: Families are welcome to attend.
- 2:00–4:00 p.m. Registration (Second Session only students/families). Second Session families are asked to depart campus by 5:00 p.m.

Wednesday, August 7

- 12:30–1:30 p.m. Buffet lunch: Families are welcome to attend.
- 2:00–3:00 p.m. Second Session Recognition Assembly: Families are welcome to attend.
- 3:00–4:00 p.m. Dorm check out and technology return. Families are welcome to depart campus.

Thursday, August 8

- Before 9:00 a.m. Remaining students must depart campus.

Dress Code for Boys

The Summer Session dress code exists to promote the practice of appropriate attire for specific parts of the day. The expectation is that all students practice the spirit of professionalism and appropriateness in their dress.

Class Dress

- Sneakers, boat shoes (topsiders), sandals with a heel strap.
- Dress shorts (Bermuda shorts), chino pants, khaki pants.
- Polo shirt, t-shirt with school logo (Cardigan or other academic institution).

Performance Night Dress

- Dress pants, chino pants, khaki pants, belt, dress shoes, button-down dress (oxford) shirt, necktie (encouraged but not required), and dark socks.

Activities and Evenings

- Athletic shorts or pants, t-shirt, sneakers with socks, appropriate swim wear.

Notes

- Students are required to wear socks with all shoes (except for sandals and boat shoes (top siders)).
- All pants or shorts worn during the class day should have belt loops. A belt is required during the class day. Shorts should be no shorter than 1 inch (2.5cm) above the knee.
- Earrings and facial piercings are not permitted. Shirts with sleeves are required in the dining hall.

Suggested Packing List *(Please label all belongings)* *Denotes items that can be purchased at the School Store

Clothing	Toiletries	Optional Items
<input type="checkbox"/> Shirts for class dress (7) <input type="checkbox"/> Pants/Shorts for class dress (3) <input type="checkbox"/> Performance night shirt (1) <input type="checkbox"/> Performance night dress pants (1) <input type="checkbox"/> Socks (10) and Underwear (10) <input type="checkbox"/> Necktie*(1) (not required) <input type="checkbox"/> Sleepwear (2) <input type="checkbox"/> Sweater/sweatshirt *(2) <input type="checkbox"/> Belt* (1) <input type="checkbox"/> Sneakers/athletic shoes (2) <input type="checkbox"/> Sandals (1) (not required) <input type="checkbox"/> Dress shoes (1) <input type="checkbox"/> Dark dress socks (1) <input type="checkbox"/> T-shirts for activities* (5) <input type="checkbox"/> Athletic Shorts* (3) <input type="checkbox"/> Athletic Pants* (1) <input type="checkbox"/> Swimwear (2) <input type="checkbox"/> Rain/wind jacket (1) <input type="checkbox"/> Jeans (1)	<input type="checkbox"/> Comb or brush* <input type="checkbox"/> Soap* <input type="checkbox"/> Toothbrush and toothpaste* <input type="checkbox"/> Shampoo* <input type="checkbox"/> Deodorant* (no aerosol/spray products) <input type="checkbox"/> Sunscreen* <input type="checkbox"/> Nail clippers* <input type="checkbox"/> Alarm clock for bedroom* <input type="checkbox"/> Shaving Supplies (if needed) Academic Items <input type="checkbox"/> Pens* and Pencils* <input type="checkbox"/> Notebook* and folders (3) <input type="checkbox"/> Bookbag* or Backpack* <input type="checkbox"/> Summer Reading book(s)	<input type="checkbox"/> Tennis racquet <input type="checkbox"/> Baseball glove <input type="checkbox"/> Flashlight <input type="checkbox"/> Lacrosse stick <input type="checkbox"/> Camera (note all technology with browser connection will be stored and unavailable for use during the session) <input type="checkbox"/> Bicycle (helmet and lock required) <input type="checkbox"/> Skateboard (helmet required) <input type="checkbox"/> Hiking shoes (suggested for the optional wilderness trips)

Dress Code for Girls

The Summer Session dress code exists to promote the practice of appropriate attire for specific parts of the day. The expectation is that all students practice the spirit of professionalism and appropriateness in their dress.

Class Dress

- Sneakers, dress shoes, boat shoes (topsiders), flats, sandals with a heel strap.
- Dress pants, chino pants, khaki pants, dress shorts (Bermuda shorts), skirts, summer dresses.
- Button-down dress shirt, blouses, polo shirt, t-shirt with school logo (Cardigan or other academic institution).

Performance Night Dress

- Skirts, blouses, dresses, dress pants, dress sandals, dress shoes, or flats.

Activities and Evenings

- Athletic shorts or pants, t-shirt, sneakers with socks, appropriate swimwear (one-piece).

Notes

- Students are required to wear socks with all shoes (except for sandals, flats, and boat shoes (top siders)).
- All heels must be 2 inches (5cm) or less.
- All shorts and skirts must have a minimum 4-inch (10 cm) inseam.
- Facial piercings (*other than earrings*) are not permitted. Shirts with sleeves are required in the dining hall.

Suggested Packing List (*Please label all belongings*) *Denotes items that can be purchased at the School Store

Clothing	Toiletries	Optional Items
<input type="checkbox"/> Shirts for class dress (7) <input type="checkbox"/> Pants/Shorts/Skirts/Dresses for class dress (5) <input type="checkbox"/> Performance night dress (1) <input type="checkbox"/> Socks (10) and Underwear (10) <input type="checkbox"/> Sleepwear (2) <input type="checkbox"/> Sweater/sweatshirt *(2) <input type="checkbox"/> Belt* (1) <input type="checkbox"/> Sneakers/athletic shoes (2) <input type="checkbox"/> Sandals (1) (not required) <input type="checkbox"/> Dress shoes (1) <input type="checkbox"/> T-shirts for activities* (5) <input type="checkbox"/> Athletic Shorts* (3) <input type="checkbox"/> Athletic Pants* (1) <input type="checkbox"/> Swimwear – No bikinis (2) <input type="checkbox"/> Rain/wind jacket (1) <input type="checkbox"/> Jeans (1)	<input type="checkbox"/> Comb or brush* <input type="checkbox"/> Soap* <input type="checkbox"/> Toothbrush and toothpaste* <input type="checkbox"/> Shampoo* <input type="checkbox"/> Deodorant* (no aerosol/spray products) <input type="checkbox"/> Sunscreen* <input type="checkbox"/> Nail clippers* <input type="checkbox"/> Feminine sanitary supplies* <input type="checkbox"/> Alarm clock for bedroom* Academic Items <input type="checkbox"/> Pens* and Pencils* <input type="checkbox"/> Notebook* and folders (3) <input type="checkbox"/> Bookbag* or Backpack* <input type="checkbox"/> Summer Reading book(s)	<input type="checkbox"/> Tennis racquet <input type="checkbox"/> Baseball glove <input type="checkbox"/> Flashlight <input type="checkbox"/> Lacrosse stick <input type="checkbox"/> Camera (note all technology with browser connection will be stored and unavailable for use during the session.) <input type="checkbox"/> Bicycle (helmet and lock required) <input type="checkbox"/> Skateboard (helmet required) <input type="checkbox"/> Hiking shoes (suggested for the optional wilderness trips)

Getting in Touch

Emergency Contact

Between June 28 and August 8, 2019 a Summer Session administrator can be reached 24 hours a day on the Administrator on Duty (AOD) phone at 603.443.6252. This phone is for emergency and urgent matters. For non-emergency matters please contact the Summer Programs Office at 603.523.3526.

Phones

Each dorm room will be outfitted with one working landline. Upon registration, parents will be provided the phone number to call into their child's room. Parents not traveling to campus will receive this information by email. To call out, students will be allowed to use a calling card. Students can come with their own calling cards or they can purchase a calling card from the School Store. Students are encouraged to label their calling cards.

Email/Skype

Once a week each dorm will be assigned to Library Flex Time. This will be from 2:15 p.m.–3:00 p.m. EST. During this time students will have the opportunity to check email.

Mail

We encourage families to send mail to students while they are at Cardigan. Students will receive mail after lunch in the mailroom. If students need to send packages, letters, or International Express Mail, they must see the mailroom attendant or the student travel coordinator in Hopkins Hall.

Student Name

62 Alumni Dr.

Canaan, NH 03741

Packages

Do not send food packages. We provide your child with well-balanced meals, as well as healthy snacks between meals. Food and candy are not permitted in the dorms and packages sent to Cardigan are opened by our staff and checked for food. Please be advised that all food is confiscated prior to mail delivery.

Technology

Students may travel to and from campus with cellular phones, iPods, iPads, personal computers, and so forth, but we encourage parents/guardians to keep possession of these items while the student is here at Summer Session. If these items must be left on campus, the students **MUST** hand in all devices to their dorm parents when they arrive on campus. Devices will be returned to students at the end of the session. Electronic books and iPods that don't have a browser are allowed on campus and permitted for use during appropriate times.

Leaving Campus/Signing Out

Parents/Guardians may take a student off campus with permission from the dean of students. When a student leaves campus with an adult or family member, that adult must call the Administrator on Duty (603.443.6252) both when leaving and when returning. To give permission for your child to leave campus with someone other than his or her parent/guardian a parent must call the Administrator on Duty in advance.

Sunday All-School Excursions

Each Sunday during the summer, all students and faculty leave campus for an all-day excursion. Each of the excursions is listed below including the cost of the trip. Money is deducted from the students account for each trip he/she attends.

Sunday, June 30, 2019	Mount Cardigan Climb	\$0
Sunday, July 7, 2019	New Hampshire Adventure Day	\$85
Sunday, July 14, 2019	Whale's Tale Water Park	\$45
Sunday, July 21, 2019	Mount Cardigan Climb	\$0
Sunday, July 28, 2019	Canobie Lake Park	\$71
Sunday, August 4, 2019	Whale's Tale Water Park	\$45

Daily Life

Room Inspection and Dorm Responsibilities

Daily room and dorm inspections help students to become better organized. We consider these inspections to be an important part of our program. Each student has a responsibility for his or her own room as well as for the dormitory as a whole. Dorm residents are expected to keep their bathroom, hallway, stairwells, trash bin, and common areas in and around the dorm clean and free of litter. Recycling containers need to be kept neat and orderly.

Reading and Rest

The daily life at Cardigan Summer Session is full of a variety of activities. This portion of the day is dedicated to allowing each student a chance to rest in the middle of the day and be at full energy for the activities portion of the day. It is also an excellent opportunity for students to maintain a reading schedule throughout the summer. Please send your child with a summer reading book (or two!).

Fire Emergency Regulations

Regular fire drills are part of our schedule. Posted on bulletin boards in every building are specific instructions for the use of stairways and exits, as well as general instructions. To ensure maximum safety, students should acquaint themselves with all of these instructions. Smoke detectors are located in each room and should not be touched.

Laundry

The Laundry and dry cleaning service is included in the boarding tuition. Students will be provided with and responsible for the following items: 2 flat sheets, 2 fitted sheets, 2 pillowcases, 5 bath towels, 1 blanket, 1 bedspread, 1 pillow and E&R laundry bag. Students send out dirty laundry on Friday mornings. Dorm parents will assist students with the laundry process during Thursday night's dorm meeting. Clean laundry will be returned on Tuesday. Missing or damaged items should be reported to the Business Office as soon as possible.

Swimming and Boating

Students are given the opportunity to swim in the lake that borders our campus, but at no time are students allowed to swim without adult supervision. With that in mind, we require every student in our Summer Session to take a swim test. A student's swimming ability is assessed upon his/her arrival and during the first few days of the program. If a student does not pass our swim test, he or she will automatically be enrolled in the Cardigan Mountain School Swim Program until he/she achieves basic water safety skills.

In addition, students are given the opportunity to go out on boats, canoes, kayaks, and the like (both on and off campus) under the supervision of a Cardigan faculty member. (All students must wear personal flotation devices when using a watercraft.) Please note that before any student can be allowed to go out on a boat, canoe, kayak, and the like, we must have the required release form signed by the parent/guardian on file. These forms can be completed as part of the registration process.

Theme dinners

Twice per session, we hold a theme dinner. This is an opportunity for the students and teachers to dress up in costume. Students are encouraged to bring items to help with a costume for each dinner. Cardigan will provide some items for students to use. Please see the list of themes below.

- Red, White, and Blue (Fourth of July) *First Session*
- Movie Characters *First Session*
- International Cultures (wear traditional clothing or national team uniform/colors) *Second Session*
- Green and White *Second Session*

Optional Camping Trips

Overnight camping excursions are held throughout the week. Because of academic commitments, students are limited to one camping trip per session. Groups are composed of twelve students and two wilderness guides. During the week prior to each trip, the trip leader meets with students to prepare equipment and to orient the group for its excursion (additional fee applies per trip).

Other Important Information

Health Center

The Health Center is located on the lower level of Hinman Dormitory. A nurse is on call 24 hours a day during the Summer Session.

Medications

All medications must be stored in the Health Center. Medications are not allowed in student rooms. Students should come to the Health Center to receive their medications before meals and before bed.

Money

Please note that the School places a limit of \$50 on the amount of cash a student is allowed to have in his/her possession. This includes any cash in their dorm rooms. It is recommended that students ask a dorm parent to hold their money for safekeeping if the Business Office is not open. Sums larger than \$50 should be turned in to the Business Office as soon as possible. We will not assume responsibility for money not deposited in the Business Office.

School Store

Students have dedicated time each week to make purchases at the School Store. School and dorm supplies, clothing, toilet articles, and other Cardigan items may be purchased there.

Business Office

The Business Office is located in Hopkins Hall. Refer any questions about your account, debit cards, laundry, or telephone service to the Business Office. Contact Sandra Kinne at 603.523.3549 or skinne@cardigan.org.

ID Cards

A picture is taken of each student at registration. The following week, each student receives a photo ID card. Students must present their ID cards to purchase items at the School Store or to take money from the School Bank. The cost of replacing a debit card is \$10. Students should report missing cards to the Business Office or dorm parent as soon as possible.

Student Trip Fees

Some trips require additional fees (\$10-\$90 per trip depending on the type of trip and the number of students attending). These fees will be debited from the student's Cardigan account.

Bikes, Skateboards, and Anything with Wheels

Many students bring bicycles and skateboards to Summer Session. All are allowed in certain areas of the campus. Students must wear a secure helmet with a fastened chin strap when engaged in these activities. Bikes must be locked with a personal lock when not in use (due to limited storage facilities, bikes must be kept outside). Although the School Store sells locks and helmets, we ask that students make an effort to bring these items with them. Cardigan Mountain School is not responsible for students' lost or stolen property. No motorized vehicles are permitted for student use on campus.

Technology

All electronic devices (cellular phone, iPad, laptop, tablet, e-reader, etc.) with the ability to connect to the Internet are not permitted for use during Summer Session. You should make every effort to keep these items at home. If your child must travel with these items, they will be collected and stored in the Main Office, then returned upon departure.

Medical and Registration Forms

You must download, complete, and upload all medical forms and complete the online registration forms no later than June 15, 2019. These forms can be found in your summer session account. Please visit www.cardigan.campintouch.com.

Expectations

Cardigan needs to have and enforce certain basic rules in order to allow everyone the greatest opportunity to enjoy and benefit from its program. The following are considered serious offenses on or off campus that warrant stern disciplinary action, which may include suspension or expulsion:

1. Intent to Harm: Students who threaten to harm themselves or others.
2. Substance Abuse: The use, possession, or sale of any alcohol or tobacco product, illegal or unprescribed drugs, unauthorized use of prescription drugs, chemical inhalants, or drug paraphernalia. Being present during the use, possession, or sale of any of these substances is also a serious offense.
3. Fire Hazards: Smoking in any school building; use of lighters, matches, fireworks, or any other spark-producing device; tampering with electrical wiring or fire-protection equipment.
4. Harassment: Serious disrespect, verbal or physical intimidation or abuse (including sexual harassment or profanity) directed toward any member of our community or any member of the communities with which we interact. Racial or ethnic slurs are considered verbal abuse.
5. Trespassing: Entering a faculty/staff member's residence or office (including the faculty room) without permission or when the faculty/staff member is not present. Students must knock and be invited in before entering.
6. Dishonesty/Cheating: Intentional or malicious deceit.
7. Theft/Vandalism: Stealing, tampering with, or vandalizing school or personal property. Taking or borrowing personal property without permission from the owner is considered theft.
8. Curfew Violations: Absence from one's dorm after Lights-Out or leaving campus without permission.
9. Firearms: Use or possession of any firearm or weapon. Pellet guns, BB guns, disc shooters, and cap guns are considered firearms.
10. Water Safety: Being in or on the lake without adult supervision. The school dock is considered on the lake.

Other Important School Policies

In addition to the basic school rules, the following are also considered to be major school policies, violation of which may also warrant disciplinary action:

1. All tickets (airline or bus) and passports for travel to and from Cardigan must be turned in to the student travel coordinator (located in the Main Office) for safekeeping.
2. Food and soda are not allowed in any academic or athletic building.
3. Bikes, skateboards, rollerblades, and scooters may only be used in designated areas and at designated times (never after dark). Helmets must be worn (with straps fastened) whenever you are using a bike, skateboard, rollerblades, or scooter. No motorized vehicles are permitted for student use on campus.
4. Bikes may not be stored in the dorm because of fire-code regulations, and bikes must be locked when not in use.
5. Hats should be removed upon entering any building on campus.
6. Follow the posted rules when using Humann Theatre. Feet should not be on the chairs. Polite behavior is expected during all performances. No food, drink, gum, or candy is allowed in the theater.
7. Students should never enter any dorm other than their own, unless directed to by a faculty member.
8. Students are allowed in faculty residences by invitation only and only when the teacher is present.
9. No student should have more than \$50 cash in his or her room or on their person. Sums larger than \$50 should be turned in to the Business Office as soon as possible. We will not assume responsibility for money not deposited in the business office.
10. Gambling, betting, loaning money, and the trading/selling of items is not permitted.
11. Students must secure permission before leaving the campus. Boundaries are as follows: the stream at the bottom of the hill by the Big Red Barn; Back Bay Road; tennis courts east of Alumni Drive; the shoreline of the lake. The swim docks are off bounds when not supervised by faculty.
12. Students are not to have any home wiring, open flames, or incense in their rooms. Lamp and radio wires must be in good condition, with good insulation. Extension cords with plugs should be used instead of splicing wires, and no more than two electrical cords should be plugged into one outlet. Students may not use electric household appliances in their rooms.
13. The faculty room and adult/guest restrooms are for adults and guests only and are off bounds to all students.
14. Aerosol sprays or products containing alcohol are not allowed.
15. All medications and vitamins are to be turned over to the Health Center.
16. Dorm decorations should be in good taste and not offensive to men or women. Pictures of drugs, cigarettes, or alcohol are not allowed. Offensive decorations will be removed and discarded. Use Plastitack (available in the School Store) to hang pictures on dorm room walls. Do not hang objects, including wall hangings, from the ceiling. Do not cover window surfaces.
17. Because there are computer labs on campus available for students to use for both academic and email purposes, students are not permitted to bring personal computers to Summer Session. Any student-owned computers will be brought to the dean of students for safekeeping and either sent home or returned at the end of the Summer Session.
18. Students are permitted to travel to and from Cardigan with a cellular phone. However, phones must be given to dorm parents upon arrival on campus, and will be kept in the School safe for the duration of the student's stay at Summer Session.

Transgender Student Policy

Cardigan Mountain School Summer Session prohibits discrimination against any student or applicant because of race, color, religion, sex, gender, ethnic or national origin, sexual orientation, qualified individuals with disabilities on the basis of disability, or any other category which may be protected by applicable state or federal law. The Summer Session program also promotes respect for all people, and will not tolerate harassment based on any of these characteristics nor on differences based on gender identity or expression.

Policy on Sexual Harassment

Cardigan Mountain School is a community in which all members have the rights to feel both safe and respected, and to live, work, and learn in an environment which is free from sexual harassment. Inappropriate behavior of a sexual nature can undermine these rights. It is the policy of Cardigan Mountain School that no member of the School may sexually harass another.

For the purposes of this policy, adult-to-student “sexual harassment” is defined as any sexual advances, requests for sexual favors, and/or other verbal, visual, written, or physical conduct of a sexual nature, whether it is welcomed or unwelcomed by the student. For the purposes of this policy, student-to-student, adult-to-adult, and student-to-adult “sexual harassment” is defined as any unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate verbal, visual, written, or physical conduct of a sexual nature.

Sexual harassment may include, but is not limited to, the following actions: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcomed touching; display of sexually suggestive objects or pictures; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s employment, grades, programs, or activities available at or through the School. Violations of this policy, whether intended or not, will not be tolerated. Violations of this policy may result in discipline up to and including dismissal in the case of an employee and expulsion in the case of a student.

Students should report any violation of this policy to any trusted adult member of the School’s community. Any person receiving a report of or having knowledge of a violation of this policy shall immediately file a written report with the Summer Session Office. Any form of threat or retaliation against anyone who in good faith makes a complaint of sexual harassment is itself a violation of this policy and a cause for discipline. Allegations of sexual harassment will be investigated promptly, and corrective actions will be taken immediately to stop any harassment.

Summer Session Health Care Policy Information

Policy: General Health Care

1. ***Students arriving at school with an incomplete Cardigan Physical Examination form must have one completed at the School.*** Parents will be charged a fee by the School, in addition to any fees charged by health care providers on or off campus.
2. ***Students arriving at school with an incomplete Cardigan Immunization Record must have one completed at the School.*** Parents will be charged a fee by the School, in addition to any fees charged by health care providers on or off campus.
3. Students arriving at the School with other required medical forms that are incomplete must have them completed at school, and parents will be charged a fee by the School, in addition to any fees charged by health care providers on or off campus.
4. Students are ultimately responsible for following health care instructions and keeping all appointments; they are expected to fulfill their responsibilities for good health.
5. The School will contact a parent by phone or email if a serious medical concern arises. However, calls are not routinely made regarding common illnesses or minor injuries.
6. Students must be examined by a health care provider at school for an acute illness before prescription medication may be given. Antibiotics sent from home for an acute illness cannot be given if the student was not examined by the prescribing health care provider.
7. When school is in session, the Health Center is open at specified times for health care; for all other times a Registered Nurse is on call for medical assistance.
8. There is no fee for a Health Center visit, but fees may apply for certain procedures, supplies, or certain kinds of overnight supervision of a student.

Policy: Full Disclosure

Cardigan Mountain School is a boarding school community in which many members of the faculty become an integral part of each student's life. These faculty members share all aspects of the community experience with your child, which include teaching, advising, coaching, and dorm parenting. In order for our faculty members to do their jobs effectively and help to keep your child safe, it is imperative that we have up-to-date information regarding their health and well-being. With that being said, please note the following:

1. If your child has been diagnosed with a physical or psychological condition that may have an impact on their academic, athletic, or social interactions, the School **MUST** be fully informed. This will require written documentation for your child's medical doctor, psychiatrist, psychologist, or counselor that explains your child's symptoms, the diagnosis, and the current course of treatment.
2. All diagnoses and medication information regarding your child will be shared with the faculty.
3. If your child has received counseling in the past and either does not need further counseling or will need counseling while at school, the Health Center **MUST** have a letter on file from your child's doctor explaining the reason for either ending the counseling or continuing counseling while at school.

Policy: General Medication

Your child may require some type of medication while here at school. This may be a medication taken only for a few days, or one taken every day. Therefore, it is essential that we have the following information:

1. A completed Physician Medication Register must be on file before your child may take daily prescription medication.
2. A completed Register for Nonprescription Medications must be on file before your child may take acceptable daily supplements.
3. No foreign medications will be given to students. All medications must be written in English.
4. If your child's health record indicates a current diagnosis of asthma, the School must have a doctor's written order for an emergency inhaler that your child will be instructed to carry at all times.
5. You must label all inhaler and nasal spray units with your child's name, or they will be discarded.
6. The School cannot guarantee students will always take their medications.
7. The School does not give medications to students who are leaving campus for weekends, holidays, vacations, or activities not sponsored by the School. Parents are responsible for providing instructions and medications to a hosting adult not employed by the School.
8. If your child's health record indicates a current diagnosis of a severe allergic reaction resulting in anaphylaxis, the School must have a doctor's written order for an emergency EpiPen that your child will be instructed to carry at all times.
9. Allergy injections cannot be done at the School. If your son requires regular allergy injections while at school, ask your allergist if the injectable serum can be replaced with an oral type of serum that is placed under the tongue.
10. Medications will promptly be disposed of if not picked up by an adult on the last day of school.
11. Medications cannot be mailed to out-of-country addresses due to the extensive requirements of customs.
12. Students may not have or take oral medications or supplements in their rooms. The School offers a convenient central location where they may come to take their medicine. Use of protein powder supplements is highly discouraged. Students taking multiple supplements will need written documentation from their medical provider that the supplements are required and safe for the student to be taking.
13. Medication ordered by medical providers will be administered by the school nurses exactly as written by the student's medical provider. Parents cannot change the manner in which medications are given without sending a new prescription order change from the medical provider. All medications and supplements will be managed as outlined in the Medication Management information for Cardigan Mountain School's Student Prescription (Rx) Program.

Patient Bill of Rights and Responsibilities

1. The policy describing the rights and responsibilities of each patient, or his/her parent if a minor, admitted to the facility shall include, as a minimum, the following:
2. The patient shall be treated with consideration, respect, and full recognition of the patient's dignity and individuality, including privacy in treatment and personal care and including being informed of the name, licensure status, and staff position of all those with whom the patient has contact, pursuant to RSA 151:3-b.
3. The patient shall be fully informed of a patient's rights and responsibilities and of all procedures governing patient conduct and responsibilities. This information must be provided orally and in writing before or at admission, except for emergency admissions. Receipt of the information must be acknowledged by the patient in writing. When a patient lacks the capacity to make informed judgments, the signing must be by the person legally responsible for the patient.
4. The patient shall be fully informed in writing in language that the patient can understand, before or at the time of admission and as necessary during the patient's stay, of the facility's basic per diem rate and of those services included and not included in the basic per diem rate. A statement of services that are not normally covered by Medicare or Medicaid shall also be included in this disclosure.
5. The patient shall be fully informed by a health care provider of his or her medical condition, health care needs, and diagnostic test results, including the manner by which such results will be provided and the expected time interval between testing and receiving results, unless medically inadvisable and so documented in the medical record, and shall be given the opportunity to participate in the planning of his or her total care and medical treatment, to refuse treatment, and to be involved in experimental research upon the patient's written consent only. For the purposes of this paragraph "health care provider" means any person, corporation, facility, or institution either licensed by this State or otherwise lawfully providing health care services, including, but not limited to, a physician, hospital or other health care facility, dentist, nurse, optometrist, podiatrist, physical therapist, or psychologist, and any officer, employee, or agent of such provider acting in the course and scope of employment or agency related to or supportive of health care services.
6. The patient shall be transferred or discharged after appropriate discharge planning only for medical reasons, for the patient's welfare or that of other patients, if the facility ceases to operate, or for nonpayment for the patient's stay, except as prohibited by Title XVIII or XIX of the Social Security Act. No patient shall be involuntarily discharged from a facility because the patient becomes eligible for Medicaid as a source of payment.
7. The patient shall be encouraged and assisted throughout the patient's stay to exercise the patient's rights as a patient and a citizen. The patient may voice grievances and recommend changes in policies and services to facility staff or outside representatives free from restraint, interference, coercion, discrimination, or reprisal.
8. The patient shall be permitted to manage the patient's personal financial affairs. If the patient authorizes the facility in writing to assist in this management and the facility so consents, the assistance shall be carried out in accordance with the patient's rights under this subdivision and in conformance with State law and rules. The policy regarding the possession of money is explained by the School in the Handbook, which is given to every student on the day of registration at school.
9. The patient shall be free from emotional, psychological, sexual, and physical abuse and from exploitation, neglect, corporal punishment, and involuntary seclusion.
10. The patient shall be free from chemical and physical restraints except when they are authorized in writing by a physician for a specific and limited time necessary to protect the patient or others from injury. In an emergency, restraints may be authorized by the designated professional staff member in order to protect the patient or others from injury. The staff member must promptly report such action to the physician and document same in the medical record.
11. The patient shall be ensured confidential treatment of all information contained in the patient's personal and clinical record, including that stored in an automatic data bank, and the patient's written consent shall be required for the release of information to anyone not otherwise authorized by law to receive it. Medical information contained in the

medical records at any facility licensed under this chapter shall be deemed to be the property of the patient. The patient shall be entitled to a copy of such records upon request. The charge for the copying of a patient's medical will be billed to them.

12. The patient shall not be required to perform services for the facility. Where appropriate for therapeutic or diversional purposes and agreed to by the patient, such services may be included in a plan of care and treatment.
13. The patient shall be free to communicate with, associate with, and meet privately with anyone, including family and resident groups, during normal hours of operation, unless to do so would infringe upon the rights of other patients. The patient has the right to have regular access to the unmonitored use of a telephone unless it would be contrary to the rules of the School or wishes of the parents, if a minor. The patient may send and receive unopened personal mail.
14. The patient shall be free to participate in activities of any social, religious, and community groups, unless to do so would infringe on the rights of other patients, or be contrary to the rules of the School or the wishes of the parents, if a minor.
15. The patient shall be free to retain and use personal clothing and possessions as space permits, provided it does not infringe on the rights of other patients, and are not contrary to the wishes of the parents, if a minor, or the rules of the School as defined by the School in the Handbook, which is given to every student and parent on the day of registration at school, and which do not pose a risk to the patient or others.
16. The patient shall be entitled to privacy for visits and, if married, to share a room with his or her spouse if both are patients in the same facility and where both patients consent, unless it is medically contraindicated and so documented by a physician. The patient has the right to reside and receive services in the facility with reasonable accommodation of individual needs and preferences, including choice of room and roommate, except when the health and safety of the individual or other patients would be endangered.
17. The patient shall not be denied appropriate care on the basis of race, religion, color, national origin, sex, age, disability, marital status, or source of payment, nor shall any such care be denied on account of the patient's sexual orientation.
18. The patient shall be entitled to be treated by the patient's physician of choice, subject to reasonable rules and regulations of the facility regarding the facility's credentialing process.
19. The patient shall be entitled to have the patient's parents, if a minor, or spouse, or next of kin, or a personal representative, if an adult, visit the facility, without restriction, if the patient is considered terminally ill by the physician responsible for the patient's care.
20. The patient shall be entitled to receive representatives of approved organizations as provided in RSA 151:28, unless it would be contrary to the rules of the School or wishes of the parents, if a minor. Because the reason for confinement in the Health Center is the prevention of exposure to illnesses for either the patient or others, visitors will be screened by the nursing staff to determine if a visit is appropriate.
21. The patient shall not be denied admission to the facility based on Medicaid as a source of payment when there is an available space in the facility.
22. Subject to the terms and conditions of the patient's insurance plan, the patient shall have access to any provider in his or her insurance plan network and referral to a provider or facility within such network shall not be unreasonably withheld pursuant to RSA 420-J:8, XIV.
23. The patient shall be responsible for being on time for all health care appointments.
24. The patient shall be responsible for reimbursing the Health Center for any losses incurred due to the patient's neglect or abuse of equipment or supplies provided to the patient.
25. The patient shall be responsible for following the recommendations of Health Services for care and treatment.
26. The patient shall be responsible for treating health care providers with respect.
27. The patient shall not inflict verbal or physical threats or abuse on health care providers or other patients.
28. The patient, or the patient's parents, if a minor, shall provide accurate and complete health information.

