

# LINDEN HALL

FOUNDED IN 1746

## LINDEN HALL PARENT/STUDENT HANDBOOK

2019-20

*The Linden Hall Parent/Student Handbook is published and distributed to members of the Linden Hall community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands the expectations of students within our community. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Linden Hall and any parent, guardian or student affiliated with or attending the School. Linden Hall reserves the right, in its sole discretion, to add, revise and/or delete School policies before, during, and after the School year.*



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## PARENT AND STUDENT ACKNOWLEDGEMENT

This Form acknowledges that we understand that as Linden Hall students and parents, we are asked to support the School and its mission, and to acquaint ourselves with and abide by the School's policies and procedures.

We understand that this Handbook is for informational purposes only and is only meant to be used by those affiliated with the School community. It is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between the School and any parent, guardian, or student affiliated with or attending the School. We understand that the terms and conditions of the Enrollment Agreement signed by us determines our relationship with the School. We further understand that the School reserves the right, in its sole discretion, to add, revise, and/or delete School policies before, during, and after the School year and such updates need not be in writing or incorporated into this Handbook.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the 2019-20 Linden Hall School Parent/Student Handbook and agree to abide by the School's policies and procedures, as outlined in the Handbook.

---

Parent/Guardian Signature Date

---

Parent/Guardian Signature Date

---

Student Signature(s) – **All students in family must sign** Date

---

Date

---

Date

---

Print Child/Children's Last Name

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## WELCOME TO LINDEN HALL

Dear Students and Parents:

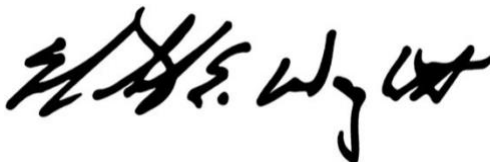
For more than a quarter of a millennium, Linden Hall has welcomed young women to join us in studying and living as a part of a cherished community of learners. Our students and alumnae through the years have come from a variety of backgrounds and geographic locations. Regardless of where they come from, our students dedicate themselves to their academic work and are surrounded by others who have accepted the same challenge. Linden Hall offers a rigorous curriculum designed to prepare students for college, give them experience in the major academic disciplines, develop their appreciation of and ability in the arts, and encourage athletic involvement. Young women typically emerge from Linden Hall with confidence in their intellectual and creative abilities, with commitment to community, and with appreciation for and practice in communication skills.

Our teachers combine a passion for their subjects with a love of working with teenage girls, and classes average 10 students in size, which means that young women here regularly participate and are heard. The student body numbers approximately 220, which means that students are vital and integral members of our close community, whether boarding on campus or returning home each night. Every student has a faculty advisor to consult about academic progress, course selection, community activities, and other issues that affect school life. Members of the faculty and administration celebrate students' individual interests and abilities and encourage their growth outside the curriculum.

We hope that you find this handbook to be a useful resource as it outlines school policies, procedures, and expectations for behavior. It, along with your daughter's advisor, should be used as your first source when you have a question or concern about Linden Hall.

For longer than any other girls' school in the United States, Linden Hall has been teaching and guiding young women and providing for them the intellectual and social environment in which they are challenged and inspired to excel in all areas of their lives. We look forward to the coming school year with you and your daughters.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Michael E. Waylett". The signature is stylized and cursive, written in a dark ink on a white background.

Michael E. Waylett  
Head of School

## **IMPORTANT CONTACT INFORMATION**

Main Office	(717) 626-8512
Fax	(717) 627-1384
Honeycutt Emergency Phone	(717) 201-2655
School Nurse/Counselor	(717) 626-4466

## **I. INTRODUCTION**

### **Mission Statement**

Committed to excellence in the education of young women in a diverse community, Linden Hall provides a rigorous and multifaceted college-preparatory experience where each student is nurtured and inspired to reach her highest potential.

### **Philosophy**

Linden Hall is a college-preparatory boarding and day school that believes in the importance of women in our global society. We strive to foster our students' growth and prepare them for participation in the world beyond our campus.

Linden Hall is dedicated to helping girls maximize their intellectual, artistic, physical, spiritual, and cultural development. Linden Hall guides a girl into becoming a mature young woman with strong self-esteem and confidence. We encourage the development of an independent individual capable of self-direction and decision-making, a young woman who knows and accepts herself, respects others, and achieves. We strive to accomplish these goals for every girl through our curriculum, arts, athletics, dorm life, community service, assemblies, chapel services, weekend activities, supervised study halls, Academic Help sessions, and faculty advisor program. We provide structure, support, and a nurturing environment as well as an education that culminates in college, and often career, selection.

The core curriculum at Linden Hall equips students with a sound and traditional foundation of knowledge, while electives allow students to pursue individual creativity, interests, and talents. To complete her education, every student is required to participate in physical activity on a regular basis through team sports, physical education classes, or individual sports.

Girls are accepted from different geographical, ethnic, religious, and social backgrounds in order to create an atmosphere that fosters understanding and learning. The varying intellectual abilities, needs, talents, and personalities of our students are celebrated through small classes, individual attention in the classroom, academic help periods built into the schedule four times a week, supervised evening study halls, one-to-one tutoring, and faculty residing on campus and in the dormitories. Small classes provide the opportunity for frequent verbal and written response and discussion with almost immediate evaluation and feedback.

As a boarding and day school, Linden Hall provides students with a safe and secure environment in which to live and learn. Living arrangements and school regulations are designed to help students discover the value of cooperation, responsibility, accountability, compromise, and effective interpersonal relations. We strive to maintain a balanced community in which students are expected to study and learn, to live according to established guidelines, and to utilize their free time to fulfill their cultural, social, and recreational needs.

Linden Hall promotes scholarship as an indispensable tool of life and helps students to develop the strength of character necessary to contend with roadblocks they might encounter. We provide young women with the opportunity to experience the challenges and responsibilities of leadership, and to develop into good citizens who use their talents, knowledge, and energy for the improvement of themselves and society.

The Linden Hall Administration and Board of Trustees encourage professional growth among faculty and staff through financial support for continuing education in seminars and workshops, school visits, and national conferences. Linden Hall Administration and teacher-leaders work together to craft ongoing, collaborative professional development opportunities throughout the year to assist faculty as they hone their teaching skills.

### **History of School**

Founded in 1746, Linden Hall is the nation's oldest continuously operating independent boarding and day school for girls. One of the founding principles of Linden Hall was that all females be thoroughly educated to become whole, responsible citizens.

### **Linden Hall Seal**

The Latin Motto on the Linden Hall seal, "Non Scholae Sed Vitae Discimus," is a quotation from Seneca: "We are learning not only for school, but for life."

### **Non-Discrimination Policy**

Linden Hall admits qualified students of any race, color, national or ethnic origin, ancestry, religion, handicap or disability, and any person who uses a guide or support animal because of blindness, deafness or physical handicap of the user, to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, national or ethnic origin, ancestry, religion, sexual orientation, handicap or disability, or on the basis of using a guide or support animal because of blindness, deafness or physical handicap of the user, genetic information, or any other status protected by applicable law in the administration of its educational, admissions, financial aid, athletic and other policies and programs.



## II. STUDENT CONDUCT EXPECTATIONS

Everyone at Linden Hall is expected to engage fully and positively with the school community, to adhere to the Honor Code, and to abide by major school rules and policies. We recite this Statement of Community in Chapel each week:

*"As a member of the Linden Hall family, I promise to uphold the values of truth, fairness, and compassion. I will respect myself and the rights, property, and feelings of others. Above all else, I will endeavor to make myself a contributor to my school and community."*

The road to excellence is not straightforward. Students will stumble. The community supports students in their stumbles by embracing an educational posture on discipline. Academically and socially, students at Linden Hall are supported by a network of teachers, advisors, staff, and administration. The system of discipline reflects the same network with a broad view to help the individual and protect our community values. As students exhibit behaviors that don't support themselves or the community as a whole, disciplinary measures may be implemented to inspire learning and change.

### Sample Course of Action

Student infractions are recorded in Blackbaud. As students accumulate infractions, they progress through thresholds. At each threshold, students meet with a staff member to discuss their behaviors and implement a plan for improvement.

Threshold 1: Staff members who have first contact with a student committing an offense will begin the disciplinary process with a conversation outlining why the behavior isn't acceptable. The conversation will be bolstered by a warning in response to a student's first offenses.

Should a student repeat her offense, staff members will assign an appropriate consequence. Time lost should be made up; students out of uniform lose a dress-down day; students misusing technology lose their privileges in that class/space. Assigned consequences will be documented.

Threshold 2: If a student's behavior becomes a pattern, staff will reach out to the student's advisor. Advisors will then reach out to the student's parents.

If detention is deemed an appropriate consequence, advisors will coordinate with the Dean of Students. Detentions are served Monday through Friday at 7:45 a.m. in the Dean of Students' office or in Honeycutt at 7:00 a.m. on Saturday and Sunday.

Threshold 3: Should a student's behavior continue with no change, or if a student commits a serious infraction, they will meet with the Dean of Students. Each disciplinary case is considered individually, and the Dean of Students will partner with parents and teachers in seeking resolution. Serious infractions that occur in the dormitories will be addressed in collaboration with the Director of Residential Life.

**Threshold 1: Teacher/Dorm Parent/First Contact**

- a. Conversation and warning
- b. If the offense is repeated, assign an appropriate consequence
- c. Include parents in the conversation
- d. Document as needed

**Threshold 2: Advisor**

- a. Follow-up conversation
- b. Make a plan
- c. Appropriate consequence
- d. Detention with Dean of Students
- e. e. Contact parents

**Threshold 3: Dean of Students Office**

- a. Follow-up conversation
- b. Make a plan
- c. Appropriate consequence for repeat offense
- d. Detention with Dean of Students
- e. Meeting with parents and advisor
- f. Meeting with upper administration, including the Head of School
- g. Consequent measures including but not limited to: loss of leadership position, probationary period, suspension, or expulsion

Examples of Appropriate Consequences – As detailed above, students should be issued a warning for their initial infraction. Subsequent infractions may earn more serious consequences.

<b>Infraction</b>	<b>Possible Consequences</b>
Skipped class	Mandatory Academic Help session(s), meeting with the Dean of Students, detention
Skipped weekend activity	Restricted sign-out, restricted takeout food ordering, restricted weekend activity sign-up, weekend detention, additional community service hours
Tardy	Make up time at break or Academic Help
Misuse of technology	Loss of technology, meeting with Dean of Students, detention
Dress code violation	Warning, sent to Dean of Students or to change, loss of weekly dress-down

Skipped study hall	Mandatory Academic Help, meeting with the Dean of Students/Director of Residential Life, weekend detention
Housekeeping	Restricted sign-out, restricted take-out food ordering, weekend detention
Language policy violation	Meeting with advisor, meeting with Dean of Students, weekend detention
Off campus violation	Restricted sign-out, restricted take-out food ordering, restricted weekend activity sign-up, weekend detention, additional community service hours
Behavior	Loss of break time, meeting with Dean of Students, mandatory Academic Help

### **Infractions of Major School Rules**

The guidelines in this section apply to all conduct by students, whether on or off campus, as long as they are enrolled at the School. While the primary goal of the disciplinary system is education, actions that compromise the safety of individuals within the community, or the community as a whole, are taken very seriously. A student may be suspended from the School, prohibited from attending all School-related activities, or expelled from School, at the School's sole discretion, for serious acts of misconduct including, but not limited to, the following:

- Repeated acts of unkindness or misconduct
- Repeated classroom behavior that impedes another students' learning
- Bullying, cyber-bullying, or malicious gossip
- Theft
- Dishonesty
- Cheating or plagiarism
- Improper sexual conduct
- Sexual or other harassment
- Threat or use of physical violence
- Use of offensive and inappropriate language
- Possession or use of alcohol, tobacco, or illegal drugs
- Willful destruction of property
- Possession or use of matches, lighters, candles, fireworks, explosives, weapons, or other dangerous materials

The Head of School will decide which disciplinary response is most appropriate for any given disciplinary situation, which may include discipline measures, such as suspension or expulsion, or any other measure that the School deems appropriate.

## **Documentation and Consequences**

Disciplinary issues are recorded by the faculty, residential staff, or the administration and submitted to the Dean of Students. While initial infractions may be addressed by the reporting teacher or staff member, subsequent infractions may include the student's advisor, school counselor, Dean of Students or other administrators. Serious issues of misconduct may result in suspension, disciplinary probation, involuntary leave, or expulsion.

## **Suspension**

Suspensions can be either all-day on-campus detention or off-campus, and generally run from one day to one week. Boarders who receive off-campus suspensions may be sent home at the family's expense. Each class missed during a suspension falls under the School's Absenteeism Policy. All-day detention is not recordable; however, off-campus suspension is recordable and therefore may be reported on transcripts and other official student records.

## **Disciplinary Probation**

The School may decide to place a student on disciplinary probation. This is a most serious status indicating that any further disciplinary offense may result in the student being dismissed from the School. When a student is placed on Disciplinary Probation, a letter is sent to the student and her parents, and a parental conference may also be held. A student remains on Disciplinary Probation until removed from it by the Head of School, at his sole discretion. While on Disciplinary Probation, a student is expected to demonstrate, by cooperative behavior and a positive attitude, that she truly wants to remain a contributing member of the School community.

## **Involuntary Leave**

In evaluating a student's place within the School, the Head of School, in collaboration with the Dean of Students, Assistant Heads of School and or Director of the Middle School, will, of necessity, consider the student's disciplinary record and general community footprint.

Throughout the year, and, particularly, at the end of each year, the faculty review the status of students who are not successfully meeting the expectations of the community. Such students may fail to thrive because of academic, psychological, or social problems, and they may have a serious negative impact on others in the community.

In each case, the Dean of Students will generally review the student's situation with classroom teachers, residential staff, coaches, counseling team members, and other adults at the School who have contact with the student. This review of the student's situation results in a recommendation by the Dean of Students to the Head of School concerning the student's continued presence at Linden Hall.

The School, acting through the Head of School, reserves the right to require the student to withdraw at any time, in the School's sole discretion, including when the student's behavior or performance has demonstrated a failure or an unwillingness to function successfully and cooperatively within the School's academic and/or social expectations.

Students who wish to return to school may be permitted to do so following an appropriate course of treatment. The final decision about a student's return will rest with the Head of School.

### **Expulsion**

Expulsion is a most unfortunate situation where the student is dismissed from the School. Please note that for cases of expulsion, the family must still fulfill its financial obligations to the School, pursuant to the enrollment contract. Students who are expelled from School will be prohibited from being on School grounds and will not receive academic credit for the time after which they are expelled. The Head of School will make the final decision regarding cases of expulsion.

### **Behavioral Expectations While Away from School**

Students should be aware that they represent the School community at all times, both on and off campus. While it is not the School's intention to monitor students in all their off-campus activities, the School reserves the right to take disciplinary action, including suspension or expulsion, in response to inappropriate conduct occurring off campus.

### **Parent Involvement**

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to intervene with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved through the Dean of Students or Head of School. Please speak to the Dean of Students or Head of School with respect to any questions about contacting another student or parent about a School-related matter.

### **Reporting Disciplinary Action to Colleges**

Upon direct request from a college for information pertaining to a student's discipline record, the student is expected to honestly and fully disclose whether she has been subject to a disciplinary response including, but not limited to, probation, suspension, dismissal, or withdrawal from the School. Upon direct request from a college for information pertaining to a student's discipline record, college counselors will honestly and fully disclose whether a student has been subject to a disciplinary response, including, but not limited to, probation, suspension, dismissal, or withdrawal from the School. The student should work closely with her college counselor to ensure that both are responding in a consistent and thoughtful manner. If a student's disciplinary status changes after the filing of college applications, the student has the obligation to inform all colleges to which an application has previously been submitted or the college at which the student has submitted an enrollment deposit of that change in status. The student should notify the college or colleges within two weeks from the date of the change in status. Two weeks after the change in status, the Director of College Counseling will notify the colleges in writing that the student's status has changed and the reason for the change. The college admission officer will be directed to the student and the family for further information. Students are also required, when directly requested, to disclose disciplinary responses for violations of the Honor Code. This policy is in compliance with the National Association for College Admission Counseling's Code of Ethics and Professional Practices.

## **Bullying, Harassment, and Intimidation**

Any personal attacks or commentary addressed to or about Linden Hall personnel (administration, faculty, staff, or students) in any medium, including electronic, is prohibited. Under Pennsylvania law, “bullying” is defined as any intentional electronic, written, physical or verbal act or series of acts:

- directed at another student or students;
- which occurs in a school setting;
- that is severe, persistent or pervasive; and
- that has the effect of doing any of the following:
  - substantially interfering with a student’s education;
  - creating a threatening environment; or
  - substantially disrupting the orderly operation of the School.

Bullying and cyber-bullying (included in the definition above) are prohibited at the School, on School grounds, in School vehicles, and at designated bus stops, or at any activity sponsored, supervised, or sanctioned by the School. Bullying and cyber-bullying are also prohibited whether the conduct takes place physically on campus or off campus, whether during the School day or at night, on vacation or at any other time while enrolled at the School, whether linked to the School’s network from in school or from a remote location or not at all, or using their own personal computer or communication device on or off campus if the behavior has a negative impact on the educational experience of any student at the School.

## **Sexual Harassment**

Through education and intervention, the School endeavors to maintain an environment that is free from sexual harassment. The School does not tolerate verbal or physical behavior that constitutes sexual harassment. Sexual harassment is defined as behavior involving a single instance or repeated instances of inappropriate verbal and/or physical conduct of a sexual nature. Examples include unwelcome sexual advances, requests for sexual favors, touching, innuendo, and other conduct of a sexual nature that has the purpose or effect of 1) creating an intimidating, hostile, or offensive environment; 2) interfering unreasonably with a person’s academic performance; or 3) creating a situation where an evaluation of a student depends on his or her submitting to and/or not objecting to the behavior. Sexual harassment between students, and students and employees, is prohibited; it violates both state and federal law and the School’s core values.

The School takes seriously all complaints of sexual harassment or retaliation and will investigate each complaint thoroughly and promptly. A student or parent who wishes to report any alleged violation of the School’s sexual harassment policy, including any instance of sexual abuse, should contact the Head of School or Dean of Students. The School reserves the right to act unilaterally to end sexual harassment where such intervention is deemed warranted.

## **Anti-Hazing Policy**

Hazing involving students, student groups or any individuals at Linden Hall is strictly prohibited.

### ***Definition***

Hazing is defined by the State of Pennsylvania (Act 175) as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.”

### ***Responsibility for Compliance***

All School students, faculty, staff, and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including on privately owned facilities and/or property. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (new member, member, auxiliary, or alumnae), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

### ***Reporting of a Possible Violation***

Anyone who witnesses or suspects that hazing has occurred shall immediately report what was witnessed, or the basis for the suspicion that hazing has taken place, to the Head of School or Dean of Students. If the hazing has occurred in connection with a School club, organization or sport, then the incident shall also be reported to the person or coach responsible for the club, organization or sport.

### ***Violations and Sanctions***

The Head of School shall have discretion to impose any discipline deemed appropriate for an incident of hazing against both the individual who engaged in the conduct and the School organization of which they were a member. Discipline and penalties shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal, or expulsion. In the case of School organizations, penalties may include withdrawal of permission for the club or organization to continue to operate on campus or other school property or to otherwise operate under the recognition or sanction of the School. Imposition of discipline by the School does not preclude any criminal penalty which may be

imposed for violation of criminal laws and the School will fully cooperate, and share information, with law enforcement as part of any investigation.

### **Use of Alcohol, Drugs/Testing (Including E-Cigarettes and Vaping)**

Possession of cigarettes, E-cigarettes, lighters or matches by students is not permitted. The use of, experimentation with, or possession of alcohol, drugs, or drug paraphernalia by a Linden Hall student on or off campus, is unacceptable. Linden Hall reserves the right to require testing for drugs and/or alcohol.

Students are not permitted to smoke (including electronic cigarettes) anywhere on or off campus while under the jurisdiction of Linden Hall or at a School-sponsored event. If the student is a smoker and believes it will be difficult for her to stop upon arrival at school, efforts to enlist medical help or specialized programs should be made and the program completed before arriving at Linden Hall.

### **Sanctuary Policy**

The School's Sanctuary Policy provides students with a way to access support around alcohol and substance abuse issues without concern that reaching out for help will trigger the disciplinary process. The use and abuse of alcohol and drugs can lead to serious health consequences. To underscore to students that their health and safety are of paramount concern, the School encourages students to ask for help should they find themselves impaired or ill. Any student may invoke this policy on her own behalf, or on behalf of another student, simply by contacting anyone on the faculty, staff or administration at the School and using the term "Sanctuary." Sanctuary may be invoked due to the ill effects of recent ingestion of a banned substance, chronic substance use or abuse, or past use or abuse that may be impairing functioning at School. If a student is already involved in the disciplinary process due to alcohol or substance abuse, this Sanctuary Policy may not be invoked.

If a student invokes Sanctuary, she is immediately referred to the School Nurse, who will determine if immediate medical attention is warranted, and/or if any follow up evaluation or counseling is needed in an off-campus medical or substance abuse treatment program. The student's parents, advisor, Dean of Students, and Head of School will also be notified of the student's invocation of the Sanctuary Policy. The School reserves the right to notify parents if, in the School's sole judgment, the student's condition poses a substantial physical threat to her own well-being or the health and safety of others; this threat may be mitigated by parental notification (by, for example, parents' supplying necessary medical history or information about the student); and/or the student lacks the capacity to make a rational decision in this regard.

### **Sexual Intimacy**

We recognize that sexuality is a part of the human experience; however, in deference to the diversity of cultures, values, and ages represented in our community, sexual encounters are prohibited at School and during School-related activities.



### **Inappropriate Items/Weapons**

Students are not allowed to have items at School that pose risk to oneself or others or will disrupt the School day. If in doubt about whether something is allowed, we expect students to ask a teacher, the Dean of Students, or the Residential Director; students are expected to exercise good judgment about such matters.

Unless authorized or permitted by applicable law, the School prohibits the possession of any firearm, imitation firearm, pellet gun, knife, taser or other dangerous weapon, ammunition or fireworks on campus, on any School-sponsored off-campus trip or excursion, or in any school bus. This policy applies to students, faculty, staff, applicants, alumnae, parents and anyone else who enters the campus, regardless of whether the individual has a valid permit to carry a firearm.

### **Respect for Property**

If a student causes accidental or premeditated damage to School property, her parents will be charged a repair or replacement fee. If more than one party caused the damages, a pro-rated share will be assessed to each student involved, at the School's sole discretion. Damage that occurs in dormitory rooms, regardless of whether students admit to having deliberately or accidentally caused the damage/breakage, will be charged to the occupants of those rooms. Damage includes graffiti anywhere on School property.

### **Search and Seizure**

Dorm rooms and lockers are the property of the School. Students exercise control over their dorm rooms and locker from other students, but not from the School and its officials. As a result, the Head of School and his or her designees, as well as law enforcement officials, have the right to search dorm rooms and lockers to ensure School safety and the students' welfare, including, without limitation, to determine if students are harboring stolen property, weapons, or illegal or dangerous substances, and School and law enforcement officials have the right to seize such items or other items that jeopardize the safety of the students or the building or constitute health hazards. The School also reserves the right to conduct random searches of dorm rooms and school lockers throughout the year.

## **III. HONOR CODE**

### **Honor Code**

**I will not lie, cheat, or steal.**

The purpose of the Honor Code at Linden Hall is to develop and promote personal integrity, character, and respect for self and others. Genuine growth and learning are best achieved in an environment that embraces principles that enrich and elevate the quality of our lives. Each student is required to follow the Honor Code to foster a positive school atmosphere and sense of

community. **As a constant reminder of the Honor Code, students are required to write on all graded assessments: “I have neither given nor received help on this work.”**

The Honor Code is designed to cover three main areas of conduct that are prohibited by the School: cheating, lying, and stealing. The most common honor concern brought forward is plagiarism, a combination of all three areas of conduct. Students will sign a pledge statement, committing themselves to acting with integrity. Students will have a clear understanding of what plagiarism is after completing the Foundations for Academic Integrity conference and passing the Foundations for Academic Integrity Blackbaud course.

### **Cheating**

Cheating is using or having the intent to use unauthorized assistance for personal gain. Examples include, but are not limited to, the following:

- Copying ideas and/or phrases that are not a student’s own, yet passing them off as her own;
- Looking at and using someone else’s information or answers during a test or for a project or paper;
- Using unauthorized assistance (calculators, notes, cheat sheets, electronic devices, etc.);
- Altering grades;
- Revealing test or quiz questions to others; and/or
- Copying another student’s homework without the consent and/or approval of the teacher.

### **Lying**

Lying is any action, appearance, or statement that an individual knows, or should know, to be untrue, given with the intention to deceive. Examples include, but are not limited to, the following:

- Making an oral statement containing any form of deceit or falsehood;
- Committing a falsification of any kind;
- Making any false statement, written or unwritten, to a teacher or administrator in an attempt to gain an unfair advantage;
- Giving false information regarding academic work;
- Changing any official form in any manner;
- Lying by omission (intentionally leaving out information that could be seen as incriminating); and/or
- Manipulating the words or ideas of others to give a false impression.

### **Stealing**

Stealing is an act in which one takes something that does not rightfully belong to her. Examples include, but are not limited to, the following:

- Taking or using someone else’s belongings without permission no matter what the intention;
- “Borrowing” another person’s items without explicit permission;
- Removing academic material from a teacher without authorization; and/or

- Misusing, or using without permission, another person's property, such as a credit card or cell phone.

### **The Honor Council**

The Honor Council is a committee of students that hears cases of Honor Code violations and makes recommendations to the administration. When a case is brought before the Honor Council, the Dean of Students and up to six students from grades 9–12 will hear the case. The senior representatives act as the co-presidents of the Council and will facilitate the hearings.

Students who would like to be a member of the Honor Council must nominate themselves by completing an application and personal reflection, which is to be given to the Dean of Students. Applicants must obtain the recommendation of a faculty member. The candidates are vetted by the student body and the faculty. Students are elected for the coming school year in Spring of the current year. Students from grades 8–11 vote by grade level for their Honor Council representative. Those students who are interested need to recognize the importance of their role and that confidentiality and discretion must be observed at every Honor Council hearing. It is also the role of the Honor Council to educate the student body about the rules, expectations, and consequences of violating the Honor Code.

### **Upper School Honor Code Violations**

In the event of an Honor Code infraction, the procedure is as follows:

- A teacher who observes or suspects an infraction speaks directly to the student about the incident and notifies the Dean of Students. Together, the teacher and Dean of Students will decide if the offense needs further action.
- A student, in complete confidence, informs a faculty member, staff member, or administrator of an infraction. The Dean of Students is then informed.
- The Dean of Students will gather evidence and determine if the student needs to meet with her. If a meeting is indicated, the student will be asked to provide an honest account of what happened. After this meeting, the student's parents will be contacted by the Dean of Students. If the student confesses to the infraction, there is typically no hearing. However, if the details of the infraction are in question, the Dean of Students informs the student who allegedly committed the offense that she will be brought before the Honor Council. The student's advisor will attend the meeting as her advocate. Students are expected to cooperate fully and to respond honestly to all questions. Lying to the Honor Council is regarded as a significant infraction and will likely yield a much more severe consequence than the student would otherwise receive.
- After a student has appeared before the Honor Council, a recommendation will be made by the student co-chairs and the Dean of Students to the Head of School. Any student found in violation of the Honor Code will meet with the Head of School. Other senior administrators

will be involved as needed. If needed, the Head of School will meet with the Honor Council to further discuss the case.

- The Head of School will make the final decision in any cases involving suspension, dismissal, or expulsion as potential consequences.
- The Dean of Students will inform the student and her of the final decision. The Dean of Students will write a letter to the student's parents and a copy will go into the student's file.

### **Probable Consequences for Honor Code (HC) Violations in the Upper School**

The categories of Honor Code decisions are as follows:

- Acquittal—The HC has not been violated.
- Honor Warning—The HC has been violated, yet some grey areas exist.
- Honor Probation—The HC has been intentionally violated.
- Dismissal—The HC has been egregiously violated.

The Head of School reserves the right to dismiss students from school for a first offense of the Honor Code.

After a first offense, subsequent violations of the Honor Code will likely result in greater consequences.

When plagiarism is involved, students will receive a zero on a minor assignment; on a major assignment a student may redo it for up to 50% credit.

### **Middle School Honor Code Violations**

In the Middle School, the focus of the Honor Code is primarily educational, emphasizing the development and understanding of honesty, trust, and respect. When students make errors in judgment, they learn from their mistakes and grow as citizens; therefore, infractions are typically handled with guidance rather than punishment. Honor discussions in Middle School, led by both faculty and members of the Upper School Honor Council, allow our girls to understand expectations and the value of consistent, honorable behavior. As a Middle School, we are committed to preparing our students for the Upper School's expectations; thus, Honor Code infractions will provide opportunities to discuss expectations as well as lay out clear, age-appropriate consequences.

As with Upper School violations, Middle School violations should be reported to the Dean of Students for documentation. The Dean of Students will collaborate with the Middle School Director in supporting the teacher and student. When appropriate, the Honor Council co-chairs may meet with a student and her advisor.

### **Plagiarism and Acceptable Forms of Citation**

Beginning in the sixth grade, when students are collecting information from sources, they should learn the proper way to cite such information and avoid plagiarism, “the act of using another person’s ideas or expressions in your own writing without acknowledging a source [ . . .]. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else” (MLA Handbook 1.6).

At the start of each year, English teachers will review the definition of plagiarism and require each student to sign a plagiarism statement. Any work in which plagiarism has occurred will generally receive a zero, and the student who committed the plagiarism may also be subject to disciplinary measures.

### **Citation and Reference Guidelines**

Unless a teacher explicitly instructs a student to do otherwise, students are required to follow 2018 (double check when the most recent update happened) MLA Guidelines when completing assignments for all classes. Instructions about how to follow MLA guidelines are published on the Linden Hall Library website.

## **IV. OTHER SCHOOL RULES AND POLICIES**

### **Language Policy**

Linden Hall is proud to be a community of diverse backgrounds and experiences. We wish to honor the languages and cultures of every student and increase exposure to all languages and cultures for the entire student body.

At the same time, English is the single language shared and spoken by every member of our community. It is the target language for our student body, almost all of whom plan to attend a college or university in an English-speaking country after graduation.

Therefore, in order to ensure that students acquire the language skills that they want and need; in order to become a more tightly knit community; and in order to create a common learning environment that includes everyone, Linden Hall has established a Language Policy.

Because English is our primary academic language, students engaged in academic pursuits are expected to use English as a matter of course during academic activity. Examples of academic activity include, but are not limited to:

- Class time (when the language of instruction is English)
- Passing time between classes
- Academic field trips
- Dorm meetings and evening study hall
- Academic Help time
- Online submissions and/or discussions for class
- Sports practices, music rehearsals and lessons, and drama rehearsals
- Public presentations

- Exams

During academic activity, students are expected to conduct all activities—spoken, written or electronic—in the target language unless directed otherwise. If a student needs to make use of her first language during academic activity, she can request permission to do so at any time. Permission may be granted at the discretion of the adult in charge.

When the nature of an activity is unclear, faculty, staff, coaches, or adult activity leaders should determine whether English should be used. As a rule, however, students should show courtesy and consideration in all languages and at all times, both in what they say to each other and who they include in their discussions. If a student is found breaking immersion during academic activity without permission or using language in a discourteous or exclusionary way, a warning will be given. Following that, a consequence may be assigned.

### **Driving Privileges/Automobile Policy**

Day and resident eleventh and twelfth graders may have an automobile on campus with the permission of the Dean of Students and the written authorization of parents/guardians. Students must use the designated student parking area at all times, located behind the Anne Brossman Sweigart Gymnasium. The following additional guidelines apply:

- All students must file an automobile registration form.
- Students may not use their automobiles during the School day, unless special permission is given by the Dean of Students, and after consulting with parents.
- A student may drive only her own automobile.
- Parents or legal guardians are responsible for making arrangements for automobile servicing. Inspections and routine maintenance must be taken care of at home.
- Students may transport boarding and day students in their automobiles only with specific permission from the Residential Director or Dean of Students, and with signed permission forms by students' parents.
- The irresponsible use of an automobile will result in suspension of driving privileges. Repeated or serious infractions may result in permanent revocation of the driving privilege.
- Student drivers must comply with all laws, rules and regulations of the Pennsylvania Department of Transportation.
- Resident students may use their automobiles to go to and from their homes only, or for weekend overnights when permission is requested by parents and granted by the Dean of Students.
- Resident student drivers must restrict their travel to within a 20-mile radius of the School unless special permission from the Administrator on Duty has been granted after speaking with the driver's parents.
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### **Gambling**

The School prohibits gambling of any kind, including online gambling.

### **Absences/Tardiness**

Day families should call or email the Main office to give notification of absences or tardiness before 7:30 AM. The Main Office phone number is (717) 626-8512. Please send notifications of absence or tardiness to [attendance@lindenhall.org](mailto:attendance@lindenhall.org).

### **Permissions**

Students may not leave the bounds of the School campus without the permission of the Dean of Students, Residential Director, Dorm Parent, or another staff member on duty.

### **Bring Your Own Devices**

Students are required to bring their own laptop computer to Linden Hall and must adhere to the following rules. Personal computers may not:

- Contain viruses or Trojan software.
- Contain peer-to-peer software.
- Connect to a wired connection in the Computer Lab or Learning Center.
- In any way interfere with any other student's use of Lindenet.

If a computer is infected, students will need to remove their computer from the network until it has been cleaned. Linden Hall is under no obligation to assist with virus removal or reinstallation of operating systems on personal computers.

Linden Hall is not responsible for any loss, theft, damage or malfunction of student devices.

### **Smart Phones/Electronic Devices**

Smart phones enhance personal safety but can also create distractions in our school community. Students are permitted to carry these devices during the school day if they use them discreetly and in compliance with the guidelines set forth below.

Students are not permitted to use devices while walking between classes for the sake of safety and courtesy. Devices may be used in classes for academic use at the discretion of the teacher. Students may use their devices to check email or other personal messages until the teacher signals the start of class. Students are permitted to freely use their devices during breaks. In general, the School expects anyone using a device to not impose the sound of its alerts, or her private conversations, on others.

Parents are asked to refrain from calling their daughters during the quiet hours in the dormitories (from 7:30 p.m.–9 p.m. and 11 p.m.–7 a.m., EST) and during the academic day (from 8 a.m.–3:45 p.m.). Parents may always call the School between 8 a.m. and 4:30 p.m. or the Honeycutt security desk between 3 p.m. and 11 p.m. in an emergency.

Linden Hall community members should avoid interrupting academic or community gatherings with their devices. Devices may be used in common meeting areas and dormitories in accordance with the guidelines for phone use. They may not be used in the Dining Hall during meal times, during assembly, or in chapel.

Making, broadcasting or retransmitting a photograph, video, or audio recording of any school activity including but not limited to class discussions without the explicit permission of the person being photographed or recorded is not allowed. Exceptions include public events, such as assembly, performances, and athletic events.

- All students must register their cell phones and telephone number with the Student Life Office.
- Students may not use any electronic device while driving on campus or while driving other students on or off campus. Violations of this rule may jeopardize driving privileges.
- Parents should instruct students about the costs of using the device and the inherent risk of losing it. The School will in no way be responsible for charges that are incurred by students or by unauthorized users, or for loss of the device.
- Electronic devices that are used inappropriately may be confiscated and turned in to the Dean of Students to be held for several days or longer, depending on the frequency of the infraction. A third offense will likely result in loss of the device for the equivalent of a term (about 10 weeks).

## **Electronic Communications, Computers, and Acceptable Use**

### Educational Purpose

Linden Hall's network system, Lindenet, has a limited educational purpose. Activities that are acceptable on Lindenet include: classroom activities, career development, and academic research. Students may not use Lindenet for entertainment purposes except for evenings, weekends, and other periods of time that the School has designated as "open access". Due to the ever-evolving nature of technology, not all issues will be specifically addressed in this Acceptable Use Policy, and therefore issues that arise that are not specifically covered as part of the policy will be addressed in accordance with the standards and values of Linden Hall.

Lindenet is not a public access service or a public forum. Linden Hall has the right to place restrictions on the material that students can access or post through the system. Students are expected to follow the rules set forth in Linden Hall's disciplinary code and the law in their use of Lindenet.

No student may use Lindenet for commercial purposes. This means that no student may offer or provide products or services through Lindenet. Students may use the system to communicate with elected representatives and to express their opinion on political issues, but not for political lobbying.

Whether physically on campus or off campus, whether during the School day or at night, on vacation or at any other time while enrolled at the School, whether linked to the School's network from in school or from a remote location or not at all, or using their own personal computer or communication device on or off campus, all students must comply with this



Acceptable Use Policy and any applicable policies and procedures as long as they are enrolled at the School, as set forth in this Handbook and as further described below.

### Procedures

Students are required to login to connect to Lindenet. All use on the network may be monitored by the network administrator. By using a connection to Lindenet, the user is acknowledging that there is no expectation of privacy on Lindenet. Information stored on the user's network drive may be monitored and the user should not expect that information to remain private.

### Use of the Common Area Computers and Printers

Students are welcome to use the School computers in the Makerspace Computer Lab during posted hours and by request, and in common areas (the reception area and library). Printers are available in the library and Honeycutt.

Priority for use of these computers is given to those students who have academic work to accomplish, and secondly to a student whose personal computer is unavailable.

Students may not disconnect School devices from wired Lindenet connections. Wired connections in the lab and Learning Center are not to be connected to student-owned devices.

### Use of Peer-to-Peer (File Sharing) Programs

Peer to Peer software is not permitted on the Linden Hall network. Besides the legal ramifications of such use, this software puts an undue burden on the School's Internet connection. As the School's Internet connection is shared by students, faculty, and administrators, it is critical that this software not be installed or used on any computers – personally owned, or otherwise. Examples of banned applications include, but are not limited, to:

TOR, ULTRASURF, FREENET, SOULSEEK, SORIBADA, ARES, PP365, NUCLEUS, HOTLINE, PPSTREAM, BITTORRENT, KUGOO, XUNLEI, VERYCD, eMULE/eDONKEY, ZFILE, FLASHGET, SHAREBOX, UUSEE, BTCHINA.NET, 18PTOP.COM, or LIMEWIRE.

In addition, NO proxying (filter bypass) software is permitted.

Any use of these protocols or programs will result in disconnection from Lindenet. The responsible computer will also be blocked from the network. Students are reminded that we are a community of users and as such, we need to fairly share computing resources as well as our Internet connection.

### Use and Purpose of Linden Hall-Issued Computing Devices

Electronic devices can be used on the Lindenet wireless network. The primary purpose of these devices is academic:

- Writing or note-taking
- Internet research
- Digital classroom access and use

Any other usage is not guaranteed, nor is it necessarily disallowed (as long as such use is in accordance with this Acceptable Use Policy), unless such use interferes with the above purposes or the network at large. Once these devices are distributed to the student, they are hers to keep. Linden Hall is not responsible for any loss, theft, damage or malfunction of these devices.

#### Internet Quotas and Access Priorities

Lindenet prioritizes Internet traffic to maximize academic use and minimize abuse. Students who are engaged in high bandwidth usage such as file sharing or the transfer of large files (such as movies or music), will likely be de-prioritized on the system.

Once a quota amount has been exceeded by a student, her access will be de-prioritized to allow others to access the Internet. The quota amount is determined by average usage and available bandwidth. Abusive users will be penalized to allow others access to the Internet. The quotas are issued daily; however, if a student attempts to use banned software, she will also suffer speed and/or access penalties.

#### Sharing Access to Accounts with Others

Under NO circumstances may a student ‘log’ another student into a computer system or web filter. All accounts and access differ by grade level and individual. In addition, when a student gives out a password, or logs another student in under her account, she gives that individual the right to access email, print credits, or personal files. Students should treat their account as private information.

#### Applications on the Network

At Linden Hall, the School provides the applications necessary for academic work. The Information Technology Department will install and update all applications on the Linden Hall computers. Students may not install ANY applications on lab, reception area, or library computers without permission.

#### Student Internet Access

Students have access to Internet information resources through their laptop, personal device, classroom devices, and common use computers in the library, reception area, and computer lab. While a student will be able to connect to the Internet at large, please be aware that the School maintains centralized content filtering software. This means that all Internet traffic may be logged and filtered to block unacceptable sites.

#### Personal Safety and Personal Privacy

Students should not post personal contact information online. Personal contact information includes one’s home address, school address, telephone number, and email address. This information may not be provided to an individual, organization, or company, including web sites, that solicits personal information. Students should promptly disclose to their teacher or other school employee any inappropriate messages or requests for information that they receive.

### Illegal Activities

Students should not attempt to gain unauthorized access to Lindenet or to any other computer system through Lindenet or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. Students should not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. Students are not permitted to use Lindenet to engage in any illegal activities.

### System Security

Students are responsible for their individual accounts and must take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their passwords to another person. Students should immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access. Students should avoid the inadvertent spread of computer viruses by following Linden Hall's virus protection procedures if they download software on their devices.

### Inappropriate Language, Cyberbullying, and Harassment

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. No student may use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. No student may post information that could cause damage or a danger of disruption.

At no time should students engage in cyberbullying, or post disrespectful or harmful negative comments about students, faculty, or any person.

The harassment policies described in this Handbook apply to online activity. Harassment is persistently acting in a manner that distresses or annoys another person. If students are told by a person to stop sending messages, they must stop. No student may engage in personal attacks, including prejudicial or discriminatory attacks. Additionally, no one may knowingly or recklessly post false or defamatory information about a person or organization, including about Linden Hall.

### Respect for Others (Including Privacy)

Students should not re-post a message that was sent to them privately without the permission of the person who sent them the message. Students may not post private information, including personal contact information, about another person.

### Respecting Resource Limits

Students should use the Lindenet system only for educational and high quality, self-discovery activities (as determined by the School, in its sole discretion). Use of the system for entertainment purposes is permitted during the evenings and on weekends. Students should not download large files unless necessary. If necessary, students may download such files on their

own device at a time when the system is not being heavily used. Lab computers are not to be used for such storage.

Students may not engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people. Students should check their email frequently and delete unwanted messages promptly.

Students must respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. If students are unsure whether or not they can use a work, they should request permission from the copyright owner. If they have questions, they should ask a teacher.

#### Inappropriate Access to Material

Students should not use Lindenet to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of access is to conduct research and both a teacher and parent have approved. If a student mistakenly accesses inappropriate information, she should immediately tell her teacher. Doing so will help to protect the student against a claim that she has intentionally violated this policy. Parents should instruct their daughters if there is additional material that they think it would be inappropriate for them to access. Linden Hall fully expects that students will follow their parents’ instructions in this matter.

#### Disciplinary Actions

Students should not expect privacy in the contents of their personal files or record of Web research activities on Lindenet. Routine maintenance and monitoring of Lindenet may lead to discovery that students have violated School policy, the Linden Hall disciplinary code, or the law. An individual search may be conducted if there is suspicion that a student has violated this policy, the Linden Hall disciplinary code, or the law.

Students have no expectation of privacy in any electronic communications made or any activity undertaken using any Linden Hall computer, technology facilities, or school email accounts. Parents have the right to request to see the contents of student email files and/or server logs that pertain to access. Linden Hall will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Lindenet.

Students who do not follow the spirit and/or guidelines of this policy will be subject to disciplinary action, including, but not limited to, revoked network access. A student may also lose her network access due to poor academic progress, Internet abuse, or for other disciplinary reasons, as determined by the School in its sole discretion.

#### Limitation of Liability

Although we strive to provide a safe, fun, and reliable network system, Linden Hall makes no guarantee that the functions or the services provided by or through Lindenet will be error-free or without defect.

Maintenance of the network, either at the School or at the School's Internet Service Provider may cause occasional outages. Linden Hall will not be responsible for any damage anyone may suffer, including but not limited to, loss of data or interruptions of service. Linden Hall is not responsible for the accuracy or quality of the information obtained through or stored on the system. Linden Hall will not be responsible for financial obligations arising through unauthorized use of the system. Parents may be held financially responsible for any harm to the system or its components as a result of a student's intentional misuse.

### ***Sexting***

The School prohibits students from using technology devices (whether owned by the student or the School, whether through use of the School's network or outside of the School's network, and whether used on or off campus) to send any written message or image that contains explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as "sexting"). Pennsylvania law prohibits minors from possessing, transmitting, distributing or disseminating any electronic communication containing a nude image of the student or another person under 18 years of age, and the School reserves the right to contact law enforcement should any student violate this policy.

### ***Email***

Students should check their Linden Hall email accounts regularly. Emails in these accounts will be maintained on the server and purged after a period of time. Students should not send emails to the entire school community without permission from an administrator, faculty or staff member.

### ***Social Media***

Social Networking is encouraged among students, relatives and their close friends. It is not intended as a way to meet strangers. Parents can specifically request that their daughters have no access to social networking websites.

All students should observe basic online safety as a matter of common sense. A student should not give out her own or any other student's personal information such as name, school location/hours, telephone number, credit card information, or home address.

Accessing social networking sites during academic time is not permitted.

### ***Inappropriate Websites and Apps***

Websites and apps that are inappropriate should not be visited. Inappropriate websites/apps may include "dating" apps, chat rooms, websites with pornographic or violent material, and any website of a racial or religious discriminatory nature.

Although our content filters block some inappropriate applications and websites, we do expect students to be able to police themselves. Students attempting to circumvent the filters will be warned on first offense, then lose access for a time on the second. Other disciplinary actions may be taken including infraction slips.

Our filtering system is designed to allow educational web sites first as a priority. It will attempt to block any unwanted material; however, the classification system is not always correct. It is a student's responsibility to report sites that may be blocked incorrectly.

## V. ACADEMIC PROGRAM

In line with our mission statement, the academic program at Linden Hall is exclusively college preparatory. Rigorous standards for classes and challenging curricula generally meet the needs of average to above-average students. Every department has honors-level or Advanced Placement courses and department chairs, teachers, advisors, and members of the Academic Office work to place students in the most appropriate courses available.

### Graduation Requirements

In order to graduate from Linden Hall, a student must accrue at least 23 credits during her four years in the Upper School according to the following requirements:

- **English** – four credits, including at least one full year of English beyond ESL programming.
- **Mathematics** – four credits, including Algebra 1, Geometry, and Algebra 2.
- **History** – three credits, including U.S. History.
- **Science** – three credits, including Chemistry and Biology.
- **World Languages** – at least two credits, including study in her chosen language through at least level three.
- **Arts** – two credits among visual and performing arts elective courses.
- **Physical Education** – two credits, awarded as 0.5 credits each year for participation in physical education classes, an interscholastic sport team, or an independent sport.
- **Electives** – three additional academic or art credits in elective or advanced-level classes in any department.

In addition, students must meet the following co-curricular requirements to qualify for graduation:

- **Community Service** – as outlined later in this Handbook.
- **Summer Reading** – Linden Hall students are asked to read at least two books over the summer: a community book and at least one other book from the provided list. Students should return to school in the fall prepared to discuss both books.

- **Assembly Speeches** - Public speaking experience is one way to build confidence and helps students leave a legacy. All students in 10-12<sup>th</sup> grade not in ESL deliver a speech in weekly assembly.
- **A Senior Speech** – Linden Hall has an established and well-respected tradition of seniors giving speeches to the student body during Chapel throughout the year.

To be considered a full-time student, students must carry a minimum of five core courses each year.

Postgraduate students who meet Linden Hall's graduation requirements and carry a full load of five classes will be issued a certificate at graduation pending successful completion of the year.

### Course Offerings

For a complete list of course offerings in a given academic year, please refer to the Course of Study curricular guide, published annually on the Linden Hall website ([www.lindenhall.org](http://www.lindenhall.org)).

In summary,

- **English** is offered each year, including honors-level courses beginning in the 9<sup>th</sup> grade and Advanced Placement®<sup>1</sup> classes offered to eligible 11<sup>th</sup> and 12<sup>th</sup> grade students.
- **Mathematics** follows a sequential development series from Middle School math and prealgebra courses to post-calculus offerings. Honors courses are offered beginning with Honors Algebra 2, and Advanced Placement courses are available in Statistics, Calculus AB, and Calculus BC.
- **History** courses progress from 6<sup>th</sup> through 12<sup>th</sup> grade including, among others, studies in ancient history, women's history, civics, ancient and modern world history, American history, art history, economics, and psychology. Honors courses are available for a select group of 9<sup>th</sup> grade students, and Advanced Placement offerings are available to qualified students starting in the 10<sup>th</sup> grade.
- **Science** classes include special-interest classes in Middle School designed to emphasize exploration and inquiry, and traditional laboratory classes in Upper School physics, chemistry, and biology. Honors classes are offered in the Upper School, and Advanced Placement courses are available as second-year offerings to qualified eleventh and twelfth graders.
- **World Language** classes follow sequential offerings in French, Mandarin, and Spanish, through the Advanced Placement course in each language. Classical languages are taught in the Middle School and provide grounding for study of English and other world languages.
- **Arts** courses in studio art, photography, music, dance, and theater may be repeated each semester.
- **Physical Education** is required for one-half credit each year, generally earned via participation in a team sport, equestrian training on campus, the ASPE (after-school PE) program, or more than eight hours a week of training in an independent sport (high school only). Middle School students are enrolled in yearlong physical education classes and may additionally participate in after-school sports.

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<sup>1</sup> AP® and Advanced Placement® are registered trademarks of the College Board. Used with permission.

### **Academic Concerns**

Students who earn below a C- at the end of a quarter are placed on an **Academic Concern List** and are required to attend Academic Help with their teacher(s).

Students who do not show improvement in their grades, particularly if they have grades below a C- in two or more classes or if they earn a failing grade, are placed on an **Academic Watch List**. Students on Academic Watch may be required to attend meetings with the Academic Office and their grades will be closely watched. Students on Academic Watch may have their contracts for the following school year held pending improved performance by the end of the year.

### **Attendance and Absences**

Linden Hall requests that families contact the School at [attendance@lindenhall.org](mailto:attendance@lindenhall.org) prior to the start of the school day if a student is ill. Boarding students who are ill are expected to visit with the Nurse before the start of classes. A student who is ill and absent from school for three or more days must supply a doctor's note prior to her return to class. Class attendance is required except in cases of extreme illness or excused absence.

Faculty will complete attendance for each class taught each day in order provide an accurate record of student attendance for grading and assignment purposes for the faculty member, the student, and her family. Students are expected to be in class on time or to have a written excuse if delayed by a teacher or staff member. Requests for a student to miss or leave a class or activity must be already entered into the Learning Management System or in writing from the Nurse or the Dean of Students.

Please refer to the schedule of vacations and breaks for students and staff at Linden Hall. Students should be off-campus after the start times, and back on campus by the return times of each scheduled break. Every student **MUST** attend the full day of classes on the last day of school before a vacation and return for the first day of classes after the break.

Any student who has missed two or more periods of school in a day or gone home sick from school is not eligible to participate in extracurricular activities or sports for that day.

Any student who is away from school for more than three consecutive days must return with a doctor's excuse or a parent's explanation in writing.

### **Make-Up Work**

Students who miss full days of class have an additional day allotted to make up work for each day missed. If a student is absent from class when a homework assignment is due, that homework assignment for that student is due at the start of the following class period. A student who misses two days of school has two class periods to complete make-up assignments. Students are responsible for contacting and communicating with their teachers about make-up work, but teachers should not allow student inaction to impact her grade on any assessment.



In the case of a long-term (year-long or quarter-long) project that includes a firm due date communicated at the start of the project, students may be held accountable for their work on the day it is due, whether or not they are in class. Exceptions due to severe illness may be allowed by the teacher. If a student misses a test due to an absence, faculty should coordinate her make-up time with her rather than requiring her to take the test immediately upon her return to class. If a student misses a review day prior to a test due to an absence but is present for the day of the test and requests a later test, faculty should meet this request with planned time to meet with the student for review prior to the test time.

See below for information about make-up work for unexcused absences.

### **Unexcused Absences**

Linden Hall discourages families from removing students from class for vacations, travel, and extended holidays. Students who plan time away from school for these and other similar reasons will have their absences marked Unexcused.

Other reasons that a student may be marked Unexcused from class are disciplinary: the student has cut class willfully, or she may have been suspended or separated from the School community. Work completed by a student under disciplinary action may carry an academic penalty; faculty will be informed if this is so by the Offices of Academics and Student Life.

Students away from class with an unexcused absence are expected to complete daily classwork on schedule with their classmates. It is the student's responsibility to stay on top of her work via Blackboard; the teacher will not communicate separately. Homework and other daily assignments should be communicated to teachers via OneNote, Turnitin, email, or another method requested by the faculty member. Late penalties for this work apply. Major assessments (tests, in-class writings, etc.) will be scheduled at school after a student's return, with no expectation of review time with the teacher. Work that students do not complete should be marked as incomplete or missing until arrangements are made for its completion. The teacher may determine that some work may not be able to be made up; faculty should enter excused for this work. Upon their return to school, students with unexcused absences have one day for each day missed to complete make-up work, including major assessments, up to five school days total. Students are responsible for setting a schedule for their make-up work with teachers, and may request help with organization from the Academic Office or their advisors.

Boarding students with an Unexcused absence are ineligible for study out privileges (in-room study hall) in the quarter during which the absence occurs and and/or in the quarter following, at the discretion of the Director of Residential Life.

### **Chronic Attendance Issues**

Students who are absent from school for more than five days in a quarter are required to check in with the Academic Office. A student who is absent for five or more days in a row is required to meet with the Academic Office and work with her advisor and teachers on a careful plan to make up instruction time, assignments, and assessments. Teachers of students who experience extended absences may be asked to modify instruction or assessments to accommodate a student's return to class.

Regular, chronic tardiness should be addressed in conjunction with the Dean of Students' Office when in-class options are found to be ineffective. Faculty may reach out at any time to the Dean of Students for ideas to help control tardiness to class.

### **Credits Earned Outside of Linden Hall**

Only coursework completed during grades 9 through 12 at Linden Hall will appear on the Linden Hall transcript. If a student joins Linden Hall after the 9<sup>th</sup> grade, transcripts from her previous school(s) will be kept as separate documents.

Students interested in completing credited enrichment coursework during their time at Linden Hall should obtain the approval of their course selection from the Academic Office prior to beginning said course work. This includes coursework completed during the summer holidays and any additional classes during the School year.

Students are responsible for ensuring that appropriate transcripts are submitted to the Registrar. These transcripts will be kept as separate, supplemental documents to the Linden Hall transcript. All transcripts representing work completed while a student is in grades 9 through 12 will be submitted by the College Counselor with the Linden Hall transcript when a student is applying to college.

Linden Hall approves additional courses through One Schoolhouse (OS), formerly Online School for Girls, founded by a consortium of girls' schools. Courses taken through OS are considered an extension of Linden Hall's program and will be entered with grades directly on a student's Linden Hall transcript.

Online and college-level courses taken may incur a fee beyond Linden Hall tuition. If a class is taken because a student has exceeded Linden Hall's offerings in a core curricular area, Linden Hall will cover the cost of the course, provided that the course is approved prior to the student enrolling in the class. If a class is taken for enrichment (as an elective), the student will be responsible for the full cost of that course. Students are generally not allowed to take elective courses online or offsite that are offered in the classroom at Linden Hall.

### **Standardized Testing**

Students are exposed to an array of standardized testing throughout their years at Linden Hall. Tenth and 11<sup>th</sup> graders are required to take the PSAT/NMSQT. Students in the 11<sup>th</sup> grade are strongly advised to take both the SAT and ACT in the spring of their eleventh grade year, after consultation with their college counselor. Students may also elect to retake standardized tests in

the fall of their senior year. Students are responsible for having test scores sent directly from testing agencies to Linden Hall (CEEB code 392295) and to the colleges to which they are applying.

Linden Hall requires the TOEFL for new students for whom English is not their first language, and returning students who have not placed out of ESL, to determine course placement. In addition, international students in ESL classes are required to take the institutional TOEFL in at designated times during the year for the purpose of determining, along with test rubrics, grades, and teacher recommendations, if enough progress in English has occurred for advancement to the next course level. Students for whom English is not their first language are typically required by colleges to submit a standardized test that demonstrates their command of the English language. Students are asked to register for Saturday testing so as not to miss academic time. Linden Hall reserves days in the fall and spring semester for TOEFL testing and will provide transportation on those days. Absences for student-planned TOEFL testing will be considered unexcused academic absences.

### **Honors Courses**

Linden Hall students are carefully considered for honors-level courses during class selection each spring. Inclusion in honors courses is regulated by the Academic Office as informed by recommendations from teachers and department chairs. Students enrolled in honors courses are strongly encouraged to take the appropriate SAT subject area test at the end of the year in addition to year-end assessments at Linden Hall. If a student has any question about whether an honors class prepares her for an SAT subject area test, she should ask her teacher.

### **Advanced Placement® Program**

The Advanced Placement® Program of the College Board provides students with the opportunity to pursue academic interests on the college level while attending high school. Courses are based on a standardized curriculum that culminates in a nationwide test in May. A student may earn advanced placement in college or college credit based on her score on the exam.

An AP® class is a special college-level learning experience. It is more challenging and thought provoking than college-preparatory classes – and will take more time, requires more work, and explore topics in greater depth. Linden Hall students are carefully considered for inclusion in Advanced Placement® courses during the pre-registration and course request process in the spring. Students who are interested in participating in the Advanced Placement® program at Linden Hall by taking an AP® class in the next academic year should alert their classroom teacher in that subject area early during second semester. Incoming students to the School should inform the Academic Office of their interest during course selection.

All students interested in taking AP® classes should be prepared to discuss their work ethic, intellectual interest in the subject area, planned schedule, and extra-curricular activities. The recommendation from the student's current teacher will be taken into account, particularly when considering a student's capacity for abstract and higher-level thought. Additional pieces that may be considered include, but are not limited to: writing samples, portfolios of work, samples of graded work, and standardized test scores. A student who wishes to appeal the decision of a

department regarding placement in an Advanced Placement® course should speak with her advisor about the appeals process.

Due to the increased workload and demands of AP® classes, students are recommended to take no more than one AP® course in the 10<sup>th</sup> grade, no more than two in the 11<sup>th</sup> grade, and no more than three in the 12<sup>th</sup> grade. Students who wish to exceed the recommended load of AP® classes must seek administrative approval through the Academic Office.

Seniors who drop or are removed from an Advanced Placement® class after they have submitted transcripts to any college or university are required to contact that school's admissions office to inform the college or university of the student's change in status.

Enrollment in an Advanced Placement® course includes the commitment to take the national exam in May. In 2019-2020, the College Board requires that Linden Hall order AP® exams for students in the fall. Any student who drops from an AP® class after October 1 will therefore still be responsible for the cost of their exam.

Students are most successful in the Advanced Placement® program when they are part of a class throughout the year that includes class discussion, teacher direction, and departmental understanding of the curriculum being addressed. Periodically, some Linden Hall students may seek to prepare independently (outside the Linden Hall curriculum) for an Advanced Placement® examination. Those students interested in requesting that Linden Hall order an Advanced Placement® exam despite not being enrolled in a class that addresses the curriculum must present a detailed preparation plan to the Academic Office in October and should expect to check in periodically regarding their progress for the remainder of the year. Students requesting an extra AP® exam will be charged the exam fee in the fall semester, but Linden Hall will make a final decision regarding the student's eligibility to take the Advanced Placement® exam during the spring semester.

### **Adding and Dropping Classes**

Students may add or drop classes during the first few weeks of the semester by following the procedure set forth by the Academic Office. *No student may enter into a class without notification that her schedule has been changed; students who have made requests to change classes must attend their original class schedule until officially notified.* Yearlong classes are considered to be long-term commitments and are not included in the second semester's add-drop period. Any senior seeking to change her schedule is strongly cautioned to do so only under the advisement of the College Counseling Office.

Section changes (same course, different time or teacher) are rarely granted and must be approved by the teacher, department chair, and Academic Office.

Level changes (transfer within a department or discipline; for example, from Honors United States History to College-Prep US History) may take place after the regular add-drop period, but students seeking a level change are recommended to make any such changes as close to the start of classes as possible. Underperforming students in Honors and AP® classes may be removed from the course at any time during the year, at the School's sole discretion, and moved to a more

appropriate course. Any level change must be approved by the teacher, department chair, and Academic Office.

Students with unusual circumstances who need to drop courses prior to the normal end of the class may do so only by gaining the approval of a committee that will consider the request: the teacher, the department chair, a representative of the Academic Office, and the student's advisor. These drops must be approved by the Assistant Head of School for Academics and, for seniors, by the Director of College Counseling. Students who drop a class after add-drop but before the end of first quarter will have the course removed from their record; after the end of first quarter, withdrawal from a class will incur a grade of WP (withdrawn passing) or WF (withdrawn failing), which will appear on the student's transcript.

### **Grading**

The Linden Hall grading scale is as follows:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
		F	Below 60				

Student averages are calculated for each marking period (quarter), for semester one (mid-year), and for the end-of-year final grade. Linden Hall does not offer mid-year exams. Each quarter will be weighted equally throughout the year; a final exam, if one is assessed in May, is 10% of the end-of-year final grade.

### **Exams**

Beginning in 2017-2018, Linden Hall will no longer set aside time for a mid-year exam for any class. Teachers may include a cumulative experience for the semester (project, paper, or application-based exercise) in the grade for quarter two; this assessment is not restricted to the end of the semester and may be implemented at the teacher's discretion. Teachers are encouraged to include cumulative assessments throughout the year.

Many Upper School courses will continue to assess a cumulative final exam at the end of the year. Teachers may elect to use a project, paper, or other experience-based learning activity instead of an examination. Middle School students enrolled in Upper School courses will take Upper School end-of-year assessments. Advanced Placement® courses prepare for the AP® exam in May in lieu of taking a final exam.

Two class sessions prior to the final examination period are review days, and there will be no new material covered, no quizzes or tests given, and no major assignments due in any class, though class time may be used for the final assessment. Class time during these days will be spent reviewing; homework will consist solely of preparing for the examination or assessment.

Seniors may be exempt from some or all of their end-of-year exams, but they are expected to complete other year-end assessment activities. Exemption from exams is at the discretion of the teacher, as long as students meet the following two requirements:

1. their cumulative grade for the year is 90% (A-) or higher, and
2. their attendance and behavior during quarters three and four have met expectations.

### **Grade Point Average and Honors Recognition**

Grades are combined in a Grade Point Average calculated by multiplying the grade equivalent (4.0 scale, see below) by the course weight and credit.

A+	4.0	B+	3.3	C+	2.3	D+	1.3
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7
		F	0.0				

- Honors courses are weighted by using a multiplier of 1.1.
- Advanced Placement® courses are weighted by using a multiplier of 1.2.

Placement on the Honor Roll or Academic Probation is determined by considering a student's overall GPA per quarter.

### **Honor Roll**

Beginning in fall 2018, students will be granted Honor Roll status quarterly, divided on the following GPA criteria:

Honor Roll: 3.3

High Honor Roll: 3.7

In order to achieve Honors, a student must be full time (carry a minimum of five classes) and earn no grade lower than a B-.

### **Graduation Honors**

To be eligible to be valedictorian, salutatorian, or to receive one of the major awards, a student must have been enrolled at Linden Hall during her 11<sup>th</sup> and 12<sup>th</sup> grade years and must have carried a full course load during both of these years. Postgraduate students are not eligible to be valedictorian, salutatorian, or to receive one of the other major awards at graduation.

Valedictorian: Student with the highest GPA in Linden Hall courses during the 11<sup>th</sup> and 12<sup>th</sup> grades.

Salutatorian: Student with the second-highest GPA in Linden Hall courses during the 11<sup>th</sup> and 12<sup>th</sup> grades.

### **College Counseling**

College counseling is done through the College Counseling Office with individual students and families. The office helps to coordinate all aspects of the process including: researching colleges;

selecting courses; and applying to, receiving decisions from, and transitioning to college. Each student's privacy is maintained regarding college choices, recommendations, and test scores. Traditionally, individual meetings with a college counselor begin in eleventh grade year; however, programs are in place to help younger students and their parents to understand the college search process. Eleventh graders are encouraged to meet monthly with their college counselor in the spring semester. Seniors are encouraged to meet bi-weekly and are required to review their applications with their college counselor prior to submitting them to colleges.

The College Counseling Office also coordinates standardized testing for students. The 10<sup>th</sup> and 11<sup>th</sup> grade students take the PSAT each October. Each student is encouraged to develop her own testing calendar for college standardized testing. During the 2019-2020 school year, Linden Hall is an SAT site for the August, October, December and May administrations.

The College Counseling Office facilitates conversations between students and colleges. Throughout the high school years, the college counselors help Linden Hall girls present themselves authentically and positively as they interact with college representatives. Colleges send representatives to Linden Hall to talk with prospective students at college fairs and individual lunch visits. These meetings are coordinated through the College Counseling Office.

### ***College Visits***

Students are encouraged to visit colleges when Linden Hall is not in session. Boarding students may be granted permission for weekend visits if all requirements for being off-campus, as outlined in this Handbook, have been met. During the spring semester many "Accepted Student" days are held; students need to arrange college visits through the College Counseling Office. Seniors are permitted 5 college visit days during the year.

### **Reporting Disciplinary Action to Colleges**

Students and college counselors are expected to honestly and fully disclose to colleges all disciplinary and honor code situations, including, but not limited to, probation, suspension, dismissal or withdrawal from the School. The student should work closely with the college counselor to ensure that both are communicating in a consistent and thoughtful manner.

When a student's disciplinary status changes after the filing of college applications, the student has the obligation to inform all schools to which an application has previously been submitted, or the School to which the student has submitted an enrollment deposit, of that change in status. The student should notify the college or colleges within two weeks from the date of the change in status. Two weeks after the change in status, the College Counseling Office will follow up with the colleges regarding the student's change in disciplinary status. This policy is in compliance with the National Association for College Admission Counseling's Statement of Principles of Good Practice.

### **Accommodations for Students with Learning Disabilities**

Linden Hall is understanding and respectful of the range of learning styles, needs, and differences our students present. Students who are identified with learning differences will be

accommodated to the extent possible for our academic setting. Accommodations are granted through the Academic Office in consultation with the professional(s) who evaluated the student in question.

Please note that Linden Hall does not provide psycho-educational assessments; however, we will make referrals to professionals in the community if needed. Additionally, Linden Hall can provide referrals to tutors, reading specialists, occupational therapists, and counselors. Please note that the parent or guardian is responsible for the cost of these services.

In order to receive accommodations, students and families must work with the School administration to establish **in writing** the need for such accommodations. We cannot readily accommodate all types of learning differences, and the most common accommodation at Linden Hall is one for extended time. Documentation to support the need for testing accommodations must:

1. State the specific disability, as diagnosed;
2. Be current (within three years of the request for accommodation);
3. Provide relevant educational, developmental, and medical history;
4. Describe the comprehensive testing and techniques used to arrive at the diagnosis (including evaluation date(s) and test results with subtest scores from measures of cognitive ability, current academic achievement, and information processing, if applicable);
5. Describe the functional limitations supported by the test results;
6. Describe the specific accommodations requested, and state why the disability qualifies the student for such accommodations; and
7. Establish the professional credentials of the evaluator, including information about license or certification and area of specialization.

### ***Submitting Documentation to the Academic Office***

It is preferable that documentation be submitted directly from the physician or evaluator, if possible. **It is expected that students with such documentation on file will regularly use the accommodation(s) set forth in their files.** Students that do so will be expected to work with their teachers to make arrangements for class tests and will generally follow an alternate exam schedule for final examinations.

Documentation should be submitted at least ten weeks prior to the first request for accommodation. This is particularly important for rising 10<sup>th</sup> and 11<sup>th</sup> graders who are planning to take the **October PSAT**. The College Board requires that an application and documentation are submitted two months before a test date to provide sufficient time for review and approval of requested accommodations. Linden Hall's agreement to provide accommodation does not guarantee that national testing programs will also grant accommodation. Only after documentation is on file with the School can a separate application be made to these programs. School-based accommodations can begin as soon as a student's file is complete.

Linden Hall and the administration will hold this information in the strictest of confidence. A student's name will not be released to an outside agency or school without prior knowledge and



approval. The College Counseling Office coordinates the accommodations for all standardized tests such as the PSAT, SAT, AP<sup>®</sup>, and ACT exams, and will advise students and families with regards to disabilities and the college process. Students and parents should discuss accommodations directly with faculty members since it is important that students develop self-advocacy and communication skills. To facilitate conversation, the Academic Office can arrange team meetings for students with paperwork on file near the start of the School year.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill her academic requirements satisfactorily. In such instances, the student's advisor, the Head of School and/or Academic Office, or other support personnel may notify the student's parents that the accommodations put into place may not suffice to ensure the student's success at Linden Hall. At that time, the Head of School and/or Academic Office, the student (if age-appropriate), and her parents will discuss whether it makes sense for the student to continue at the School. If there is a disagreement, the School will decide, in its sole discretion, whether to issue a re-enrollment contract to the student.

## VI. DAILY LIFE AT SCHOOL

### School Day Schedule

The School day begins at 8:30 a.m. and ends at 3:30 p.m. on Monday, Wednesday, and Thursday. On Tuesday, Music block ends at 3:50 and on Fridays, club meetings end at 3:45 p.m. After-school extracurricular activities and sports typically begin at 4:10 and are optional for students beyond their annual Physical Education requirements.

#### Grade 6

Time	Monday	Tuesday	Wednesday	Thursday	Friday
		<b>Academic Help 8:00-8:20</b>		<b>Faculty Meetings 7:30-8:20</b>	
<b>8:30-9:28</b>	<b>1 LangMus</b>	<b>6 Eng</b>	<b>5 Hist</b>	<b>4 Latin</b>	<b>3 Hist</b>
<b>9:32-10:30</b>	<b>2 Math6</b>	<b>1 LangMus</b>	<b>6 Eng</b>	<b>5 Sci</b>	<b>4 Latin</b>
<b>10:34-11:00</b>	<b>Assembly</b>	<b>Advisory</b>	<b>Chapel</b>	<b>Class Meeting/ Advisory</b>	<b>Assembly</b>
<b>11:00-11:10</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>
<b>11:14-12:12</b>	<b>3 PE</b>	<b>2 Math6</b>	<b>1 Arts</b>	<b>6 Eng</b>	<b>5 Sci</b>
	<b>Lunch 12:12- 1:15 H &amp; W - 7th 12:50-1:25 Hist</b>	<b>Lunch 12:12-12:52  3 Hist 12:56-1:54</b>	<b>Lunch 12:12-1:15 H &amp; W - 8th 12:50-1:25 Sci</b>	<b>Lunch 12:12- 1:15 H &amp; W - 9th 12:50-1:25 PE</b>	<b>Lunch 12:12-12:52  6 Eng 12:56-1:54</b>
	<b>4 Latin 1:30-2:28</b>	<b>4 Arts 1:58-2:56</b>	<b>2 Math6 1:30-2:28</b>	<b>1 PE 1:30-2:28</b>	<b>Mus Coding 1:58-2:56</b>
	<b>5 Sci 2:32-3:30</b>	<b>Music Study Hall 3:00-3:50</b>	<b>3 Coding 2:32-3:30</b>	<b>2 Math6 2:32-3:30</b>	<b>Clubs 3:00-3:45</b>
<b>4:10-5:45</b>	<b>JH Sports 4:10-5:25 V Sports/Activities 4:10-5:40</b>	<b>JH Sports 4:10-5:25 V Sports/Activities 4:10-5:40</b>	<b>JH Sports 4:10-5:25 V Sports/Activities 4:10-5:40</b>	<b>JH Sports 4:10-5:25 V Sports/Activities 4:10-5:40</b>	<b>JH Sports 4:10-5:25 V Sports/Activities 4:10-5:40</b>
<b>Faculty Collaboration to take place during Music.</b>					

*Grades 7-12*

Time	Monday	Tuesday	Wednesday	Thursday	Friday
		Academic Help 8:00-8:20		Faculty Meetings 7:30-8:20	
8:30-9:28	1	6	5	4	3
9:32-10:30	2	1	6	5	4
10:34-11:00	Assembly	Advisory	Chapel	Class Meetings/ Advisory	Assembly
11:00-11:10	Break	Break	Break	Break	Break
11:14-12:12	3	2	1	6	5
	Lunch 12:12- 1:15 H & W - 7th 12:50-1:25 Academic Help 12:55-1:25	Lunch 12:12-12:52  3 12:56-1:54	Lunch 12:12-1:15 H & W - 8th 12:50-1:25 Academic Help 12:55-1:25	Lunch 12:12- 1:15 H & W - 9th 12:50-1:25 Academic Help 12:55-1:25	Lunch 12:12-12:52  6 12:56-1:54
	4 1:30-2:28	4 1:58-2:56	2 1:30-2:28	1 1:30-2:28	Music 1:58-2:56
	5 2:32-3:30	Music 3:00-3:50	3 2:32-3:30	2 2:32-3:30	Clubs 3:00-3:45
4:10-5:45	JHSports 4:10-5:25 V Sports/Activities 4:10-5:40	JHSports 4:10-5:25 V Sports/Activities 4:10-5:40	JHSports 4:10-5:25 V Sports/Activities 4:10-5:40	JHSports 4:10-5:25 V Sports/Activities 4:10-5:40	JHSports 4:10-5:25 V Sports/Activities 4:10-5:40
<b>Faculty Collaboration to take place during Music.</b>					

**Day Students and Schedule Considerations**

After-school commitments include such activities as plays, clubs, sports, and riding lessons. Day students participating in clubs should be prepared to leave by 4:25 p.m. when the academic building closes and meet their transportation at the Honeycutt pick-up circle. Day students involved in athletics or riding lessons should plan to be here until 6:00 p.m. Day students involved in evening activities are welcome to stay on campus and join us for dinner. When on campus after the school day ends, day students are subject to all Linden Hall Boarding Program Rules & Regulations.

Any day student remaining on campus after 4:00 p.m. should report to the Honeycutt Desk and sign in and provide information regarding her whereabouts on campus.

*No day students may remain on campus after 7:00 p.m. without prior permission from the Director Residential Life, unless involved in a School activity.*

If a day student wishes to remain on campus overnight, permission must be obtained in advance by the parent from the Director of Residential Life. Day students visiting boarders on weekends must notify the on-duty faculty of their presence on campus. On weekends, day students must leave campus by 8:00 p.m. unless they are spending the night or engaged in an organized activity.

A lounge with comfortable seating, a TV, refrigerator, and microwave oven has been provided for day students. Students are responsible for keeping the room neat and clean at all times. Because the room may be used for other purposes on evenings and weekends, all personal items must be kept in lockers. Day students are not permitted in the dorms during the school day without permission from the Director of Residential Life.

### **Advisors**

Each student is assigned a faculty member to be her advisor. To facilitate success at school, the advisor serves as the liaison between the student, her family, and the School. Advisors discuss grades, act as advocates, and take a special interest in each of their advisees. Advisors are not licensed counselors and do not provide mental health care services but can assist in obtaining these services for a student or making recommendations to the School Counselor or Dean of Students about their concerns.

### **School Meetings and Assemblies**

On Mondays and Fridays, the School community meets in Assembly for the purpose of hearing announcements and presentations. In addition, students experience a wide range of performances, events to foster community, and guest speakers throughout the school year. Students in tenth and eleventh grade present their personal speeches to the school community in Assembly.

### **Chapel**

Students and faculty gather each Wednesday in an atmosphere of quiet reflection. Readings, commentaries, and music that represent many of the major philosophies and religions are incorporated, as is the School's Moravian heritage. Also, during Chapel, members of the Senior Class present their speeches. We ask that students and staff enter and leave Chapel quietly.

Students are encouraged to continue exploring their personal faith traditions. Weekend transportation is provided to several houses of worship. Parents or students should inquire with the Director of Residential Life for specific information about churches, temples, mosques, etc.

## **Announcements & Information**

Announcements will be shared via email, on bulletin boards, and via the reception area television. Students are responsible for checking their email periodically during the day.

## **Dress Code**

Monday–Thursday, unless otherwise declared, students should be in full school uniform. Students, or their parents, order their uniform items directly from the Flynn & O’Hara company at [www.flynnohara.com](http://www.flynnohara.com). When visiting the website, Linden Hall must be entered as the School in order to ensure receipt of the appropriate uniform items. All clothing must be in good repair and the style not altered in any way. Proper fit is part of a proper uniform.

No outerwear should be worn in the academic building during the school day, except the approved uniform pieces (cardigan, pullover, full-zip fleece). Coats, hats, and gloves should be stored in lockers or dorm rooms.

Please note that the uniform does not include t-shirts or sweatshirts.

The School uniform is worn during the School day including lunch and free blocks. The uniform consists of:

### Pants/Shorts/Skirts

- Navy blue kilt
- Navy and white plaid kilt
- Khaki slacks
- Khaki walking shorts

*The hem of the kilt or shorts must reach the fingertips of the student with arms extended at the sides. Uniform shorts may be worn throughout the School year, though we recommend using good judgment regarding weather and school temperatures.*

### Socks/Leggings

- White, black, or navy knee-high socks (no thigh-high socks)
- Skin-tone pantyhose
- Navy blue, beige, white, or black leggings or tights when worn under the uniform kilt

### Shoes

- Loafers, flats, oxfords, sneakers, boots, or sandals with straps around ankles (no flip flops, slides, or slippers)

### Tops

- Long- or short-sleeved white or navy knit polo shirt with Linden Hall logo
- White oxford shirt with logo
- Pullover sweater with logo
- Cardigan with logo and Linden Hall uniform shirt underneath
- Full-zip fleece with logo and Linden Hall uniform shirt underneath

- Navy sweater vest with logo and Linden Hall uniform shirt underneath
- Navy blazer with logo and Linden Hall uniform shirt underneath

Students are not required to wear their uniforms if there is a snow delay. They may wear Spirit Wear (as described below).

### ***Athletics & Equestrian Exceptions***

Athletes may wear their team warm-ups or team uniform on game days ONLY. On game days, student may wear the full school uniform OR the complete team warm-up outfit (pants, team designated t-shirt and warm-up jacket). Alternately, students may wear uniform-appropriate bottoms (kilts, pants or shorts) with a team-designated t-shirt and warm-up jacket. **Students may not wear jeans or leggings on game days.**

On days they have riding lessons and/or competitions, Equestrian students/riders may wear breeches or riding pants (of any color), and a plain blue, white or black shirt (these shirts may have a colored stripe or small area of another color but should not be heavily patterned). They may wear riding boots. They should not be wearing any other outerwear in the academic building, other than Linden Hall uniform pieces (cardigan, pullover sweater, or full-zip fleece). Students should also wear matching socks.

### ***Spirit Wear Days***

Every Friday is a Spirit Wear dress-down day unless otherwise declared. On Spirit Wear days, students may wear the following with a Linden Hall shirt of any variety (Gretna Day, Blue & White, Choir, Math Competition, etc.):

- The full, or any part of the, School uniform
- Jeans (no holes, rips, tears, etc.)
- Pants
- Skirts (fingertip length)
- Shorts (fingertip length)
- Capri pants (below the knee)

Even on Spirit Wear Days, no outerwear should be worn in the academic building, during the academic day. Coats, hats, and gloves should be stored in lockers or dorm rooms.

Dress-down days are sometimes sponsored to raise money. Students are not required to wear their uniforms to class on these days if they “pay” for the privilege of participating in the dress-down. Dress-down days are typically limited to one a month. Classes and groups must schedule them in advance with the Dean of Students and their class advisor.

### ***Dining Hall Attire***

Students may not wear pajamas, low-cut shirts, short shorts or skirts, or short or mini-dresses. Blankets are not appropriate attire for the dining hall. Footwear must be worn in the dining hall at all times.

### ***Special Event Attire***

Students are required to **dress up** (semiformal; uniform or better) for numerous occasions throughout the year. Opening Picnic, Convocation, Vespers, Baccalaureate and Senior Dinner are school events that necessitate more formal dress. Jeans are never appropriate for formal events. A white dress and white or neutral shoes are required for graduation day for ALL students.

### **Attire for Dances**

Nice (but not formal) dress is appropriate for most dances. Torn or cut-off jeans are not allowed. T-shirts, tank tops, halter tops, midriff tops, spaghetti straps, and miniskirts may not be worn. Some dances require semiformal attire. Prom and graduation dresses must be approved by the student's advisor or dorm parent. School chaperones reserve the right to require a student to change her clothing or makeup or refuse her admittance to the event.

### **School Delays/Cancellations**

Warwick School District is the public-school district in the Lititz area. If there is an announcement indicating that the Warwick School District delays the start of its school day because of snow or ice, then Linden Hall will match its delay. For example, if Warwick delays two hours, then Linden Hall will delay two hours.

If Warwick cancels school for the day, then Linden Hall will automatically delay the start of school for two hours and may cancel school as well.

For school delays, students will be permitted to wear spirit wear dress-down items (Uniforms are not required).

“One Call” is the Alert Communication System that Linden Hall uses to notify parents of delays, changes in school/sports schedules, etc. Parents must notify the Assistant Dean of Students to register in the system. Additionally, Linden Hall will post its school delays or closings on our website and social media, and on WGAL-TV.

Especially during the winter months, life at Linden Hall can be affected by inclement weather. This is true for the faculty, staff, parents, and students who must travel to the campus from their homes. However, as a boarding school, there needs to be an understanding that students do best with the continuity of programs.

That said, we ask parents to use their best judgment to determine when it is safe to travel if a delay to the start of school has been announced. If an individual family cannot safely travel to school even though school is in session, that student will not be penalized for her absence. We ask in this case that each family notify the School at [attendance@lindenhall.org](mailto:attendance@lindenhall.org) that they are unable to travel into school that day. The student must make arrangements with her teachers to make up her work in a timely fashion.

### **Bus Information**

Bus transportation may be provided for day students by their local public-school district. Families should check with both their district office and the Linden Hall Office of Student Life

for details. Linden Hall does not regulate bus schedules, but buses are expected to drop students off and pick them up at Linden Hall per our scheduled arrival and departure times. In the event that a student is late due to public school transportation issues, she will not be penalized. While on a school bus, we expect our students to conduct themselves in accordance with all Linden Hall rules and regulations, as well as those put forth by the public-school transportation company.

### **Student Lockers**

Day students are granted the use of their own lockers. All lockers are the property of the School and are subject to search and inspection. Personal materials are to be stored in lockers. A student should never open another student's locker. Decorations must be in the spirit of good taste and judgment (at the discretion of the School) and need to be taken down before graduation. Lockers should be kept neat and organized. The area around the locker is students' responsibility and should be kept clean.

We recommend that students purchase a lock for their locker and use it daily. The School is not responsible for lost or stolen items, though if able, will conduct an investigation and issue any disciplinary actions necessary.

## **VII. RESIDENTIAL LIFE**

### **Dorm Parents and Residential Assistant**

Dorm Parents are School employees responsible for cultivating the School's residential community and caring for boarding students. Dorm Parents may live in residence halls full time in one of Linden Hall's six dormitories or may live off-campus and work part-time. Each Dorm Parent supervises the care of boarding students and upkeep of their assigned dorm and helps coordinate weekend programming and special events in addition to their weekly duties.

Boarding students entering their ninth-grade year may apply to be a Residential Assistant (RAs). Linden Hall's Residential Assistants (RAs) support the boarding student community. RAs are available on opening day to greet and assist incoming and returning students and throughout the year to encourage them to make connections and actively participate in the community. RAs may assist with morning wake-ups, monitor study hall, and mentor girls in their assigned dorm. RAs are supported by their Dorm Parents, the Director of Residential Life, and the Dean of Students. The Director of Residential Life will make RA applications available in early spring each year.

### **Junior Boarding Program (Grades 6-8)**

The Junior Boarding Program provides a caring environment for middle school boarding students overseen by a dedicated group of Dorm Parents and Resident Assistants. Our youngest girls are given opportunities to live in a community as they learn to share space and compromise. Junior Boarders reside in Green Dorm and Yellow Dorm—two quadrants of Horne Dormitory. On weekday afternoons, Dorm Parents encourage outdoor activities and games when the weather permits. Both indoor and outdoor games provide physical activity and an opportunity for our



youngest students to relax and get to know each other. Evening study hall provides quiet time for individual study and homework. Twice a week, Study Hall is followed by a supervised dorm meeting.

In order to cultivate healthy sleep habits, Junior Boarders in sixth and seventh grade observe early lights out at 9:30p.m. EST Monday through Thursday evenings. Junior Boarders in eighth grade have the privilege of a later lights out at 10:45p.m. EST Monday through Thursday evenings. All Junior Boarders, grades six through eight, observe Technology Turn-in and turn in their devices (cell phones, iPads, Apple watches, laptops) before bed.

Part of living in a boarding school environment is exploring your new town. Sixth and seventh grade boarders may explore Lititz in groups supervised by an RA or a Dorm Parent. Eighth graders may venture into town in small groups of three or more eighth grade students.

Middle School students are restricted to South Main Street from the school down to the BB&T Bank and down Broad Street from BB&T to Front Street. Middle School students may not go to the park without an adult or RA chaperone.

### **Upper School Boarding Program**

Our Upper School Boarding Program is designed to prepare Upper School students for dorm life in college. A significant part of a student's education is learning to live in and be part of a community. Upper School students are encouraged to learn independence.

Ninth and tenth grade students are housed in three quadrants of the Horne Dormitory: the Red, Blue, and Yellow dormitories. Each area is assigned two Dorm Parents and two Residential Assistants. Most twelfth graders and some eleventh graders are housed in the Castle and Annex. Built in 1757, the Castle is one of the original buildings on campus. Students residing in Castle and Annex experience more apartment style or single suite living to prepare them for life in college.

As with our Junior Boarders, our Upper School students have weekly dorm meetings that include discussion of dorm-specific topics or needs, learning life skills, and fun activities. Upper School Boarding students experience greater independence, in both their on- and off-campus privileges including later lights out, sign-out privileges, and on- and off-campus dating (with parental permission).

### **Dormitory Living**

The following is an overview of what to expect as a boarding student during the coming school year. The School's desire is to educate each student in both academic disciplines and practical life skills, such as self-reliance, self-discipline, awareness of the needs of others, compassion for others, empathy, responsibility for one's own actions, and how to interact with students from diverse backgrounds.

### **What to Bring**

#### ***Required Items***

- Sheets (Twin Extra Long)

- Pillow and pillowcases
- Bedspread/comforter
- Blanket
- Towels and washcloths
- Bathrobe
- Desk lamp
- Alarm clock
- Laundry supplies (hamper or laundry basket, laundry detergent, fabric softener)
  - NO BLEACH!
- Toiletries and shower caddy
- Clothes hangers
- Hair care necessities (curling irons, blow dryers, etc.)
- Combination lock for closet (required)
- Laptop computer (see technology policy on page 20)
- Rain and cold weather clothing (coats, sweaters, gloves, hats and scarves)
- Dresses or skirts for special occasions
- Athletic Clothing and Sneakers (t-shirts, shorts, leggings, sports-bra, and protective gear as needed)

### ***Optional Items***

- Miniature Refrigerator (no larger than 1.8 cubic feet) ONLY ONE PER STUDENT
- iPads, Apple watches, tablets, and other electronic devices
- Throw rugs/carpet (no larger than 3x5)
- Book light
- Posters, pictures, etc., and non-damaging mounting supplies like Command Strips and Sticky Tack
- Sleeping bag
- Skis, tennis racquet, softball glove, etc.
- Flashlight
- Electric tea kettle with auto shut-off capability (No hot pots allowed)

*The School strongly recommends that all belongings be labeled with the student's name. Additionally, students should not keep large amounts of money in their rooms. Instead, student should keep their extra cash in the School's Business Office to be kept secure in the School's safe.*

### ***What to Leave At Home***

- Television
- Furniture (desk chairs, large bean bags like Lovesac couches, tables, and shelves, etc.)
- Heat lamps or sun lamps
- Portable space heaters and electric blankets
- Valuables (jewelry, etc.)
- Posters, containers, or decorations advocating drugs, alcohol, or pornography
- Incense, candles, matches, lighters
- Electric cooking or household appliances (including but not limited to rice cookers, hot pots, crockpots, griddles, sandwich presses, coffee makers, blenders, toasters, microwaves, Easy-Bake Ovens, cosmetic wax pots, etc.)
- Knives or razor blades

- Tools (hammers, screwdrivers, etc.)
- Pepper spray or weapons
- Slime and slime ingredients

### **Dorm Rooms**

Students are expected to keep their own dorm rooms clean and tidy. General room inspections are performed by Dorm parents and RAs at least once a week. Dorm parents or RAs will check that each student has completed the following tasks:

- Bed made
- Trash emptied
- Floor clear of clutter and clothing
- Carpet vacuumed or floor swept
- Desk organized

Dorm parents may do random room inspections before study halls in the evening to monitor for:

- Dirty food or beverage containers
- Clean floors free of waste and debris
- Appropriate room decorations
- Screens and Windows (see below)
- A locked closet

### ***Windows***

Screens on windows may not be removed for any reason except in the event of an emergency. Outside windowsills may not be used as storage areas. Windows may not be used as exits or entrances, except in the event of an emergency.

Any damage in a dorm room or any area of the dorm is to be reported in writing to a Dorm Parent and/or Director of Residential Life so repairs can be made, and the cost of the repair paid by the parent(s) of the student(s) responsible.

### ***Housekeeping and Room Cleanliness***

The housekeeping staff cleans and sanitizes the bathrooms and hallways on a regular basis. The housekeeping staff does not enter student rooms to clean. However, cleaning supplies for student use can be found in each dorm's bathroom closet.

Students must clean their own rooms. They are not to leave personal belongings in the hallways or bathrooms. Laundry is to be removed from washers and dryers and may not be left in sinks or tubs. Bathrooms and dorm rooms may not be used for the dyeing of clothing or hair. Likewise, waxing may not be done in the dorms to ensure student safety.

At the end of each year, students are required to clean out their dorm rooms completely. Once the room is emptied, they must dispose of all trash and vacuum or sweep floors. If a room is left dirty, the student must pay a \$100 housekeeping fee. Limited storage of boxed items is available to students re-enrolled for

the following school year. Students may not store furniture. The School is not responsible for articles stored or left behind or damaged in storage. Repairs for damaged property, including defacing of school property and furniture, will be charged to the student account(s) of student(s) responsible.

### ***Room Decorations***

Students may bring or purchase decorations and accessories to add a comfortable, home-like ambiance to her room. However, the School seeks to provide a wholesome environment for students. Students must comply with the following criteria when decorating their rooms.

No poster, sign, or decoration may contain profanity or advertise activities that are illegal for students, such as drinking or the use of illegal drugs. Posters may not depict sexual behavior or expose areas of the body normally covered by a bathing suit. The Director of Residential Life will determine if décor is inappropriate when applicable. If a student displays inappropriate decorations, these items may be removed by Dorm Parents or the Director of Residential Life with or without prior notice to the student or her parents.

No posters or decorations may be put on the walls or hallways in the Annex. Cork strips and bulletin boards are provided for poster display in student rooms.

All posters, pictures, or decorations placed on walls, doors, or any surface other than the provided corkboards must be attached with easy-to-remove tape, Sticky Tack or Putty or removable Command Strips. Sticky Tack is available from the School Store. No nails or permanent adhesives of any kind may be used. If there is a request to have something hung that this type of adhesive will not support, students should consult the Director of Residential Life.

### ***Room Keys and Combination Locks***

Students are issued a key to their room on Opening Day. Each student is always responsible to lock her door and keep her key with her. Lost keys should be reported to the student's Dorm Parent, or other school official, immediately. A \$10 fee will be charged for the replacement of a lost key. Students who lose their keys a second time will be charged \$50. Keys not returned at the end of the School year will be considered lost, and a \$50 charge will be levied to pay for having the lock changed.

Students are required to have a combination lock for use on their closet. Locks should be used throughout the student's tenure at Linden Hall. Combination locks can be purchased at Target Store or other local stores.

### ***Appliances***

For both ecological and safety reasons, appliances, including but not limited, to rice cookers, crockpots, griddles, sandwich presses, coffee makers, blenders, toasters, microwaves, Easy-Bake Ovens, cosmetic wax pots, steamers, coffee makers, portable heaters, televisions, heat or sun lamps, etc. are *NOT* permitted in student rooms. If one of these items is found in a room, the item will be confiscated and NOT returned. Irons are permitted, and they are to be used with an ironing board. Several ironing boards are available in the dorms for student use.

Microwaves are available in Honeycutt and the Upper School Day Student lounges. If students are unsure if an appliance is permitted, they should check with their Dorm Parent or Director of Residential Life for approval. Electric tea kettles are also permitted but must be approved by a Dorm Parent.

Each student may have ONE miniature refrigerator no larger than 1.8 cubic Students are responsible for cleaning and maintaining their refrigerators. If refrigerators are not cleaned on a regular basis, the student may lose the privilege of having the appliance. Due to limited storage space, students may need to make alternative arrangements to remove and store the refrigerator at the end of the spring semester. Twelfth graders and those leaving Linden Hall must plan for the resale or disposal of their refrigerator.

### ***Pets***

Students are not permitted to have pets of any kind in their room.

### **Room Assignments**

Roommates are assigned by request of returning students and in consultation with the Admission Office. Living in a diverse community is an important part of your educational experience as a student at Linden Hall. As a boarding student, you will live with girls from different cultures and backgrounds—a unique privilege for boarding school students. Each boarding student is asked to abide by the Roommate Bill of Rights, which is provided to you at the beginning of the school year or term.

Linden Hall has a large international student population. This multi-cultural experience has proven to be a benefit to all students. While English is our primary shared language, we value the variety of languages and cultures our students bring to school. The Director of Residential Life, with the assistance of the Residential Life staff, strives to create an inclusive home-life for all of students.

Students must remain with their assigned roommate for the first four weeks of school before the Director of Residential Life will consider a request for a roommate change.

There may be times when students request a room change. As stated above, after the first month, students may place requests to change rooms. All students involved in the move must agree to the move. Initial requests are to be made to the Dorm Parent. The Dorm Parent will work with students to try to determine if a room change is possible or necessary. The Dorm Parent will report to the Director of Residential Life, and no moves will be made until the Director of Residential Life has consulted with the students involved as well as with the Dorm Parents. In some cases, the School Counselor and/or the Dean of Students may be consulted. The Director of Residential Life will give the final approval for a move and will set a date for the move to take place with the students. Students requesting the move will be asked to sign a form stating that they agree to live together for the remainder of the year. Students should be aware that space is limited, and the School may not be able to accommodate requests for room changes.

If a room change is necessary, the Residential Life staff will correspond with the parents of the students involved and provide an explanation for the room change.

### ***Single Room Privilege***

Learning to live in community is one of the great benefits of a boarding school education. Most of the School's dorm rooms house two, three, or four students, including some apartment style suites for older

students. Some dormitories (Castle and Annex) have single rooms and small suites. Eleventh and twelfth grade students may be eligible for single rooms.

### **Five-Day Boarders**

Five-Day boarders should leave the campus each Friday by 5:00p.m. EST, unless they are involved in school-sponsored activities. If a Five-Day boarding student wishes to remain on campus Friday or Saturday night, the student's parents should request permission in advance by sending an e-mail to the Director of Residential Life at [lsimonetti@lindenhall.org](mailto:lsimonetti@lindenhall.org).

The Five-Day boarder must follow the rules and guidelines for all boarding students whenever she is a dorm resident or at a School-sponsored event.

Five-Day boarders should return to Linden Hall by 8:00p.m. on Sunday evening. Students must notify on-duty Dorm Parents if they will be returning late to campus. Parents may arrange for a student to return on Monday morning if it is more convenient for transportation purposes. Monday return plans must be communicated to the Student Life Office and/or on-duty Dorm Parents in advance.

### **Search and Seizure**

Dorm rooms and lockers are the property of the School. Students exercise control over their dorm rooms and locker from other students, but not from the School and its officials. As a result, the Head of School and his or her designees, as well as law enforcement officials, have the right to search dorm rooms and lockers to ensure School safety and the students' welfare, including, without limitation, to determine if students are harboring stolen property, weapons, or illegal or dangerous substances, and School and law enforcement officials have the right to seize such items or other items that jeopardize the safety of the students or the building or constitute health hazards. The School also reserves the right to conduct random searches of dorm rooms and school lockers throughout the year.

### **Dress Code (Non-Academic)**

In addition to the uniform worn during the academic day, students must be appropriately dressed in dorms and during their time off campus. Teachers and Dorm Parents reserve the right to ask a student to change prior to going off campus. All clothing must be in good repair without holes or stains.

#### ***Dormitory Attire***

When spending time in the dorms, students may wear casual attire, such as jeans, athletic warm-ups, t-shirts, sweatpants, shorts, etc. Students must always be dressed appropriately when in hallways, lounges, and common areas of the dorms.

#### ***Mealtime Attire***

No pajamas, bedclothes, bathrobes, slippers, bathing suits, spaghetti straps, or halter tops may be worn in the dining hall. Shoes must always be worn in the dining hall. Blankets or towels used as shawls may not be worn in the dining hall. Casual dress is appropriate for weeknight dinners and all weekend meals. On some occasions, skirts and blouses, dresses, or pantsuits may be appropriate or required.

### ***Off Campus Attire***

The School recognizes that what is fashionable in major cities around the world may not meet the community standards of small-town America. Students are expected to dress appropriately for off-campus activities, like community service, shopping trips, field trips, etc. Students should be aware that they are representing Linden Hall at all times. Extremely short or revealing garments or clothing with inappropriate graphics and messaging are not permitted.

Faculty members and dorm parents reserve the right to require a student to change her clothing or make-up before she goes off campus.

### **Meal Offerings**

The Linden Hall dining hall staff strives to serve meals that are balanced and nutritious. They serve three meals a day, seven days a week. Snacks are available throughout the day. Junior Boarding students are required to sign in for breakfast on weekday mornings at the Honeycutt desk. Students attending lunch meetings must obtain a pass for to-go boxes from their adult sponsor or club advisor.

Evening meals are served cafeteria style with open seating and casual dress. Students may be asked to dress in dresses, skirts and blouses, or the School uniform for special occasions.

Students may speak with Chef Maggie to make menu suggestions or give feedback about their dining hall experiences.

### **Meal Times**

Breakfast 7:00 a.m. to 8:30 a.m.

Lunch 11:45 a.m. to 1:15 p.m.

Dinner 5:30p.m. to 7:00 p.m.

Mealtimes may change slightly and with advanced notice in the event of a special schedule, delay or school cancellation.

### **Takeout Privileges**

Students are permitted to order food from local restaurants and have their order delivered to campus. The process of ordering food, as well as the times when food may be delivered, may change throughout the year at the discretion of the Director of Residential Life.

Takeout ordering privileges and rules are posted in Honeycutt Lobby and distributed to students at the beginning of fall and spring semesters. Students may only order food to be delivered at designated times. Students on honor roll and exempt from study hall may order takeout during the study hall time frame as a perk for being on honor roll.

Any student who orders delivery is responsible for paying for her own food, and she must pay gratuity to the driver 15-20% of the total bill. Gratuity is not the same as the delivery fee.

### **Fire and Safety Drills**

Fire, Lock-Down, and Shelter-in-Place drills take place periodically during the School year to ensure that all students and Linden Hall employees are familiar with appropriate procedures in the event of an emergency.

### **Guests**

Only female relatives of our current Linden Hall students may visit in our dorms during the school year. Except for school employees, male guests are prohibited from moving through the dormitories except when assisting students moving luggage and boxes on Opening Day and Graduation Friday and Saturday. All dormitory visitors are required to sign in at the Honeycutt Desk.

While we encourage alumnae visits, they may not visit or sleep in the dorms. Alumnae should register at the reception desk during the academic day or in Honeycutt after hours.

Parents are welcome to visit their daughter(s) at school. Parents are asked to pay close attention to their daughter's schedule and commitments when planning visits. Relatives and friends are welcome to visit students on weekends. Prior notice and appropriate permissions are required if friends or family would like to take the student off campus.

Only current Linden Hall students may sleep in our dorms. Parents, guests, and former students are not permitted to spend the night in the dormitory at any time.

### **In-dorm visitation and sleepovers**

Upper School students are not permitted in the Middle School dorm rooms or the Middle School lounge. Middle School students who want to visit an Upper School dorm must be invited by the Upper School student they want to visit, and both students must request permission for the visit from an on-duty Dorm Parent. The Upper School student's door must remain open for the duration of the Middle School student's visit. Siblings may visit each other without special permission.

Day students are not permitted in the dorms during the academic day. Day students may request permission from an on-duty Dorm Parent to visit in dorm rooms and lounges between 4:00p.m. and 5:30p.m.. Day student visitors must sign in at the Honeycutt desk and exit the dorm area promptly at 5:30p.m. After that time, Day students may continue their visit in the Honeycutt lounge.

### **Dating and Visitation Policy**

Dating at Linden Hall is subject to parental permission as indicated on the permission form signed by parents and students. Dating permission forms are available in the Student Life Office. Permission may be given at the discretion of the Dean of Students, Director of Residential Life, or the Assistant Dean of Students. Middle school students are not permitted to go to dances that involve Upper School students or date at any time.

### ***On-Campus Dating and Visitation Hours***

With permission, students may receive visitors on campus during the following times:



Friday Evening	6:00p.m. to 10:00p.m.
Saturday Afternoon	1:00 p.m. to 5:00p.m.
Saturday Evening	6:00 p.m. to 10:00p.m.
Sunday Afternoon	1:00 p.m. to 5:00 p.m.

All on-campus dating requests must be registered in advance with the Student Life Office. Off-campus dating permission forms must be completed and returned to the Student Life Office by 3:00 p.m. on the Monday prior to the requested date.

When the date or visitor arrives to campus, he or she must be introduced to the Dorm Parent or faculty member on duty. Dates or visitors are only allowed in Honeycutt Lounge or the gym when special, school-sponsored activities are being held. No public displays of affection are allowed on campus, such as kissing, cuddling, caressing, etc.

A date or visitor may be on campus to visit so long as the student he or she is visiting has no previously scheduled activity or obligation. *Visitors are not permitted when a student is restricted to campus or on disciplinary status.* Dates and visitors are welcome to attend school athletic events and any functions where the public is invited.

### ***Off-Campus Dating***

With permission, students in grades ten through twelve may go on off-campus dates during one of the dating time blocks as listed above. Off-campus dating requests must be registered in advance with the Student Life Office. Off-campus dating permission forms must be completed and returned to the Student Life Office by 3:00p.m. on the Monday prior to the date.

When leaving campus for a date, the student must sign out, introduce her date to the dorm parent or faculty member on duty, and notify the on-duty adult of her destination and expected time of return. Upon returning from her date, the student must check in and notify the dorm parent or faculty member on duty.

Twelfth graders in good standing may request a later curfew from the Dean of Students or Director of Residential Life when they complete the dating form.

A date or visitor may wait for a student in Honeycutt Lounge only.

### **Study Hall**

Study hall for Upper School students will be conducted in the Dining Hall, and study hall for Middle School students will be conducted in LGI. Students are required to report to their respective study hall location by 7:30p.mon Monday through Thursday evenings with all books and materials needed for quiet, independent study and homework. Students will not be permitted to return to their rooms until the conclusion of study hall. Students are to use this time for working individually on homework or studying. Students may use the time before or after study hall to study with a partner and may not work in groups during study hall.

Except for water, food and drink is not permitted in study hall. Students may not have cell phones in study hall, but they may use computers or iPads. Students may not access social media or entertainment sites like YouTube, WeChat, iMessage, FaceTime, Instagram, Snapchat, etc.

In-room study hall will be available to eleventh and twelfth graders on the Honor Roll after first quarter and ninth and tenth graders after second quarter. Eighth grade students on Honor Roll are eligible for in-room study hall after the third quarter.

Students with unexcused absences, regardless of honor roll status are expected to attend study hall. Study hall exemption is a privilege hinging on good attendance and academic standing. The privilege may be revoked at the discretion of the Director of Residential Life or the Dean of students.

Requests for Study Hall accommodations due to medical conditions must be verified by a physician.

The study hall and dorms must remain quiet to provide an environment conducive to studying from 7:30 p.m. until 8:30 p.m. (Middle School) and 7:30 p.m. until 9:00 p.m. (Upper School).

### **Quiet Hour and Courtesy Hours**

The purpose of quiet hours is to create an atmosphere conducive for students to study, sleep, and rest. With connecting dorms, it is important to remember that dorm areas and hallways are quiet during regular study hall or in-room study hall.

“Quiet Hour” means that study hall or in-room study hall is being observed and that the dorms must be completely quiet. Students are not allowed to use cell phones or have conversations with roommates or dormmates. Only laptops are permitted to be in use at this time. Students should be in their rooms and are not permitted to sleep, do laundry, or shower during Quiet Hour observance.

Quiet Hour is always observed on Sunday evenings from 8:00-9:00p.m. with dorm room doors opened following the rules listed above. Quiet Hour also may be observed in lieu of study hall during the school year, on snow days, and by announcement.

“Courtesy Hours” are times each day when Linden Hall’s boarding student community is aware and respectful of other students’ needs to study and rest. Courtesy Hours are to be observed daily from 9:00p.m. every evening through 8:00 a.m. the next morning.

During Finals Week in May, Courtesy Hours are observed 24/7. Students who are disruptive during Courtesy Hours will face disciplinary consequence.

### **In Room Time, Lights Out, and Dorm Meetings**

Evening schedules are followed to ensure that students are well-informed community members and that they can get the appropriate amount of sleep each day. Students should use the time after study hall and before lights out to get ready for bed, take care of bathroom needs, do last minute preparations for the next day, or talk quietly with others in their dorm. Evening dorm meetings are also scheduled during this time

to share relevant dorm information and for Dorm Parents to spend quality time with their students. Dorm meeting schedules and meeting locations will be established by Dorm Parents in August.

***Dorm Meetings***

Grades 6 and 7            Monday to Thursday 8:45p.m.

Grades 8 to 12           Monday to Thursday 9:15 p.m.

***In Room Time***

The time each day when students must retire to their rooms for the evening

Grades 6 and 7            Sunday to Thursday 9:00 p.m.  
Friday and Saturday 10:00 p.m.

Grade 8                    Sunday to Thursday 10:00 p.m.  
Friday and Saturday 11:00 p.m.

Grades 9 to 12           Sunday to Thursday 10:30 p.m.  
Friday and Saturday 11:30 p.m.

***Lights Out/ Bed Check***

Grades 6 and 7            Sunday to Thursday 9:30 p.m.  
Friday and Saturday 10:30 p.m.

Grade 8                    Sunday to Thursday 10:30 p.m.  
Friday and Saturday 11:30 p.m.

Grades 9 to 12            Sunday to Thursday 10:45 p.m.  
Friday and Saturday 11:45 p.m.

During in-room checks, students are to be ready for bed having completed their bathroom needs and be at their desks or on their beds with study materials. At lights out/ bed check, students are to be in their own beds and ready to sleep. "Late Lights" will only be granted to Upper School Resident Assistants, and eleventh and twelfth graders who are using designated study and free time effectively. Quiet Hour study rules are in effect during "Late Lights." Upper School students studying in their rooms after lights out should respect their roommate's need for rest or quiet study. Only a small booklight may be used after lights out hours. Cell phones and other electronic devices may never be used after lights out, or they will be confiscated.

After lights out, students are only permitted to leave their rooms to go to their dorm bathroom, fill a cup or bottle with water, or seek first aid help from the overnight Dorm Parent. At no time is a student to be in another student's room after lights out. On weekends, students may fill out the *Slumber Party Signup Sheet* to stay overnight in another student's room. The *Slumber Party Signup Sheet* is posted at the Honeycutt desk, and students must sign up by 10:30p.m. the night of the intended slumber party and

notify the on-duty Dorm Parent of their intentions. Upper School students may not stay overnight in the Middle School dorm rooms and vice versa.

### **Weekend Activities**

Local leisure, cultural, educational and community service activities as well as special trips to places outside of the Lancaster area are scheduled on weekends throughout the school year. Students are encouraged to suggest activities they have interest in, whether local or within a reasonable distance from the School.

Students who sign up for an activity have committed to attend the activity. If tickets have been purchased in advance, the students who sign up are responsible for the cost of the ticket whether they attend the activity or not. Charges for ticketed activities can be billed to a student's accounts; however, a student's account must be up-to-date and paid in full prior to the student going on a trip. Signing up and not showing up to go on a weekend activity may result in suspension of the student's off-campus weekend activity privileges during the next weekend that she is on campus.

On-campus activities are also an important part of the Weekend Activities and Residential Life programs. Movies can be borrowed from the library. Students and faculty may organize outdoor or indoor games and activities such as volleyball, softball games, or tennis at the spur of the moment.

### ***Religious Services***

We understand that our students have varying needs in terms of their religious practices. The Student Life Office will make every effort to accommodate the students desiring to attend religious organizations within five miles of campus. Please note that several religious institutions are conveniently located within walking distance of the School.

### ***Weekend Leave***

Apart from on-campus weekends, students are permitted to go home or to the home of friends or relatives on weekends in accordance with the submission of parental permission form and subject to the permission of parents, the School, and the Student Life Office. International students' requests must be verified with parents and/or educational consultants and host families.

The School/Student Life Office must receive an invitation from the inviting parents or the responsible party for the weekend no later than noon on the Wednesday prior to the visit. Requests for weekend overnights off-campus and the weekend activity plan must be registered with the School/Student Life Office before noon on Wednesday prior to the visit, in order to permit the School time to verify all necessary permissions with all parties involved.

When leaving for the weekend, a student must sign out at the Honeycutt desk (see below) and notify the on-duty teacher or Dorm Parent of her departure. On her return, she must sign in and notify the on-duty Honeycutt desk attendant/chaperone of her return. Failure to do so may result in loss of weekend privileges. Students on weekend leave must return to campus by 8:00p.m. on Sunday.

### **Signing Out and In**

When leaving campus for any reason, students must sign out at Honeycutt desk, tell the on-duty teacher or Dorm Parent their specific destination, and sign back in whenever they return to campus. Students must sign out when they leave campus on any occasion including trips off campus with parents, faculty, friends, School-sponsored functions, and trips into the town of Lititz.

Each student must sign out and in herself. Students may not sign out or in for each other. If students change their destination, they must call the School via the Honeycutt cell phone at (717) 201-2655 or return and check out with the correct destination indicated. Signing out and in takes place in Honeycutt after school and on weekends or at the Reception desk during the school day.

Students are permitted to be off campus during the following times:

- Monday through Friday, from 3:45p.m. – 5:30p.m., daylight permitting; and
- Saturday and Sunday, from 9:00 a.m. until 5:30p.m.

Any student who has missed two or more periods of school in a day or gone home sick from school is not eligible to participate in extracurricular activities or sports for that day.

A student who has been in the infirmary during only one academic class will not be allowed to sign out to go off campus that day. She may attend extracurricular activities and may participate actively with permission from the School Nurse, at the discretion of the activity's supervisor or coach.

Students are not permitted off campus after 5:30p.m. on any night except for a School-sponsored activity or with special permission from the Dean of Students or Director of Residential Life.

The only acceptable reasons to sign out are for School-sponsored activities, being picked up by an approved family member, special permission to go off campus, or walking trips into Lititz.

No walking trips are permitted where sidewalks are not accessible. Students may not use private or public transportation without prior permission from the Dean of Students or Director of Residential Life. Other than walking to Lititz, students must be with a Linden Hall faculty member, Dorm Parent, or parent for all trips off campus.

Middle School students are restricted to South Main street from the school down to the BB&T bank and down Broad street from BB&T to Front Street. Middle School students may not go to the park without an adult or RA chaperone.

If a student attempts to go off campus in inappropriate dress or make-up, the on-duty teacher or Dorm Parent reserves the right to prohibit the student from signing out and leaving campus until the student is dressed appropriately.

All students must travel in groups when going off-campus. Middle School students in grades six to seven may only go to town with an adult or RA. Students in grade 8 may go to town with a group of three or

more students in grade eight. Students in grades nine to twelve may go off campus in groups of two or more. Twelfth graders may be granted special permission to go to town (down Main Street only and as far as Lititz Pike) by the Dean of Students or Director of Residential Life during permitted off-campus hours.

Twelfth graders have the privilege of going off campus during lunch or free periods, as long as this privilege is not abused. Students may not use their personal automobiles during these times. Twelfth graders may sign out and in for this lunch privilege at the Reception desk with advance permission from the Dean of Students and the Director of Residential Life.

As noted in the Automobile policy, Resident students may use their automobiles to go to and from their homes only, or for weekend overnights when permission is requested by parents and granted by the Dean of Students. Additionally, resident student drivers must restrict their travel to within a 20-mile radius of the School unless special permission from the Administrator on Duty has been granted after speaking with the driver's parents.

### **Vacations and Transportation**

Dorms remain open for fall and spring breaks for a fee each night a student stays on campus from Saturday to Saturday. The dorms will be closed during winter break. Dorms close at noon on the day following class dismissal and reopen at noon on the return date.

Please note that dorms close for the summer at noon on the Saturday following Graduation Day. Students must have their rooms cleaned out, inspected by a Dorm Parent, turn in keys and ID card, and sign out by that time.

### **Travel Arrangements**

The School will arrange for transportation to and from the Lancaster airport or train stations on scheduled vacation departure and return days and times. Students who leave early or return late, or who arrive at other airports, must make their own arrangements in advance to return to school. On regular weekends, the School will provide one transportation run to the Lancaster train station on Friday afternoon at 4:10 p.m. and one returning at 6:00 p.m. on Sunday. The School suggests students to use Expressions Limo Service— (717) 556-5466—to assist with ground transportation. The use of their service is at an out-of-pocket cost to the student and her family and can be charged to the student's account at certain times of year.

### **Campus Mailboxes**

Boarding students are assigned a mailbox and combination in Willman Lounge in Honeycutt lobby. Students are responsible for checking their mailboxes each day for incoming mail and inter-campus memos. Outgoing mail with postage may be taken to the Reception desk or taken directly to the Post Office. Friends and relatives may address mail to their student using the address below:

Student Name c/o Linden Hall  
212 East Main Street  
Lititz, PA 17543.

Mail is delivered on weekdays only. Incoming packages will be sorted by RAs under the supervision of the Residential Life Staff. Packages are numbered and mail notifications are posted in the appropriate student's mailbox. Students may retrieve their packages from the Mail Room at posted times.

Students are not permitted to receive shipments of liquids or perishable foods. Packages thought to contain pharmaceuticals or health aids (vitamin supplements and/ or diet products) will be given to the School Nurse to be opened in her presence. Please see the section of this Handbook regarding medications for more information.

Package pick-up procedures will be provided to all boarding students upon arrival in August.

Twelfth graders receive college mail and notices of college programs while attending Linden Hall. Dorm Parents will provide specific information on how to retrieve college mail in August.

## **VIII. GENERAL SCHOOL INFORMATION**

### **Facilities**

The Evita M. Allen Center for Academic Excellence is Linden Hall's main academic building. Expanded and renovated in 2012, its four floors house beautiful classrooms, a multimedia technology and learning center, administrative offices, a reception area, and more.

A state-of-the-art Science Wing on the first floor of the Steinman Center was dedicated in the 2008—2009 school year and offers Smartboards, modern laboratories, a small laboratory for individual projects, and a lounge area.

The Makerspace is housed in a historic stone structure that was built in 1794 as the campus Wash House, and subsequently was Linden Hall's library. Inside, there are two stories of work space, equipment, and supplies for projects in all academic areas, including a 3D printer and a green screen area for video production. There is also a Technology Lab with 12 iMac computers. Outside, there is a stone patio with tables.

The Byron K. Horne Dormitory is divided into four sections, each identified by a particular color: Red Dorm, Blue Dorm, Green Dorm, and Yellow Dorm. Each section can house 22 to 24 students. Rooms are double occupancy with a single bed, desk, and closet with four-drawer dresser inset for each student. Cork board is provided behind desks and cork strips on the walls for hanging posters. Each dorm section has a large bathroom with a coin-operated washer and dryer for student and faculty use. A Dorm Parent apartment is within close proximity to each dorm section.

The Castle Apartments provide small suites of rooms for up to six students sharing common spaces, typically with single and double bedrooms.

The Annex has traditionally been the home for many members of the Twelfth grader Class. The Annex contains single rooms, for the most part all with private sinks. Girls in the Annex and the Castle are selected based on their seniority and demonstrated maturity.

Honeycutt Lounge is the main entrance to the dormitory areas. All student signing in and out takes place in Honeycutt. Visitors are greeted in Honeycutt Lounge under the visitation guidelines.

Willman Lounge, directly above Honeycutt, is the entrance to the dining room and the student mailbox area.

The Lombardo Dining Room is adjacent to Willman Lounge. It is also used for dances and special events. Meals are served cafeteria, buffet, or family style.

The Anne Brossman Sweigart Sports and Fitness Center houses the Phyllis Stadler Lyon '52 Gymnasium, and two sets of locker rooms and offices on the first floor. A dance studio on the second floor provides space for lessons and classes. Also, on the second floor, there is a fitness room that is often open after school, in the evening, and on weekends.

Steinman Arts Center contains the Snavely Family Theater, art studios, music practice rooms, and a state-of-the-art photography lab.

Lyet Gallery is used to display student artwork and is also a gathering place for special events such as registration, theater performances, and admissions events.

The Mary Dixon Chapel is used for music lessons and special services. (Weekly chapel services are held in the sanctuary of the Lititz Moravian Church.)

Carr Arts Center, located on the lower level of the Mary Dixon Chapel, is the Middle School day student lounge, with lockers and comfortable seating.

The Kaitlyn E. Haughey Stable is located a short walk from the dorms. It consists of 20 stalls with a center aisle, heated tack room, and a wash stall. The all-weather outdoor ring, an indoor riding barn, a variety of jumps, an outside course and a short trail around the campus provide for a complete equestrian experience.

## **Library**

The library is available to serve the needs and interests of students, faculty, staff, and families. Students learn to use various library resources within the context of their classes, and a librarian is available during school hours to assist with research, reference material, and general questions about the library.

Please follow the proper procedures for borrowing library materials. Families will be held responsible for the cost of lost or unreturned books and materials.



### **Parent-Teacher Communication and Conferences**

Parent conferences are held twice per year and are extremely important opportunities for teachers and parents to exchange information about student progress. Students may sometimes participate in these conferences when specifically agreed upon by the teacher and parent in order to maintain effective, direct communication among teacher, parent, and student. Additional conferences may be scheduled at the request of parents or teachers at any time during the School year. There is also a Back to School Night each September, for parents to meet their daughters' teachers in a group setting. Please see the School calendar online for all dates.

### **Religious and Cultural Observances**

Various holidays are recognized and discussed with stories, plays, and special foods that convey the cultural significance of the holiday. The School recognizes, but does not celebrate, holidays from a religious perspective. If a particular holiday or its traditions are important to a parent's heritage, and the parent would like to share information with the students, the parent is invited to contact the Dean of Students to make arrangements for a presentation about the holiday and its traditions.

### **Background Checks**

Student safety is a priority at Linden Hall. The School conducts state and national criminal history and sex offender registry checks, in addition to child abuse history clearances, on all current and prospective faculty, staff and independent contractors of the School who may have "direct, routine contact with children," including any individual who regularly provides School-related transportation to students.

A volunteer's service and an individual's employment are contingent upon successful completion of the checks, which may take several days or weeks to process. Please see the Handbook section on "School Volunteers" for a more detailed explanation of the background checks and clearances required for volunteers.

### **Security**

Linden Hall is dedicated to providing an exceptional academic program within a safe and secure campus. For this reason, the administration, in collaboration with school security professionals, continuously evaluates and makes adjustments to our policies and procedures.

### **Current Family Contact Information**

Parents are expected to keep their contact information current in Blackbaud for the purpose of routine communication as well as in the case of emergency situations. If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number with the Office of Student Life where the parent can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergency.

### **Multiple Households**

For the School to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of students who spend time in multiple households. Please be sure to communicate to the School about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from School, parent involvement in field trips or other issues, please include the School in your communication loop. These situations can be stressful for parents and confusing for students, and your help in minimizing the School's phone calls to you for clarification is very important. Unless otherwise specified, each parent for whom the Main Office has current contact information will receive a copy of the student's report card as well as other informational mailings and electronic communications during the year.

### **Lesbian, Gay, Bisexual and Transgender Students**

The School strives to provide a safe and supportive environment that will help students succeed academically and socially. To that end, the School promotes respect for all people, and will not tolerate harassment or bullying based on sexual orientation or gender identity (whether the bullying or harassment takes place on or off campus), including cyber-bullying through the use of electronic technology (on or off the School's campus, and on or off the School's network). Particularly with respect to transgender and gender non-conforming students, the School will work closely with students and their families to strive to honor their wishes with respect to use of School facilities, participation in athletics, accuracy of student records, name and pronouns, and privacy, in accordance with applicable law, and to the extent that the School's campus facilities reasonably permit.

### **Visitors to Campus**

For the safety of our students, our Visitor Pass policy includes parents, family members, alumnae, and visitors from outside of the School community. Upon arrival, all visitors are required to check in at the Reception Desk during the academic day and at Honeycutt Hall after 4:30 p.m. and on weekends. Special events, performances, and all-school meetings are exceptions to this policy.

### **Pets on Campus**

All pet owners accept full responsibility and liability for the actions of their pet(s).

Pets are not allowed in the dining hall for health reasons. (Guide dogs are the only exception.)

Dogs need to remain on a leash or under the owner's control (within 20 feet) when walking around campus.

Pet owners are responsible for removal of excrement from campus to the dumpsters.

### **Parking/Carpool**

With our students' safety in mind, please follow the traffic patterns indicated by the signs on School property. Because of fire laws and safety procedures, please park only in designated

parking spaces and not along the driveways of the School or on the grass. For safety, and in consideration of the School's neighbors, please drive slowly on School grounds and in the surrounding neighborhood, and refrain from using cell phones while driving on campus.

### **Student Records and Transcripts**

There is no fee for transcripts requested by graduating or withdrawing students. Grades, transcripts, and other School records of current students will be released or forwarded, provided that all the Linden Hall accounts of the student are paid in full, to the extent permissible by applicable law.

Students must provide the College Counseling Office with the following items to request that school records be sent to another school, summer program, or prospective employer:

- A completed Transcript Release Form with (forms available in College Counseling Office).
- The complete address (email or physical) where the materials should be sent.
- Any paperwork requested by the receiving school (which must be completed to the extent possible by the student, e.g., teacher recommendations, counselor recommendations, etc.).

Linden Hall makes every effort to send transcripts within 10 school days. Twelfth graders are expected to adhere to the College Counseling Office's policies regarding the submission of Transcript Release Forms to ensure that colleges receive records in a timely manner. Within three weeks of graduation, one final transcript will be sent to the matriculating college for each graduate whose account is paid in full.

### **Lost and Found**

Please be sure to mark all clothes with the student's name in indelible ink or with sewn-on labels. All unmarked clothing will be put into the lost-and-found box. Anything left unclaimed past a two-week period will be donated to charity or used at the staff's discretion.

### **Gifts**

Gifts from individual families to teachers are in no way required or expected.

Gift-giving among students at School can lead both to awkwardness and hurt feelings. We discourage students from exchanging gifts at School, and if students choose to do so, it should be done as privately as possible.

### **School Volunteer Policy**

Linden Hall values the unique contributions made by parent and community volunteers to the educational programs of the School. Accordingly, we encourage parent and community volunteers, subject to certain requirements and procedures as set forth below.

### Definitions and Qualifications

Volunteer: A Volunteer is defined as any individual who performs a service for the School without compensation, remuneration or other consideration, and who otherwise meets the requirements of this policy. A Volunteer must be at least 18 years of age. A Volunteer need not be a parent of a student enrolled in the School.

Casual Volunteer: An individual who comes to the School infrequently and is in the presence of a teacher/administrator when with students. A casual volunteer generally does not have unsupervised contact with students and is not required to obtain appropriate background clearances.

Program Volunteer: An individual who voluntarily provides services to the School, without compensation, and who: 1) serves under the general direction and supervision of a teacher or administrator employed by the School; and 2) provides direct services to students or may, from time to time, have or may be reasonably expected to have unsupervised contact with students. Examples include: volunteer tutors; chaperones for field trips and School dances; School store volunteers; volunteers who assist on the coaching staff of an athletic team; volunteer athletic trainers or equipment managers; and choreographers, musicians and other individuals who provide instruction to students in the School musical. These volunteers are required to obtain criminal and child abuse clearances.

Final determination of a volunteer's status is the responsibility of the Dean of Students or his or her designee.

## **IX. LEADERSHIP AND COMMUNITY SERVICE**

### **Student Government**

#### Upper School Student Council

Student government is conducted through an organization called the Student Council. Linden Hall's Student Council consists of four officers (President, Vice President, Secretary and Treasurer) elected by the student body in the spring; Class Representatives; and Auxiliary Members.

Students who serve in Student Council as elected officials, class representatives or auxiliary members, are always required to remain in good academic standing and in conformity with the Code of Expected Behavior or they may be removed from office, at the School's sole discretion.

#### Purpose

- To represent the Upper School student body.
- To be a voice of the student body and carry concerns or suggestions to/from the Administration.

- To work with all organizations in the School, from the student body to the faculty to the Administration.
- To represent Linden Hall where and when needed.
- To organize and participate in community service activities for the student body, both on and off campus.
- To organize and participate in social activities for the student body.
- To both organize and help with special events at the School (International Night, Open Houses, etc.).
- To emphasize the qualities of a good leader.

### Eligibility to Hold Office

#### President

Must be in eleventh or twelfth grade

Must have served on Student Council for at least one year

Must have leadership experience

Must be a good manager

Must be able to run meetings and assemblies efficiently

*All Student Council information and requests are filtered through the president. She is responsible for delivering a welcome speech at opening ceremony.*

#### Vice President

Must be in eleventh or twelfth grade

Must have served on Student Council for at least one year

*The Vice President is the President's right-hand person. She runs assemblies and meetings in the President's absence. She is responsible for coordinating International Night. She is also responsible for organizing the flags and students for the flag portion of opening ceremony.*

#### Secretary

Must be in tenth, eleventh or twelfth grade

*The Secretary takes notes and distributes them to members and writes news articles.*

#### Treasurer

Must be in tenth, eleventh or twelfth grade

*The Treasurer handles the organization's finances and coordinates fundraising events.*

### Class Representatives

Four class representatives are elected to the Student Council each year in October, with each class electing one person to represent it throughout the year. Representatives are expected to report back to their class and to bring feedback from their class to the Student Council. Good academic standing and conformity with the Code of Expected Behavior are required of Class Representatives, or they will be removed from office, at the School's sole discretion.

### Auxiliary Members

Auxiliary members are chosen by the advisor with feedback from faculty.

### Middle School Student Council

The Middle School Student Council consists of Class Representatives and Auxiliary Members.

#### Purpose

- To be a voice of the Middle School student body and carry concerns or suggestions to/from the Administration.
- To work with all organizations in the School, from the student body to the faculty to the Administration.
- To represent Linden Hall where needed.
- To help the Upper School Student Council organize community service activities for the student body, both on and off-campus, and to participate in those activities.
- To both organize and help with special events at the School (International Night, Open Houses, etc.).
- To emphasize the qualities of a good leader.
- To organize the Middle School Character Candle Lightings for weekly Chapel services.

#### Class Representatives

In the fall, each Middle School class, 6-8, will elect one representative to the Middle School Student.

#### Auxiliary Members

Auxiliary members will be chosen from each class by the advisor with feedback from faculty.

- 3 auxiliary members from the 8<sup>th</sup> grade
- 2 auxiliary members from the 7<sup>th</sup> grade
- 1 auxiliary member from the 6<sup>th</sup> grade

Middle School Student Council Officers include the President (8<sup>th</sup> grade), Vice President (8<sup>th</sup> grade), and Secretary (7<sup>th</sup> grade). The officers are elected by the Student Council members, once all class representatives and auxiliary members have been chosen.

#### Student Ambassadors

The Admissions Office selects a limited number of students each year to serve as Student Ambassadors. The students are chosen because of their positive attitude and dedication to Linden Hall. These young women greet and give tours to prospective students and their families throughout the year. They are also called upon to host educational consultants and other visitors to our campus.

### **Community Service**

Community service is an integral part of the Linden Hall School curriculum and fosters character development. One of the School's core values is civic and global responsibility. Whether it's face painting at a local community event or a mission trip to Ecuador, Linden Hall girls are involved. While there is a minimum requirement for both middle and upper school, we encourage students

to go above and beyond what the requirements. The School partners with many organizations to provide diversified opportunities for community involvement. In collaboration with our partners, we strive to create meaningful opportunities in support of our local and global communities. The aim of the program is to provide the most comprehensive and flexible avenues so that students may achieve their community service goals.

Ten hours of community service are required of each Middle School student per year. Fifteen hours of community service are required of each Upper School student per year. Students who arrive in January are required to complete seven community service hours.

Every student is responsible for submitting their community service hours online through Blackbaud. Students who fail to attend a community service activity to which they have committed will have an additional hour added to their yearly requirement. While the school provides service opportunities throughout the year, students are encouraged to volunteer in their home towns during the summer.

### **Silver Three (Middle School)/Gold Four (Upper School)**

A committee of faculty members will nominate students to receive Silver Three or Gold Four pins from a list of students who are in good standing, dedicated to their studies, and demonstrate their involvement in life at Linden Hall through extracurricular activities such as:

- Clubs
- Sports
- Drama productions
- Community service

## **X. STUDENT ACTIVITIES AND ORGANIZATIONS**

### **National Honor Society**

In 1921, the National Honor Society was established to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. The National Honor Society at Linden Hall was established in 1976. New members are selected by a Faculty Council and are inducted into the Society in the spring semester. All 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students enrolled for at least two full quarters who maintain a cumulative Linden Hall weighted GPA of 3.3 are eligible for consideration. Students new to Linden Hall should hold similar academic records from their past schools. Eligible students are invited to complete a self-nomination form to communicate information about their character, service, and leadership – pillars of the National Honor Society. Please note that students should not be humble when completing their self-nomination! This is a time to brag, especially if you have made valuable contributions in areas outside Linden Hall. The faculty and staff at Linden Hall are given the opportunity to reflect on nominated students prior to the Faculty Council's meeting. Membership is granted to those eligible students who demonstrate exceptional character, service, and leadership through their self-nomination forms and their everyday experience and interactions at Linden Hall and in the world beyond.

- Students demonstrate character in the classrooms, hallways, and playing fields through their words and actions. Students of character show courtesy, concern, and respect for others; are honest and reliable as a matter of course; uphold the School values; and are a role model for any Linden Hall girl.
- Students show their commitment to service by exceeding the annual community service requirement. National Honor Society nominees are expected to complete 50 hours of service in the current school year with more than half of them finished at the time of nomination. If a student has not yet completed 50 hours of service, she should indicate ongoing projects that will lead to an accumulation of 50 hours by the end of the year on her nomination form.
- Student leaders emerge in many ways—as class officers, as captains of sports teams, as Resident Advisors, as founders or leaders of clubs and activities—but also as caring, insightful problem-solvers and supporters of the culture and students at Linden Hall, in class and in extracurricular activities. The Faculty Council looks for different ways that nominees demonstrate leadership and invites students who fill non-traditional leadership roles to explain their contribution in this area on their self-nomination forms.

Selection into NHS is an honor, not a right. In the National Honor Society Handbook, the faculty council is directed to select “students who demonstrate **outstanding** performance in all four criteria of scholarship, leadership, service, and character.” As such, students must recognize that simply doing what is expected of them is not enough to be selected into NHS.

Students should be aware that violation of the Linden Hall Honor Code can jeopardize their chances for selection into NHS. Students who have an Honor violation listed in their file may not be selected until that violation is removed.

Membership in National Honor Society may be revoked. Students who are dismissed from National Honor Society are never eligible for re-admission. National Honor Society members who fall on the Academic Concern list in any given quarter or who do not meet their community service requirement in any given year may be issued a warning about their membership; they will be given time (usually a semester) to correct their standing.

National Honor Society members who are found to have violated the School’s Honor Code or those who flagrantly violate major school rules, or the law may be dismissed without warning. Students who are dismissed may request a meeting with of the Faculty Council to consider their case and afterwards may appeal the decision to the Head of School.

The Head of School reserves the right to appoint the chapter Adviser and the Faculty Council, as well as to approve all activities and decisions of the chapter. The Adviser works with the Faculty Council in selecting and dismissing members and with the student members throughout the year.

Students who were inducted into the National Honor Society at another school should make themselves known to the chapter Adviser or Academic Office in the first month of school so that arrangements can be made for transfer of membership. (The national organization requires that transfers be made in the first 30 days.) Transfer members will be expected to meet Linden Hall’s eligibility requirements in their first semester to have their membership confirmed at the spring induction ceremony.



## **Drama**

The School offers the following seasonal productions:

Fall: A play to be determined by the Director.

Spring: A musical to be determined by the Theater Director in collaboration with the Music Department and Dance Instructor.

Middle School Production: In winter or spring, to be determined by the School each year.

## **Music**

The School offers the following:

- The Linden Hall Choir — a class for Upper school student and Middle School students in grades 7–8
- Musea — an auditioned a cappella vocal group for grades 8–12
- The Linden Hall Orchestra — a class for Upper School students and Middle School students in grades 7–8 who have at least one semester of experience on their instrument
- Sinfonia — an auditioned group of instrumentalists
- The Myrtle Eckert Handbell Choir
- Community Musicians
- Rock Band

## **Clubs and Activities**

On Friday afternoons, students participate in formal clubs, which meet as a part of the academic day. Students are required to participate in one formal club per semester. In addition to formal club offerings, students may participate in informal or social clubs that meet at the discretion of the club leaders. Students interested in starting clubs should seek a faculty sponsor and visit the Dean of Students for a Club Application.

A complete list of formal and informal clubs can be found on the School website.

## **XI. SPECIAL EVENTS**

### **School Gatherings Off Campus (Not Sponsored by the School)**

It is important to remember, through their quest for acceptance from peers and their desire for greater independence, that students still need clear boundaries and guidance, and the following section provides some ideas to consider. They are designed to be practical and, more importantly, are based on the values that we, as a School, stand for as part of our mission. In this sense, we hope that all our parents will support these in spirit, if not in letter.

#### **1. Always be at an event or party in your own home.**

- The parents should be the greeters. During the event or party, parents should casually make their presence known.
- Have the party in a part of the house where the guests will be comfortable and where you can maintain adequate supervision.
- Be the ones to bring in the food and beverages. This will keep the party running smoothly, and it will allow you to meet your child's friends.
- Occasionally walk around outside.

#### **2. Clearly establish ground rules and expectations with your child before the party takes place (and before your child goes to any social event).**

- Let students know your expectations: they want guidelines, though you may hear something quite different.
- Give students options, but with clear guidelines. Discuss their responsibilities, what the consequences are for inappropriate behavior, and what the rewards are for appropriate behavior.
- Stress the concept of shared responsibility.
- Parents should take responsibility for stopping any inappropriate behavior, by ending the event if necessary.

#### **3. Make sure there is plenty of food and non-alcoholic beverages, and plan activities.**

#### **4. If your child is invited to a party, you should contact the parent giving the party and:**

- Verify the location.
- Verify that parents will be present.
- Verify the starting and ending time.
- If there is to be a sleepover, find out what the ground rules will be.

Finally, if you must be away for any length of time, make arrangements for quality supervision in your home to ensure that you, students, and your home are protected. Too many parties occur in homes when parents are away. Let the School and neighbors know you are away.

### **School Trips and Chaperones**

The School offers a variety of field trips during the School year. Parents/guardians are notified of upcoming trips off campus. All School trips should be alcohol-, drug-, and tobacco-free. Students participating in School trips must comply with all applicable School rules and all applicable laws.

### **Dances**

The following rules apply at all School-sponsored dances:

- Once they arrive at a dance, students must stay in the designated area.
- Faculty representatives will be present at the dance and will be in charge at all times.
- Students may not leave the dance before it is over unless accompanied by a parent/guardian or other authorized person.
- Students may not leave a dance early and then return.

## **XII. ATHLETICS**

The Athletics program at Linden Hall is a member of the Pennsylvania Interscholastic Athletic Association (PIAA). Linden Hall provides varsity and junior varsity level teams in 6 sports. Linden Hall's cooperative program with Warwick High School encourages upper school students to participate in the PIAA varsity and/or junior varsity teams in an additional 6 sports. Linden Hall also offers junior high and middle school level teams in 5 sports.

Students must adhere to PIAA eligibility rules for student-athletes in order to participate in interscholastic athletics. If a student fails to comply with PIAA rules, she will lose her eligibility to represent Linden Hall in interscholastic athletics. These eligibility requirements can be found at <http://www.piaa.org/schools/eligibility/>.

### **PIAA Academic Eligibility**

Student-athletes must pursue a full-time curriculum defined and approved by the Head of School. PIAA requires that student-athletes be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If a student-athlete fails to meet this requirement, she will lose her eligibility from the immediately following Sunday through the Saturday immediately following the next Friday as of which they meet this requirement.

A student-athlete must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on her final grades for the preceding school year. If she fails to meet this requirement, she will lose her eligibility for at least 15 or 10 school days of the next grading period, beginning on the first day that report cards are issued. If the School has four grading periods, the student-athlete will be ineligible for at least 15 school days; if the School has six grading periods, the student-athlete will be ineligible for at least 10 school days.

### **Physical Education Requirement**

Grades 9–12: Two credits, awarded as 0.5 credits each year for participation in at least one interscholastic sports team or After School Physical Education class (ASPE).

Grades 6– 8: One and a half credits, awarded as 0.5 credits each year for participation in physical education class and/or one interscholastic sports team.

Physical Education is required each year for every student at Linden Hall. The requirement for Upper School students is satisfied by participation on a team sport at Linden Hall or through the cooperative program at Warwick High School. If a student does not play a season of a sport, she must complete a Linden Hall designated After School Physical Education (ASPE) class twice a week throughout the year; options include riding lessons and dance.

Middle School students are enrolled in yearlong physical education classes twice a week and may additionally participate on sports teams. Junior High and Middle School teams are offered for Middle School students. During the team season, including the Girls on the Run program, Middle School students are not required to attend Physical Education classes with the exception

of attending the Archery unit in the fall semester to fulfill Linden Hall's obligation to the National Archery in the Schools Program.

If a student-athlete participates on a team, she must fulfill her obligation to the team. If a student is not fulfilling her obligation to the team and is breaking the attendance policy set forth by the coaching staff and Athletic Department, she may be dismissed from the team. If that occurs, the student will not pass PE, and will have to double up the following year.

### **Attendance**

Attendance at every contest and practice is required. All athletes must show a commitment to the team. If you have a conflict, please discuss it with the coach in advance to find a solution. Athletic practices and competitions take priority over weekend activities should a practice or competition be scheduled over a weekend. Occasionally, students will need to leave for away games prior to the end of the school day. In these instances, it is the athlete's responsibility to contact her teachers in advance and make arrangements to complete any missed work.

### **Equipment and Uniforms**

Student-athletes are responsible for LH equipment and uniforms that are issued to them. Students and parents will sign a contract agreeing to the return of equipment and uniforms at the end of season. Students and parents will be financially responsible to replace equipment and uniforms for any damage other than normal wear and tear.

Students will not be permitted to take their competition uniforms to their dorm rooms or to their homes. Uniforms must be turned into the coach after every competition. Please be prepared with a change of clothes.

### **Physicals**

Students are eligible to participate in a sport if they have completed a Comprehensive Initial Pre-participation Physical Evaluation ("CIPPE"), performed by an Authorized Medical Examiner before their first sport season's first practice of that school year. The CIPPE is mandatory and must be completed annually. If students want to participate in subsequent sport(s) in the same school year, they may be required to be re-evaluated and re-certified that their physical condition is satisfactory.

All international students participating in sports are required to complete their physical examinations in Pennsylvania. The Athletic Department will schedule physicals for international student-athletes and the fee will be assessed to the student. All U.S. resident students are required to complete their physicals prior to their arrival to campus in August.

### **Illness**

Any student who has missed two or more periods of school in a day or gone home sick from school is not eligible to participate in extracurricular activities or sports for that day. A student may also be excused from afternoon sports if the School Nurse deems it necessary. Unless the

student is too sick or physically unable to do so, she should also contact the coach directly, and she should still attend practice to sit and watch. The sports excuse from the nurse will indicate when the student should return to practice. A student will not be excused from a practice without a note from the nurse or a doctor. Coaches should not hear from other teammates that a student will not be attending practice.

### **Appointments**

Every effort should be made for appointments to be scheduled outside of practice/competition times.

### **Teams**

#### Fall Sports

Varsity Tennis, Varsity/JV Soccer, Varsity/JV Volleyball, Varsity/ JV Cross Country, Varsity Golf, Junior High Soccer, Junior High Volleyball, Junior High Cross Country, Dance, Equestrian, Archery (September–March), Field Hockey

#### Winter Sports

Varsity/ JV Basketball, Junior High Basketball, Archery (September–March), Dance, Equestrian, Swimming and Diving, Bowling

#### Spring Sports

Middle School Tennis, Lacrosse, Softball, Track and Field

#### Sports/Team Levels Offered at Linden Hall

PIAA Varsity Teams Only (grades 9–12): Golf, Tennis

PIAA Varsity/Junior Varsity Teams (grades 9–12): Cross Country, Soccer, Volleyball, Basketball.

Junior High Teams (grades 7–9): Cross Country, Soccer, Volleyball, Basketball

Middle School Teams (grades 6–8): Tennis

Competitive Archery, Dance and Equestrian teams (grades 6–12)

#### Cooperative Athletics Program with Warwick High School

PIAA Varsity or Junior Varsity (grades 9–12): Field Hockey, Swimming and Diving, Bowling, Track and Field, Softball, Lacrosse

### **Instructional Riding**

Instructional riding is scheduled during and after school. Proper attire and hard hats are required. An additional fee is charged for riding instruction. Weekend riding is supervised and must be scheduled in advance. Please see the Equestrian Education Program Rules and Policies for a full description of that program.

### **Sportsmanship**

Athletics enhance the overall educational experience and build well-rounded students and leaders. Integrity, fairness and respect: these are the principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results. Sportsmanship goals include:

- Developing a sense of dignity under all circumstances.
- Respecting the rules of the game, the officials who administer the rules, and their decisions.
- Respecting opponents as fellow students and acknowledging them for striving to do their best while you seek to do your best at the same time.
- Looking at athletic participation as a potentially beneficial learning experience, whether you win or lose.
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship.
- Accepting the personal responsibility that comes with your actions on the court/field.

The School also encourages parents to act in a sportsman-like manner. As such, the School hopes parents will:

- Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game.
- Encourage students to perform their best, just as we would urge them on with their classwork, knowing that others will always turn in better or lesser performances.
- Participate in **POSITIVE** cheers that encourage our athletes, and discourage any cheer that would redirect that focus.
- Learn, understand and respect the rules of the game, the officials who administer them, and their decisions.
- Respect the task our coaches face as teachers and support them as they strive to educate our youth.
- Respect our opponents as students and acknowledge them for striving to do their best.
- Remember that we would all like to be victorious in every situation we face in life, but just as in other areas of life, in athletics we occasionally fall short.

### **XIII. STUDENT HEALTH SERVICES**

#### **School Nurse and Illness**

Students who need to see the School Nurse for routine care should do so during posted hours (7:45 a.m.– 4:00 p.m.) In case of an emergency or sudden illness during the class day, the student must receive a pass from her assigned class teacher and go to the nurse's office. A re-admit pass must be obtained from the nurse for a student to return to class. In case of an emergency in the evening or on weekends, students are to see any dorm staff member for assistance.

Students should have all routine medical, dental, and ocular work done at home before coming to school or during breaks. The School Nurse will schedule urgent medical and dental appointments with local medical providers, with parental approval. In emergencies, the student will be cared for medically and then the parents will be contacted as soon as possible. All appointments to see a physician, dentist, psychologist, psychiatrist, or other specialist will be made by the School Nurse. Students must be prepared to pay either the cost of their insurance co-pay or the cost of the office visit at the time of the visit. No charges to Linden Hall will be accepted. This policy

also applies to medication received from McElroy's Pharmacy; students should be prepared to pay for the cost of the medication at the time it is picked up or delivered.

A student with an illness shall report to the School Nurse on a school day between 7:45 and 8:15 a.m. A late pass will be given if the School Nurse is busy and the student must wait to be evaluated. Students may not stop into the Health Office during class changes. In the event a student is too ill to attend class during the day, she should go to her assigned class and ask for a pass to visit the School Nurse; students will only be admitted to the Health Office with a pass from their teacher. The School Nurse will give the student a return pass once the student is feeling better. Students may not choose on their own to remain in their room if they feel they are too ill to attend class. Students must report to the Health Office for evaluation by the School Nurse. The School Nurse will make the determination whether she should go to class or not. Students who do not follow this rule, and do not go to class, will be subject to disciplinary action.

A boarding student who has been in the Health Office during an academic class will not be allowed to sign out to go off campus that day. She may attend extracurricular activities and may participate actively with permission from the School Nurse, at the discretion of the activity's supervisor or coach. Any student that has been in the Health Office for two or more class periods will generally be permitted to participate in off-campus and extracurricular activities or sports for that day. In the case of illness or injury during the evening or weekend, when the School Nurse is not on campus, students should consult with any staff member.

In order to maintain a safe and healthy environment for students and staff, day students should not attend school with any of the following: fever, vomiting, diarrhea, persistent cough, or profuse discolored discharge from the nose or eyes. Day students who develop a fever of 100.0 degrees F or greater, vomiting, or diarrhea will be asked to go home. Students must be symptom-free for 24 hours before returning to school. Parents are expected to notify the School if their child contracts a contagious condition such as strep throat, chicken pox, or head lice.

### **Medications at School**

Except for emergency situations, the School will not administer any medication (prescription or over-the-counter) to any student absent written consent from the student's parents/guardians. Such written authorization must contain:

- A parent/guardian's printed name, signature, and emergency contact information.
- Approval to have the School Nurse administer the medication.
- A list of all medication that the student is taking (prescribed or not prescribed).

Any medication received by the School Nurse for student use must be provided in an original, pharmacy-labeled container, with the following information:

- Name, address, telephone number and federal registration number of the pharmacy
- Student name
- Directions for use



- Name and registration number of the licensed prescriber
- Prescription serial number
- Date originally filled
- Name of medication and amount dispensed
- Controlled substance statement, if applicable

All medication must be kept in the Health Office. No prescription medication or over-the-counter medication is permitted to be in student rooms, except for asthma inhalers and epi-pens. At no time is any student to give another student any prescription or over-the-counter medication. The School Nurse, along with the Dean of Students and residential life staff, may perform weekly room checks to look for medication that should not be in student rooms. Any medication found will be confiscated.

All medication must be turned into the School Nurse during opening day registration or upon receipt of a new or refilled medication. Students may not purchase any type of medication on their own. A student taking medication for chronic or acute illnesses is expected to report to the Health Office on a school day between 7:45 and 8:15 a.m., in order to provide the student with enough time to return to her room after breakfast as needed and to arrive to class on time after receiving her medication.

For purposes of this policy, medication includes, but is not limited to, pills, tablets, capsules, or powder that one uses to prevent illness, stay healthy, treat pain, disease or illness, or for weight management. Vitamins, supplements and herbs are included in this definition. At no time will students be allowed to use any type of weight management supplement. The School Nurse will address any questions and, in conjunction with the Dean of Students, make the determination if an item is permissible or not.

### **Health Records, Regulations, and Access**

The School requires proof of an annual physical examination from a licensed physician and proof of up-to-date immunizations for every student to be kept on file in the Health Office. Religious exemption forms may be obtained from the School Nurse. All medical exemptions require written documentation from a licensed physician stating the medical reason for non-immunization.

The School does not conduct health examinations such as vision, hearing, or scoliosis screenings.

Parents are asked to provide the School with information about the student's physical and emotional health. In part, this information is obtained to comply with state law; it is also needed to keep the School informed of the health of all students. The School is sensitive to the privacy of this information and is committed to protecting the confidentiality of students and their families by restricting the use of and access to this information for necessary medical management only, in accordance with applicable law.

## **Asthma Management**

Parents of students with asthma should contact the School Nurse prior to the start of school to discuss an asthma management plan.

## **Food Allergies**

Our goals are to provide a safe and respectful environment for all students, to educate the School community about the nature of food allergies, and to provide support and encouragement as our students develop good decision-making skills and learn the critical lessons of managing their allergies. We hope to foster self-confidence, self-respect, and self-advocacy in our students, and to support families as they help their children learn to take control of their allergies. For students without allergies, our goals are to increase their awareness of food allergies, and to encourage the development of empathy and the skills needed for them to become supportive allies for their peers.

The School is committed to providing a safe and inclusive environment for all students. Parents of students who have severe allergies with the potential for developing anaphylaxis must meet with or consult with the School Nurse to develop an Action Plan *prior to the start of the School year*. Classroom management will be discussed at that time. This plan must be reviewed prior to the start of each school year.

In consideration of the number of students with food allergies, the School has the following guidelines for the management of these allergies:

- Food prepared by the dining hall staff will be labeled regarding allergens.
- Sharing of food is prohibited.
- Frequent and appropriate hand washing will be encouraged.
- Surfaces will be cleaned to prevent cross-contamination.
- Snacks provided for the entire class will be prepackaged, commercially prepared, unopened, and have an ingredient label indicating the presence or absence of allergens.
- For students with severe allergies, the School will be provided with an Emergency Care Plan written by a primary care provider or allergist with parental input.

The successful management of food allergies is the jointly held responsibility of the School, families, and student with the allergy. Education encompasses the entire School community including employees, parents, and students. It focuses on preventive strategies, the symptoms of anaphylaxis in individual students, and emergency care. We recognize that the management of food allergies is a developmental process, and we take reasonable measures to protect our youngest students, while recognizing that students must learn to assume increasing responsibility for their own health and safety as they mature.

## **Head Lice**

The American Academy of Pediatrics, the Harvard School of Public Policy, and the National Association of School Nurses agree that the management of head lice should not disrupt the educational process. Lice are not a major health problem since they do not transmit diseases or

cause permanent problems. Nonetheless, the School understands the unpleasantness of the condition and the desirability of limiting its spread across the School community. The School therefore has a “no nit” policy.

Students with any nits will be sent home. A parent will be contacted by phone and written information will be sent home with students. If the student participates in the School bus program, written information will be sent to bus families. If a boarding student is found to have lice, by positive identification by the School Nurse, the Nurse will collaborate on treatment with the student’s Dorm Parents. In extreme cases, a local lice removal company will come to the School to treat the student. There is a fee from the company for this, and parent information will be given to the company so that the company and the parents can make payment arrangements. Once treated, the student may return to classes. The School Nurse will decide whether to check other students.

In all cases where nits have been found, the student must be treated before returning to School the following day. The School Nurse must evaluate the student before she returns to school. All nits must be removed by the seventh (7<sup>th</sup>) day following treatment if the student is to remain in School.

On occasion, exceptions from this guideline will occur, and the professional judgment of the School Nurse will be followed.

### **Emergencies**

The School Nurse will attempt to contact parents regarding illness or injury, minor or serious, but in circumstances that warrant immediate attention when the School is unable to reach the parents/guardians, designated emergency contacts, or the student’s physician, the School physician will be consulted to determine appropriate management. In the event of a serious emergency, an ambulance will be called, the student will be taken to the nearest hospital emergency room, and at least one parent will be notified immediately. Emergency situations arising on campus will generally be referred to a hospital close to the School. The School neither diagnoses nor treats injuries that occur on non-School time but does offer temporary first aid for problems that arise during School. If a student complains of a persistent ear ache, sore throat, rashes, or joint pain, such complaints warrant a call to the student’s pediatrician.

### ***Emergency Forms***

Parents are expected to keep emergency forms up-to-date. Please remember, it is most important that the School have current home, work and cell phone numbers for parents/guardians, day care providers, and others (relatives, friends, or neighbors) who routinely assume temporary care of the student if the student’s parent(s) cannot be reached.

Parents will be notified of any illness or injury that may require follow-up medical care. Permission forms related to emergency medical treatment must be on file for every student, allowing the School to obtain necessary medical assistance.

## **XIV. STUDENT SUPPORT SERVICES**

### **Academic Help**

During the Academic Help period, teachers are available in their classrooms for further instruction, explanation, or make-up work. All students on the Academic Concerns List are required to report to a teacher during Academic Help periods.

### **Academic Support**

The Academic Support Program provides opportunity for individualized study in specific subjects under the guidance of a supervising tutor. Students attend their regular classes but have extra time scheduled for tutorial instruction by ancillary faculty who are not their classroom teachers. The tutor focuses on subject basics, learning strategies, and helping students master skills in a particular subject.

Placement in the program is determined in collaboration between the School and parents. There is an additional fee for this service. Arrangements are made for Middle School students by the Director of the Middle School and for Upper School students by the Assistant Head of School for Academics.

The School reserves the right to have any student who receives a grade of C- or below in a sequential course repeat the course.

### **Credit Recovery Policy**

If a student fails or is required to repeat a class, she may generally do so the following year at Linden Hall. Alternatively, her parents may locate and present to the Assistant Head of School for Academics an acceptable alternative class that the student may complete. The School must approve this alternative class, declaring it equivalent in subject matter and academic rigor to the one that the student failed. Furthermore, the family will be responsible for any cost associated with credit recovery. In these cases, the original failing grade will remain on the transcript.

Twelfth graders are not exempt from this policy. In addition to the above procedure, Linden Hall will contact the college to which the twelfth grader has been accepted, notifying them that the student in question has yet to receive her diploma.

### **Mental Health and Other Counseling**

There are times when a student may require the services of a professional counselor. Counseling is available to all students and can be obtained by self-referral or through consultation with the School Counselor. Students may make appointments with counseling services through the School Counselor.

Initial counseling sessions may be scheduled with one of the School's partnering mental health services for a fee. Students may prefer to establish a counseling relationship with a private therapist of their choice and Linden Hall will assist in coordinating those appointments. If

necessary, transportation can be arranged and billed directly to the student's account. Efforts will be made to provide appropriate supportive services to students regardless of the ability to pay.

If a student is involved with a therapist at home or independently of the School community, it is helpful to have this information noted in the medical record.

### ***Confidentiality***

The faculty, staff and Administration subscribe to a policy of confidentiality in their dealings with anyone who may come to them for help. Confidentiality must yield to safety, however, when danger to the individual or the community arises. Members of the School community commit themselves to maintaining appropriate professional tact and discretion regarding confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators, outside professionals, law enforcement officers, parent/guardians, or others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about an individual's ability to function academically, emotionally, physically, and/or mentally within the School environment; or when legal requirements demand that confidential information be revealed.

### ***Child Abuse and Neglect Reporting***

The School is committed to the highest standards of care for its students. The following policy is intended to ensure that students are protected from inappropriate or hurtful actions by adults who are responsible for their care.

Under Pennsylvania law, any School employee; any individual (paid or unpaid) who, on the basis of the individual's role as an integral part of the School, accepts responsibility for a child; anyone supervised by a School employee or an individual with responsibility for a child; and any independent contractor who has reasonable cause to suspect that a child is a victim of abuse is required to report suspected abuse of children under the age of 18.

The responsibility to report rests both on the School and on all professionals responsible for the care of children who are associated with the School. The following procedure is established to ensure that reports are made in a timely and effective manner, and that information about students and their families is treated in a way which is respectful of their privacy.

### **Procedure**

When an employee learns of a situation of possible neglect or abuse, the employee must make a report to ChildLine. The employee is also encouraged to consult with the School Counselor about the situation so that appropriate action can be taken to protect the child and support can be given in making the report. If the employee consults with the School Counselor, the School Counselor will report the situation to the Head of School. The Head of School (or the Head of School's designee) will review the information immediately and may consult with the School Counselor and, if appropriate, the child's family, legal counsel and/or a consultant specializing

in the care and protection of children. If the abuse or neglect is suspected to come from the student's family, an approach to protecting the student will be defined and the family may be notified of the School's obligation to report the information to ChildLine.

If the employee determines that a report should be made to ChildLine, the employee must make the first report to ChildLine by telephone call. School personnel, as "mandated reporters," are legally obligated to make a report to ChildLine if they have a reasonable belief that a student is being abused or neglected.

## **XV. FINANCIAL INFORMATION**

### **Enrollment Agreements**

Students may not attend classes unless a properly executed enrollment agreement is submitted to the School in a timely manner. Re-enrollment agreements are sent to families each February. Re-enrollment agreements will be sent to returning students only if all financial obligations are current and the School is generally satisfied with the student's academic performance and behavior.

Once an enrollment agreement has been signed and accepted by the School, the obligation to pay full tuition and fees is unconditional. No portion of the deposit, tuition and fees will be refunded or cancelled in the event of withdrawal, separation, or dismissal. If, however, a parent provides written notification to the School on or before April 1 that the student will not attend in the coming academic year, the enrollment agreement is cancelled. In that event, the deposit is nonrefundable.

## **XVI. RE-ENROLLMENT**

Re-enrollment at the School is not automatic. A student is promoted to the next grade when she has satisfactorily met the expectations of her current grade, when the School feels it can continue to meet the student's needs, and when the behavior and comportment of the student and family are consistent with the School's policies.

### **Re-Enrollment Policy**

Final re-enrollment decisions are made by the Head of School. A decision to re-enroll a student and to subsequently forward a re-enrollment contract to the parents is based upon a student's academic record, effort, attitude, and behavior throughout the prior year, and upon the willingness of the parents to accept and exemplify their responsibility in the partnership of education, as further described in the Parental Comportment section below. On occasion, re-enrollment contracts are held until later (usually April or May) when the School decides that an appropriate decision about placement can be made.

In some cases, it may be determined that it is not in a student's best interests to continue at the School. This difficult conclusion is only reached after extremely careful consideration. While

parents are obviously involved in this process, the School will make the ultimate decision, and will assist, if possible, in the process of locating an appropriate alternative school.

Families should understand that the School reserves the right not to offer a re-enrollment contract for a student if the parents have been uncooperative or if their actions have in any way undermined the effectiveness of our teachers, or if re-enrollment is not in the School's best interests.

### **Tuition Assistance**

A high-quality education is an investment in a student's future. The School realizes that while some families can afford to pay full tuition, others cannot. Linden Hall and its Board of Trustees are committed to continuing the financial aid program for families with demonstrated need. Families requesting financial aid for the coming school year are required to complete a financial aid application by February 1<sup>st</sup>. Please contact Admissions at 717-626-8512 or [admissions@lindenhall.org](mailto:admissions@lindenhall.org) for more information.

Linden Hall also offers merit-based scholarships to students who qualify. Many Linden Hall families have benefited from need-based aid, merit scholarships, or a combination of both. Scholarships are based on SSAT entrance exam results and the strength of the student's current academic profile, as determined by the School, at its sole discretion.

### **Tuition Billing Schedule**

Tuition is due in full by July 28, or may be paid in either two or ten installments through one of the following payment plans:

#### Two Installments

- 60% of the annual tuition must be paid by July 1 and
- 40% of the annual tuition must be paid by December 1

#### Ten Installments

- First payment due July 28
- Last payment due April 28

Students may not attend classes, take examinations, or graduate unless tuition is paid in a timely manner consistent with the enrollment agreement.

### **Billing**

No student will be permitted to begin School in August unless the tuition has been paid in full or a family is participating in one of the payment plans and is current with payment. The School does recognize that families may experience extenuating financial circumstances. While the School is willing to work with families in these instances, all accommodating payment plans must be approved in writing by the Head of School and payments must be received according to the agreed plan.

If an account is more than 60 days overdue, it will be brought to the attention of the Head of School. He or she will review the case, make appropriate arrangements regarding collection, and may decide the student will not be permitted to continue enrollment at the School. No student is permitted to re-enroll if there is an outstanding account balance from the previous School year. Furthermore, the School will not release any student records, to the extent permissible by law, and may litigate for monies due.

## **XVII. PARENTS' ASSOCIATION**

During the School year, the Parents' Association hosts regular meetings. The School encourages parents to volunteer and participate in Parents' Association meetings; doing so is a great way to stay connected with the Linden Hall experience. Parents at a distance are welcome to call in to a meeting or to view videos of the meetings. Dates and times will be communicated to parents in the weekly news email. Please be sure the School has your most up-to-date contact information. For further information about the Parents' Association, please consult the School website's "Parents" page.

### **Parental Comportment and Support for School Policies**

At Linden Hall, we believe that a positive relationship between the School and a student's parents or guardians is essential to the fulfillment of the School's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

Linden Hall understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, Linden Hall, at all times, reserves the right to dismiss a student whose parent, guardian, family member or other adult involved with the student, in the sole judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the School's property that could undermine the authority of the School's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School reserves the right to refuse re-enrollment of a student if the School, in its sole discretion, believes the actions of a parent or guardian on or off the School's property make a positive, constructive relationship impossible, or otherwise may interfere with the School's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the School expects that parents will observe the following guidelines:

#### **1. Share in the School's vision.**

- Support the mission of the School.
- Understand and support the School's philosophy, policies, and procedures.



- Support the School's disciplinary process and understand that the School's authority in such matters is final.
  - Be supportive of the School's commitment to a diverse and inclusive community.
  - Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the School.
  - Support the School's emphasis on sustainable practices.
- 2. Provide a home environment that supports the intellectual, physical and emotional growth of the student.**
- Create a schedule and structure that supports a student's study and completion of homework requirements.
  - Be aware of the student's online activities and use of computers, television, and video games.
  - Encourage integrity and civility in the student.
  - Be a role model, especially when it comes to behavior at School and at athletic events.
  - Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.
- 3. Participate in the establishment of a home/School and School community relationship built on communication, collaboration, and mutual respect.**
- Provide a home environment that supports positive attitudes toward the School.
  - Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
  - Help build and maintain a positive School environment by not participating in or tolerating gossip.
  - Maintain tact and discretion regarding confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, administrators, outside professionals, or law enforcement officers.
  - Respect the School's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
  - Seek to resolve problems and secure information through appropriate channels (*i.e.*, teacher/advisor/counselor, Head of School, in that order).
  - Acknowledge the value of the educational experience at Linden Hall by making regular and timely School attendance a priority and scheduling non-emergency appointments outside the classroom day.
  - Support the School through volunteerism and attendance at School events.
  - Financially support the School to the best of one's ability.
  - Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the School community.
  - Understand and support the School's technology policies.