



CARDIGAN SUMMER SESSION

2021 STUDENT HANDBOOK

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

It is important to note that no set of rules or guidelines can cover every conceivable situation that might arise during Cardigan Summer Session. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Cardigan Summer Session to deviate from the normal rules and procedures set forth in this handbook and to deal with circumstances as they arise in the manner deemed most appropriate by the administration (including but not limited to with regard to student discipline), taking into consideration the best interests of the program, its faculty, employees, students, and community.

We look forward to welcoming you to campus this summer!

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HISTORY & MISSION

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

To these ends, the program:

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

CARDIGAN'S FOUR CORE VALUES

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

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

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

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

COURAGE Be brave. Persist through hardship.

TRANSPORTATION

2021 ARRIVAL & DEPARTURE DETAILS

Details about pre-arrival and arrival for Summer Session will be available on the Cardigan summer programs website. We will be using a staggered arrival system this year to provide for appropriate physical distancing and testing requirements. You will receive an email asking you to complete the Travel Plans form in your CampInTouch account which will include options for an arrival window. We will also schedule a parent meeting to review the on boarding process in June.

Cardigan will schedule transportation for both New York City (JFK Airport) and Boston (Logan Airport) on July 3, 2021 and July 29, 2021. Please use the times below to guide you when booking travel. This transportation is for students traveling *without* parents only and is provided at an extra cost (\$95 for Boston–Logan and \$180 for New York City–JFK one way). For students traveling outside the below times, we can help arrange a private car service for both arrivals to and departures from campus.

Please Note: If at all possible, we recommend that you schedule flights to and from Boston–Logan Airport given its close proximity to campus.

Arrivals (July 3): Flights should arrive at Boston–Logan or New York–JFK between 11:00 a.m. and 3:00 p.m. EST.

Departures (July 29): Flights should depart from Boston–Logan or New York–JFK between 11:00 a.m. and 3:00 p.m. EST.

For more information please contact our travel coordinator, Ms. Erzi Willems (ewillems@cardigan.org; 603.523.3725).

SAFEKEEPING OF TICKETS & PASSPORTS

All tickets (airline or bus) and passports for travel to and from Cardigan must be turned in to dorm parents for safekeeping. All travel documents will be kept securely under lock and key by student, and returned prior to student departure.

LEAVING CAMPUS/SIGNING OUT DURING SESSION

**** Due to COVID restrictions during Summer Session 2021, students are asked to remain on campus throughout the program. Please contact Director of Summer Programs Korinne Nevins if you have questions or concerns.

DRESS CODE

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



FOR BOYS

FOR GIRLS

CLASS DRESS	SHOES	Sneakers, boat shoes (Top-Siders), sandals with a heel strap	Sneakers, dress shoes, boat shoes (Top-Siders), flats, sandals with a heel strap
	BOTTOMS	Dress/chino shorts, chino pants, khaki pants	Dress pants, chino pants, chino-style shorts, skirts, summer dresses
	TOPS	Collared shirt (polo shirt or oxford/button down, short sleeves encouraged), t-shirt with school name or logo (Cardigan or other academic institution)	Blouse, button down/oxford shirt (short sleeves encouraged), t-shirt with school name or logo (Cardigan or other academic institution)
ACTIVITIES & EVENINGS	Athletic shorts or pants, t-shirt, sneakers with socks, appropriate swimwear	Athletic shorts or pants, t-shirt, sneakers with socks, appropriate swimwear (<i>one-piece; no bikinis</i>)	
NOTES	<p>Students are required to wear socks with all shoes (except for sandals and boat shoes (Top-Siders)).</p> <p>Shorts should be no shorter than 1 inch (2.5 cm) above the knee.</p> <p>Earrings and facial piercings are not permitted. Shirts with sleeves are required in the dining hall (no tank tops).</p>	<p>Students are required to wear socks with all shoes (except for sandals, flats, and boat shoes (Top-Siders)).</p> <p>Any heels must be 2 inches (5 cm) or less.</p> <p>All shorts and skirts must have a minimum 4-inch (10 cm) inseam.</p> <p>Facial piercings (<i>other than earrings</i>) are not permitted. Shirts with sleeves are required in the dining hall (no tank tops).</p>	

PACKING LIST

Please label all items with your child's full name in permanent ink, waterproof labels, or sew-in/iron-on name tapes. Items with a **C** may be purchased at the school store.

**** Due to COVID protocols, we ask that you please send 10-12 cloth masks to the program with your child. Masks should fit well. The CDC recommends community use of masks, specifically non-valved, multi-layer cloth masks (2-layers minimum), to prevent transmission of COVID.

REQUIRED CLOTHING Please review dress code (page 5) to ensure appropriate items are packed.

<input type="checkbox"/> Shirts for Class Dress C	7	<input type="checkbox"/> T-shirts for activities C	5
<input type="checkbox"/> Bottoms for Class Dress	3	<input type="checkbox"/> Athletic Shorts C	3
<input type="checkbox"/> Socks	10	<input type="checkbox"/> Athletic Pants	1
<input type="checkbox"/> Underwear	10	<input type="checkbox"/> Swimwear (see dress code)	2
<input type="checkbox"/> Sleepwear	2	<input type="checkbox"/> Rain/wind jacket C	1
<input type="checkbox"/> Sweater/Sweatshirt C	2	<input type="checkbox"/> Sneakers/Athletic Shoes	2
<input type="checkbox"/> Long-sleeve t-shirt	1	<input type="checkbox"/> Shoes for Class Dress	2
<input type="checkbox"/> Jeans	1	<input type="checkbox"/> GIRLS: Undershirt/Bras/Sports Bras	2

REQUIRED TOILETRIES

- Comb/hairbrush **C**
- Toothbrush/Toothpaste **C**
- Shampoo/Soap/Body Wash **C**
- Deodorant (no aerosol/sprays) **C**
- Sunscreen **C**
- Bug Spray
- Cloth Face Masks (10-12) **C**
(minimum double-layer, cotton fabric)
- Disposable Masks (10)



OPTIONAL TOILETRIES

- Shaving Supplies **C**
- Floss for teeth **C**
- Washcloth/wash sponge/loofah
- Nail Clippers **C**
- Hair gel/hair wax, etc. **C**
- GIRLS: Sanitary Supplies **C**

ADDITIONAL REQUIRED ITEMS


- Pens & Pencils
- Notebooks & Folders
- Backpack/Bookbag **C**
- Summer Reading Book(s)
- Alarm Clock for Bedroom **C**
- Fan, in good working order for Bedroom

OPTIONAL ITEMS

- Tennis Racquet
- Baseball/Softball Glove
- Flashlight 
- Lacrosse Stick
- Shin Guards
- Rash Guard/UV shirt for swim
- Swim goggles 
- Rainboots and/or poncho

- Bicycle (helmet & lock required)
- Skateboard (helmet required)
- Hiking Shoes
- Camera

Note: all technology with browser connectivity will be stored and unavailable for use during the session.

- Hat, bandana or both 
- Stuffed animal/something for bed
- Theme Dinner Items (see page 9)
- Shirts for FunShirtFriday!

LAUNDRY & LINENS

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

GETTING/STAYING IN TOUCH

EMERGENCY CONTACT

Between July 3 and July 29, 2021, a Summer Session administrator can be reached 24 hours a day on the Administrator on Duty (AOD) phone at **603.443.6252**. **This phone is for emergency and urgent matters ONLY.** For non-emergency matters please contact the Summer Programs Office at **603.523.3526**.

PHONES

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

EMAIL/VIDEO CHAT

Once a week, each dorm will be assigned to Library Flex Time. During this time, students will have the opportunity to check and respond to email.

MAIL

Families may send mail to students while they are at Cardigan however please take note of the shipping times, including any possible delays. If a package arrives after the Session has ended we will be unable to facilitate re-routing the package. Students will receive mail after lunch in the mailroom. If students need to send packages, letters, or International Express Mail, they should coordinate with their dorm parent, mailroom attendant and/or the student travel coordinator. Postage will be deducted from their student expense account. Please use the address format below when sending mail/packages to your student.

Student Name

Cardigan Mountain School
62 Alumni Drive
Canaan, NH 03741

PACKAGES

Please limit the amount of food you send to your child. We provide your child with well-balanced meals, as well as healthy snacks between meals. Please be advised that excessive food packages will be confiscated prior to mail delivery.

DAILY LIFE

***** Due to the pandemic, we will likely adjust our regular schedule and responsibilities during Summer Session 2021 when required to maintain the safety of students and our community.*

ROOM INSPECTION AND DORM RESPONSIBILITIES

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

R&R (READING AND REST PERIOD)

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

SWIMMING AND BOATING

A student's swimming ability is assessed upon his/her arrival and during the first few days of the program. If a student does not pass our swim test, he or she will automatically be enrolled in the Cardigan Mountain School Swim Program until he/she achieves basic water safety skills, which will replace one of their afternoon activities. At no time are students allowed to swim without adult supervision regardless of ability level.

In addition, students are given the opportunity to go out on boats, canoes, kayaks, and the like (both on and off campus) under the supervision of a Cardigan faculty member. All students regardless of swim level or ability must wear personal flotation devices when using a watercraft. Permission for students to use any watercraft while at Summer Session is provided by parents/guardians via the Acknowledgements, Permissions and Waiver Form in your CampInTouch account.

THEME DINNERS

Theme dinners are an opportunity for the students and teachers to dress up and celebrate holidays, cultural events, and celebrations. Students are encouraged to bring items to wear for each dinner, but are not required to do so. Cardigan will provide some items for students to use. Themes have included:

- Red, White, and Blue (Fourth of July)
- Halloween in Summer
- International Cultures and State Dress Up (wear traditional clothing or national team uniform/colors)
- Green and White

FIRE EMERGENCY REGULATIONS

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

OTHER IMPORTANT INFORMATION

BIKES, SKATEBOARDS, AND ANYTHING WITH WHEELS

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

TECHNOLOGY

No electronic devices (cellular phone, iPad, laptop, tablet, e-reader, etc.) with the ability to connect to the Internet are permitted for use during Summer Session. You should make every effort to keep these items at home. Electronic books and iPods that don't have a browser are allowed on campus and permitted for use during appropriate times. Cardigan Mountain School takes no responsibility for damaged, lost or stolen items. Students may travel to and from campus with electronic devices, however they will be collected by dorm parents and safely stored, then returned in preparation for departure.

MONEY & THE SCHOOL STORE

CASH

The School places a limit of \$50 on the amount of cash a student is allowed to have in his/her possession. This includes any cash in their dorm rooms. Sums larger than \$50 must be turned in to their dorm parent(s), who will work with the Business Office to record and secure the funds. We will not assume responsibility for money not turned in through the appropriate channels.

BUSINESS OFFICE

Any questions about your child's account, laundry, or telephone service should be directed to the Business Office. Contact Sandra Kinne at 603.523.3549 or skinne@cardigan.org.

SCHOOL STORE

Students have dedicated time each week to make purchases at the School Store. School and dorm supplies, clothing, toilet articles, and Cardigan items may be purchased there. Any purchases made in the School Store will be billed to the student expense account (which is funded through your expense deposit). If your child requires additional funding, please contact Sandra Kinne in the Business Office. There is a weekly spending limit that you may set for your child using the Acknowledgements, Permissions and Waiver Form in your CamplnTouch account.

OPTIONAL COURSE & ACTIVITY FEES

Some courses (as marked in the Course Catalog) require additional fees to cover the cost of additional materials. Should you choose one of these courses and your child is able to be placed in it, those fees will be debited from your child's student expense account. After the first week of Summer Session, no further transfers in or out of classes are allowed, and at that time, the course fees will be deducted.

If your child signs up for additional, optional activities once on campus, those fees will also be debited from their student expense account. You may restrict the amount your child is allowed to spend on activities (up to and including no additional spending) using the Acknowledgements, Permissions and Waiver Form in your CampInTouch account.

STUDENT BEHAVIOR

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

1. Intent to Harm: Students who threaten to harm themselves or others.
2. Substance Abuse: The use, possession, or sale of any alcohol or tobacco product, illegal or unprescribed drugs, unauthorized use of prescription drugs, chemical inhalants, or drug paraphernalia, including vapes. Being present during the use, possession, or sale of any of these substances is also a serious offense.
3. Fire Hazards: Smoking in any school building; use of lighters, matches, fireworks, or any other spark-producing device; tampering with electrical wiring or fire-protection equipment.
4. Harassment: Serious disrespect, verbal or physical intimidation or abuse (including sexual harassment or profanity) directed toward any member of our community or any member of the communities with which we interact. Racial or ethnic slurs are considered verbal abuse. See additional information about our policy below.
5. Bullying: A single significant incident or a pattern of incidents involving written, oral, or electronic communication, or a physical act or gesture that physically harms the student or destroys their property, causes them emotional distress, interferes with their educational opportunity, creates a hostile educational environment, or substantially disrupts the orderly operation of the program. This could include physical, verbal, emotional, or sexual bullying.
6. Hazing: An act directed toward a student, or any coercion or intimidation of a student to participate in or submit to any act, when: (1) such act could cause physical or psychological injury to any person; and (2) such act is a condition of initiation into, admission into, continued membership in, or association with any organization.
7. Trespassing: Entering a faculty/staff member's residence or office (including the faculty room) without permission or when the faculty/staff member is not present. Students must knock and be invited in before entering.
8. Dishonesty/Cheating: Intentional or malicious deceit.
9. Theft/Vandalism: Stealing, tampering with, or vandalizing school or personal property. Taking or borrowing personal property without permission from the owner is considered theft.
10. Curfew Violations: Absence from one's dorm after Lights-Out or leaving campus without permission.
11. Firearms: Use or possession of any firearm or weapon. Pellet guns, BB guns, disc shooters, and cap guns are considered firearms.
12. Water Safety: Being in or on the lake without adult supervision. The school dock is considered on the lake.
13. Sexual Activity: Given the age group served at Cardigan Mountain Summer Session, students are required to abstain from engaging in sexual activity involving another person while at Cardigan.

When a rule infraction is discovered, the Associate Director and Director(s) of Student Life (or their designee) investigates and works to recommend appropriate consequences. This process includes consultation with the student(s) and faculty member(s) involved, as well as the Director of the program as appropriate. The Associate Director and Director(s) of Student Life (or their designee) will notify the student and parent of any consequences. The Director's decision on the consequences of any rule violation is final.

ADDITIONAL SCHOOL POLICIES

GENERAL POLICIES

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

1. Food and soda are not allowed in any academic or athletic building.
2. Bikes, skateboards, rollerblades, and scooters may only be used in designated areas and at designated times (never after dark). Helmets must be worn (with straps fastened) whenever using bikes, skateboards, rollerblades, and scooters. No motorized vehicles are permitted for student use on campus.
3. Bikes may not be stored in the dorm because of fire-code regulations, and bikes must be locked when not in use.
4. Hats should be removed upon entering any building on campus.
5. Follow the posted rules when using Humann Theatre. Feet should not be on the chairs. Polite behavior is expected during all performances. No food, drink, gum, or candy is allowed in the theater.
6. Students should never enter any dorm building other than their own, unless directed to by a faculty member. Students should never enter another student's dorm room without the express permission of all residents of that room.
7. Gambling, betting, loaning money, and the trading/selling of items is not permitted.
8. Students must secure permission before leaving the campus (going outside established boundaries). Boundaries are as follows: the stream at the bottom of the hill by the Big Red Barn; Back Bay Road; tennis courts east of Alumni Drive; the shoreline of the lake. The swim docks and the lake are out of bounds when not supervised by faculty and on-duty lifeguard.
9. Students should limit the number and type of electrical devices brought from home. Any heating device or lamp that throws heat should be avoided due to concern about fire safety. Personal fans in good repair are encouraged.
10. Faculty rooms and Adult Restrooms are for adults only.
11. Aerosol sprays or products containing alcohol are not allowed.
12. All medications and vitamins are to be turned over to the Health Center, who will oversee their distribution according to written instructions from a medical professional.
13. Dorm decorations should be in good taste and may not include offensive content, for example body objectification. Images of drugs, cigarettes, alcohol or illicit materials are not allowed. Offensive decorations will be removed and discarded. Use Plastitack (available in the School Store) to hang pictures on dorm room walls. Do not hang objects, including wall hangings, from the ceiling. Do not cover window surfaces. Do not hang anything from, or block, fire sprinklers or smoke alarms.

14. Because there are computer labs on campus available for students to use for both academic and email purposes, students are not permitted to bring personal computers to Summer Session. Any student-owned computers will be confiscated for safekeeping and returned at the end of the Summer Session.

NON-DISCRIMINATION & HARASSMENT POLICY

Cardigan Mountain School Summer Session prohibits discrimination against any student or applicant because of race, color, religion, sex, gender, gender identity, ethnic or national origin, sexual orientation, qualified individuals with disabilities on the basis of disability, or any other category which may be protected by applicable state or federal law. The Summer Session program also promotes respect for all people, and will not tolerate harassment of any member of the school community.

POLICY ON SEXUAL HARASSMENT

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

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

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

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

HEALTH & WELLNESS

HEALTH & MEDICAL FORMS

All required health/medical forms can be found in your CamplnTouch account. The following forms must be completed no later than June 5, 2021:

- Form 3: Health History
- Form 4a: Physical Exam, Immunizations and Rx Form
- Form 4b: Daily Supplement & Over the Counter Items

Students arriving at school with an incomplete Cardigan Physical Examination form, Immunization Record, or other required medical forms must have them completed at the School. Parents will be charged a fee by the School, in addition to any fees charged by health care providers on or off campus.

HEALTH CENTER

The Health Center is located on the lower level of Hinman Dormitory. A nurse is on call 24 hours a day during the Summer Session. The health center team provides students a first point of access to care when they are not feeling well, and it is a place where students receive routine medications as needed throughout the day. The experienced and caring health center staff is always available to support the wellness needs of the entire community.

***** NOTE: We ask that all members of the community immediately report to the health center if they are experiencing any COVID-19 symptoms (including cough, shortness of breath or difficulty breathing, nasal congestion, fatigue, fever, chills, muscle aches, headaches, sore throat, nausea or vomiting, diarrhea, and/or loss of taste or smell). Please visit the Summer Session website for more information about our COVID-19 health and safety expectations.***

MEDICATIONS

All medications must be stored in the Health Center. Medications of any kind, including but not limited to vitamins, supplements, and over-the-counter pain relievers are not to be in students' possession at any time. Students should come to the Health Center to receive their medications before meals and before lights out.

GENERAL HEALTH CARE POLICIES

1. Students are ultimately responsible for following health care instructions and keeping all appointments; they are expected to fulfill their responsibilities for good health. Cardigan looks at health and wellness as a partnership between students, parents, and the Health Center. As part of this partnership, students are expected to follow health care instructions, keep appointments, and fulfill their responsibilities.
2. The School will contact a parent by phone or email if a serious medical concern arises. However, calls are not routinely made regarding common illnesses or minor injuries.
3. Students must be examined by a health care provider at school for an acute illness before prescription medication may be given. Antibiotics sent from home for an acute illness cannot be given if the student was not examined by the prescribing health care provider.

4. Outside of regular Health Center hours, a Registered Nurse is on call and can be contacted by on-duty adults for support and come in for direct aid as needed.
5. There is no fee for a Health Center visit, but fees may apply for certain procedures, supplies, or certain kinds of overnight supervision of a student.

MEDICATION POLICY

Your child may require some type of medication while here at Summer Session. To appropriately dispense medication intended for your child, it is essential that we have the following information:

1. A completed Physician Medication Register (Form 4a) must be on file before your child may take daily prescription medication.
2. A completed Register for Nonprescription Medications (Form 4b) must be on file before your child may take acceptable daily supplements.
3. All prescriptions and instructions regarding medications must be written in English.
4. If your child's health record indicates a current diagnosis of asthma, please bring a doctor's written order and an emergency inhaler for your child to carry with them at all times.
5. You must label all inhaler and nasal spray units with your child's name, or they will be discarded.
6. While we will do all that we can to ensure that medications are taken according to instructions (including careful monitoring and reaching out to provide reminders as necessary), we depend on students to take some degree of responsibility in attending to their health. As such, the School cannot guarantee students will always take their medications.
7. The School does not give medications to students who are leaving campus for weekends, holidays, vacations, or activities not sponsored by the School. Parents are responsible for providing instructions and medications to a hosting adult not employed by the School. ****** Due to COVID restrictions during Summer Session 2021, students are asked to remain on campus throughout the program. Please contact the Administrator on Duty (603.443.6252) if you have questions or concerns.**
8. If your child's health record indicates a current diagnosis of a severe allergic reaction resulting in anaphylaxis, please bring a doctor's written order and an emergency EpiPen that your child will be instructed to carry at all times.
9. Allergy injections cannot be done at the School. If your child requires regular allergy injections while at school, ask your allergist if the injectable serum can be replaced with an oral type of serum that is placed under the tongue. If your child requires regular injections of any type, please reach out to the Health Center to discuss.
10. Medications will promptly be disposed of if not picked up by an adult on the last day of Summer Session. Medications cannot be mailed to out-of-country addresses due to the extensive requirements of customs. If you have specific requests or concerns, please reach out to the Health Center to discuss.
11. Students may not have medications, vitamins, or supplements in their possession at any time. If your child requires supplements, please contact the Health Center to discuss. Any agreed-upon supplements or vitamins must be listed on the Register for NonRx Meds; further we recommend

choosing one time of day when they may take all of them together. This avoids unnecessary traffic at the Health Center during medication dispensing windows and allows your child more time in-program.

12. Medication ordered by medical providers will be administered by the school nurses exactly as written by the student's medical provider. Parents cannot change the manner in which medications are given without sending a new prescription order change from the medical provider. All medications and supplements will be managed as outlined in the Medication Management information for Cardigan Mountain School's Student Prescription (Rx) Program.

INSURANCE

In order to ensure student safety and health while a student at Summer Session, Cardigan Mountain School requires a health insurance plan from a USA based company that meets all of the school's requirements. Parents should contact their insurance company and verify that their coverage meets the following requirements:

- The insurance company has a claims address and phone number in the United States.
- The insurance company provides direct payment to the health care providers.
- The insurance company pays for out-of-network health care, which must include coverage for illnesses and injuries, including sports injuries, and follow-up care.

Students are sometimes referred to an appropriate health care provider off campus for injuries and illnesses. The following is a list of most of the providers that are frequently used by Cardigan School Health Services:

- Dr. Benjamin Gardner, Medical Director for Mascoma Community Health Center and Medical Director at Cardigan's Health Center
- Dartmouth-Hitchcock Medical Center
- Alice Peck Day Memorial Hospital

Fees charged for services can vary widely between health care providers. Therefore, if you have a high deductible and/or are concerned about high out-of-pocket expenses, you should set aside funds to cover unexpected costs.

The school does not submit insurance claims or mediate disputed bills. You are responsible for notifying your insurance company and obtaining required referrals.

PLEASE NOTE:

International Students: US insurance (United Healthcare) is purchased for you as part of your tuition and is active only during the dates of the Summer Session.

Dual-Citizens without a health insurance plan from a US company: You must purchase US insurance (United Healthcare) available through the school. Travel insurance is NOT sufficient. You will be charged separately to your CamplnTouch account using the credit card on file for this. The cost is \$220 USD.

Domestic students covered by government assistance health plans from any state other than New Hampshire or Vermont: This type of insurance is not accepted outside of the State of New Hampshire although can be in an emergency situation, but is not guaranteed.

PATIENT BILL OF RIGHTS

Cardigan Mountain School has an extensive written Patient Bill of Rights which may be emailed to you upon request. It is our assurance to you that all student patients will be treated with the utmost consideration, respect, and full recognition of their dignity and individuality. Please reassure your student before they arrive on campus that the Health Center and its staff are available to assist them and can be trusted to provide high quality, safe, compassionate care.

HEALTH INFORMATION SHARING

Parents and students agree, as a condition of enrollment in Summer Session, to consent to the release of any of the student's health-related information, including information relating to drug treatment, testing, medical and mental health condition or records, to employees or agents of the School to meet the academic, social, medical and/or safety needs of the student and the community or the legal responsibilities of the School. Cardigan Mountain will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the School to safeguard student medical information, the School must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents and students consent to allow employees and agents of the School who have a need to know to access medical and/or psychological information necessary to serve the best interests of the student and/or the community.

FOOD ALLERGIES

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 the School Nurse to develop an Action Plan prior to the start of the program.

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.

REPORTING REQUIREMENTS

Students and parents should be aware that there are certain mandatory reporting laws in New Hampshire. As required by law, the School reports all suspected cases of child abuse, neglect, and sexual abuse to the New Hampshire Division for Children, Youth, and Families. Any student who feels that he has been the victim of abuse of any kind should speak to school personnel.

In addition, under the NH Safe School Zone law, the School is required to report to the police when a school employee has witnessed or has information from the victim of an act of theft, destruction or violence. Among the crimes that must be reported include felonious or aggravated felonious sexual assaults, criminal mischief, criminal threatening, arson, burglary, robbery, theft, illegal sale or possession of a controlled drug, unlawful possession or sale of a firearm, assaults, and hazing.

