

**The Linsly School Student Handbook  
2023-2024**



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## QUICK REFERENCE - POINTS OF CONTACT

### Curriculum/Scheduling

Grades 5-8

Mrs. Allison

[mallison@linsly.org](mailto:mallison@linsly.org)

Grades 9-12

Mrs. Cunningham

[pcunningham@linsly.org](mailto:pcunningham@linsly.org)

### Extra Help/Teacher Conferences/Tutoring

Grades 5-8

Mrs. Allison

[mallison@linsly.org](mailto:mallison@linsly.org)

Grades 9-12

Mrs. Leone

[mleone@linsly.org](mailto:mleone@linsly.org)

### Discipline

Grades 5-8

Mrs. Allison

[mallison@linsly.org](mailto:mallison@linsly.org)

Grades 9-12

Mr. Plumby

[dplumby@linsly.org](mailto:dplumby@linsly.org)

### Attendance

Grades 5-12

Mr. Brubaker

[bbrubaker@linsly.org](mailto:bbrubaker@linsly.org)

### Dress Code

Grades 9-12

Mr. Wallace

[jwallace@linsly.org](mailto:jwallace@linsly.org)

### Boarding

Grades 7-12

Mr. Charles Neighoff

[cneighoff@linsly.org](mailto:cneighoff@linsly.org)

### Billing, Charges, Tuition Payments

Grades 5-12

Mr. Greg Martin

[gmartin@linsly.org](mailto:gmartin@linsly.org)

### **Student Health Services**

Grades 5-12

Mrs. Kelly Metz, RN BSN  
[healthservices@linsly.org](mailto:healthservices@linsly.org)

Grades 5-12

Mrs. Tori Simons, RN BSN  
[healthservices@linsly.org](mailto:healthservices@linsly.org)

Grades 5-12

Ms. Sara Quigley, Counselor  
[squigley@linsly.org](mailto:squigley@linsly.org)

### **College Admissions**

Mrs. Cunningham  
[pcunningham@linsly.org](mailto:pcunningham@linsly.org)

### **Athletics**

Mr. B.J. Depew  
[bdepew@linsly.org](mailto:bdepew@linsly.org)

### **Admissions, Financial Aid, Enrollment**

Mr. RJ Zitzelsberger  
[rjzitzelsberger@linsly.org](mailto:rjzitzelsberger@linsly.org)

### **Fundraising, Alumni Affairs**

Mrs. Lea Ridenhour  
[lridenhour@linsly.org](mailto:lridenhour@linsly.org)

### **Technology**

Mrs. Cara Gregory  
[cgregory@linsly.org](mailto:cgregory@linsly.org)

### **Administration**

Head of School, Justin Zimmerman

Dean of Students, Dave Plumbly

Dean of the Upper School, Melissa Leone

Dean of the Middle School, Maggie Allison

Director of Admissions & Financial Aid, R.J. Zitzelsberger, III

Director of Athletics, B.J. Depew

Director of the Residential Life, Chuck Neighoff

Director of Buildings and Grounds, Mark Dodd

Director of College Counseling, Registrar, Penny Cunningham

Chief Advancement Officer, Lea Ridenhour, JD

Director of Public Relations, Stacey Creely

Director of Technology, Cara Gregory

Director of Safety & Security, Chuck Neighoff

Director of Leadership Programs & Associate Dean of Students, James Wallace

Director of Operations, Greg Martin

Controller, Dena Altmeyer

## **Faculty**

Justin Zimmerman, Head of School  
Maggie Allison, Dean of Middle School, English  
Christopher Babb, Science Department  
Jill Babb, Associate Director of Residential Life, Dorm Head - Merriman Hall  
Regina Bauer, World Language Department, German  
Courtne Barrows, World Language Department, Spanish  
Erin Bond, Fine Arts Department, Music & Chorography  
William Brubaker, Associate Dean of Attendance  
Tiffany Brutto, World Language Department, French  
Larry Cartwright Jr., Social Studies Department  
Caty Coleman, English, World Language Department, Spanish, English Studies  
Kristin Cooper, Mathematics Department  
Stacey Creely, Director of Public Relations, Newspaper  
Matthew Cummins, Mathematics Department  
Penny Cunningham, Director of College Counseling, Registrar  
Crissy D'Aquila, Assistant Director of Admissions  
Amy Dlesk, Aviator Program  
B. J. Depew, Director of Athletics, Mathematics Department  
Reno DiOrio, Director of Leadership Gifts  
Christine Dodd, Mathematics Department  
Mark Dodd, Director of Buildings and Grounds  
Bruce Edinger, Science Department  
Cara Gregory, Director of Technology, Computer Science  
Kim Harvey, Science Department  
Trey Hepburn, Fine Arts Department, Art  
Katherine Holt, Fine Arts Department, Art  
William Holt, Social Studies Department  
Rebecca Brogan-Johnson, World Language Department, Latin  
Mark Landini, Development and Alumni Relations  
Melissa Leone, Dean of Upper School, Computer Science  
Paula Lestini, Head Librarian  
Candice Lewis, Science Department  
Jennifer Loudermilk, English Department  
Greg Martin, Director of Operations, Mathematics Department  
John Martin, Science & Mathematics Department Chair  
Rebekah Martin, Social Studies Department Chair, Dorm Head - Yost Hall  
John Massey, Science Department  
Darrin McGinnis, English Department  
Kelly Metz, School Nurse  
William Cody Morgan, Fine Arts Department, Music  
Jennifer Neff, English Department  
Charles Neighoff, Director of Residence Life  
David Plumby, Dean of Students, Social Studies Department  
Kim Ratkiewicz, English Department

Stephanie Romanek, Mathematics Department  
Joey Seabright, PE & Health Department, Dorm Head - Dicke Hall  
Rebecca Upton, Physical Education & Health Department Chair  
Joy Van Scyoc, Fine Arts Department Chair, , Art  
James Wallace, Director of Leadership Programs, Associate Dean of Students, History Department  
Lisa Welch, World Language Department Chair  
Tucker Wilkinson, Social Studies Department  
Frank Wilson, Webmaster  
Jessica Zatezalo, English Department Chair  
R.J. Zitzelsberger, III, Director of Admission & Financial Aid

## **HISTORY**

Originally chartered as the Wheeling Lancastrian Academy, the school occupied two sites in downtown Wheeling. The first building was constructed at 13th and Chapline Streets in 1820. The second was completed in 1858 at 15th and Eoff Streets. This building was leased to the State of West Virginia from 1863 to 1870 as its first capitol.

By 1861 admission was limited to boys, and in 1876, Linsly became both a military school and a college preparatory school. Old Main at Thedah Place was the location of Linsly's third building which was completed in 1925.

In 1978 the Board of Trustees voted to change the military structure of the school and adopt the philosophy of a traditional boys' college preparatory school.

Continuing in its desire to provide a quality education for the Ohio Valley Region and beyond, the Linsly Board of Trustees announced on November 5, 1987, that beginning with the 1988-89 school year, Linsly would be a coeducational school. While extremely proud of Linsly's rich past, Dr. Donald H. Hofreuter, former President of the Board of Trustees, emphasized, "A coeducational environment best prepares young people intellectually, socially, and psychologically for the world in which they live and the colleges they will attend." Therefore in 1988-1989, young women again joined the Linsly family.

Today, Linsly is proud of its campus and its complex on Knox Lane - fulfilling the words of its founder "Forward and no retreat," and the words of Mrs. Sophie Banes, its benefactress, "Linsly will, in the years to come influence the lives of hundreds of young people who will go forth to serve their fellow men."



## **THE AVIATOR**

The bronze statue of a winged aviator by sculptor Augustus Lukeman was commissioned by Sallie Maxwell Bennet as a lasting memorial to her son -Louis Bennet, Jr. , who was Captain of the West Virginia Flying Corps. He was killed in action August 24, 1918, while serving as lieutenant, 40th Squadron, Royal Air Force, in France. His record, August 15-24, was three enemy planes and balloons destroyed (four in one day). Thus, this man died leaving his spirit as an example of able courage, not only unto young men, but unto all the nation." (Inscription on base of statue - reverse side.) The words "Ready to Serve . . .", found on the base of the monument's front, have reminded generations of Linsly men, and now women, of those many who have served and sacrificed for their country. In spite of numerous requests by the War Department to place the monument in front of the Treasury Building in Washington, D.C., Mrs. Bennet decided to donate the statue to Linsly Institute in 1925 where it was placed in front of Old Main. There it remained until 1968 when it was moved to a location on the new campus near Banes Hall.

## **MISSION**

The Linsly School promotes academic excellence, inspires lifelong learning, develops future leaders and emphasizes character development.

## **PHILOSOPHY**

The Linsly School is a coeducational, college preparatory, day and boarding school for students in grades 5-12. Students are selected based on their willingness to engage completely in a school community built upon a challenging academic program that seeks to realize each student's potential. While Linsly day students reside in the greater Wheeling and Washington, PA areas, resident students are drawn from throughout West Virginia, Ohio, and Pennsylvania and beyond.

Linsly students develop in a fair, consistent and stable environment that promotes extensive, formative interaction with teachers. By modeling Linsly's core values of Integrity, Courage, Respect, Responsibility, Perseverance and Citizenship, Linsly faculty members serve as role models and mentors in every facet of school life.

The Linsly curriculum is based on the principles of academic excellence and character. The curriculum provides a rigorous yet innovative marriage of academic performances and character traits through which students grow intellectually and socially. It is the expectation that all Linsly students value and demonstrate the character traits as outlined and defined below:

- Integrity: Honesty; trustworthiness; personal reliability.
- Respect: Personal honor; empathy; kindness to others.
- Responsibility: Dependability; values-driven.
- Perseverance: Relentless in the face of challenge; willingness to grow from failures.
- Courage: Grit; confident in one's abilities.
- Citizenship: Qualities expected as a responsible member of a community.

Likewise, it is the expectation that all Linsly students strive for excellence in seven academic performance skills which are addressed by each department within every course in the school:

- |                          |                 |                     |
|--------------------------|-----------------|---------------------|
| ● Communication          | ● Collaboration | ● Critical Thinking |
| ● Technological Literacy | ● Inquiry       |                     |
| ● Leadership             | ● Creativity    |                     |

This unique combination of character and academic performance skills sets the foundation for a Linsly graduate to prepare to lead and succeed in college and beyond.

Character development infuses every aspect of the Linsly experience. We believe that students develop respected character traits and self-esteem by facing difficult challenges and working to overcome them. To this end, Linsly students should be self-reliant, eager to work, respectful of authority, and willing to give of themselves for the good of the school. To encourage these behaviors, Linsly promotes a sense of community in which families, teachers, and students develop mutual respect and understanding. Linsly is an equal opportunity school, and admissions evaluations are non-discriminatory.

Comprehensive in nature, the Linsly experience extends well beyond the requirements of the classroom. Linsly encourages students to develop their physical skills and realize individual interests through a well-managed program of athletics and extracurricular activities. Linsly's no cut/no quit policy ensures a spot for all students on athletic teams, and requires them to honor their commitments. A respect for competition and sportsmanship, an appreciation for sound physical health, and a willingness to persevere through challenges are values promoted throughout Linsly's athletic program. Complementing the athletic program, Linsly's clubs, organizations, and interest groups present students with meaningful opportunities to make connections and contribute to the school community.

## **GENERAL**

### **THE PREFECT SYSTEM**

The prefect system is a form of student government. It consists of outstanding seniors and a number of exceptional juniors. The prefect system is active in every phase of life at Linsly. Prefects assist new students in their adjustment to Linsly; they act as liaisons between students and faculty. They serve in this way as an extension of the faculty and administration. Through regular meetings with the Dean of the Upper School and Assistant Dean of Students, they help plan social, community services and educational opportunities for the school.

Prefects will lead by example by being role models for all students. This means that they will demonstrate good character at all times by doing the right thing (even when no one is watching) and showing respect for all faculty and students. Additionally, prefects should consistently perform academically and abide by all school rules. The privilege of prefect may be revoked if the student does not meet expectations in any of these areas.

The prefect system is based on an application process and review committee. The application process will be announced on a timeline during the second semester of a student's sophomore and junior year. The evaluation includes an anonymous review by current prefects, a review by a small faculty committee, and a faculty ranking. The qualities on the rubric are leadership potential, community involvement, character trait demonstration, and academic performance.

### **2023-2024 Prefects**

#### **Seniors**

Cole Bloomfield	Riley Maroney
Helen Bossart	Gia Recrosio
Katherine Carson	Avery Sadlowski
Rachel Edinger	Jack Selmon
Giana Ferrelli	Nathen Smith
Lexie Finley	Alex Taylor
Payton Florence	Tommy Turak
Emily Klempa	Brooklyn Wayt

## **Juniors**

Braden Beckett

Haylen Cook

Rocco D'Aquila

Colby Gibbons

Addison Grubler

Caroline Higginbottom

Jessica Lehrke

Dylan Lucas

Caroline Martin

Alex Michalo

Ilayna Murray

Avery Riesbeck

Olivia Rosenthal

Rachel Rutherford

Katerina Spanos

Zoe Zatezalo

Evan Zido

## **PERSONAL APPEARANCE**

Linsly places as great an emphasis on a student's personal development as it does on his/her academic development. In order to enhance the college preparatory environment and to educate students that standards of personal appearance are indicative of one's respect for others and one's recognition of the relationship between dress and grooming and the task to be performed, Linsly has established a standard which seeks to promote uniformity in the school without complete conformity.

## **DRESS CODE FOR BOYS**

Boys are required to purchase the following items from the Lands End Preferred School online uniform store:

- Linsly blazer, with embroidered patch
- Pants
- A school tie is also required and can be purchased at the school store.

For certain occasions during the school year (off campus activities, away athletic events), students will wear their formal school uniform. It consists of gray slacks, white button down shirt, school tie, and blazer with patch. However, on a daily basis, the blazer and either gray or khaki slacks with a plain, conservative belt will be required. The color of the shirt and tie will be the student's choice. Dress shirts must be conservative. Shirts in plaids or dark colors and fabrics such as flannel, silk or denim are not permitted. Solid colors, pastels or white oxford cloth are suggested. All students should wear blazers during the entire day - in the halls, in the dining room, and in transit to and from school and for all and any school events.

Conservative sweaters and 1/4 zip fleeces, suitable for wearing beneath a blazer, may be worn in cooler weather.

- **Crewneck Sweatshirts:** Only **Navy Blue and Black** with a Linsly design on the left chest.
- **Sweaters (V neck or Cardigan):** Any **solid conservative color**
- **1/4 Zips:** Only **Navy, Black, White or Gray** with Linsly design on left chest.

Boys should wear dark, conservative shoes, with dark soles, such as loafers or tie shoes. Athletic looking shoes, tennis shoes, sandals, or boots of any kind are not permitted. Dark, full length socks are required. Outer coats such as raincoats or overcoats that completely cover the blazer may be worn. Letter jackets, windbreakers, blue jean jackets, etc., are not permitted.

## **DRESS CODE FOR GIRLS**

Girls are required to purchase the following from the Lands End Preferred School online uniform store:

- Linsly blazer, with embroidered patch
- Skirts/pants
- Navy knee Socks, or navy tights
- Girls are also required to wear a school tie, which can be purchased in the school store.

For girls, the formal school uniform consists of Black Watch plaid skirt or formal gray or khaki slacks, white button down blouse, navy knee socks, Black Watch tie, and a blazer with patch. On a daily basis, the blazer and either gray or plaid skirts (no shorter than 3" above the knee) will be required.

The color of the blouse and tie will be the student's choice. Blouses must be conservative and solid in color (pastels or white oxford cloth). Blouses in plaids or dark colors and fabrics such as flannel, silk, or denim are not permitted. Girls' blouses may be white, pastel blue or yellow when worn with the plaid skirt. Blouses must have the appropriate collar to be worn with a tie, (e.g. button down or Peter Pan collars).

All students should wear blazers during the entire day. Girls should wear dark conservative solid colored shoes, with dark soles or heels, and with heels no higher than two inches. Sandals, tennis shoes, backless shoes, athletic looking shoes or boots of any style are not permitted. Girls may wear navy knee socks or navy tights. Sweatpants are not permitted to be worn beneath the uniform skirt. Outerwear such as raincoats and overcoats that completely cover the blazer are acceptable. Letter jackets, windbreakers, blue jean jackets etc. are not acceptable.

Conservative sweaters and 1/4 zip fleeces with no logos, suitable for wearing beneath a blazer, may be worn with the tartan plaid skirt. Hooded sweatshirts may not substitute as sweaters.

- **Crewneck Sweatshirts:** Only Navy Blue and Black with a Linsly design on the left chest.
- **Sweaters (V neck or Cardigan):** Any solid conservative color
- **1/4 Zips:** Only Navy, Black, White or Grey with Linsly design on left chest.

***Please Note: \* Students not adhering to the dress code will go through the normal system of discipline. After the normal discipline routine has been exhausted, students will not be permitted to return to school until the dress standard has been met.***

## **HAIRSTYLES AND GROOMING**

The following should be considered as guidelines with regard to hairstyles and grooming and apply for all school activities, on or off campus when you represent Linsly:

1. Conservative, groomed hairstyles are expected. Hair color must be monotone and a natural color. Extreme styles are not permitted.
2. Clean shaven appearances are expected. Mustaches, long sideburns, and beards are not permitted.
3. Tattoos and piercings should be covered, if possible, and are discouraged in general.
4. Garish and noisy jewelry and lapel pins not related to Linsly are not in keeping with school standards.
5. Any questions, uncertainties, or appeals are expected to be taken to the Dean of Students before actions are taken to make sure that a positive atmosphere that both meets the standards of Linsly and respects the individuality of our students.

## **P.E. UNIFORM**

The student is to wear a Linsly gym shirt and black gym shorts purchased through the school store. They are to have a change of athletic socks and sneakers/athletic shoes. The shoes must have non-marking soles.

Swimming - All classes will use the pool. Girls and boys must provide their own swimsuit on designated swimming days. Gym shorts and underwear are not permissible. Students are to take their gym uniforms home every week to be laundered. Lockers will be spot checked the last day of each week.

## **PERSONAL PROPERTY**

The School disclaims responsibility for personal property of students. Parents or guardians are advised to add coverage on their own insurance policies for “property away from premises” for students’ personal property.

## **AFTER SCHOOL HOURS**

There may be an occasion for students to remain after school due to late rides or late extracurricular meetings. Students are welcome to remain for such reasons, but the school insists that students not roam the school building and that they remain in the library or the designated waiting area adjacent to the library where they will be properly supervised. The school discourages students from leaving the building to go to National Road or otherwise wander from the supervised area. Students are also discouraged from remaining after school for other than necessary reasons.

## **MIDDLE SCHOOL AFTER SCHOOL PICK UP**

Middle school students not involved in after-school activities ought to be picked up between 3:00-3:30. On days when this is not possible, after-care is available from 3:30-5:00 in the school library. Parents will be asked to enter the building to sign-out their child.

If a child is in a school-related afternoon sport or program, parents should do their best to pick them up from the practice location as soon as it concludes. If someone other than a parent is picking up your child, please call the front office between 8:00 a.m. - 4:00 p.m. to inform the main office.

## **BEHAVIOR EXPECTATIONS & DISCIPLINE**

Linsly strives to promote the development of both intellect and character. Learning to meet appointments, turn in assignments, and conduct oneself appropriately are as important to Linsly’s purpose as is educational achievement. The discipline system is a direct reflection of the six character traits outlined in the Linsly philosophy. Students who violate school rules or code of conduct must identify which character traits they have violated. As part of the discipline process, students are required to discuss or write an explanation of how this can be prevented in the future.

Linsly’s discipline system is based on a demerit system. Demerits may be issued by faculty members for minor infractions such as classroom demeanor, gum chewing, tardiness, dress code violations, etc. It is recognized that students may accumulate a certain number of demerits during a period of time for minor infractions. Once a

student exceeds this reasonable amount (3 demerits per grading period), he or she will be issued a work detail by the appropriate Dean.

More serious violations of school policy will be dealt with directly by the Deans and Head of School. All major infractions carry a weight of at least 3 demerits and a minimum action of an after-school or Saturday work detail. Some major infractions depending upon the nature of the violation may end in dismissal. Among the infractions for which a student may be dismissed are:

- Possession, distribution, or use of narcotics, tobacco, or alcoholic beverages.
- Possession, distribution, or use of firearms, explosives, or any type of endangering weapons are prohibited.
- Violation of smoking rules
- Absence from campus without permission
- Vandalism
- Stealing
- Dishonesty
- Conduct injurious to the life of the school.

Whether a student will be dismissed or otherwise disciplined for the preceding or any other offense shall be a determination made by the Head of School and reserved to him exclusively. In addition to disciplinary action, students responsible for damage to school equipment or property will be required to pay for repair or replacement of such equipment or property.

Smoking, vaping, chewing tobacco and snuff are not permitted. The possession of smoking materials (including vapes) and/or chewing materials is forbidden. If a student is found with smoking paraphernalia and it contains any kind of drug or narcotic, it falls under the appropriate policy above.

Any student who comes forward and volunteers a substance abuse problem will be entered into the rehabilitative plan below that is designed to support and educate our students in their recovery:

1. The first violation will require the student to complete an online, structured, educational awareness program provided by the school. The program must be completed within seven days of the date of the violation.
2. The second violation will require the student to set up an evaluation with a healthcare professional, approved by the school, to determine if the student has a dependency problem. Following the evaluation, the parents and student will be required to meet with a support team from the school to assess the results of the evaluation and collectively develop a plan to support the student in his/her challenges to make healthy decisions. The student will not be permitted to attend classes until the evaluation and meeting take place and a plan is agreed upon.



3. The third violation of the policy may result in the dismissal of the student.

### **Linsly is a tobacco free campus.**

Students in school attire or representing the school when not on school grounds may also be subject to the discipline standards outlined above.

Students' behavior 'online' may be included in 'off campus' behavior. A student's internet behavior not only represents him or her but also his or her school. This list is not exclusive. The school reserves the right to require the withdrawal of any student from the school when, in the opinion of the Head of School, such action would be in the best interest of the student or the school.

If a student and/or family or guardian files or threatens legal action against the school, for any reason, the enrolled student from the family or guardian, may be asked to temporarily remain off campus until the situation is resolved.

## **BULLYING POLICY**

The Linsly School is committed to providing a physically safe and emotionally secure educational environment. As such, Linsly will not tolerate bullying of students by anyone, including fellow students, faculty, or administrators.

Bullying consists of any intentional written, verbal, graphic or physical acts, including electronically transmitted acts via the internet, cell phone, IM, DM, social media, or wireless hand-held device, either overt or covert, by a student or group of students toward other students or school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or adjacent to school grounds, at any school-sponsored activity, or on school-provided transportation that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the student or school personnel, and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, hostile, or abusive educational environment.

Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute bullying include:

- Physical violence and/or attacks
- Threats, taunts and intimidation through words and/or gestures
- Extortion, damage or stealing of money and/or possessions
- Exclusion from the peer group or spreading rumors

Bullying through the use of information and communication technologies and other Web-based sites, commonly referred to as "cyber bullying," is prohibited. Regardless

of where “cyber bullying” takes place, if it impacts the mental or physical wellbeing of a student or students enrolled at The Linsly School, the school will investigate the situation and reserves the right to discipline students for their “online” actions. Examples of cyber bullying include:

- Posting slurs online via social media or other websites where students congregate
- Sending abusive or threatening messages
- Using camera phones to take embarrassing or unwanted photographs of students and posting them online
- Using websites to circulate gossip and rumors about and to other students

Bullying has negative implications for all students, not just the victims. If you feel that you have experienced or witnessed behavior encompassed within this policy, you should first tell the offending individual to stop the objectionable conduct. If, however, the conduct does not stop or you feel uncomfortable taking the initial step, then inform a faculty or administrator about the conduct. Complaints under this policy should be reasonably specific so they can be investigated thoroughly.

All complaints of bullying will be fully investigated and dealt with quickly and effectively. Linsly also reserves the right to investigate in situations where, although no formal complaint is made, it learns of conduct that may constitute prohibited bullying.

As with its sexual harassment policy, Linsly will keep complaints and the terms of their resolution confidential. Those involved will have the opportunity to submit written statements, present information, and names of potential witnesses. There will be no retaliation against anyone who submits a complaint under this policy in good faith or participates in an investigation relating to such complaint.

Verified acts of bullying will result in discipline consistent and in accordance with school policy, and may include dismissal in the most severe cases.

## **SEXUAL HARASSMENT/VIOLENCE POLICY**

The Linsly School is committed to maintaining an educational environment that is free from sexual harassment. In keeping with this commitment, Linsly will not tolerate harassment of students by anyone, including vendors, fellow students, faculty or administrators.

Harassment consists of unwelcome conduct that is based upon a person's protected status, including, but not limited to, sex, race, religion, sexual orientation, national origin, age, or disability. Linsly will not tolerate conduct that adversely affects a student's academic performance, status or advancement, that interferes unreasonably with a student's academic performance or that creates an

intimidating, hostile or offensive educational environment. Violation of this policy will result in prompt and appropriate corrective action being taken against the individual(s) engaging in the prohibited conduct.

Sexual harassment requires additional explanation.

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute harassment when:

- Submission to the conduct is an explicit or implicit term or condition of student status or impacts in any way upon a student's academic standing, performance or advancement;
- Submission to or rejection of the conduct is used as the basis for an academic decision or judgment; or
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile or offensive educational or living environment.

Sexual harassment may include:

- Explicit sexual propositions
- Sexual innuendo or humor
- Sexually suggestive comments
- Sexually oriented kidding or teasing
- Practical jokes
- Jokes about gender-specific traits
- Foul or obscene language or gestures
- Displays of foul or obscene printed or visual material
- Unwelcome pressure for a dating, romantic, or intimate relationship
- Sexually explicit profanity
- Stalking or cyberbullying
- Email and Internet use that violates this policy

Furthermore, harassment, whether based on gender or some other protected group, may include pranks, teasing, ridicule, horseplay or jokes, even if the subject of such inappropriate conduct is not present when it occurs.

In addition to what is typically considered sexual harassment as outlined above, sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or due to an intellectual or other disability. Some examples of sexual violence may include:

- Rape, sexual assault or battery or other forced sexual activity
- Sexual coercion
- Unwelcome touching, kissing, hugging, or massaging

Students and faculty are expected to assist Linsly in addressing harassment issues. If you feel that you have experienced or witnessed inappropriate, offensive or unwelcome conduct, you should take the following actions:

1. First, tell the offending individual to stop the objectionable action.
2. If that does not stop the conduct, or if you feel uncomfortable taking that step, inform a faculty member or administrator about the matter.
3. If the conduct involves sexual violence, then immediately contact the Head of School, Director of Operations, or Dean of Students.

The best way to ensure that Linsly has an opportunity to enforce this policy is to inform Linsly of any conduct you believe is offensive, inappropriate or unwelcome. To the extent practicable, Linsly will keep complaints and the terms of their resolution confidential. The parties involved will have the opportunity to submit written statements and names of witnesses. You can be assured that any complaints regarding sexual harassment or other harassment will be fully investigated and dealt with quickly and effectively. Linsly reserves the right to investigate in situations where, although no complaint is made, it is learned that the conduct of an individual may constitute prohibited harassment.

Finally, be assured that there will be no retaliation against anyone who submits a harassment complaint in good faith or who participates in an investigation relating to such a complaint. If you feel as though you have been or are being retaliated against because of either submitting a complaint or participating in an investigation, then contact the Head of School, Director of Operations, or Dean of Students.

## **ACADEMIC INTEGRITY**

As members of a school that emphasizes character development in its mission statement, Linsly students are expected to make choices that reflect good character. This applies to all aspects of student life including their academic work. We hold students to high academic standards by expecting that honesty, trust, and responsibility will always be demonstrated through scholarship. As a visible sign of a student's understanding of this expectation, a student may be asked to write a statement of honor ("This is my own work.") after completing work that will be graded.

Cheating is an act taken by a student which gives him/her an unfair advantage. A student caught cheating will receive an academic penalty as determined by the teacher and/or Dean, disciplinary action which includes but is not limited to a 3-point demerit and other appropriate punishment as defined by the Dean.

Cheating shows a lack of respect for oneself and others and reflects a break in trust and honor. An academic integrity violation is considered a major disciplinary infraction according to Linsly's discipline policy. Linsly's policy concerning cheating is the following:

- Upper School students must meet with the Upper School Dean once an academic integrity violation has been reported. Likewise, Middle School students will meet with the Middle School Dean and parents will be notified.
- The student will receive an academic penalty and disciplinary action as a result of the act. If the student is in a leadership position one of the consequences may be that their responsibilities in this area are revoked.
- Upper school students may be required to go before an Honor Council, depending on the severity of the infraction and the number of cheating offenses he/she has incurred. The Honor Council will be made up of prefects and faculty, and after giving the student an opportunity to state their case, the council will make a recommendation with a plan of action to the Dean and Head of School.

## **PARENT - TEACHER MEETING**

Parents are encouraged to contact advisors or teachers concerning the progress of their son or daughter. If a meeting is requested, parents should first contact the appropriate school Dean: Mrs. Allison-Middle School, Mrs. Leone-Upper School. The Deans, subsequently, will make arrangements for meetings at a time mutually agreeable.

## **SCHOOL CANCELLATION – INCLEMENT WEATHER**

Linsly emphasizes that the safety of all of our students is our first priority. While Linsly delays and/or cancels school very infrequently, parents are encouraged to use their best judgment as to the safety of their neighborhood road conditions. As a boarding school, we will almost always hold classes, but we will be understanding in the event that a student can not make it due to unsafe roads. Students who miss for weather-related reasons will be given an excused absence. Parents choosing to keep their child home due to bad road conditions are asked to please email Mr. Brubaker at [bbrubaker@linsly.org](mailto:bbrubaker@linsly.org) in the morning to inform us that your child will be late or absent. Students who come in late due to inclement weather should report to the main office. If school must delay or cancel, notification will occur by means of local television and radio broadcasts on WTRF 7, WTOV9, and WKWK 97.3, WWVA, 1170. A message will also be posted on Linsly's webpage, and those parents who are signed up to receive important text/email announcements from Linsly will receive a text and/or email message.

## **ABSENCES**

**Illness, weather, bereavement:** Parent/guardian should email the Attendance Dean, Mr. Bill Brubaker, [bbrubaker@linsly.org](mailto:bbrubaker@linsly.org), at least 30 minutes before the beginning of the first academic period of the day (8:20 a.m).

## **MEDICAL APPOINTMENTS**

Appointments that can not be made outside of class time should be submitted to the Attendance Dean on or before the morning of the appointment.

- A student leaving school should sign out in the main office and then sign in upon their return.
- Students with early appointments and are not in their first academic class of the day should sign in the main office upon their arrival at school.
- Students are to turn in their slip (note from the doctor/dentists/specialists) from the appointment to the main office. **Not having a slip from an appointment will result in an absence, and it will be counted as unexcused until the documentation is provided.**

**Please remember, if a student has a study hall during the first period of the day, a morning appointment can be made to not have them miss any class time. The same is true if they have a last period study hall in the afternoon.**

- Any appointment other than a medical appointment must be excused prior to the appointment (i.e. driver's permit or license test) following the excused absence policy. Appointments such as haircuts and senior photos should be scheduled outside of school hours.
- For an illness lasting more than 3 consecutive academic days, or one that requires a change in activity - upon return to school a note from the physician should be given to the Attendance Dean, Mr. Brubaker, who will share it with the school nurse.

## **TARDINESS**

Parents who know their child will be tardy are to email Mr. Brubaker at [bbrubaker@linsly.org](mailto:bbrubaker@linsly.org).

- Any student arriving to school after 8:20 a.m. will be marked tardy. The reason for the tardy will determine whether the missed class time will be deemed excused or unexcused.
- Any student arriving at school after the beginning of the first period must sign in at the main office, and they will be given a note to bring to class. The

reason for the tardy will determine whether the missed class time will be deemed excused or unexcused.

- Parents and students should not email or text or phone their first class teacher.
- Upon receiving a third unexcused tardy in a calendar month, a student may be assigned a work detail on a Saturday morning at 8:00 a.m.

### **Advanced absence requests** (including college visits)

- Any request for an advanced “excused” absence must be made to the Upper School or Middle School Dean at least **3 academic days** in advance of the requested absence.
- Once permission has been granted the student should pick up the proper excused absence form from the Deans for his/her teachers to sign. Teachers may require that work be submitted before the absence. This form should be submitted to Mr. Brubaker before departure.

Not having an absence excused ahead of time may result in a student not being permitted to make up assignments and the absences being marked as unexcused. Students who have advanced absences excused will be expected to turn in assignments due on those dates before they leave for the event.

### **There will be no excused absences granted on the following dates:**

- March 1: Extravaganza
- March 26-28: Middle School students ACT ASPIRE Testing
- March 28: Class meetings and Upper School Course Registration

## **COLLEGE VISITS**

A request for a college visit must be made to the Upper School Dean or Attendance Dean at least 3 days in advance of the visit. They will be formally excused when the student returns from the visit with a statement from the school’s admission office or coach (recruiting visit) noting that it was an official visit. Parking passes and brochures will not be accepted.

- Juniors will be granted 2 college visits per academic year.
- Seniors will be granted 3\* college visits per academic year. *\*Accepted student visit days do not count towards this number*

## **EXCUSED ABSENCE**

Absences that are approved in advance, supported by advanced parent notification and/or a note from the medical provider will be deemed as “excused.” The student will be permitted to make up missed class work, and he or she should be proactive about seeing teachers upon their return.

To be eligible for extra-curricular activities after school, a student must be in class for 3 out of 5 academic periods that day.

## **UNEXCUSED ABSENCE**

An absence from school without prior knowledge or notification will be deemed as “unexcused.” The student will not be permitted to make up the missed class work.

Students whose absences become excessive (10 days or more in a year) may receive written notification and may be required to have a conference with parents, teachers, and/or administrators to resolve issues of educational achievement.

Once 10 academic days have been missed due to illness, the school may require verification from a physician for excused absences going forward.

Any unexcused absence may exclude a student from being eligible for end-of-the-year academic awards.

**ABSENCES WILL BE RECORDED ON A STUDENT’S PERMANENT RECORD AND PUBLISHED ON INDIVIDUAL STUDENT REPORT CARDS.**

## **TRANSPORTATION SERVICES**

Linsly currently has a bus to transport students enrolled at Linsly that reside in the Washington, PA area. The Linsly bus will use the Crown Center location for both drop off and pick up. The bus will depart from Crown Center in the morning at 7:30 a.m. In the afternoon, the bus will depart Linsly at 3:15 p.m. from Baner Hall and at 6:00 p.m. from the Stifel Field House. The approximate drop off times are 4:00 p.m. and 6:45 p.m. at the Crown Center respectively. (Please contact the Director of Admissions at 304-233-1436 with any questions or concerns.)



## **AUTOMOBILES**

Students are to drive slowly and carefully on the school campus. Students may park in designated areas in the upper campus parking lot and at Stifel Field House. Boarding students may not have cars on campus without permission.

## **OPEN HOUSE - PARENTS' DAY**

On a specified day, during the early part of the school year, parents of the students are invited to visit the school, meet the faculty, and to follow the student's daily schedule. If the parents wish for a conference with instructors, they may arrange a future conference at that time or contact the Dean for an appointment.

## **SCHOOL SUPPLIES**

Students may purchase school supplies from the school store located on the first floor. Purchases may be charged to the student's school account. Required texts and materials for each course will be listed in course syllabi. A course text list for Upper School will be available on the school website prior to school. Some courses may require online subscriptions, which will be noted in course syllabi and charged to the student's school account. Novels for English and Language Arts classes will be announced in course syllabi and students must have clean copies of each.

## **INSURANCE**

The school does not provide medical insurance for students. However, all international students are required to purchase a school approved policy to cover health care expenses in the USA. Outside of international students, it is the responsibility of each family to arrange for proper and appropriate medical insurance for their son or daughter and to inform the school of the policy.

The school carries a catastrophic student accident plan designed to provide coverage for "catastrophic accidents." This plan has a \$25,000 deductible with a maximum coverage of \$1,000,000 per student. Additional details are available in the Business Office. The Linsly School has a Management Plan for asbestos, prepared in order to comply with Federal Regulations. Linsly hosts an integrated pest management program that maintains a monthly service. Parents should notify the school if they wish to be informed when level 3 or level 4 are applied.

## **STUDENT HEALTH SERVICES**

Due to COVID-19, policy changes have been made to health office procedures and return-to-school procedures. Please refer questions to **Health Services** for the most up to date information.

All students upon admission to Linsly are required to complete a Medical History including all immunization dates. Immunizations must be in complete accord with the West Virginia State Law regarding students entering accredited schools in West Virginia. A physical exam is to be completed by a physician prior to the student's entrance date. Each RETURNING student is required to submit a current physical examination when his/her physical exam from the previous year expires. Absolutely no athletic participation will be permitted without this exam. All students are required to have a completed EMERGENCY CONSENT FORM signed by a parent/guardian and returned to Linsly before the start of each school year. All health related requirements are to be completed by the parent or guardian in the school's health management system, Magnus Health Student Medical Record.

1. **Illness:** All communicable/infectious illnesses are to be reported as soon as possible. The student will need to be cleared by his/her physician or the school nurse before he/she can return to classes. If a student becomes ill during school hours, he/she is to report to the school nurse. A student may not leave school because of illness without being cleared by the nurse.
2. **Medication:** A student taking medication during school hours must report to the nurse with the medication. The medication will be kept in the nurse's office and a physician's order and parental permission is required for all student medication. The school nurse is available to all students for health counseling.
3. **Medical Leave of Absence -** There are times when students requiring special medical attention or students limited by medical circumstances can no longer participate fully in the school program. A medical leave of absence may be requested by a student or his or her parents, or may be recommended by Linsly's medical staff and authorized by the Head of School for the management of medical or psychiatric disorders which prevent or limit a student's ability to meet the requirements of the school. The school will reserve the right to make the final decision about a student's ability to return to school and to outline conditions for continued treatment and the completion of course requirements.

## **LOCKERS**

Lockers will be assigned prior to the first day of school. This will be a student's locker for the remainder of the school year, and each is responsible for its condition. Students are cautioned to close the locker doors before leaving and not to give the combination to others. Lockers may be inspected periodically. A student is not permitted to go to his locker during class periods without faculty permission. Students should store in their locker only those items necessary to complete the routine of the school day. Perishable food items should not be brought to school.

Prior to the Memorial Day weekend (at the end of school) students are to clean out their locker, removing all items and decorations. Lockers that are not cleaned by this date will have items removed, disposed of, and/or donated.

## **LOST AND FOUND ARTICLES**

Lost items are placed on the shelves near the cafetorium, where they may be retrieved. Lost items of value (wallets, watches, glasses) should be turned into the office where they may be claimed after proper identification.

## **CELL PHONES**

**Middle School: Students are NOT permitted to carry a cell phone on their person during the regular school day. Middle School students may use their phone before and after school, but it must be stored in their lockers from 8:20 a.m. - 3:00 p.m.**

**Upper School: If a student chooses to carry his /her cell phone during the school day, the following must be followed. Phones must be:**

- Completely mute (or turn on “Do Not Disturb” function of) during school hours, unless otherwise approved by teacher for class-related purposes;
- Kept out of sight during class periods, unless approved by instructor for educational or documentation purposes (take pictures of homework, play Kahoot, etc.);
- If requested, students with cell phones and smart watches must turn them over to their teacher during class (at any point in time, but especially if taking a test, quiz, or some other assessment);
- Kept out of sight when in the hallway, Cafetorium, or library.

**Cell phone free zones from 8:20 a.m. to 3:00 p.m. (not allowed to be used):**

- Cafetorium
- Library - cell phones are to be placed in the storage display upon entering the library during school hours

**Cell phones may be used with the supervision and/or permission of a teacher or administrator with the following conditions:**

- If a student needs to use his/her cell phone during the school day, they must first ask for permission from a teacher or administrator, and then use it within their classroom or office.
- If a student needs to make a phone call, send a message, or use their phone he/she may ask for permission to do so in the main administrative office, or in the classroom/office of a teacher or administrator.

### **Consequences for Violations of the Policy:**

- Single case violations will result in a documented verbal warning.
- If a student has a second violation, the student will be required to meet with the Dean of Students, Assistant Dean of Students, or Middle School Dean, parents will be informed that the student has had a second violation, and the student's phone will be kept for 24-hours.
- If a third (and/or additional) violation occurs the parents will be informed, and the student's phone will be taken and held until a weekend work detail has been served (typically on Saturday mornings).

## **DINING ROOM**

As a general rule, all students are expected to behave in a responsible manner in the dining room or when eating at school. This involves orderly behavior and good table manners.

Charges will be billed to the student's incidental account if a day student purchases breakfast or lunch at school. Students will use their student ID when purchasing food.

# **ACADEMIC**

## **CHANGE OF CLASS SCHEDULE**

A student may change his/her class schedule only after discussing the change with the teacher, the advisor, and gaining written permission from the Dean. A form must be submitted requesting the change, and a parent signature is required. A change of schedule by a student must be made before the end of the second week of school, unless it is a placement issue (i.e. Spanish II into Spanish I). Placement changes should be made at the earliest time possible once a determination is made by the teacher and Dean.

Note: There will not be schedule changes made mid-year when the new semester begins. If a student would like to add a class to replace a study hall that request would be considered.

## **CORE REQUIREMENTS FOR GRADUATION**

A full program of college preparatory subjects is offered at Linsly. All students must carry 5.5 credits per year (excluding P.E.). Full credit courses meet five times out of the seven day rotation for the entire year.

Twenty credits and the completion of a Senior Research Essay are required for graduation and must include the following minimums:

- 4 credits of English
- 4 credits of Mathematics (minimum level of Algebra II)
- 3 credits of Social Studies
- 3 credits of the same World Language (or 2 years of one language and 2 years of another language)
- 3 credits of Science (Biology and Chemistry I are required)
- Physical Education and or equivalents
- One full credit of Fine Arts
- 1/2 credit of Computer Science
- Senior Research Essay
  - The Senior Research Essay affords students the opportunity to explore a topic of special interest while developing research, writing and critical thinking skills required of college students.

NOTE - To be eligible for Valedictorian or Salutatorian, a Senior must have completed a minimum of three years at Linsly.

NOTE - Promise Scholarship: West Virginia Students must be aware of the requirements to be eligible for the Promise Scholarship by checking with the website [cfwv.com](http://cfwv.com) and also the Director of College Counseling in the beginning of the 9th grade year.

#### NATIONAL TESTS - UPPER SCHOOL

10th & 11th Grade:

- Preliminary Scholarship Assessment Test (PSAT)
- National Merit Scholarship Qualifying Test Required (11th year)

11th Grade:

- SAT I (required)
- ACT (required)

12th Grade:

- ACT & SAT strongly encouraged

9 - 12 Grade:

- National Mathematics Examination (Optional)
- National Foreign Language Examination (Administered by World Language Teachers)

10 - 12 Grade:

- Advanced Placement in AP Courses (Encouraged to consult with teacher)

## **STANDARDIZED TESTING**

The ACT Aspire Test is administered to grades 5-7 and the PreACT 8/9 test to grade 8 in the spring of each school year. A copy of each student's results will be sent home to parents and are helpful in measuring academic growth from year to year. The ACT tests at the 7th and 8th grade levels also offer predictability of performance on the ACT exam later on.

The PSAT is administered during a school day in the first semester for 10th and 11th grade students, and the SAT and ACT are administered during the school day in the second semester for 11th grade students.

## **ASSESSMENT**

### **MIDDLE SCHOOL**

The aims and goals at the heart of all middle school assessment is growth! Middle school courses incorporate both formative and summative assessments all year long. Assessments in middle school school courses may be both traditional and performance-based. Linsly Middle School teachers assess in a variety of ways. Content-area assessments in the middle school may take the form of essays, projects, tests/quizzes, presentations, labs, etc. Assessments may be individual or they may be collaborative depending upon the unit and skills assessed.

**MIDDLE SCHOOL PORTFOLIO:** Because academic performance skills and character traits are so critical to success in the upper school, all students in the middle school must demonstrate mastery of these skills in a holistic manner in the form of a portfolio. The portfolio is a student-centered, holistic assessment where students demonstrate these skills as evidenced by their academic and co-curricular work. The portfolio assignment at each grade level in the middle school is scaffolded in order to increase in sophistication with the 8th grade portfolio being a key assessment for promotion to the upper school. At mid-term, middle school teachers will meet with each student for a portfolio update conference where they will receive formative feedback in order to continuously improve. In the final week of school, students will present their portfolio in front of teachers and for 8th graders, parents are invited to attend the presentation as well.

### **UPPER SCHOOL**

Performance Assessments in each class will be scheduled at the conclusion of the first and second semesters so that instructors can judge student growth, skill development,, and overall acquisition of content knowledge.

The grade earned on those assessments will factor into the overall semester grade and may be utilized in determining course placement in future courses (i.e. math, world language, and AP courses).

*The breakdown below may be revised prior to the conclusion of the first semester in 2022-2023 school year.*

*The breakdown for determining a year-end grade may be:*

- GP1 - 20%
- GP2 - 20%
- Semester 1 - Performance Assessment - 10%
- GP3 - 20%
- GP4 - 20%
- Semester 2 - Performance Assessment - 10%

## **GRADES AND REPORT CARDS**

Class grades are computed on a numerical basis. All grades below 70% are considered failing. Certain grades are indicated by the letter grade. Conversion Scale: 70-D, 74-C, 83-B, 92-A. Report cards are available at the end of every grading period (4 times a year). Students receive a separate comment for each subject. In addition, deficiency reports will be emailed at the midpoint of each grading period.

## **MISSING COURSEWORK**

A teacher can assign a demerit to a student who has unexcused late work or did not submit a major assignment. The demerit will be entered into the student's discipline record and the student must report to the teacher's room after school to make up the work until it is completed at a level satisfactory to the teacher.

## **ACADEMIC PROBATION**

A student who is underperforming in his/her classes, will receive a deficiency from the teacher at the midpoint of each grading period. The deficiency may require that the student meet with the teacher regularly to receive extra help. If the effort and/or performance does not improve, the student may be placed on Academic Probation (AP). Students can also begin the year on Academic Probation based on their performance in the previous school year.

Students who are placed on Academic Probation will report to the library after school to study at a time designated by the Dean. As a result, the student may not be able to participate in athletics.

## **FIRST AND SECOND HONORS**

A student having attained an average of 92% has earned second honors. A student having received an average of 95% has earned first honors.

## **HEAD OF SCHOOL'S PERFORMANCE LIST**

The HPL is composed of students who are recognized for excelling in:

- **Citizenship** - Maintain a positive attitude and contribute to creating a welcoming and inclusive environment.
- **Respect** - Act kind, accept differences, and exhibit empathy.
- **Integrity** - Complete your work, be honest, and trustworthy.
- **Courage** - Remain confident in one's abilities, ask questions, and communicate openly.
- **Responsibility** - Maintain focus, organization, complete assignments and tasks as assigned, adhere to deadlines, and submit quality work.
- **Perseverance** - Give your best effort, be persistent, show a willingness to grow from mistakes.

Those students receiving HPL in seven (7) subjects each grading period make the HPL List in the Middle School, five (5) subjects each grading period in the Upper School.

## **NATIONAL HONOR SOCIETY**

Membership in local chapters is an honor bestowed upon a student. Eligibility for membership is based on outstanding scholarship, leadership, service, character. Students will be notified if they are eligible based on this criteria and cumulative GPA and provided more information via email about the application process. To be eligible for membership according to the NHS national bylaws, students must be a member of a second semester tenth grade, eleventh grade, or twelfth grade class, and must have been in attendance at the school the equivalent of one year. In addition, to be eligible for the Linsly School chapter of NHS, students must have a cumulative GPA of 10th grade - 95% or above, 11th grade - 93% or above, 12th grade - 92% or above and must complete an application which demonstrates their leadership and service. The selection of each member to the chapter shall be by a majority vote of the designated Faculty Council. Once selected, members have the responsibility to continue to demonstrate these qualities.

## **EXTRA ACADEMIC HELP**

Extra help in class work is available, and students are encouraged to seek help by speaking to his/her teacher. Teachers are available for extra help before and after school or during a mutually agreed period. When required, extra help takes



precedence over other activities. Students on the Deficiency List are required to have extra help.

## **TUTORS**

Junior and Senior Prefects, as well as other qualified upperclassmen, serve as tutors to supplement extra academic help administered by faculty. This program is supervised by the Deans.

## **MIDDLE SCHOOL SPECIAL PROGRAMS**

### **National Junior Honor Society (NJHS)**

Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities. To be eligible for membership according to the NJHS national bylaws, students must be a member of a second semester sixth grade, seventh grade, or eighth grade class, and must have been in attendance at the school the equivalent of one semester. In addition, to be eligible for the Linsly Middle School chapter of NJHS, students must have a cumulative GPA of 92% or above, and must complete an application which demonstrates their leadership and service. The selection of each member to the chapter shall be by a majority vote of the designated Faculty Council.

### **Middle School Leadership Council (MSLC)**

The Middle School Leadership Council is an active student group within the middle school who works closely with the Middle School Dean to inform the student body of Linsly's core values of integrity, respect, curiosity, responsibility, grit, and empathy. This group is the primary student leadership group in the school and it consists of 8th graders who have demonstrated scholarship and character, and have been inducted into Linsly's chapter of NJHS. Being a part of this group is a privilege and maintaining membership requires students to model Linsly's core values consistently throughout the school year.

## **MIDDLE SCHOOL STUDENT SUPPORT**

### **Peer Tutoring (PT)**

The Middle School peer tutoring program gives 5th-8th grade students extra opportunities to practice particular skills in any subject area necessary. The student,

the teacher, or the parent may make referrals to the program. When referring a student, simply email Mrs. Loudermilk at [jloudermilk@linsly.org](mailto:jloudermilk@linsly.org) to get things started. The child will meet individually with an older student from our school who is trained as a tutor. Tutoring sessions take place 2-3 times per week during school hours and are facilitated by middle school English teacher, Mrs. Loudermilk. This is NOT a pull-out program. Tutoring sessions are scheduled during non-instructional time so that students do not miss class. The goal of peer tutoring is to help middle schoolers become more skilled and confident. As soon as they reach their skill goal, they may exit the program. This program is an added layer of academic support for Linsly Middle School students. It is not meant to replace extra help by the teacher.

### **Peer Mediation (PM)**

Peer Mediation provides referred middle school students the opportunity to discuss peer-to-peer difficulties they are experiencing and practice the use of interpersonal strategies with trained student mediators. These mediators serve to listen to and advise students on ways they may interact more positively. This is a safe, confidential environment, affording middle school students a social learning experience outside of the regular classroom.

## **ADVISORS**

Before the beginning of the school year, each returning student chooses an advisor. New students are assigned advisors. The advisor becomes the student's close personal contact with the school, and advisors are available to offer assistance in all areas of a student's life. The advisor period will meet from 10:30 AM-10:40 AM every day with A Block immediately following from 10:40-11:10 AM.

## **SCIENCE LABS**

Students are not permitted for any reason in these areas without direct faculty supervision. Due to the inherent danger of these areas, students, while working under the supervision of an instructor, must and will be expected to maintain the highest level of conduct at all times.

## **LINSLY COMPUTER SYSTEM – STUDENT POLICY**

Every student will respect others' right to privacy. A student will only access files to which he/she has been granted access. All users of the Linsly Computer System have rights over their intellectual property. However, the school has legal access to anything that is on the Linsly Computer System and may access an individual's files. It is important for all to understand that private communications and data files will not be accessed without extenuating circumstances, and that the school seeks to honor the individual's right to privacy.

Every student will only use the computers and related technologies for beneficial purposes. All use must be free of profanity, gender bias, racial bias, intimidation and in no way harmful to others, and must be within the law.

Students may not install, transfer, or save any files onto school machines without the approval of the Computer Department. A department member will also scan any approved files for viruses and ensure compliance with copyright laws before allowing them to be used on the Linsly Computer System. All forms of plagiarism or academic dishonesty, including plagiarism involving computer data, will result in strong disciplinary action. Information that has been gathered via the computer must be appropriately cited in footnotes and bibliographies.

Any student who uses the school's computer systems in a manner deemed inappropriate by Linsly, will face strong disciplinary action and will lose all computer rights and privileges for an indefinite amount of time! Please see the student acceptable use policy for additional information.

## **LIBRARY**

Coudon-Ogden Library is a place for research, quiet study and leisure reading. So that it may work to its best advantage for all, it is important that the following rules be observed:

- Quiet and respect for others must be maintained.
- Library hours are normally 7:30 a.m. -5:30 p.m. on school days.
- Books are checked out for a period of two weeks. Renewals are available.
- Subscription databases are available for use at school or at home.
- Periodicals must be used in the library.
- The librarian is available at all times to help with research.
- No food or drink allowed in this space.

## **SCHOOLGY**

Schoology is Linsly's learning management system (LMS). Each student is provided with a Schoology account that can be accessed from any internet browser (there is also an app that can be downloaded). Teachers will post course content and assignments and students will submit work using this platform. It is the student's responsibility to access the site each day. Students should see or email the Director of Technology for any issues with the site or login problems.

## **YEAR-END AWARDS AND RECOGNITION**

- **MIDDLE SCHOOL OUTSTANDING GIRL AND BOY** - One middle school girl and one middle school boy are selected based on academic performance as voted on by the middle school faculty. Students in first and second place in the class standing are awarded a certificate of achievement.
- **VALEDICTORIAN AWARD** - The Valedictorian is presented to that senior with the highest cumulative GPA.
- **SALUTATORIAN AWARD** - The Salutatorian is presented to that senior with the second highest cumulative GPA.
- **BIRCH AWARD** - The John Mitchell Birch Award is presented in memory of John Birch, former Headmaster of Linsly, to the student winners of the Annual Declamation Contest.
- **ACADEMIC EXCELLENCE AWARD** - The Excellence Award celebrates the cumulative efforts of academic effort and achievement combined with character.
  - Upper School Excellence Criteria:
    - Academic honors (1st or 2nd)
    - HPL
    - Have not accumulated demerits or had attendance violations for the entire academic year.
  - Middle School Excellence Criteria:
    - All A's and/or B's every quarter
    - HPL every quarter
    - No demerits
    - No unexcused absences/tardies

### **COMMENDATION**

This award is determined by a vote from upper school teachers, who are asked to identify a 9th-11th grade student that exemplifies the qualities of strong character and persistent hard work but may not be recognized for these efforts by appearing on the Honors list.

**JOHN ANWAR MOST IMPROVED AWARD** - The John Anwar Award is given by Dr. and Mrs. Anwar in memory of their eldest son John who passed away in 1991 when he was a senior. Four of the children in the family, John, Mary, Elizabeth and Jeff attended the Linsly School from 1985 until 2003. This award recognizes the student who has shown the most improvement in Spanish during this academic year.

**VINCENT BLANEY AWARD** - The Blaney Award is given in memory of Vincent Blaney who attended Linsly from 1962 to the time of his death in 1965. He distinguished himself in the study of French. He received the Medal as first in class in

French and 2nd place in the state of West Virginia in the French National Exam. The family chose to remember Vincent by establishing the award for the student who has shown the most improvement in French.

**GUENTHER AWARD** - The David B. Guenther Memorial Award is given for outstanding leadership, citizenship, and character. The award is sponsored by Mr. and Mrs. Gordon Guenther and presented to those Upper School students displaying these attributes.

**GEORGE M. STIMAC AWARD** - The Stimac Award is given in memory of George M. Stimac Jr. He was a student at Linsly from 1969 until 1974 when his health prevented him from continuing. George died in 1975. The Stimac family chose to remember George through this award because of his ability in German and his fondness for Mrs. Margaret Ragni, his German instructor. The George M. Stimac Jr. Award is given to the student who has shown the most improvement in German.

**GILLELAND MOST IMPROVED AWARD** - The Gilleland Award was established in memory of Professor Brady Gilleland who attended Linsly from 1932 until his graduation in 1940. Latin was his life and his passion from college, through a very successful teaching career at the University of Vermont, until his death in 2003. With this prize, Mrs. Gilleland wishes to recognize the warm affection that her husband won from his students by enticement, encouragement and expectation. This award recognizes the student who has shown the most improvement in Latin during this academic year.

**GILLELAND GRADUATION AWARD** - The Gilleland Award was established in memory of Professor Brady Gilleland who attended Linsly from 1932 until his graduation in 1940. Latin was his life and his passion from college, through a very successful teaching career at the University of Vermont, until his death in 2003. With this prize, Mrs. Gilleland wishes to recognize the warm affection that her husband won from his students by enticement, encouragement and expectation. The award recognizes the Latin student who achieved the highest average through his/her Linsly Career.

**JOHN ANWAR GRADUATION AWARD** - The John Anwar Award, given by Dr. and Mrs. Anwar in memory of their eldest son, John, who passed away in 1991 when he was a senior. Four of the children in the family, John Mary, Elizabeth and Jeff, attended The Linsly School from 1985 until 2003. This award recognizes the graduating senior who distinguishes him/herself in the course of the study of Spanish for consistent dedication and hard work.

**ROBERT W. SCHRAMM PHYSICS AWARD** - The Robert W. Schramm Physics Award, given in memory of Henry Brown, is given to that member of the senior class who has attained the highest cumulative average in that discipline during his or her four year Upper School career.

**OWENS AWARD** - The Theodore Scott Owens Award is presented to those members of the Senior Class who exhibit the qualities of determination, seriousness, and persistence respected by all. This award is given in memory of Theodore Scott Owens, a former Linsly student.

**MAX W. LABORDE AWARD**- The Max W. LaBorde Award is given to those students who daily met the challenges and demands of Senior English. The award is given in memory of former Department Chairman, and Senior English Teacher, Max W. Laborde.

**DONALD H. HOFREUTER AWARD** - The Donald H. Hofreuter Award is given to that member of the Senior Class who has been exemplary in his or her service to the school and community, in the tradition of Dr. Donald H. Hofreuter, Linsly Cadet Major, community leader and long time Chairman of Linsly's Board of Trustees.

**BUNCHEER AWARD** - The outstanding resident students in the estimation of the Dorm Masters receive an award given in the memory of the late Albert Buncher, father of Martin Buncher, a former Linsly student.

**BASIL G. LOCKHART AWARD** - This award is presented to the member of the Junior Class who has been selected as Linsly's Head Prefect for the current academic year. It is named in honor of Basil G. Lockhart, Headmaster Emeritus, who faithfully served Linsly as Headmaster from 1940-1972.

**TIM ASHE AWARD** - This award is presented to that member of the Junior Class, who in the opinion of the Faculty and Headmaster, best exemplifies the characteristics of academic excellence, athletic prowess, and unselfish leadership in the tradition of Tim Ashe.

**THE LINSLY MIDDLE SCHOOL IMPROVEMENT AWARD**- This award is presented to that student who has shown the greatest academic improvement in two successive years as determined by academic average, given by the family of Charles M. Swart, Jr.

**LINSLY MIDDLE SCHOOL AWARD** - This award is presented to those members of the Eighth grade who, in the opinion of the Faculty and Head of School, exemplify those qualities of scholarship, leadership, and character looked for in every Linsly student.

**LINSLY MIDDLE SCHOOL GRIT AWARD**- This award is given to one student at each grade level in the middle school who demonstrates the most grit as determined by the middle school faculty and dean. GRIT is defined by Dr. Angela Duckworth of the University of Pennsylvania as the "perseverance and passion for long-term goals."

## **ATHLETICS**

Linsly's athletic program is designed for young men and women with varying levels of athletic ability. In addition, a Middle School intramural program is held during the spring term and is required of all 5th and 6th grade Middle School students. The purpose of the school's varied programs is to develop the student's sense of cooperation, encourage better sportsmanship, and general team and school spirit. Linsly affords each student the opportunity to be involved in a well organized athletic program that introduces students to a variety of sports and skills. Once a student begins a commitment, he/she must finish the commitment.

### **UPPER SCHOOL BOYS' ATHLETICS**

Football - Head Coach, Mr. B.J. Depew  
Basketball - Head Coach, Mr. Dave Wojcik  
Hockey - Head Coach, Mr. Stefan Brannare  
Track - Head Coach, Mr. Nate Cumberworth  
Swimming - Head Coach, Mr. William Brubaker  
Wrestling - Head Coach, Mr. Brian Valentine  
Golf-Head Coach, Mr. Joey Seabright  
Tennis - Head Coach, Mrs. Rebecca Upton  
Baseball - Head Coach, Mr. Jay Cartwright  
Soccer - Head Coach, Mr. Greg Martin  
Lacrosse - Head Coach, Mr. Matt Perry  
Cross Country - Head Coach, Mr. Nate Cumberworth  
Bowling - Head Coach, Mrs. Penny Cunningham

### **UPPER SCHOOL GIRLS' ATHLETICS**

Basketball - Ms. Rebecca Upton  
Cross Country, Head Coach, Mrs. Crissy D'Aquila  
Soccer - Head Coach, Mr. Charles Neighoff  
Golf - Head Coach, Mr. Joey Seabright  
Softball - Head Coach, Mr. Paul Recrosio  
Track - Head Coach, Mrs. Katie Wallace  
Tennis - Head Coach, Mr. David Riethmiller  
Swimming - Head Coach, Mr. William Brubaker  
Volleyball - Head Coach, Mrs. Ashlee Jividen  
Cheerleading - Head Coach, Ms. Angel Lancaster  
Bowling - Head Coach, Mrs. Penny Cunningham

## **STUDENT MANAGERS**

Student Managers are chosen for each sport from a list of students who have made applications through the coaches. Letters are awarded to those in the Upper School who have served satisfactorily for one season.

## **MIDDLE SCHOOL ATHLETICS**

The Middle School athletic program affords boys and girls the opportunity to be involved in well-organized programs that introduce students to a variety of sports activities and skills.

The boys' Middle School (grades 5-8) program contains the following:

Fall-

- Football - 6th, 7th & 8th grade
- Soccer - 5th, 6th, 7th & 8th grade
- Cross Country - 7th & 8th grade

Winter-

- Basketball - 5th, 6th, 7th, & 8th grade

Spring-

- Track - 7th & 8th grade
- Swimming - 5th, 6th, 7th, & 8th grade

The girls' Middle School (grades 5-8) program contains the following:

Fall-

- Soccer - 5th, 6th, 7th, & 8th grade
- Cross Country - 7th & 8th grade
- Volleyball - 7th & 8th grade

Winter-

- Basketball - 5th, 6th, 7th, & 8th grade

Spring-

- Track - 7th, & 8th grade
- Swimming - 5th, 6th, 7th, & 8th grade

## **EXTRACURRICULAR ACTIVITIES**

The school offers a variety of clubs and activities in order to give students the opportunity to participate in areas where they have interests and abilities.



Participation in activities develops in each student a sense of responsibility for his/her community that is important to the individual and the school. Once a student begins a commitment, he/she must finish the commitment. A club fair in the fall enables students to join clubs.

## **UPPER SCHOOL CLUBS**

Upper School clubs are decided on an annual basis based on student interest and faculty support. All students interested in running a club must complete an application and find a willing faculty/staff member to serve as an adult advisor to the club each year. Below is a listing of some of the clubs which have commonly been offered.

- Yearbook
- Newspaper
- Speech & Debate Team
- Language Clubs: French, German, Spanish, and Classics & Latin
- National Honor Society
- History Club
- Model United Nations
- Multicultural Club
- The IT Club (Technology)
- SADD
- Animal Shelter Club
- After School Art Club
- Ski and Snowboard
- Orchestra
- Admissions Ambassadors

## **MIDDLE SCHOOL CLUBS**

Below is a sample listing of some of the middle school clubs that have been offered, based on student interest and faculty support.

- Middle School Drama
- Forensics
- Support the Troops
- World Language Honor Societies (8th grade only)
- Newspaper
- Classical Club (8th grade only)
- National Junior Honor Society
- Animal Shelter Club
- After School Art Club
- Orchestra
- Admissions Ambassadors

## **DANCES**

Dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should be appropriate and reflect this guiding principle.

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\*\*\*Final interpretation of the rules and regulations in the Student Handbook will be determined by the administration in the best interest of the school.\*\*\*