

**The Linsly School Student Handbook
2025-2026**



Table of Contents

QUICK REFERENCE - POINTS OF CONTACT	3
HISTORY	6
THE AVIATOR	6
MISSION	7
PHILOSOPHY	7
THE PREFECT SYSTEM	8
PERSONAL APPEARANCE	10
DRESS CODE FOR BOYS	10
DRESS CODE FOR GIRLS	11
HAIRSTYLES AND GROOMING	13
P.E. UNIFORM	15
PERSONAL PROPERTY	15
AFTER SCHOOL HOURS	15
MIDDLE SCHOOL AFTER SCHOOL PICK UP	15
BEHAVIOR EXPECTATIONS & DISCIPLINE	16
LEGAL ACTION	17
BULLYING POLICY	18
SEXUAL HARASSMENT/VIOLENCE POLICY	19
ACADEMIC INTEGRITY	21
PARENT - TEACHER MEETING	22
SCHOOL CANCELLATION - INCLEMENT WEATHER	22
ABSENCES	23
MEDICAL APPOINTMENTS	23
TARDINESS	24
COLLEGE VISITS	25
EXCUSED ABSENCE	25
UNEXCUSED ABSENCE	25
AUTOMOBILES	26
OPEN HOUSE - PARENTS' DAY	26
SCHOOL SUPPLIES	26
STUDENT HEALTH SERVICES	27
LOCKERS	28
LOST AND FOUND ARTICLES	28
HEADPHONES (earbuds, earphones, etc.)	28
CELL PHONES	29
CELL PHONE POLICY DETAILS	30
FREQUENTLY ASKED QUESTIONS - Regarding Phones	30
CELL PHONE CONSEQUENCES FOR VIOLATIONS:	31
DINING ROOM	32
ACADEMIC	34
CHANGE OF CLASS SCHEDULE	34

CORE REQUIREMENTS FOR GRADUATION	34
STANDARDIZED TESTING	35
ASSESSMENT	36
GRADES AND REPORT CARDS	37
MISSING COURSEWORK	37
ACADEMIC PROBATION	37
FIRST AND SECOND HONORS	37
HEAD OF SCHOOL'S PERFORMANCE LIST	37
NATIONAL HONOR SOCIETY	38
EXTRA ACADEMIC HELP	38
TUTORS	38
MIDDLE SCHOOL SPECIAL PROGRAMS	38
NATIONAL JUNIOR HONOR SOCIETY (NJHS)	38
MIDDLE SCHOOL LEADERSHIP COUNCIL (MSLC)	39
MIDDLE SCHOOL STUDENT SUPPORT	39
PEER TUTORING (PT)	39
PEER MEDIATION (PM)	39
ADVISORS	40
SCIENCE LABS	40
LINSLEY COMPUTER SYSTEM – STUDENT POLICY	40
LIBRARY	41
SCHOLOGY	41
YEAR-END AWARDS AND RECOGNITION	41
ATHLETICS	44
UPPER SCHOOL BOYS' ATHLETICS	44
UPPER SCHOOL GIRLS' ATHLETICS	45
STUDENT MANAGERS	45
MIDDLE SCHOOL ATHLETICS	45
EXTRACURRICULAR ACTIVITIES	46
UPPER SCHOOL CLUBS	46
MIDDLE SCHOOL CLUBS	47
DANCES	47

QUICK REFERENCE - POINTS OF CONTACT

Curriculum/Scheduling

Grades 5-8

Mr. Holt

wholt@linsly.org

Grades 9-12

Mrs. Cunningham

pcunningham@linsly.org

Extra Help/Teacher Conferences/Tutoring

Grades 5-8

Mr. Holt

wholt@linsly.org

Grades 9-12

Mrs. Leone

mleone@linsly.org

Discipline

Grades 5-8

Mr. Holt

wholt@linsly.org

Grades 9-12

Mr. Wallace

jwallace@linsly.org

Attendance

Grades 5-12

Mr. Brubaker

bbrubaker@linsly.org

Dress Code

Grades 9-12

Mr. Seabright

jseabright@linsly.org

Boarding

Grades 7-12

Mr. James Wallace

jwallace@linsly.org

Billing, Charges, Tuition Payments

Grades 5-12

Mr. Greg Martin

gmartin@linsly.org

Student Health Services

Grades 5-12

Mrs. Kelly Metz, RN BSN

healthservices@linsly.org

Grades 5-12

Mrs. Tori Simons, RN BSN

healthservices@linsly.org

Grades 5-12

Ms. Sara Quigley, Counselor

squigley@linsly.org

College Admissions

Mrs. Cunningham

pcunningham@linsly.org

Athletics

Mr. B.J. Depew

bdepew@linsly.org

Admissions, Financial Aid, Enrollment

Mr. RJ Zitzelsberger

rjzitzelsberger@linsly.org

Fundraising, Alumni Affairs

Mrs. Lea Ridenhour

lridenhour@linsly.org

Technology

Mrs. Cara Gregory

cgregory@linsly.org

Administration

Head of School, Justin Zimmerman

Chief Advancement Officer, Lea Ridenhour, JD

Controller, Dena Altmeyer

Dean of the Middle School, William Holt

Dean of the Upper School, Melissa Leone

Dean of Student Life, James Wallace

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

Director of Athletics, B.J. Depew

Director of Buildings and Grounds, Mark Dodd

Director of College Counseling, Registrar, Penny Cunningham

Director of Operations, Greg Martin

Director of Public Relations, Stacey Creely

Director of Technology, Cara Gregory

Faculty

Ayomide Ajiboye, Science & Mathematics Department

Sarah Allen, Mathematics Department

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
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
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
William Holt, Interim Middle School Dean, 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
Rebekah Martin, Social Studies Department Chair, Dorm Head - Yost Hall
John Massey, Science Department
Darrin McGinnis, English Department
James Merinar, Mathematics & Science Department
Kelly Metz, School Nurse
William Cody Morgan, Fine Arts Department, Music
Jennifer Neff, English Department
Ellen Nau, Mathematics Department
Joel Nau, Mathematics Department
Alex Pinarski, Social Studies Department
David Phillips, Social Studies Department
Kim Ratkiewicz, English Department
Stephanie Romanek, Mathematics Department Chair
Joey Seabright, Assoc. Dean of Students, PE/Health Department, Dorm Head (Dicke)
Rebecca Upton, Physical Education & Health Department Chair
Joy Van Scyoc, Fine Arts Department Chair, Art
James Wallace, Dean of Students, Dir. of Leadership Programs, History Department
Katherine Weir, Fine Arts Department, Art
Lisa Welch, World Language Department Chair
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 Baner 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
- Technological Literacy
- Leadership
- Collaboration
- Inquiry
- Creativity
- Critical Thinking

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.

SCHOOL INFORMATION

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.

2025-2026 Prefects

Seniors

Analise	Baker	Addison	Lucas
Lili	Blakely	Reese	Maroney
Milo	Boles	Elaina	Pusz
Sydney	Burke	Chenbin	Ren
Claire	Carson	Ian	Sincavich
Tucker	Doty	Gavin	Spadafore
Aubrey	Dunkin	Macy	Sustik
Levi	Ekanem	Sophia	Tsikouris
Sophia	Funke	Sophie	Toma
Tucker	Harden	Evangeline	Yendell
Raegan	Hendershot	Bridget	Zimmerman
Baylie	Hinebaugh		
Rhiannon	Jones		

Juniors

Rhyder	Dlesk
Siwoo	Kim
Jaxon	Milam
Joseph	Nodurft
Connor	Phillips
Nolan	Smith
Cecilia	Sweeney
Christopher	Upton

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, a dark leather belt or Linsly belt, 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. Shirts must have the appropriate collar to be worn with a tie and ties/collars need to be visible at all times. The shirts should be tucked in at all times.

Dress shirts must be conservative. Shirts must be solid color 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.

Boys should wear shoes that align with the uniform in a professional manner. Athletic shoes, tennis shoes, sandals, or boots of any kind are not permitted. Dark, full length dress socks are required. 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 will be required (Note: skirt length should pass the fingertip test).

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). Shirts must be solid color and fabrics such as flannel, silk or denim are not permitted. Solid colors, pastels or white oxford cloth are suggested. Blouses must have the appropriate collar to be worn with a tie and ties/collars need to be visible at all times. The blouse should be tucked in at all times.

All students should wear blazers during the entire day. Girls should wear shoes that align with the uniform in a professional manner. Sandals, tennis shoes, backless shoes, athletic looking shoes or boots of any style are not permitted. Girls may wear navy knee socks pulled up to the knee or navy tights. Sweatpants or pajama pants are not permitted to be worn beneath the uniform skirt. Letter jackets, windbreakers, blue jean jackets etc. are not acceptable.

During colder weather, a student may choose to wear a garment beneath the blazer as noted below:

- Lands' End issued crew neck sweatshirt with the small Linsly logo on the left chest.
- Lands' End issues 1/4 zip in black or Navy with the small Linsly logo on the left chest.

DRESS CODE CONSEQUENCES FOR VIOLATIONS:

- **Fifth Instance**
 - The student will meet with a member of the Student Life Office
 - The advisor and the student will receive email notification of each infraction.
- **Eighth Instance**
 - The student must complete 30 minutes of service within 7 school days of the last violation

- The student will be ineligible for end-of-year excellence award designation.
- Parents, advisor, and student will be notified via email of the infractions.

- **Tenth Instance**

- The student will be required to complete 60 minutes of service to the school.
- The student must present to a panel of administrators (topics will be given when the consequences are given).
- Student must meet with a member of the Student Life Office at 8:15 am to have dress code checked for 7 school days
- Parents will be notified, and a meeting will be scheduled to discuss how to move forward.
- The student will be unable to earn academic excellence or academic distinction awards, will remain ineligible for any school leadership positions, or leadership positions will be revoked (Prefect, NHS, etc.).
- The student will be placed on probation, meaning that any future and continued violations of the dress code, attendance policy, or major school rules may result in dismissal.

- **Additional Violations**

- The Administration will meet to determine if the student should continue at Linsly. After considering the student's entire record, the student may be retained with counseling required, be subject to additional restrictions or punishments, be dismissed, or be required to withdraw.

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 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.

JEWELRY AND PIERCINGS POLICY

In keeping with Linsly's standards of personal appearance and professionalism, the following expectations regarding piercings apply:

Boys are not permitted to wear piercings of any kind during the school day or at school-sponsored events.

Girls may wear a maximum of two conservative earrings per ear. All other visible piercings (nose, eyebrow, lip, etc.) are not permitted.

If a student arrives at school in violation of this policy, they will be required to remove the jewelry and may be subject to disciplinary action in accordance with the dress code enforcement guidelines.

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. 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. Because the main entrance doors remain locked at all times, parents will be asked to message or call their child, informing the student they are here and ready to pick their child up. The on-duty faculty will verify this by asking the student to show the message or ask to speak to the parent via phone. Then the student will record the name of the parent and the time at which he/she leaves the school building.

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. 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.

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 designed for students to grow and to help them develop a mindset to make healthier and better decisions. A discipline infraction will be documented and it is based on a points system. An infraction may be issued by faculty members for minor infractions such as classroom demeanor, tardiness, dress code violations, missing assignments, etc. It is recognized that students may accumulate a certain number of points during a period of time, which will be evaluated on an ongoing basis. As a student accumulates points, he or she will be issued an improvement plan and actions initiated by the appropriate Dean.

There are some violations that carry more weight and require a faster response. More serious violations of school policy will be dealt with directly by the Deans and Head of School. Some major infractions depending upon the nature of the violation may result 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.
- 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, and all chewing tobacco 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 representing the school when not on school grounds may also be subject to the discipline standards outlined above.

When students' behavior 'online' or 'off campus' has an impact or threatens the in school experience, the school has grounds to address the matter. In some circumstances, the school may try to resolve the issues in an educational manner with the parents' support. In the event that does not correct the behavior, additional

disciplinary action may be warranted. 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.

LEGAL ACTION

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, 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.

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 behavior infraction 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.

ARTIFICIAL INTELLIGENCE

The Linsly School recognizes the benefits of Artificial Intelligence (AI) in enhancing the learning experience of our students. However, we also recognize the importance of using AI ethically and responsibly. This policy outlines the current guidelines for the use of AI within our school.

Verify facts. Assume that it is wrong unless you know that it is not or can verify the facts elsewhere. Also, know that if you provide a poor prompt you will receive poor feedback. Learning how to generate a needed outcome from AI is an emerging skill.

Ethical Use of AI: Students are expected to use AI in an ethical manner. This means that the use of AI should not be harmful, discriminatory, or misleading. Students should not use AI to spread false information or to plagiarize the work of others. Students must cite the use of AI when it is used and acceptable per the teacher's instructions. **It should not replace a student's voice!** Your original ideas are what help develop critical thinking skills, and using AI to generate ideas, commentary, or arguments for original assignments is unethical and considered plagiarism.

Privacy and Security: Students must ensure that any data used in the AI model is obtained legally and that the data entered into AI is not personal or confidential. The information derived from these tools is based on previously published materials.

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: Mr. Holt-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 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 and sign in to the building. 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, medical appointments, weather, bereavement: Parent/guardian should email attendance requests to attendance@linsly.org, at least 30 minutes before the beginning of the school day (8:20 a.m). Emails before 7:50am are appreciated.

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 advisor or their first academic class of the day should sign in the main office upon their arrival at school and turn in their appointment slip.
- 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 3 consecutive academic days or more, 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 attendance@linsly.org.

- Any student arriving at 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 advisory 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 advisory 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 travel, family reasons, 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 may 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:

- February 27: Extravaganza
- March 30-April 2: Middle School students standardized testing
- April 2: Class meetings and Upper School Course Registration
- December 15-18 and May 18-21 for upper school
 - Students are not permitted to re-schedule or miss a final performance assessment

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. There is a form the teachers will need to sign before the absence. 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 overall or 5 consecutive 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. Attendance can be monitored on Veracross through the parent and student portal.

ABSENCES WILL BE 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 Banes 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. Students are not permitted to go to their cars during the school day without permission from a Dean.

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/supply 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.

HEADPHONES (earbuds, earphones, etc.)

Students are not permitted to wear earbuds, earphones, or headphones without first getting permission from a teacher or administrator.

- Teachers may sometimes permit students and/or even encourage them to be used for educational purposes in their classrooms.
- Linsly does not permit students to wear earbuds, earphones, or headphones in hallways, the cafeteria, or outside of classrooms or study halls.

CELL PHONES

Linsly will be a phone-free school for students from 8 a.m. until 3 p.m. daily. Challenges over the past decade as educators, research on phone usage in schools, and our commitment to adhere to our mission to provide students with an exceptional learning environment shaped this decision.

In line with our school theme for the year, "Forward Together!" we are confident this policy will move Linsly forward collectively and foster a more focused and cohesive learning environment.

Here are the key points behind this policy change:

- **Improving Focus and Academic Performance:** We aim to create an environment that captures each student's attention during school hours. By eliminating the distraction of phones, we can better protect the integrity of the academic day and ensure that students focus on learning. Limiting distractions from phones will provide students the time to engage more deeply with their studies. This focused environment is crucial for their academic success.
- **Building Relationships and Connections:** Phones have often interfered with developing meaningful student relationships and connections. By

removing this barrier, face-to-face interactions will be encouraged, enhancing the bonds within our school community.

- **Maintaining a Professional Learning Environment and Keeping Students Authentically Present:** Just as our uniform policy reminds students of the professional value we place on education, a phone-free policy reinforces the importance of maintaining a focused and professional learning environment. Research has shown that phones are a significant distraction and detract from learning, directly conflicting with the school's mission.
- **Enhancing Mental Health and Well-being:** Jonathan Haidt's (2024) research indicates that reducing phone usage helps to alleviate anxiety and depression, which are linked to excessive smartphone use. By limiting screen time, we can create a healthier and more balanced environment for our students.
- **Promoting Better Sleep and Overall Health:** Reducing screen time during the day can positively affect students' sleep patterns, contributing to better overall health and readiness to learn. This "digital detox" can help them feel more rested and prepared for their academic responsibilities.
- **Developing Life Skills:** As a college preparatory school, we strive to create academic and life skills that will distinguish our students in college and beyond. By encouraging more face-to-face communication and interaction, we are helping students build the competencies they need for future success.
- **Fostering Self-Awareness, Maturity, and Self-Confidence:** Limiting phone use will also support the development of self-awareness, maturity, and self-confidence in our students. Focusing on their immediate surroundings and interactions will provide valuable insight.

CELL PHONE POLICY DETAILS

AWAY FOR THE DAY—To maintain an optimal learning environment and reduce distractions, students in grades 5-12 are not permitted to have their cell phones with them during the school day, which is defined as 8 a.m. to 3 p.m.

During this time:

- Students may not have their phones with them during the school day and may not use them at any time during the school day.
- Boarding Students: Cell phones must be secured and locked in their dorm room.

- **Day Students:** If a student brings a phone to school, it must be turned off and stored inside their school locker.

If a student has a medical condition that requires access to a cell phone, they may seek a medical exemption to this policy. A parent must contact the school nurse to initiate a discussion, and all requests will be decided on a case-by-case basis.

FREQUENTLY ASKED QUESTIONS - Regarding Phones

As a parent, how do I contact my child during the school day?

If you need to send a message to your child, call the school's main telephone line (304-233-3260), and we will communicate the message or have your child call you.

If a student needs to make a call during the school day, what should he/she do?

A student may ask for permission to use the phone in the administrative office, or a teacher may assist them in making a call.

How will I know if there is a school emergency?

If there is an emergency involving your child, a school administrator or employee will contact you as soon as possible.

If there is a broader school issue that needs immediate attention, the school will send a text message to parents via Remind and provide information on how to get more information via email or the school's website.

CELL PHONE CONSEQUENCES FOR VIOLATIONS:

If a phone is with a student without permission, it will be taken. It will remain in a safe and secure location at the school until the conclusion of the academic day.

In addition, the following consequences will be issued:

- **First Instance**
 - The student must turn in their phone to the administration for a minimum of two full school days (from 8 a.m. to 3 p.m.).

- The student must complete 30 minutes of service to the school and continue to turn in their phone to the administration until this service is completed.
 - Parents will be notified.
- **Second Instance**
 - The student must turn in their phone to the administration for a minimum of five full school days (from 8 a.m. to 3 p.m.).
 - The student must complete 60 minutes of service to the school and continue to turn in their phone to the administration until this service is completed.
 - Before returning the phone, the student must meet with the Dean of Students, Assistant Dean of Students, or Middle School Dean (grades 5-8), and the student must submit a written essay assignment (an essay topic will be assigned with the consequences given).
 - The student will be ineligible for end-of-year excellence award designation.
 - Parents will be notified.
- **Third Instance**
 - The student must turn in their phone to the administration for the remainder of the school year (from 8 a.m. to 3 p.m.).
 - The student will be required to complete 90 minutes of service to the school.
 - The student must present to a panel of administrators (topics will be given when the consequences are given).
 - Parents will be notified, and a meeting will be scheduled to discuss how to move forward.
 - The student will be unable to earn academic excellence or academic distinction awards, will remain ineligible for any school leadership positions, or leadership positions will be revoked (Prefect, NHS, etc.).
 - Counseling may be required for the student.
 - The student will be placed on probation, meaning that any future violations of the cell phone policy or major school rules may result in dismissal.
- **Additional Violations**
 - The Administration will meet to determine if the student should continue at Linsly. After considering the student's entire record, the

student may be retained with counseling required, additional restrictions/punishments, dismissed, or required to withdraw.

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. Based on Linsly's character traits, cleaning up after oneself is an expectation.

Students are expected to eat in the cafeteria, as they are not permitted to take plates, cups, silverware, etc out of the cafeteria.

Lunchtab is used for food and bookstore purchases. Parents or guardians of students are required to create a LunchTab online account, and add funds to their student's dashboard.

****Note for International Families: If an international family needs to use a wire transfer to fund their Lunchtab account, please notify Ms. Cayla Rupe, Accounting Clerk, at crupe@linsly.org so that the funds are applied correctly to Lunchtab versus being considered a tuition payment.*

Parents or guardians will need to add funds prior to August 21 to ensure their child can purchase lunch on the first day. The account balance can be used by any student in the family by swiping their ID card at the following beginning on the first day of school:

- **Bookstore** - The bookstore offers a variety of apparel, supplies, and books and will continue to accept cash, checks, and credit cards as payment methods in addition to Lunchtab funds.
- **Cafeteria Lunch** – The cafeteria remains cashless. Students will swipe their ID card at the checkout to use Lunchtab funds. ****Note for Boarding Families: Although all students may be required to checkout, the boarding fee in your contract includes weekday breakfast, lunch, and dinner as well as all weekend meals obtained in the cafeteria. The boarding fee does not include the DTE breakfast bar, concessions, or snack bar.*
- **DTE Breakfast Bar** – The DTE breakfast bar is a student-run snack shop where students can purchase to-go items with proceeds going back to the

students and community. The DTE Breakfast Bar remains cashless, and students will use Lunchtab funds to purchase items.

- **Concessions** – The concessions stand provides drinks and snacks for select sporting events. Cash and Lunchtab funds are accepted.
- **Snack Bar** – The snack bar is located in the Student Center in DiOrion Hall and is open Monday through Thursday evenings and offers a variety of snacks and drinks as well as a hot item. The snack bar remains cashless, and students will use Lunchtab funds to purchase items. ****Note for Boarding Athletes: Coaches are responsible for ensuring boarding athletes receive a meal if the student misses the normally scheduled cafeteria meal. If the snack bar is used for a boarding athlete's missed meal, there will be no charge.*
- **Alerts - Parents or guardians**, will receive an e-mail alert when the account balance falls below \$20 so that you may add funds. If there are not funds available, students will not be allowed to purchase food or items from the various options listed above.

ACADEMIC

CHANGE OF CLASS SCHEDULE

Returning students will not be permitted to make schedule changes if the course requests they selected during registration were satisfied. Changes can be considered only due to a concern with graduation requirements.

A new 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.

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 (22 credits starting with the class of 2029) and the successful 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 different levels of the same World Language (3 credits) or 2 different levels of one language and 2 different levels of another (4 credits).
- 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
- Successful completion of the 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 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 (required)
- ACT (required)

12th Grade:

- ACT & SAT strongly encouraged

9 - 12 Grade:

- National Mathematics Examination (Optional)

10 - 12 Grade:

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

STANDARDIZED TESTING

The IOWA Form E test is given to all middle school students in the spring of each 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 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 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 the form of a portfolio presentation. The portfolio is a student-centered 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 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 for calculating a year-end grade is:

- 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.

In the Middle School, repeated failure to complete assignments may result in students being assigned to a mandatory one-hour study hall with the Middle School Dean each Wednesday after school.

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.

Upper School 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. Middle School students will report to the Dean's classroom for mandatory supervised study hall each Wednesday immediately after school.

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 since the first semester of their freshman year to their current year at Linsly. A student's is eligible to apply if they hold the following cumulative GPA: 10th grade - 95% or above; 11th grade- 93% or above; and 12th grade - 92% or above. All eligible students must complete an application which demonstrates their leadership, service, and character. 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.

When identified by their teachers, Middle School students in need of extra support will be required to attend extra help sessions during the midday A Block study hall period.

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 does not have an official peer tutoring program, however, there are times when a Middle School student will be assigned a Prefect tutor. These are

on a student-by-student basis and are a result of input from the Middle School Dean, Upper School Dean, classroom teachers, and student parents.

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 8:20-8:30 AM every day. In the Uppser School, students may have additional Advisor period time during the A Block period from 10:45-11:15 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.
- Students are required to be in **proper dress code** in order to use the library.
- Library hours are normally 7:30 a.m. -5:00 p.m. on school days.
- Books are checked out for a period of two weeks and may be renewed for an additional two weeks.
- Subscription databases are available for use at school or at home.
- The librarian is available to assist with research and citations during regular school hours; it is recommended that a student email to set up an appointment.
- There are three study rooms available via reservation at the library desk.
Note that there is a limit of four students per room.
- Water is permitted as long as it is in a container with a lid. No food is permitted in the library.

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) each quarter
 - HPL each quarter
 - Have not accumulated behavior infractions or had unexcused absences/tardies 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.

BUNCHER 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.

THE GREGG AWARD - MIDDLE SCHOOL OUTSTANDING GIRL AND BOY - 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 CHARACTER AWARD - This award is given to one student at each grade level in the Middle School whom the teachers and Head of School feel best lives the character traits outlined in the Head of School's Performance List: Citizenship, Respect, Integrity, Courage, Responsibility, and Perseverance.

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. Kris Smith
Track - Head Coach, TBD
Swimming - Head Coach, Mr. James Merinar
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. Austin Goode
Cross Country - Head Coach, Mrs. Crissy D'Aquila
Bowling - Head Coach, Mrs. Penny Cunningham

UPPER SCHOOL GIRLS' ATHLETICS

Basketball - Mrs. Rebecca Upton
Cross Country, Head Coach, Mrs. Crissy D'Aquila
Soccer - Head Coach, Ms. Morgan Kost
Golf - Head Coach, Mr. Joey Seabright
Softball - Head Coach, Mr. Herb Minch
Track - Head Coach, Mrs. Katie Wallace
Tennis - Head Coach, TBD
Swimming - Head Coach, Mr. James Merinar
Volleyball - Head Coach, Mrs. Ashlee Jividen
Cheerleading - Head Coach, Ms. Alena Costain
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.

- Newspaper

- Speech & Debate Team
- Language Clubs: French, German, Spanish, and Classics & Latin
- National Honor Society
- Model United Nations
- Math
- WILDS
- Multicultural Club
- Robotics
- After School Art Club
- Orchestra
- Admissions Ambassadors
- Science & Engineering Club

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. Students interested in creating and leading a club will be given the opportunity to petition the Dean and if permitted will hold their club meetings on a monthly basis.

- Theater and Acting Club
- Forensics
- Board Game Club
- Book Club
- Newspaper
- Classical Club
- National Junior Honor Society
- Animal Shelter Club
- After School Art Club
- Orchestra
- Sports Club

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.

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