

Cardigan Mountain School
2026 Summer Session
Welcome Guide & Student Handbook









CARDIGAN SUMMER SESSION

Dear Summer Families,

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

We look forward to welcoming you to campus this summer!

Sincerely,



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Guide to Forms & Documents

There are several required forms and documents that must be submitted through your CampInTouch account prior to your student's arrival at Summer Session. The following chart provides an overview of the required forms. You can find further detail about these forms throughout the Welcome Guide.

Required for All Students

Form Name	What It Is
Form 1: Enrollment Agreement	This form confirms your intention to enroll your student for Summer Session, explains tuition and expense deposits, and requires the signature of a parent/guardian.
Form 2: Course Selection	Use this form to select and rank class choices. The Course Catalog is available in the Forms & Documents Section, for your reference to assist with completion of Form 2.
Form 3: Health History	This form gives our Health Team an overview of the student's general health, including history of illness/injury, allergies, and conditions.
Form 4a: Physical Exam, Immunizations, and Rx Form	This form provides a place to upload a recent Physical Exam completed and signed by a medical professional, an immunization record, and documentation of any prescription medications your student must take while at Summer Session.
Form 4b: Daily Supplements and Over-the-Counter Items	This form collects information about any non-prescription items (vitamins, supplements) that must be dispensed to your student on a regular basis.
Form 4c: Proof of Medical Insurance	Domestic Students: Front/back copy of your medical insurance card. International Students: We already have this on file for you, as insurance is offered as part of tuition.
Form 5: Acknowledgements, Permissions, and Waiver Form	Sign-off for the following: ● Reviewed the Student Handbook ● Identified a parent/guardian who should receive communications from the business office ● Set school store spending restrictions ● Provided permission for waterfront activities ● Provided photo permissions ● Reviewed and signed activity/liability release

May Be Required for Your Student

Form Name	What It Is
Form 6: Travel Form	This form notifies Cardigan how your student will be traveling to campus at the start of Summer Session and home from campus at the conclusion of the program.
Financial Aid Award Acceptance	If you have received, and are accepting, a financial aid award, you signal your acceptance using this form.

Packing List

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

Required Clothing

Please review the dress code (page 12) to ensure appropriate items are packed.

- ❑ Shirts for Class Dress (7)
- ❑ Bottoms for Class Dress (3)
- ❑ Socks (10)
- ❑ Underwear (top and bottom as needed)(10)
- ❑ Sleepwear (2)
- ❑ Sweater/Sweatshirt (2) *
- ❑ Long-Sleeve T-Shirt (1)
- ❑ Jeans (1)
- ❑ T-shirts for Activities (7) *
- ❑ Athletic Shorts (3)
- ❑ Athletic Pants (3)
- ❑ Swimwear (2) (see dress code on page 12)
- ❑ Rain/Wind Jacket (1) *
- ❑ Sneakers/Athletic Shoes (1 or 2)
- ❑ Shoes for Class Dress (1)

Required Toiletries

- ❑ Comb/Hairbrush *
- ❑ Toothbrush and Toothpaste *
- ❑ Shampoo, Soap, Body Wash *
- ❑ Deodorant (no aerosol/sprays) *
- ❑ Sunscreen *
- ❑ Bug Spray

Optional Toiletries

- ❑ Shaving and Hygienic Supplies as Needed *
- ❑ Floss for Teeth *
- ❑ Washcloth/Wash Sponge/Loofah
- ❑ Nail Clippers *

Additional Optional Items

- ❑ Pens and Pencils*
- ❑ Notebooks and Folders*
- ❑ Backpack/Book Bag *
- ❑ Tennis Racquet
- ❑ Baseball/Softball Glove
- ❑ Flashlight *
- ❑ Lacrosse Stick
- ❑ Shin Guards
- ❑ Rash Guard/UV Shirt for Swimming
- ❑ Swim Goggles *
- ❑ Rain Boots and/or Poncho/Raincoat
- ❑ Summer Reading Book(s)
- ❑ Alarm Clock for Bedroom *
- ❑ Fan (in good working order)

- ❑ Bicycle (helmet & lock required)
- ❑ Skateboard (helmet required)
- ❑ Hiking Shoes
- ❑ Hat, Bandana, or Both
- ❑ Theme Dinner Items (see page 16)
- ❑ Shirts for Fun Shirt Fridays
- ❑ Camera: *Please note that all technology with browser connectivity will be stored and unavailable for use during the session.*

Section I: Introduction & Academics

A Note About This Welcome Guide and Handbook

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

History and Mission

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

To these ends, the program:

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

Tuition

Tuition is due in full by **May 1, 2026**. You may login to your CampInTouch account and access your statement at any time. You may also make payments through this portal. If you need assistance with international wire transfers or other payment options, please contact JoAnn Rauert in the business office at 603.523.3549 or via email at jrauert@cardigan.org.

Classes

Course Selection

Summer Session classes are an opportunity for students to explore new subjects, cement foundational academic skills, and develop as lifelong learners. Classes are either one or two periods in length and each student takes up to five classes per day (or one double period class and three individual classes or two double period classes and one individual class).

The Course Catalog lists all available options for this year's Summer Session. Your child's grade level from the 2025-2026 school year (the year they will have just finished prior to summer) is their grade during Summer Session.

To access the 2026 Course Catalog: login to your CampInTouch account, navigate to "Forms and Documents" and download the 2026 Course Catalog. It is also available on the Summer Session website.

We encourage you to review the contents of the Course Catalog with your student to gauge their interest in particular subjects. The selection form will ask you to rank 15 courses. Once you are ready to rank the courses for selection, navigate back to "Forms and Documents" and click **Form 2: Course Selection**. Please fill all ranking blanks from #1 (most desired) through #15.

Please note: We cannot guarantee that your student will be scheduled in all their top-ranked classes. We will, however, do our best to accommodate your student's requests.

Additional Course Fees

Some courses (as marked in the Course Catalog - $) require additional fees to cover the cost of materials. Should you choose one of these courses and your student is able to be placed in it, those fees will be debited from your student's expense account.

Changing Courses

Due to the short nature of the program, we cannot accommodate course changes once the program begins. For additional information, please contact Summer Session Director of Studies Molly Maletta at **mmaletta@cardigan.org**.

Academic Progress Reports

Students receive written feedback from each of their classroom teachers, in addition to an effort mark on a 1 to 5 scale. This report is emailed home approximately two weeks following the end of Summer Session.

New for Summer 2026: Effort grades are based on a rubric, rather than a narrative format.

Section II: Packing, Travel & Communication

Arrival, Departure & Transportation

Below, you will find details about arrival and departure for Summer Session. Our Travel Coordinator, Erzi Willems, is available to answer any questions you may have or assist you with travel arrangements. She can be reached at 603.523.3725 or by email at ewillems@cardigan.org.

Please carefully review this information prior to completing **Form 6: Travel Form**, as that form will require you to choose from the options below.

Arrival: Saturday, July 4, 2026, OR Saturday, July 18, 2026

There are three ways students may arrive on campus:

- Parent/Guardian Direct Transportation
- Cardigan-Chaperoned Transportation
- Private Car Service (not chaperoned)

Parent/Guardian Direct Transportation:

- Choose this option on **Form 6: Travel Form** if you will drive your student and arrive on campus by car for registration between 9:00 a.m. and 12:00 p.m. EST.

Cardigan-Chaperoned Transportation:

- Choose this option to have Cardigan arrange chaperoned transportation for your student to campus from the airport.
- This transport is for students ONLY; we cannot transport parents/guardians. If at all possible, we recommend that you fly into Boston's Logan Airport, due to its proximity to our campus in NH. Pickup from JFK Airport (NY) is also available.
- You may choose this option whether your student is flying to the airport or being dropped off there directly. For example, if you live near JFK, you may find it more convenient to drop your student off at the airport for transport to NH, rather than driving them to campus.
- Students must arrive at the airport between 11:00 a.m. and 3:00 p.m. EST regardless of whether they are flying in to or being dropped off at the airport. If this time window is not practical, please see Option 3, "Private Car Service," below.
- Your student will likely be one of several students who will arrive during a similar window of time, and some waiting in the airport should be expected. The location within the airport, and the time for pickup where your student will meet the Cardigan chaperone, is determined when all flight information for arriving students is known.
- The fee for this one-way service is $110 from Boston and $220 from JFK.

Private Car Service (Not Chaperoned by Cardigan Faculty or Staff):

- You must choose this option if your student is flying and will arrive outside the 11:00 a.m.–3:00 p.m. EST flight window. You may also choose this option if you prefer that your student does not have to wait for other arrivals, or if you prefer this method of transportation for any other reason.
- Private car service for flights outside of the chaperoned transportation window can be arranged by our travel coordinator. This transportation is NOT chaperoned by Cardigan faculty or staff. The driver of the car service will serve as your student's chaperone.
- We at Cardigan have enjoyed a long and successful relationship with several car services, but they are not operated by Cardigan employees, nor do they have any direct affiliation with the school. Private car service costs are the responsibility of the family, and prices vary. This is especially true for children who travel via flights with Unaccompanied Minor Service. Please reach out to Ms. Willems, our travel coordinator, for an estimate of the price for your student's travel under this option.

Additional Notes About Airline Travel

Unaccompanied Minors: You may choose to utilize the airline's Unaccompanied Minor Service. If so, you will need to notify us of that decision so our Travel Coordinator may work with you and the airline to ensure the smooth transfer of custody.

E-Tickets: The Travel Coordinator will require a copy of your student's e-ticket as soon as you have it. This is an essential piece for us to ensure that we can arrange appropriate chaperones or car services. Please email e-ticket information to Ms. Willems at ewillems@cardigan.org no later than 14 days prior to your student's scheduled flight.

Departure: Saturday, July 18, 2026, OR Saturday, August 1

There are three ways students may depart from Summer Session:

- Parent/Guardian Direct Pickup at Campus
- Cardigan-Chaperoned Transportation to Airport
- Private Car Service (not chaperoned)

Parent/Guardian Direct Pickup at Campus:

- Choose this option if you will drive to campus and pick up your student between 10:00 a.m.-12:00 p.m.
- On **Form 6: Travel Form**, you will be able to provide an approximate time that you intend to arrive for pickup. Students may depart earlier than the departure window but not after it.
- Upon arrival on campus, please go directly to your student's dormitory and check in with the dorm parent at the entrance to your student's dorm floor. There, you will be given a checklist explaining the steps required for departure. Once you have completed the checklist and moved your student out, please seek out the dorm parent to sign your student out of Summer Session. Please do NOT leave campus without signing out your student.

Cardigan-Chaperoned Transportation to Airport:

- Choose this option to have Cardigan arrange chaperoned transportation for your student from campus to the airport.
- If at all possible, we recommend that your student flies out of Boston's Logan Airport, due to its proximity to our campus in NH. Drop-off at JFK Airport (NY) is also available.
- You may choose this option whether your student is getting on a flight at the airport or being picked up there. For example, if you live near Logan Airport, you may find it more convenient to pick up your student at the airport, rather than driving to campus to pick them up.
- Flights must depart between 11 am and 3 PM EST (or someone must meet your student at the airport for pickup during this timeframe). If this time window is not practical, please see "Private Car Service" below. Chaperones will accompany your student through check-in.
- The fee for this one-way service is $110 from Boston and $220 from JFK.

Private Car Service (Not Chaperoned by Cardigan Faculty or Staff):

- You must choose this option if your student is flying, and their flight will depart outside the 11:00 a.m. – 3:00 p.m. EST flight window. You may also choose this option if you prefer this method of transportation for any other reason. Students must depart campus no later than 4:00 p.m.
- See "Private Car Service" under Arrivals for details about how this service works.

Travel Funds

We strongly recommend that your student has specific travel funds available for use at their discretion. This includes baggage fees, food/drink at the airport, etc. Overweight baggage fees MUST be paid with a card; airlines do not accept cash for this purpose.

If your student routinely carries a credit/debit card, that will be sufficient. You may also choose to send your student with a prepaid MasterCard/Visa or other cash card. If so, please place it in an envelope and label it clearly with your student's name and TRAVEL HOME FUNDS. These will be kept secure in our business office until your student prepares for departure. Alternatively, we can provide your student with a cash draw from their expense account, in an amount you specify. Please email JoAnn Rauert in the business office at jrauert@cardigan.org with that request.

You will be asked to notify us of your preference amongst these options on **Form 6: Travel Form**.

Safekeeping of Tickets and Passports

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

Leaving Campus/Signing Out During Session

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

What to Bring

Class Dress	Shoes	Sneakers with socks, sandals with a heel strap, dress shoes.
	Bottoms	Shorts, pants, skirts, skorts or dresses that reach mid-thigh or have at least a 4-inch inseam. No items with mesh, sweatpants, or denim jeans.
	Tops	Collared shirt or blouses. Clean, un-tattered t-shirts or long-sleeve shirts. Sleeveless shirts must have a strap that is at least 2-inches wide and cover undergarments. All shirts must be solid color or have simple pattern. Except for school names/logos, shirts must not have any words. Shirts must be long enough to reach student's shorts/pants/skirt.
Activities & Evenings		Athletic shorts, skorts, or pants, t-shirt or long-sleeved t-shirt, and sneakers with socks. Appropriate swimwear (one-piece suits, properly fitting trunks, rash guards, and/or sun shirts).
Notes		Students are required to wear socks when wearing sneakers. All shorts and skirts must have an appropriate length (minimum 4-inch (10 cm) inseam). Shirts must be appropriate. Shirts with sleeves are required in the dining hall (no tank tops). Crocs, water shoes, sandals, or sneakers must be worn to and from the waterfront.

Dress Code

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

Laundry and Linens

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

The "Do Not Bring" List

We know students are attached to their personal belongings and it may be hard to think about being away from home without them. However, though there are safes available in student rooms, our campus is a big

place with lots of people, and we cannot be responsible for personal items that are lost or broken. Some items that students may wish to bring we provide already; other items we prefer not to have on campus.

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

If inappropriate items are brought to Summer Session, we reserve the right to notify parents/guardians, hold those items in a secure location, and return them directly to adults upon departure. If this is not possible, and it is safe to do so, we can return the item to you via postal mail at your expense.

The safety of everyone in our community is essential, and we thank you in advance for ensuring that students do not bring the following to campus:

- Valuables such as irreplaceable jewelry
- Any kind of tobacco, vapes, alcohol, marijuana, or illegal drugs
- Knives, matches, lighters, weapons, bows/arrows, firearms, fireworks
- Written materials or images with sexualized/offensive messaging
- Large quantities of toys, Legos, etc.
- Pets

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

Bikes, Skateboards, and Anything with Wheels: Many students bring bicycles and skateboards to Summer Session. All are allowed in certain areas of the campus. Students must wear a secure helmet with a fastened chin strap when engaged in these activities. Bikes must be locked with a personal lock brought from home when not in use (due to limited storage facilities, bikes must be kept outside). Cardigan Mountain School is not responsible for students' lost or stolen property. No motorized vehicles are permitted for student use on campus.

Please note: If you are traveling home via any option other than being picked up directly on campus, you will be responsible for shipping any bikes or other large-wheeled items home at the end of Summer Session. They will not fit on Cardigan vans or private car transports to the airports. Parents will be responsible for contacting the Business Office to arrange for shipping, which will need to be paid separately from students' expense accounts.

Getting/Staying in Touch

Emergency Contact

Between July 4 and August 1, 2026, a Summer Session administrator can be reached 24 hours a day on the Administrator on Duty (AOD) phone at 603.443.6252. **This phone is for emergency and urgent matters ONLY.** For non-emergency matters, please contact the Summer Programs Office at 603.523.3526.

Phones

Each dorm room will be outfitted with one working landline telephone. Parents/guardians will be provided the phone number to call into their child's room. Parents/guardians not traveling to campus will receive this information by email. To call out, students will be allowed to use a calling card. Students can come with their own calling cards, or they can purchase a calling card with a special access code from the School Store. The cost of the calling card will be deducted from the student's expense account. Students are encouraged to label their calling cards and treat them like cash.

Email

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

Mail

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

Student Name
Cardigan Mountain School
62 Alumni Drive
Canaan, NH 03741

Packages

We ask that you not send excessive amounts of food or drinks to your child during Summer Session. We provide your child with well-balanced meals, as well as healthy snacks between meals. Please be advised that any package is subject to examination by school staff, and excessive unhealthy food packages will be rerouted prior to mail delivery.

Section III: Life on Campus

Dorm Rooms & Supervision

Dorm living is one way we create and promote community at Cardigan. While at Summer Session, your student will live in a dorm room on an assigned dorm floor with a roommate of a similar age (in some cases, they may be in a triple with two roommates). Dorm rooms have a bed, desk and chair, and clothing storage space for each student. Students are not allowed to enter dorm floors or dorm buildings other than the one on which they live; other students on their own dorm floor must ask permission before visiting a student's room.

Room Inspection and Dorm Responsibilities

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

Fire Emergency Regulations

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

Do not hang objects, including wall hangings, from the ceiling. Do not cover window surfaces. Do not hang anything from, or block, fire sprinklers or smoke alarms. Students should limit the number and type of electrical devices brought from home. No heating devices or lamps that throw heat are allowed due to concern about fire safety. Personal fans in good repair are permitted.

Dorm Parents

Dorm parents play a critical part in our community-building. They are a mix of supervisor, mentor, coach, teacher, and camp counselor. They're prepared to help your student with navigating daily life on campus. They act as a support system to help with homesickness, activities of daily living, connecting with other students, and creating new friendships.

Each dorm floor is staffed by a consistent team of three or more dorm parents: adults who are responsible for the care of the students who live on their floor. They rotate through duties, and there is always an adult available overnight on the dorm floor in case students need access to them. Dorm floors for female students are staffed only by female dorm parents. Some of our boys' dorm have both female and male dorm parents.

If you are bringing your student to campus, you'll meet at least one of their dorm parents who will be on duty during move-in (other dorm parents will be facilitating check-in around campus at that time). In your

student's room, you will find a paper introducing the floor's dorm parents and sharing their contact information with you. If your student travels to campus without a parent/guardian, this information will be emailed home to you on their arrival day.

Additional Info About Campus Life

Reading and Rest Period

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

Swimming and Boating

All Summer Session students must be swim tested regardless of whether they choose to participate in any of the waterfront activities. A student's swimming ability is assessed upon their arrival and during the first few days of the program. If a student does not pass our swim test, they will automatically be enrolled in the Cardigan Mountain School Swim Program until they achieve basic water safety skills, which will replace one of their afternoon activities. At no time are students allowed to swim without adult supervision regardless of ability level.

In addition, students are given the opportunity to go out on boats, canoes, kayaks, and the like (both on and off campus) under the supervision of a Cardigan faculty member. Students who are required to take swim lessons may not choose a water sport for their afternoon activity until they have moved up a swim level. All students regardless of swim level or ability must wear personal flotation devices when using a watercraft. Permission for students to use any watercraft while at Summer Session is provided by parents/guardians via **Form 5: Acknowledgements, Permissions, and Waiver Form**.

Theme Dinners

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

- Red, White, and Blue (Fourth of July)
- Halloween in Summer
- International Cultures and State Dress Up (wear traditional clothing or national team uniform/colors)
- Beach Party themed clothing (Aloha Shirts & Dresses)
- Green and White (Cardigan's colors)

Adjustments to Schedule

Cardigan Summer Session follows a routine daily schedule Monday-Friday and a special weekend schedule on Saturdays and Sundays. Please note that at any time, we may need to adjust our regular schedule, when required, to maintain safety of the students and our community, including in the event of severe weather.

Money and the School Store

Cash

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

Business Office

Any questions about your child's account, laundry, or telephone service should be directed to the Business Office at 603.523.3549 or via email at jrauert@cardigan.org.

School Store

Students have dedicated time each week to make purchases at the School Store. School and dorm supplies, clothing, toilet articles, and Cardigan items may be purchased there. Any purchases made in the School Store will be billed to the student expense account (which is initially funded through your expense deposit). If your student requires additional funding, please contact the Business Office. There is a weekly spending limit that you may set for your student using the **Form 5: Acknowledgements, Permissions, and Waiver Form** in your CampInTouch account. Please talk to your student about appropriate items to purchase over the summer.

Optional Trip/Activity Fees

As part of our weekend activities program, a variety of additional, optional off-campus opportunities may be provided to the students. Some examples include a trip to the movies, mini-golfing, and CORE overnight camping trips. Individual trips may involve an additional charge from $20 to $100 depending on the activity. If your child signs up for these additional optional activities once on campus, those fees will also be deducted from their student expense account. You may restrict the amount your child is allowed to spend on each activity (including no additional spending) using the **Form 5: Acknowledgements, Permissions, and Waiver Form** in your CampInTouch account.

Expense Deposit Return

You can view your expense deposit account by logging into CampInTouch and navigating to "View Student Account" at the bottom of your Forms Dashboard. When the window pops up, click "view." If you look after the conclusion of Summer Session, the last entry at the top of the list will show you the total amount in parentheses that your student spent during their experience. You are due to receive the difference. The remaining funds in the student account will be refunded to the credit card you have on file.

Section IV: Student Behavior & Expectations

As an intentional community, Cardigan has standards of behavior and expectations for how students act and treat others. This section discusses those expectations. It is intended as a guide for how students should conduct themselves while at Summer Session, as well as how we as adults work alongside students to manage conflict and support them in their interpersonal interactions. We will discuss these important expectations with students in more detail during their first dorm meeting.

Cardigan's Four Core Values

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

Compassion: Be kind. Seek to understand others and go out of your way to help.
Integrity: Be honest. Remain true to yourself and your word.
Respect: Be considerate. Care for yourself, others, and Cardigan Mountain School.
Courage: Be brave. Persist through hardship.

Core Policies & Expectations

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

Intent to Harm: Students who threaten to harm themselves or others.

Substance Abuse: The use, possession, or sale of any alcohol or tobacco product, illegal or unprescribed drugs, unauthorized use of prescription drugs, chemical inhalants, or drug paraphernalia, including vapes. Being present during the use, possession, or sale of any of these substances is also a serious offense.

Fire Hazards: Smoking in any school building; use of lighters, matches, fireworks, or any other spark-producing device; tampering with electrical wiring or fire-protection equipment.

Harassment: Serious disrespect, verbal or physical intimidation or abuse (including sexual harassment or profanity) directed toward any member of our community or any member of the communities with which we interact. Racial or ethnic slurs are considered verbal abuse. See additional information about our policy below.

Bullying: A single significant incident or a pattern of incidents involving written, oral, or electronic communication, or a physical act or gesture that physically harms the student or destroys their property, causes them emotional distress, interferes with their educational opportunity, creates a hostile educational environment, or substantially disrupts the orderly operation of the program. This could include physical, verbal, emotional, or sexual bullying.

Hazing: An act directed toward a student, or any coercion or intimidation of a student to participate in or submit to any act, when: (1) such act could cause physical or psychological injury to any person; and (2) such act is a condition of initiation into, admission into, continued membership in, or association with any organization.

Trespassing: Entering a faculty/staff member's residence or office (including the faculty room) without permission or when the faculty/staff member is not present. Students must knock and be invited in before entering.

Dishonesty/Cheating: Intentional or malicious deceit.

Theft/Vandalism: Stealing, tampering with, or vandalizing school or personal property. Taking or borrowing personal property without permission from the owner is considered theft.

Curfew Violations: Absence from one's dorm after Lights-Out or leaving campus without permission.

Firearms: Use or possession of any firearm or weapon. Pellet guns, BB guns, disc shooters, and cap guns are considered firearms.

Water Safety: Being in or on the lake without adult supervision. The school dock is considered on the lake.

Sexual Activity: Given the age group served at Cardigan Summer Session, students are required to abstain from engaging in sexual activity involving another person while at Cardigan.

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

Conflict Resolution

Conflict is a natural part of living as part of a larger community. During your student's time at Summer Session, it is possible that they will be involved in, or party to, disagreements, arguments, and difficulties between peers. Teachers, dorm parents, staff and the director(s) of student life are always available to help students work through these challenges, and we encourage students to be active participants in solving the conflicts.

At Summer Session, we use a restorative process for managing conflict, which encourages individuals to advocate for their needs and feelings, and allows others to respond in kind. We ask those who are a part of the conflict, or affected by the conflict, to join together in a conversation. The focus of this process is to determine how harms may be mended and what each person needs to be able to move forward from the situation feeling that their concerns have been addressed. These conversations are always mediated and guided by an adult, but it is the responsibility of the students to listen, share, and recommend solutions.

Disciplinary Response System

The director(s) of student life (or their designee) has discretion to respond to cases of misconduct in multiple ways and violations of school rules will be dealt with on a case-by-case basis, with due regard for both the specific circumstances and the welfare of the entire community. Potential consequences could include verbal or written notice, communication to parents, and/or dismissal from the program if the student's actions or attitude is so injurious to the health of the community as to warrant a student's separation. All disciplinary decisions are made at the sole discretion of the school, with the director of summer session having the final say.

General Campus Rules

It's everyone's responsibility to be respectful of the campus while having fun and enjoying Summer Session. The following rules are in place to ensure that people and places are always safe. Should a student have difficulty following the campus rules, they will be invited to a conversation with the director of student life to agree on how they can adjust their choices and respect the rules. Repeated violation of general campus rules may warrant further disciplinary action.

1. Food and soda are not allowed in any academic or athletic building.
2. Bikes, skateboards, rollerblades, and scooters may only be used in designated areas and at designated times (never after dark). Helmets must be worn (with straps fastened) whenever using bikes, skateboards, rollerblades, and scooters. No motorized vehicles are permitted for student use on campus.
3. Bikes may not be stored in the dorm because of fire-code regulations, and bikes must be locked when not in use.
4. Hats should be removed upon entering any building on campus.
5. Follow the posted rules when using Humann Theatre. Feet should not be on the chairs. Polite behavior is expected during all performances. No food, drink, gum, or candy is allowed in the theater.
6. Students should never enter any dorm building other than their own, unless directed to by a faculty member. Students should never enter another student's dorm room.
7. Gambling, betting, loaning money, and the trading/selling of items is not permitted.
8. Students must secure permission before leaving the campus (going outside established boundaries). Boundaries are as follows: the stream at the bottom of the hill by the Big Red Barn; Back Bay Road; tennis courts east of Alumni Drive; the shoreline of the lake. The swim docks and the lake are out of bounds when not supervised by faculty and on-duty lifeguard.
9. Faculty rooms and adult restrooms are for adults only.
10. Aerosol sprays or products containing alcohol are not allowed.

Non-Discrimination & Harassment Policy

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

Policy on Sexual Harassment

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

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

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

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

Section V: Health & Wellness

The information in this Health & Wellness section summarizes the basic information you need to know prior to your student's arrival on campus. Documents which further describe our system of care, including our Patient Bill of Rights and Health Information Sharing Policy, are available upon request.

Health & Medical Forms

All required health/medical forms can be found in your CampInTouch account. The following forms must be completed no later than June 1, 2026:

Required for ALL Students

- **Form 3:** Health History
- **Form 4a:** Physical Exam, Immunizations, and Rx Form
- **Form 4c:** Proof of Medical Insurance (Domestic Students Only)

MAY Be Required for Your Student

- **Form 4b:** Daily Supplements and Over-the-Counter Items

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

Health Center

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

General Health Care Policies

Students are ultimately responsible for following health care instructions and keeping all appointments; they are expected to fulfill their responsibilities for good health. Cardigan looks at health and wellness as a partnership between students, parents, and the Health Center.

1. The school will contact a parent by phone or email if a serious medical concern arises. Common illnesses or minor injuries for which a student is seen at the Health Center are documented, though calls are not routinely made regarding these visits.

2. Students must be examined by a health care provider for an acute illness before prescription medication may be given. Antibiotics sent from home for this purpose cannot be given if the student was not examined by the prescribing health care provider.
3. Outside of regular Health Center hours, a registered nurse is on call and can be contacted by on-duty adults for support and direct care as needed.
4. Generally, there is no cost for care given at the Health Center. Should your student require a medical appointment off-campus, prescription or procedure, co-pays or other non-covered costs for these services will be charged to their expense account.

Food/Other Severe Allergies

The school is committed to providing a safe and inclusive environment for all students. Parents of students who have severe allergies with the potential for developing anaphylaxis must contact the director of summer programs and meet with the nurse to develop an action plan prior to the start of Summer Session. Successful management of serious allergies is the jointly held responsibility of the school, families, and the student with the allergy. Education encompasses the entire school community including employees, parents, and students. It focuses on preventive strategies, recognizing the symptoms of anaphylaxis in individual students, and emergency intervention and care.

Medications

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

Getting Medications to and from Campus

It is important that medications are safely handled and that they are transitioned correctly to and from campus. If you have specific requests or concerns, please reach out to the Health Center to discuss.

Bringing Medications to Campus

Medications should be separated from other belongings into a large zip-top or other sealed bag and clearly labeled with your student's name.

Direct Drop-Off at Campus: Parents/guardians who bring their student to campus will meet with a member of the Health Center team to turn over medications as part of the registration process.

Students Traveling without Parents/Guardians: Students who are traveling to campus without a parent/guardian should ensure that their bag of medications is carried on their person (in a backpack or other carry-on luggage) and not put in checked baggage. They will turn over these items to their dorm parent or to a member of the Health Center team (depending on what time the student arrives on campus). If your child is traveling unaccompanied with medications, we ask that you contact the Health Center in advance to plan for a proper transition and discussion about handling and dispensing of the medications.

Medications Going Home

All medications must return home with your student at the end of Summer Session. Medications cannot be mailed to out-of-country addresses due to the extensive requirements of customs.

Direct Pick-Up on Campus: Parents/guardians who are collecting their student on campus will stop by the Health Center to collect medications as part of the last-day check-out procedures.

Students Traveling without Parents/Guardians: Unaccompanied travelers will have their medications returned to them from the Health Center prior to departure. They will be reminded to carry medications on their person (in a backpack or other carry-on luggage) and not put them in checked baggage.

About Non-Prescription Supplements Taken Daily

Students may not have medications, vitamins, or supplements in their possession at any time. If your child requires non-Rx supplements, please contact the Health Center to discuss. Any agreed-upon supplements or vitamins must be listed on **Form 4b: Daily Supplements and Over-the-Counter Items.** We strongly recommend choosing one time of day when your student may take all non-Rx supplements together. This avoids unnecessary traffic at the Health Center during medication dispensing windows and allows your child more time to engage in the program.

Medication Policies

To appropriately dispense medication, it is essential that we have the following information:

1. A completed **Form 4a: Physical Exam, Immunizations and Rx Form** must be on file before your child may take daily prescription medication.
2. A completed **Form 4b: Daily Supplements and Over-the-Counter Items** must be on file before your child may take acceptable daily supplements.
3. All prescriptions and instructions regarding medications must be written in (or accompanied by a translation to) English.
4. If your child's health record indicates a current diagnosis of asthma, please bring a doctor's written order and an emergency inhaler for your child to carry with them at all times. A second (back-up) inhaler should be sent to be kept at the Health Center.
5. All inhaler and nasal spray units must be labeled with your student's name.
6. While we will do all that we can to ensure that medications are taken according to instructions (including careful monitoring and reaching out to provide reminders as necessary), we depend on students to take responsibility in attending to their health. As such, the school cannot guarantee students will always take their medications.
7. If your child's health record indicates a current diagnosis of a severe allergic reaction resulting in anaphylaxis, you must provide a doctor's written order and 2 doses of epinephrine injectors (EpiPens, etc.). If your child is required to use both injectors in the event of anaphylaxis, this must be noted in the doctor's order. Sending two doses in that case will mean sending four injectors. Your child will be instructed to carry one dose with them at all times and the other will be kept by the Health Center.

8. Health Center staff are not able to do routine injections for students. If your child requires regular injections for any reason, please reach out to the director of summer programs to discuss.
9. Medication ordered by medical providers will be administered by the school nurses exactly as written by the student's medical provider. Parents cannot change the manner in which medications are given without sending a new prescription order change from the medical provider.
10. All medications and supplements will be managed as outlined in the Cardigan Prescription Management Policies & Procedures, a copy of which may be requested.

Insurance

To ensure student safety and health while a student at Summer Session, Cardigan Mountain School requires that all students be covered by health insurance. All medical charges incurred while at Cardigan Summer Session are the responsibility of the parent or guardian.

International Students

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

Dual-Citizens

Your health insurance must meet the Insurance Requirements listed below. If you do not have a health insurance plan from a US company that meets these requirements, you must purchase the US-based insurance policy (United Healthcare) available through the school. Travel insurance is NOT sufficient. You will be charged separately to your CampInTouch account using the credit card on file for this. The cost is $300 USD.

Domestic Students

Your coverage must meet the Insurance Requirements listed in the section below. If you are covered by state-specific government assistance health plans, please note that this type of insurance is not typically accepted outside of that state. In certain emergency situations, it may be, but this is not guaranteed and is not within the discretion of the Health Center or Cardigan school staff.

Insurance Requirements

Coverage must be in the form of a health insurance plan from a US-based company that meets all the school's requirements. Parents should contact their insurance company and verify that their coverage meets the following requirements:

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

Off-Campus Referrals & Related Fees

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

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

Fees charged for services can vary widely between health care providers. Therefore, if you have a high deductible and/or are concerned about high out-of-pocket expenses, you should set aside funds to cover unexpected costs. The school does not submit insurance claims or mediate disputed bills. You are responsible for notifying your insurance company and obtaining required referrals.

Mandatory Reporting Requirements

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

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