

TABLE OF CONTENTS

TABLE OF CONTENTS	I
FORWARD	1
CHAPTER ONE--PHILOSOPHY OF EDUCATION/MISSION STATEMENT.....	2
LINTON HALL SCHOOL MISSION/PHILOSOPHY	2
LINTON HALL SCHOOL THEME AND GOALS.....	2
PARENTS AND TEACHERS WORKING TOGETHER.....	2
NON-DISCRIMINATION CLAUSE.....	3
SPIRITUAL LIFE.....	3
HANDBOOK CHANGES/UPDATES.....	4
STUDENT PARENT SIGNATURES	4
CHAPTER TWO--ACADEMIC PROGRAM.....	6
INTRODUCTION	6
ACCREDITATION.....	6
CURRICULUM.....	6
IMPLEMENTATION OF FAMILY LIFE PROGRAM	7
TEXTBOOKS/SUPPLEMENTAL MATERIALS	7
LIBRARY	8
TECHNOLOGY	8
TESTING.....	8
HOMEWORK	8
CADDIE AND SCHOOL FOLDER.....	9
M.A.S.H.....	9
PROGRESS REPORTS, INTERIMS, AND EXAMINATIONS.....	10
ACCELERATED READING PROGRAM	11
<i>Lower School Minimum Requirements</i>	11
<i>Upper School Requirements</i>	11
STUDENT AWARDS	11
<i>Lower School</i>	11
<i>Upper School</i>	12
PROMOTION.....	12
GRADUATION REQUIREMENTS/CEREMONIES/TRIP	13
<i>Requirements</i>	13
<i>Ceremony</i>	13
<i>Graduation Field Trip</i>	14
PARENT-TEACHER CONFERENCE AND COMMUNICATIONS	14
SUMMER READING AND MATH PRESCRIPTIONS.....	14
SCHOOL COUNSELOR.....	15
CHAPTER THREE--ADMINISTRATIVE PROCEDURES.....	16
ADMISSIONS	16
ATTENDANCE.....	17
<i>Absence/Tardiness/Leaving School</i>	17
TRANSFERRING TO ANOTHER SCHOOL.....	18
ARRIVAL AND DISMISSAL	19
HOMEROOM.....	19
EXTENDED DAY PROGRAM	20
CHAPTER FOUR--GENERAL SCHOOL POLICIES.....	21
STUDENT CUSTODY AND GUARDIANSHIP.....	21
ACCESS TO RECORDS.....	21

TRANSFER OF RECORDS	21
SCHOOL VISITORS	22
INCLEMENT WEATHER/SCHOOL CLOSINGS	22
TELEPHONE	22
PHOTOS AND OTHER MEDIA	23
PARENT-SCHOOL GUILD	23
FUNDRAISING	24
TRAFFIC REGULATIONS	24
SAFETY PATROLS	24
CHAPTER FIVE--FINANCIAL POLICY	25
TERMS OF PAYMENT	25
CONVENIENCE DEPOSIT	25
ACCIDENT INSURANCE	25
PAYMENT POLICIES	25
GENERAL EXPENSE LIST	26
CHAPTER SIX--CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES	27
PARTICIPATION	27
LIST OF ACTIVITIES	27
GENERAL ATHLETIC POLICY	27
ATHLETIC AWARDS	27
OCEW DRESS REQUIREMENTS	28
PHYSICAL EDUCATION UNIFORM POLICY	28
CHAPTER SEVEN--STUDENT RESPONSIBILITIES AND BEHAVIOR	29
GENERAL POLICY	29
HONOR CODE	29
SUBSTANCE ABUSE/WEAPONS	30
DISCIPLINE	30
DISCIPLINARY PROCEDURE	31
<i>Suspension</i>	31
<i>Dismissal</i>	32
<i>Expulsion</i>	32
IMMEDIATE DISCIPLINARY ACTION	33
STUDENT PERSONNEL BOARD	33
STUDENTS AND STUDENT PROPERTY	33
<i>Searches</i>	33
<i>Student Property</i>	33
<i>Interrogation of Students</i>	33
<i>School Lockers and Desks</i>	34
<i>Lost and Found</i>	34
CARE OF SCHOOL PROPERTY	34
DRESS CODE	34
PLAYGROUND	35
SWIMMING POOL	35
CHAPTER EIGHT--HEALTH AND SAFETY, & WELFARE	36
STUDENT HEATH, SAFETY, AND WELFARE	36
<i>Accidents and First Aid</i>	36
<i>Illness</i>	37
<i>Administration of Medicine</i>	37
<i>Chronic Medical Conditions of Students</i>	39
INFECTIOUS/COMMUNICABLE DISEASES	39

BLOODBORNE DISEASE.....	41
FIRE/EMERGENCY DRILLS	41
SEXUAL HARASSMENT - STUDENTS.....	42
RESPECT FOR LIFE.....	43
CHILD ABUSE OR NEGLECT	43
CHAPTER NINE---SPECIAL NEED STUDENTS	45
LIST OF APPENDICES	46

FORWARD

The administration, faculty, staff, and parents have worked together to provide you with this edition of the **Parent-Student Handbook**. We encourage parents to review the contents of the handbook with their children and keep it as a ready reference throughout the year.

It is important for parents to understand what the school is trying to achieve and for the school to understand the parents' perspectives. Cooperation between home and school will have great benefits for the children. If parents have any academic or other concerns or questions, it is essential that they discuss them with the teacher. Equally, if the teacher has concerns, parents will be consulted.

Elizabeth A. Poole
Principal
Linton Hall School

Sometimes parents are the first ones to notice difficulties. It is essential that the parent alert the teacher if the parent is the first to know about a problematic behavior or academic situation.

The attitude of respect and support toward the school by parents is an important requirement for the school to fulfill its mission. In that light, parents are asked to attend particularly to the following:

- Support the school's mission and commitment to Christian principles;
- Support the school policies as outlined in school handbooks and other documents published by the school;
- Work with the child's teacher(s) to resolve an issue. If a resolution is not forthcoming, then the parent and teacher should agree to request the involvement of the principal.

An organization chart depicting the lines of communication/authority is found at the end of this chapter.

NON-DISCRIMINATION CLAUSE

Linton Hall School, administered under the authority of the Benedictine Sisters of Virginia, Inc., comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

Linton Hall School reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. In addition, for Catholic employees, conformance with religious tenets of the Catholic faith is a condition of employment, and all employees may be prohibited from performing, teaching or advocating in the workplace any practices or doctrines which are inconsistent with religious tenets of the Catholic faith. Consistent with the foregoing, it is the policy and practice of Linton Hall School to provide equal opportunity in employment, promotions, wages, benefits, and all other privileges, terms and conditions of employment.

SPIRITUAL LIFE

While Linton Hall School is founded on the Catholic faith, other denominations are represented in our student body. All aspects of Linton Hall should help the students to develop lives of faith and a reverence for God and creation. The entire school will participate weekly at Mass. Preparation for Mass rotates by grade. Students may have the opportunity to take part in the Sacrament of Reconciliation throughout the year.

The primary responsibility for sacramental preparation rests with parents and the parish communities. The religious studies offered at Linton Hall are acceptable instructional preparation, but parents must make arrangements at the parish for the reception of sacraments.

All students regardless of religious denomination will adhere to the following:

- All students are expected to participate in the religious formation and education programs of the school.
- All students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extra curricular sacramental preparation programs, but not from the catechesis held during the school day.
- All students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

HANDBOOK CHANGES/UPDATES

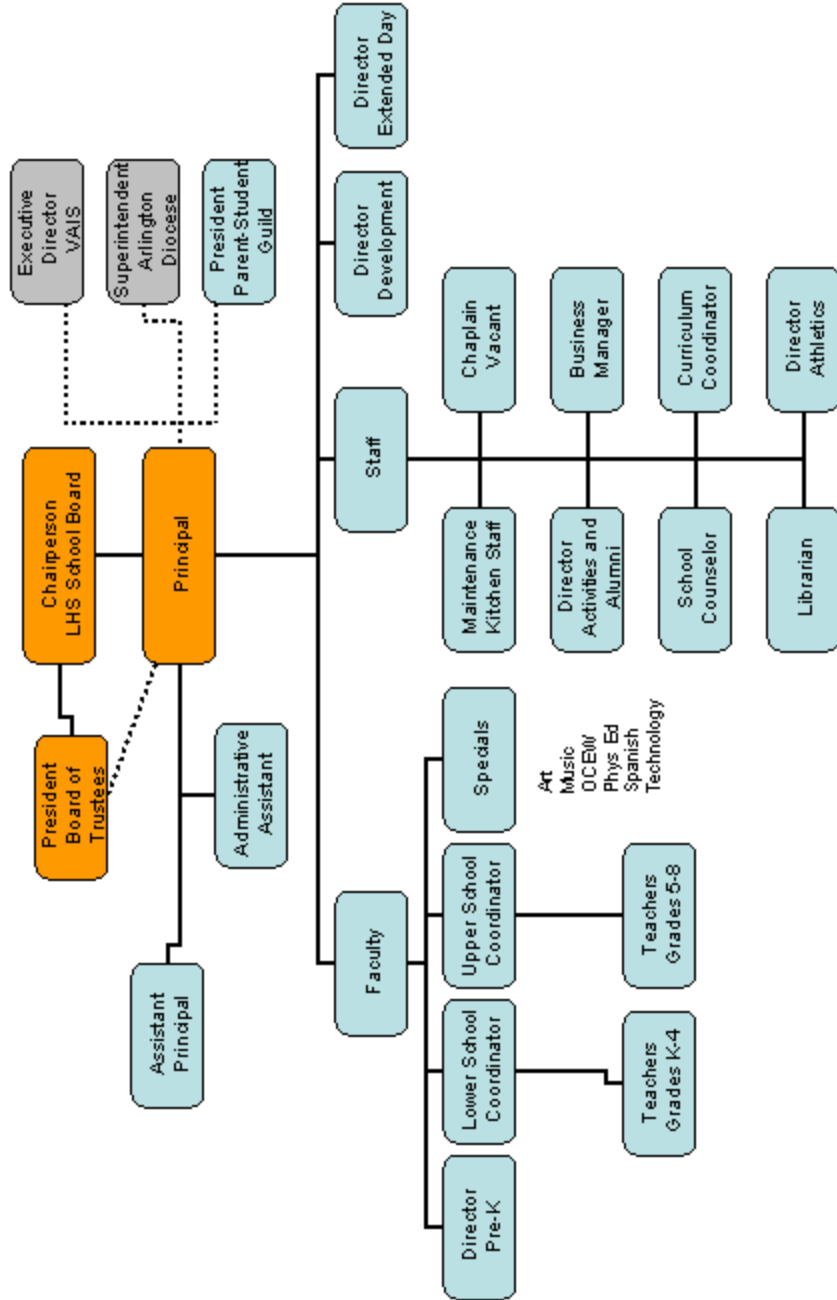
In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of Linton Hall, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Benedictine Sisters of Virginia, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. There may be situations or issues, however, where the school reserves the right to change policies at any time with or without advance notice. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

STUDENT PARENT SIGNATURES

All parents (and upper school students) are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be given to parents and students when they receive a copy of the handbook. The form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school. A copy of the *Handbook Agreement* form is found in Appendix A.

Linton Hall School Organization Chart



June 2006

CHAPTER TWO---ACADEMIC PROGRAM

INTRODUCTION

At Linton Hall School, faculty and staff realize that each person's experience in school is unique; therefore, initiative, self-discipline, and creativity are encouraged. The Linton Hall academic program is designed to teach the basic skills of reading, writing, computing, thinking, and communicating clearly. Technology, fundamental teaching methods and techniques, and enrichment are used to challenge and encourage students to reach their potential.

Classes are small, typically limited to twenty-two students, hence, the ratio of faculty to students allows for a more individual approach to learning and close student-teacher relationships.

Linton Hall School has three divisions:

- Pre-Kindergarten (4-year olds)
- Lower School (grades K-4)
- Upper School (grades 5-8)

These divisions assist school personnel in grouping children in a developmentally appropriate manner.

ACCREDITATION

As an independent, Catholic school, Linton Hall is accredited by the Virginia Association of Independent Schools and is a member of the National Association of Independent Schools, National Catholic Educational Association, and Virginia Catholic Education Association. Faculty members must hold at least a Bachelors degree and be licensed or be in the process of licensure by the Virginia Catholic Education Association or the Virginia Department of Education. In some cases, teaching certification or licensure in another jurisdiction is acceptable.

CURRICULUM

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects:

Lower School (K-4)

Religion
Reading
English
Mathematics
Science

Upper School (5-8)

Religion
Reading/Literature
English
Mathematics/Algebra
Science

Social Studies
Spanish
Music
Art
Physical Education
Computer/Technology
OCEW (Outdoor, Conservation
Ecology and Wildlife)

Social Studies
Spanish
Music
Art
Physical Education
Computer/Technology
OCEW (Outdoor, Conservation, Ecology,
and Wildlife)

Pre Kindergarten

Social/Emotional/Personal Development
Cognitive Development
 Language Arts
 Math Readiness
 Social Studies
 Science
 Fine Arts
Physical Development
Spiritual Development

IMPLEMENTATION OF FAMILY LIFE PROGRAM

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they (children and young people) advance in years, they should be given positive and prudent sexual education." Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional, and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood, and religious life.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

It is the responsibility of the principal and the staff to ensure the use of textbooks which reflect a truly Christian and Catholic philosophy.

All books may be taken home for study purposes. Hardback books and workbooks should be covered.

Students are responsible for any damage to textbooks other than normal "wear and tear".

Parents of Upper School students have the option of purchasing a second set of selected textbooks for home use. Details of this program will be made available at the end of each school year for the following academic year.

LIBRARY

Each student will have the opportunity to use the school library. A wide variety of materials is available for all grade levels. Classes visit the library a minimum of once weekly. Parents are asked/expected to guide children to return material on time.

TECHNOLOGY

The Linton Hall School technology program exists to support the curriculum and student learning. Students are expected to abide by the *Acceptable Use Policy* as outlined in Appendix B. Parents and students are required to discuss this policy. There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. By signing the Handbook Agreement Form, this will certify that both parent and student understand the policy and will also satisfy the schools requirement to allow student's access to the Internet.

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests as listed below:

- Entering Kindergarten students are given a developmental assessment.
- Grades 2-7 take the Terra Nova Achievement Test in April.
- The Metropolitan Readiness Test (MRT) is typically given to kindergarten students in the fall and in the spring.
- The Assessment of Catholic Religious Education (ACRE) is given in grades 5 and 8 about mid-year.
- Eighth graders take the High School Placement Test in December.

HOMEWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home. Lower School students will not have more than 60 minutes for home study. Upper School students can expect approximately 90 minutes of homework for grades 5 and 6 and approximately 120 minutes of homework for grades 7 and 8.

Teachers will provide their respective students with a class “syllabus” outlining general grading criteria and expectations.

It is the student’s responsibility to complete all homework. Upon returning to school after an absence, students must make arrangements to make-up assignments, and all assignments must be completed according to teacher instructions or a zero may result.

It is the parents’ responsibility to ENCOURAGE:

- A home study period daily.
- Finishing long-term assignments early.
- Learning to manage time.

Parents are asked not to call the school during the school day to request homework for a student who is absent for a single day. Homework assignments for Upper School students are posted on *Homework Hero*. *Homework Hero* may be accessed either through the Linton Hall School Web Site, www.lintonhall.com or www.homeworkhero.com Lower School teachers are encouraged but are not required to post homework on *Homework Hero*. Please keep in mind that although *Homework Hero* is an excellent means of tracking homework assignments, it is a supplemental means and does not replace the requirement of the CADDIE as outlined in the next section.

CADDIE AND SCHOOL FOLDER

Attention to class assignments is critical in academic progress. To assist students in organizing assignments and in developing good study habits, a “CADDIE” will be maintained by all students in grades 2-8. It is the responsibility of the student to maintain the CADDIE each day. This day-to-day record of homework is monitored regularly by teachers and monitored and signed daily by parents.

All students will have a school folder which facilitates communication between parents and the school. Parents should check the folder nightly. It will contain the CADDIE, memos, and other information from teachers and staff. Homeroom teachers will check folders each morning for parental acknowledgments, comments, and other communications.

M.A.S.H.

A student whose homework or class work is not completed or is unsatisfactory may be assigned to **Mandatory Academic Study Hall**.

- Grades K-4 attend MASH during lunch recess or at another appropriate time.
- Grades 5-8 attend MASH at 7:30 a.m. or at another appropriate time.
- MASH will take priority over other school activities.
- If MASH is assigned, attendance is MANDATORY.

PROGRESS REPORTS, INTERIMS, AND EXAMINATIONS

Evaluation of the student is based on teacher judgment and observation, daily work, teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort.

The purpose of report cards is to alert the parents and present to them an assessment of their student's achievement in his/her academic studies.

Progress reports (report cards) are issued at the end of each quarter in grades 1-8. Pre-Kindergarten and Kindergarten reports are issued at the end of the second and fourth quarters.

Interims are issued at mid-quarter (grades 1-8) to indicate inadequate academic progress, a significant decline in grades, and/or behavioral concerns. The teacher may issue an interim progress report at any time, however, informing parents of improvements or problems in recent school work.

Comprehensive mid-term (January) and final (June) examinations are given to students in the grades 6-8 in reading/literature, English, mathematics, science, social studies, and Spanish (grade 8 only).

GRADING SCALE

<u>Kindergarten</u>	<u>Lower School (Gr 1-3)</u>	<u>4th Grade</u>	<u>Upper School</u>
S - Developing Satisfactory	S - Satisfactory	A - Excellent	A - 93-100
I - Shows Improvement	N - Needs Improvement	B - Very Good	B - 85-92
N - Needs Time to Develop	U - Unsatisfactory	C - Average	C - 77-84
U - Needs Help		D - Below Average	D - 70-76
		F - Failing	F - Below 70

Grades of **E (excellent)**, **S**, **N**, and **U** are given in the upper school in art, music, P.E., and OCEW. Grades of **S**, **N**, and **U** are given for effort and conduct in all Upper School classes. Grades of **S**, **N**, and **U** are given to all "Specials" and for conduct and effort in fourth grade.

The key for grade points in the upper school is:

A-4.0 B-3.0 C-2.0 D-1.0 F-0.0

In determining the GPA each quarter, grades are weighted depending on the number of times the course meets weekly; e.g., Spanish may meet once or twice weekly, English meets five times weekly. Therefore, the English grade carries more weight than the Spanish grade.

Students having a D, F, and/or repeated N's in a subject, conduct, and/or effort are subject to administrative review.

Students taking Algebra are taking a high school-level course. Students must maintain a homework average of 90%, a minimum grade of C and have the permission of the teacher to

remain in the course. Students are recommended by math teachers for Algebra. The principal makes the final decision about class placement.

ACCELERATED READING PROGRAM

The Accelerated Reading program is designed to increase children's interest in reading. It provides the student with objective, timely and accurate information to improve reading skills. Specific grade-appropriate requirements for the AR program are outlined by the reading teacher.

LOWER SCHOOL MINIMUM REQUIREMENTS

Kindergarten: Level 1.0-2.0; no requirement; testing begins 3rd quarter;

1st Grade: level 1.0-3.0; 15 points minimum requirement;

2nd Grade: level 1.5-4.0; 20 points minimum requirement; 5 points per marking period;

3rd Grade: level 2.5-5.0; 20 books minimum requirement; 5 books per marking period; comprehension grade of 80% or better required for each test

4th Grade: level 3.0-5.9; minimum 10 points 1st quarter, minimum 12 points 2nd quarter, minimum 15 points 3rd quarter, minimum 21 points 4th quarter; comprehension grade of 75% each quarter (minimum requirement)

- Lower school students are limited to one test per day.
- Students may not take tests out of the level designated for their grade.
- Students who do not meet grade minimum requirements will earn an effort grade of N.

UPPER SCHOOL REQUIREMENTS

- *5th - 8th grade:* 20 points minimum requirement per quarter
- One test grade will be given each quarter based on AR comprehension percentage achieved by the student.
- Students who do not attain the quarterly point requirement will have their Literature grade dropped by one grade

STUDENT AWARDS

LOWER SCHOOL

Teacher's Award:

-All S's in subjects, conduct, and effort

-B average in core curriculum classes (4th Grade only)

Good Samaritan Award:

-Given weekly by homeroom teachers grades K-4

UPPER SCHOOL

Principal's Award:

-GPA 4.0

-Minimum grades of A; S required in subjects, conduct, and effort.

First Honors:

-GPA 3.5-3.9

-Minimum grades of C; S required in subjects, conduct, and effort.

Second Honors:

-GPA 3.0-3.5

-Minimum grades of C; S required in subjects, conduct, and effort.

Good Samaritan Award:

-Given weekly by homeroom teachers in grades 5-8.

Students who achieve Honors for the year (3.0 GPA or above) will be eligible to receive the **LHS Letter (L) Award** and the **Presidents Education Award**.

Final awards for academic honors are not given if there are two or more N's or any U on a report card for any subject's effort or conduct grade.

Any conduct grade on the front of a report card lower than an S cancels eligibility for final awards for academic honors.

Students who are on time and are present for **an entire full day of school each day throughout the year** will receive a **Perfect Attendance Award**.

PROMOTION

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- Students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement an *Academic Intervention Plan*, Appendix C, for the student as a condition of placement.

Summer school is recommended and sometimes required for students who receive a D average in any of these subjects and is required if the final average is an F.

Typically, lower school students must satisfactorily complete the major subjects and be at grade level in reading and mathematics before being promoted.

GRADUATION REQUIREMENTS/CEREMONIES/TRIP

REQUIREMENTS

Graduation from eighth grade is determined by administrative review. The school does not guarantee the award of a diploma or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a diploma, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and be in compliance with the school's code of conduct and comply with all school regulations and policies.

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

CEREMONY

The graduation ceremony for the 8th grade will be held in the Immaculate Conception Chapel, Saint Benedict Monastery. Awards are available to graduating students for:

- The highest and the second highest grade point averages for the 8th grade year
- Outstanding achievement in the individual subject areas (the highest average of those maintaining a minimum average of 90 and a minimum grade of C on exams) including the *Edward F. Moran Book Prize for Literature* and the *William L. Byrne Book Prize for Social Studies*.
- *The Award for Poetic Excellence* is presented to the student who has demonstrated excellence in writing/analyzing poetry during the academic year.
- *The Sister Ethelreda Altman* award is presented to the student who is noted for good peer relationships and his or her general participation, cooperation, and leadership in all facets of the program at Linton Hall.
- *The Mother Claudia Garey* award is presented to the graduate who best represents the spirit of Linton Hall and who is known for his or her cooperation and willingness to serve over his or her years at Linton Hall.

Two awards are available at graduation but may be presented to any student at Linton Hall:

- *The Max DuCharme OCEW Award* is available to the student who has shown exceptional participation and cooperation in the OCEW program throughout the year.
- *The Bill Farquhar Athletic Award* is available to the student who has displayed outstanding participation and sportsmanship in athletics throughout the year.

GRADUATION FIELD TRIP

An educational visit to Boston is planned for the Spring for graduating 8th graders. Parents are responsible for the cost of this trip and are assessed an annual fee beginning with the child's first year at Linton Hall School. The fee is refunded for students who leave Linton Hall prior to the 8th grade year. Students whose academic progress and/or conduct are poor will be considered not to participate in the Boston trip. Fifty percent of the accumulated graduation fee will be refunded.

Only staff and faculty representatives will serve as chaperones for this field trip.

PARENT-TEACHER CONFERENCE AND COMMUNICATIONS

Teachers are expected to be reasonably available to parents throughout the school year to keep the lines of communication open in the best interest of the students.

Parent-teacher conferences are scheduled after the 1st and 2nd quarters. Conferences are scheduled *by request only* for the 3rd quarter. A sign-up poster for quarterly conferences is located in the hallway outside the main office at the end of the quarter, and parents are responsible for signing up for conferences. Conferences are encouraged between parents and teachers, particularly at the end of the quarter.

In addition to Parent-Teacher conferences, the following means of communicating with parents have been established:

Report Cards	Scheduled Conferences
School Calendar	Interim Reports and Conferences
Telephone Conferences	Email
Guild Newsletter	Principal's Weekly Memo
LHS WEB Site	

All materials prepared by parents for release to the school community must be approved by the principal or his designee.

SUMMER READING AND MATH PRESCRIPTIONS

It is important that children develop good reading habits, and one way to encourage children to read is to provide students with a required summer reading program. Students are expected to complete reading assignments during the summer months and return brief written assignments

when school begins. The summer reading list for each grade is designed to be interesting and age-appropriate, and it is distributed at the end of the fourth quarter each year.

Math workbooks will be assigned to students going into grades 1-8 to be completed over the summer vacation period. The work is a review of skills taught during the school year. Each student is required to turn in the workbook the first day of school.

SCHOOL COUNSELOR

A school guidance counselor is provided to Linton Hall by the Benedictine Counseling Services. The counselor is available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration, or other authorities.

CHAPTER THREE---ADMINISTRATIVE PROCEDURES

ADMISSIONS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, conduct, and academic requirements are eligible for admission to Linton Hall School. Linton Hall does not discriminate on the basis of race, sex, ethnic or national origin, age, or handicap in its educational, admissions, personnel, financial aid, athletic, or other school administered programs.

AGE FOR ADMISSION TO PRE-KINDERGARTEN AND KINDERGARTEN

Children who reach the age of four by September 30 may be admitted to the pre-kindergarten program. Children who reach the age of five years by September 30 may be admitted to the kindergarten program. Readiness testing is used to determine, among other things, the developmentally appropriate placement in the pre-kindergarten and kindergarten program. Additional school readiness testing may be conducted at the discretion of school officials.

The application process begins when the prospective student and family contact the school and decide to apply. The following must be received by the school:

- Application and non-refundable application fee
- Presentation of an original Birth certificate (schools are expected to keep a copy of the Certificate on file)
- Baptismal certificate (for Catholic students)
- Current report card and previous academic years' report card as applicable
- Standardized test scores and previous years, if applicable.
- Letter of recommendation from principal or teacher
- Virginia State Health Form and proof of exact dates of required immunization as required by the Code of Virginia
- Proof of custody (where applicable)
- A fully executed MCH-213 Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of immunization as required by the Code of Virginia
 2. Current Certification of Immunization
 3. Physical examination covering all required aspects as mandated on the MCH-213, within 12 months prior to entering school for the first time. Equivalent

school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)

It is the responsibility of the applicant family to secure the necessary documentation and records. Once the necessary information has been received and reviewed, the principal will either meet with the applicant family and make a determination about acceptance or require further testing, additional information, etc. before meeting with the family. A decision to accept a student is made when it appears that the student's needs and abilities can be well served by the Linton Hall environment, the program of studies and when space is available.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

ATTENDANCE

In order to achieve the objectives of the curriculum, regular attendance by the student is mandatory. The school is normally in session not less than 180 days per academic year or the length of time as required by Virginia state law or VAIS guidelines.

- Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither Linton Hall School nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
- Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

ABSENCE/TARDINESS/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

- Daily attendance, including attendance on half days, is imperative for students to be successful in their studies. Nonetheless, students who are ill cannot function well in class and should remain at home. Parents are asked to call the school and leave a message if their child will be absent because of illness (703.368.3157).
- A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school. An absence without a written excuse will be considered an unexcused absence.

- After returning from an illness, the student is expected to complete any missed quizzes or tests in a reasonable time as determined by the teacher.
- Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.

Prior written notification using the *Request for Absence* form (Appendix D) is required if students must miss school because of a planned event.

- Parents are encouraged to take family trips when school is not in session. It is the responsibility of the student to obtain all missed class work and homework assignments when returning from any absence and this work must be turned in according to teacher instructions. Teachers are not required to give detailed homework assignments ahead of time for students who are on planned absences. Teachers will, however, provide general homework guidelines.
- Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.
- Students are required to attend certain functions outside usual school hours. These functions are planned to enhance the life of the school community, and everyone's presence is needed and important. Absence without prior notification is considered an unexcused absence.

If a planned absence occurs, it is the responsibility of the student to make up all assignments, including tests and quizzes within three days after returning to school. All tests/quizzes must be made up within that time after school hours per teacher's schedule. Failure to meet these criteria *may* result in a zero for said tests 'assignments. **Also, if an absence occurs without the request for absence form being completed, the parents will be contacted by the teacher and/or principal.**

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. If parents request make-up class work, the teacher **must** be given 24 hours notice. The administration has the sole discretion to determine the conditions and terms governing such absences. Such as decision is final.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid

before leaving. Scholastic information will be sent to the new school upon a “request for records” from the new school. All Fees and Tuition MUST BE PAID prior to the release of the student’s records. In addition, students transferring or withdrawing are required to complete a "Student Exit Survey" (available through the school office).

ARRIVAL AND DISMISSAL

When students arrive at school they come under the supervision of school personnel. Students report directly to their homerooms on arrival.

Arrival time is 8:00 – 8:15 a.m. Students in grades 3-8 arrive at the back entrance to the classroom wing. Students in Pre-K-2 and carpools with students from Pre-K-2 arrive at the front entrance to the classroom wing. Remember, the speed limit around the school is **5 mph**.

Students are expected to arrive at school on time. Students who arrive at school after the 8:15 a.m. buzzer are late and must be signed in by the parent at the office. **Students who are late will not be allowed to go to class until they have been signed in by the parent or carpool driver and have a note from the office.**

School dismissal for Pre-K students is at 11:30 a.m. from the front of the school. School dismissal for K-8 students is at 3:15 p.m. Dismissal for students in K-2nd grade and carpools with students from K-2 is from the front of the school. Dismissal for students in grades 3-8 is from the back of the building. **Parents are asked to stay in their cars and refrain from using cell phones for safety reasons once arrival and dismissal are underway.**

If a student needs to be dismissed early, a note should be sent to the homeroom teacher on the morning of the early dismissal. The student is responsible for handing in work and getting assignments for missed periods. **Parents must come to the school office whenever early dismissal is necessary and ask that the child be paged for dismissal.** PLEASE do not go to the classroom or take your child from any area other than the front office.

Unless your child is riding home with a parent in an established carpool, a written note must be sent in that morning. Please reserve phone calls to the office for extreme emergencies.

HOMEROOM

During homeroom each morning, students pray together and salute the flag. Announcements are also made and school folders are reviewed.

In the afternoon homeroom period, students make final preparations for homework and other assignments, teachers check the CADDIEs and school folders, and announcements are made. (At the teacher’s discretion and with advance communication between parent and teacher, birthday invitations may be sent home in the school folders **IF EVERY CHILD** in the class is to receive an invitation.)

EXTENDED DAY PROGRAM

Day care is available before school from 6:30-8:00 a.m. and after school from 3:15-6:00 p.m. Children receive a snack each afternoon after school, change into play clothes, and students in grades 3-8 have study hour from 4:00-5:00 p.m. A variety of activities (including swimming and field trips) are offered in the afternoon program. Rules of conduct and behavior contained in this handbook are applicable during extended day.

The cost for “drop in” extended day is twice the usual fee, and there is a late fee of \$2.50 per minute after the scheduled pick-up time (5:00 p.m. or after 6:00 p.m).

For more information, refer to the Extended Day Handbook or contact the Director of Extended Day.

Students may not at any time be left unsupervised in the building or on school property while waiting for a ride.

CHAPTER FOUR---GENERAL SCHOOL POLICIES

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

The school administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

TRANSFER OF RECORDS

Linton Hall School may disclose a student's cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such record, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Parent signature is required for release of a student's Confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, Linton Hall School, at the discretion of the principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other school, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 Plan, and/or Student Assistance Plan (SAP)

should be maintained in the student's confidential file. The refusal to provide such information is a ground for terminating enrollment in the school.

Confidential records are to be retained for ten years after the student leaves school or his/her class graduates, whichever occurs first, according to the Library of Virginia General Schedule #21, Records Retention and Disposition Schedule. However, there are certain student records that must be retained indefinitely. They are the most recent copies of the IEP/ISP, 504 Plan, Student Assistance Plan, Eligibility Minutes and/or Student Assistance Team minutes. Ten years after the student leaves school or his/her class graduates, only the most recent copy of the forms listed above must be retained.

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign in/out, and wear an identification tag when visiting the school.

Parents are welcomed in the classrooms to assist or to observe. Visits should be preplanned with teachers to insure an uninterrupted learning environment.

INCLEMENT WEATHER/SCHOOL CLOSINGS

Linton Hall School is guided by the Prince William County Schools inclement weather decisions. **If Prince William County Schools are closed, Linton Hall School is closed.**

If Prince William County Schools calls for a delayed opening (one or two hours), arrival for Linton Hall students is between 9:45-10:00 a.m. **Classes begin at 10:00am.** There is no morning extended day or Pre-K.

If Prince William County Schools close early, Linton Hall will **determine a closing time** and notify the school community by posting the dismissal time on the LHS website and sending a community email. Please check these two sources first before calling the school office. The website will be kept up to date as soon as decisions are made. Extended day will end at 5pm.

If a delayed opening occurs on a day when Linton Hall is scheduled to dismiss at 11:30 am, there will be **no** school on that day.

If Prince William County cancels after school activities, all Linton Hall School after school activities are cancelled. Extended Day will end at 5pm.

TELEPHONE/CELL PHONES

Office phones are for school business only. Exceptions are made for emergencies and changes in scheduled activities. Students may not use cell phones during the school day. Student cell phones **must** remain in the students' backpack during the school day. If a student does not comply with this policy, the cell phone will be confiscated and must be picked up by a parent.

PHOTOS AND OTHER MEDIA

The School requires the use of the *Waiver/Right to Object Form*, Appendix E, when students are participating in videotaping, audio recording, school pictures, other photography, or Internet. Any student or parental publications are subject to review and approval of the school administration prior to publication.

FIELD TRIPS AND OTHER SCHOOL SPONSORED TRIPS

Each class typically takes one field trip per semester to enhance the children's educational experiences. Parental permission to participate in all school activities is given on the application form, and this includes field trips. A *Field Trip Form*, Appendix F, will be sent home to parents, however, prior to each field trip which needs to be signed and returned. Good manners and courtesy are expected of all students when they are representing Linton Hall School. Field trips are considered an extension of the school day and the code of conduct will apply. Students may not be allowed to participate in a field trip if their behavior at school is unsatisfactory. If a student is not permitted to go on a field trip, the child is to stay at home.

Parents are asked to help with field trips when there is need for extra supervision and when the activities allow for parental participation. As a general rule, however, only staff and faculty representatives will serve as chaperones on overnight field trips.

School or commercial vehicles are usually used for school sponsored activities. If private vehicles are to be used, the drivers and/or owners must have liability, medical, and uninsured motorist coverage and evidence of such must be available for the school's review. The principal shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip. Drivers must complete *Drivers Information Sheet*, Appendix G, and have it on file in the school office.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip

PARENT-SCHOOL GUILD

The Parent-School Guild is a vital organization in the life of Linton Hall School. Because the home and school must work together if Linton Hall is to offer the very best atmosphere and programs for student growth and development, each parent must be actively involved as a member of the Guild. Meeting dates and dates for Guild activities are made available at the beginning of each year.

Families are also required to participate in the *Credits for Children* program. Detailed information concerning the program is published under separate cover.

FUNDRAISING

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or Benedictine community.

TRAFFIC REGULATIONS

Parents are asked to observe the one-way flow of traffic and the **5 mph speed limit** around the school at all times. The one-way system allows for maximum view of risk areas, and the speed limit is essential to the students' safety.

Parents are reminded to park in the visitor spaces and NEVER block the entrances to the school building. If all visitors' spaces are occupied, parents are required to park at the end of the playground, nearest the tennis courts. Lettered parking spaces are reserved for staff Monday-Friday during the school year from 7:00 a.m. - 4:00 p.m.

Parents are required to drive with extreme caution around the school building.

SAFETY PATROLS

Students in grades 6, 7, 8 may serve as members of the School Safety Patrols. The patrols help school staff and teachers ensure the safety of students by coordinating the morning and afternoon carpool systems and by providing assistance to students and parents at the time of arrival and dismissal. Safety patrols are responsible for the daily raising and lowering of the American and the Commonwealth of Virginia flags. Patrol schedules are posted monthly and participating students are responsible for being at assigned duties at specified times.

CHAPTER FIVE---FINANCIAL POLICY

TERMS OF PAYMENT

A non-refundable deposit is due upon notification of acceptance. This amount is included in the tuition.

The choice of payment plan will determine the due date of the remaining balance. All documentation, applications, etc. must be received and students must be accepted before deductions can be considered.

A payment is due on or before the first day of school. This includes the convenience deposit, book fees, accident insurance and other applicable fees.

CONVENIENCE DEPOSIT

A \$100.00 deposit is kept on account for each student. The convenience deposit is used for field trips, specific school materials, and other contingencies and prevents the need for children to frequently bring money to and from school. The deposit should be brought to \$100.00 at the beginning of each semester. At the parent's request, the balance is refunded at the end of the year, applied to the following year, or donated to the school.

ACCIDENT INSURANCE

Accident insurance is required for all students.

PAYMENT POLICIES

The parents or guardians of a student agree to the financial policies of the school regarding billing, payment methods, and due dates. Parents or guardians may be asked to withdraw students whose accounts do not remain current.

There are no refunds in cases of withdrawal or dismissal.

The initial payment is due on or before the student's first day of school. Subsequent payments are due on designated dates. Re-application fees and deposits as well as payments for the extended day program are due on the designated dates. A finance charge will be added to the account if payments in full are not in the business office by the date due.

If a check is returned by the bank, a certified check or money order is required for all subsequent payments and a finance charge is added to the account. Checks will not be redeposited.

Post-dated checks are not acceptable.

Charges to the convenience deposit cannot be itemized, but parents may come to the business office and request a breakdown of charges to the account. Written reports are not available.

All medical charges incurred off campus will be billed directly to the parents from the doctor's office or hospital and are payable directly to the doctor or hospital. School insurance is for accidents and is secondary coverage.

Program changes sometimes require unexpected fees. Minimal fees may be charged to the convenience deposit if the administration deems it necessary. Parents will be notified of such charges.

GENERAL EXPENSE LIST

Tuition and fees for the current academic year are outlined in detail in Appendix H.

CHAPTER SIX---CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities.

Students participating in school-sponsored athletic activities must have proof of an annual physical. (Refer to Appendix N).

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

LIST OF ACTIVITES

Linton Hall School supports the following activities:

Boys' Soccer	Girls' Soccer
Boys' Basketball	Girls' Basketball
Coed Golf	Leo Club
Fife and Drum Corps	Voice Choir
Hand Bell Choir	Scouting

Other activities may be established and approved by the principal during the academic year.

GENERAL ATHLETIC POLICY

Linton Hall students in grades 6-8 are eligible to be members of the soccer, basketball, golf teams. A basketball team shall consist of no more than 12 players and a soccer team shall consist of no more than 17 players. Golf team composition will be determined each year. In the event a team can not be filled with 6-8 grade students, the coach of the respective team may include 5th grade students.

Each athlete should strive to maintain a 2.0 GPA. Parents may decide to remove their student from the team due to grades. To be eligible to play on any of the athletic teams, a student must have good conduct and effort grades in all subjects. Students who have questionable grades will be subject to an administrative review. Exceptions to this policy may only be made by the principal.

ATHLETIC AWARDS

Athletes will receive recognition at the annual Sports Awards Banquet which is normally held in May. Awards presented will include sport certificates, LHS Letter L Award, and other individual and team awards.

Each coach will outline the requirements for the LHS Letter L Award at the beginning of the respective team season.

OCEW DRESS REQUIREMENTS

Students will typically have OCEW monthly for a double period. From time to time teachers will have to care for students who are at school but who are unable to participate in OCEW. If the OCEW teacher is unable to accommodate students, homeroom teachers or suitable substitutes are responsible for students who cannot attend OCEW because of illness, improper dress, etc. If OCEW is canceled, regular classes will be held.

The OCEW uniform consists of jeans or woven pants that are considered neat and that the length does not exceed the heel of the shoe. Athletic running or wind pants are not acceptable. Also acceptable are crew neck t-shirts and woven long sleeve shirts. Scoop neck t-shirts and knit tops are not permitted. The shirt must be long enough to permit being tucked inside the pants. Socks must cover the ankle. Waterproof boots that come to just below the knee or at least to mid-calf, are required. Hats and gloves are required for the colder months as well as winter coats that have a functional zipper. Weather dictates the dress for OCEW. It is suggested that layering clothes is ideal. Hats or other head cover (scarf) is acceptable and may be worn outside the building during class.

PHYSICAL EDUCATION UNIFORM POLICY

Only Linton Hall School PE uniforms are authorized for wear during Physical Education classes. Students who fail to wear the proper PE uniform will not participate in PE during that period and will receive an infraction. A student who receives 3 or more infractions during the quarter will receive a grade of N in effort.

CHAPTER SEVEN---STUDENT RESPONSIBILITIES AND BEHAVIOR

GENERAL POLICY

Since Linton Hall is a Catholic School, it is imperative that the students learn to live and interact with others in a Christian manner. This means that students are expected to be honest, respectful, trustworthy, and responsible.

Discipline at this stage in child development should be a learning process. In keeping with the philosophy of Linton Hall School, discipline is setting reasonable boundaries and providing reasonable consequences.

The purpose of the Linton Hall discipline policy is to outline the minimum expectations of student behavior and the consequences of inappropriate behavior. It is a responsibility of the school to set forth a discipline policy that is fair, compassionate, consistent, and firm.

HONOR CODE

A Linton Hall student is honest and trustworthy both at school and away from the school. Any student whose behavior is dishonest or causes another to be dishonest will be subject to administrative review and subsequently may be expelled.

CODE OF CONDUCT GUIDELINES

- Students follow the rules and guidelines of the school including proper Internet use.
- Students, whether at school or in the community, conduct themselves in a manner which reflects the Benedictine values and principals of the school.
- Students speak and act with respect for themselves and for others.
- Students use appropriate language and gestures.
- Students treat their property and the property of others with care and respect.
- Students are properly dressed in the appropriate uniform during school hours, at P.E., at OCEW, and on school sponsored trips.
- Students are present for required school activities unless officially excused by the administration.
- Students leave campus only with their parents or authorized persons and must be checked out at the school office if leaving prior to regular dismissal time.
- Students do not hurt others, verbally or physically.

- Students do not use, possess, or distribute alcohol, drugs, tobacco, and other illegal or harmful substances either on or off school property.
- Students do not fight, lie, cheat, steal, bring weapons or other harmful items to school.
- Students do not run in the building.
- Students do not bring/chew gum at school.
- Students do not bring playthings such as toys, magazines, iPods, electronics, etc. to school.
- Students do not bring lasers/laser pointers to school.
- Students do not use cell phones during the school day.

SUBSTANCE ABUSE/WEAPONS

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

For purposes of definition, Linton Hall School defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife, metal eating utensils) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.

The use or sale of drugs on or within one thousand feet of school property is unlawful under Virginia State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school-sponsored events, the student will be subject to disciplinary action, up to and including expulsion. In the event the school officials believe that a student is under the influence of an illegal substance, that parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

DISCIPLINE

Discipline at this stage of a child's development should be a learning process, not merely a punitive experience. Discipline matters will be treated on an individual basis. Linton Hall defines discipline as firm limitations, coupled with understanding and compassion.

Teachers will attend to classroom/student management with the assistance of parents when necessary. Students are more likely to feel secure and behave appropriately when they know what is expected of them and what the consequences of the behavior will be. Teachers attempt to “set the students up to succeed” by making behavioral and academic expectations clear.

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

DISCIPLINARY PROCEDURE

Students who do not follow the Guidelines for Student Behavior will be subject to disciplinary action.

A student whose behavior at school is problematic is first dealt with by the teacher. Detention or other consequences may be appropriate, and the assistance of parents is usually needed. If these methods are not successful, the teacher may have the student see the principal or the principal’s designee to address the behavior. Students whose behavior does not improve may come, usually with their parents, before the Student Personnel Board (“SPB”).

The following are some approved disciplinary measures:

- Counseling and/or conference with the student and family
- Assignment of special tasks
- Denial of privileges
- Detention
- Probation
- Suspension
- Dismissal
- Expulsion

SUSPENSION

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

DISMISSAL

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's code of conduct is justification for a principal/administration to dismiss a student at the close of the school year.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school staff personnel, the school may take corrective action. Such corrective action may include dismissal of the parent's child(ren)

Students who are dismissed may apply for readmission to Linton Hall School or any Diocesan school after one full year.

EXPULSION

Expulsion may be resorted to when one or all of the following are present:

- A serious infraction of school rules occurs;
- The student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- The student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- A parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school staff personnel.

If the principal/administration believes it necessary to expel a student, the principal/administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision by writing to the Chairperson, Linton Hall School Board within 5 working days from the time of written notification.

During the decision process of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the principal/administration.

Students who have been expelled from Linton Hall School may not apply for admission to Linton Hall School or a Diocesan school for a minimum of one (1) year from the date of expulsion.

IMMEDIATE DISCIPLINARY ACTION

In some instances, the principal and/or the SPB must act immediately because of serious and/or harmful student misconduct. Disciplinary action, up to and including expulsion from school, is taken at once if the gravity of the behavior warrants. Striking or harming another in any way usually results in dismissal from school for at least that day. Any student involved in a 'fight', regardless of provocation, or other such behavior must be picked up immediately by a parent or guardian upon notification.

STUDENT PERSONNEL BOARD

The Student Personnel Board assists the administration in considering student behavior that is problematic or potentially serious, poor academic achievement, and other student issues that may require review. The SPB is made up of faculty members and administration. All matters discussed by the SPB shall, to the extent possible, be treated as confidential.

STUDENTS AND STUDENT PROPERTY

SEARCHES

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

STUDENT PROPERTY

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

INTERROGATION OF STUDENTS

Unless provided with a court-issued warrant, the principal must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- The principal, assistant principal, or principal's designee shall be alerted;
- The police officers shall report to the principal's office;
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired;
- The principal or a school representative shall be present;
- The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

SCHOOL LOCKERS AND DESKS

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has vis-a-vis other students exclusive use of the locker or desk but has no proprietary rights versus the school. The school is not responsible for items that are lost, damaged, or stolen. Students in grades 6-8 should keep lockers locked at all times.

LOST AND FOUND

All personal items (including uniforms) should be clearly marked with the student's name. Items lost or forgotten may be claimed at the school office. The lost and found container will be emptied and items donated to the used uniform closet or charity at the end of each quarter.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

DRESS CODE

Students wear a school uniform each day. Please refer to *Uniform Requirements*, Appendix I, for specific details. Students are expected to be in proper uniform each day. Students who are out of uniform or otherwise violate the Dress Code Policy may be sent home or assigned detention.

Dress shoes are to be shined and athletic shoes (all black or all white) must be clean and neat. Platform shoes and sandals/flip-flops are not allowed. Skirts and jumpers are worn at mid-knee.

All students must keep their hair clean and tidy. Girl's hair is expected to be neat, and kept out of the way. **NO hairpieces are allowed.** Boy's hair should not extend below the top of the collar; sideburns should not extend below the earlobe. Unusual fad hairstyles such as "Mohawks", etc. are not permitted. Boys must also be neatly shaven; moustaches and beards are not permitted. Change of hair color, which includes bleaching or use of hair dye, is not permitted.

Tattoos, whether permanent or temporary, are not permitted. Girls may wear stud earrings in one hole in each ear lobe only. No earrings are allowed on boys. Nail polish, make-up, and jewelry, except for a cross or religious medal, are not worn.

PLAYGROUND

The playgrounds have a variety of equipment providing recreation and challenge for all Linton Hall students. Students are to maintain courteous and safe behavior on the playground. The equipment and materials provided are for the enjoyment and exercise of the students during recesses, at directed times during the school day, extended day, and camp programs. The Welker Playground is designated for students who are 10 years old and younger. The school is not responsible for children on the playground at other times. **Parents are asked NEVER to drive out to the playground or onto the blacktop unless directed to do so.**

SWIMMING POOL

Students and extended day children use the pool often during warm weather. Students will be asked to bring a bathing suit and towel to school in September, May and June. A one-piece bathing suit is appropriate for girls. It is imperative that students observe pool rules and the lifeguard's instructions.

DINING ROOM/LUNCH TICKETS

Courteous behavior and good manners in the dining room are expected of all Linton Hall students. Students may purchase lunches or bring their own from home. Lunch tickets are \$3:00 for lower school students and \$4.00 for upper school students. Drink tickets are \$.70 and salad bar tickets are \$2.00. **PLEASE no candy or soft drinks** for lunch and limit microwavable meals.

Also, please do not bring in fast food items for your child as this can cause problems at lunchtime with peers.

Lunch, drink and salad bar tickets are only sold in packets of 5 tickets. Students who forget lunch tickets are asked to bring in a ticket the following day . If after **seven** consecutive days we have not received a lunch ticket, we will deduct from your convenience deposit \$3.50 for lower school, and \$4.50 for upper school.

Parents are welcome to dine with their children. Lunch tickets for parents are \$4.00, and parents should notify the homeroom teacher in writing the day before so the parent may be included in the lunch count.

CHAPTER EIGHT---HEALTH AND SAFETY, & WELFARE

STUDENT HEATH, SAFETY, AND WELFARE

Parents and guardians have the primary responsibility for the health and well being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

Linton Hall School and the Benedictine Sisters of Virginia uphold this policy of prevention of Sexual Misconduct and/ or Child Abuse which applies to all clergy, all employees, and all volunteers.

It is the policy of Linton Hall School that sexual misconduct and/or child abuse while performing any work or activities under the auspices of Linton Hall School is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee or volunteer.

Any employee or volunteer with Linton Hall School who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual

- must comply with applicable reporting and other requirements of state and local law;
- must report to the Principal.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to the school principal who in turn will call the Prioress, and then contact the Child Protective Services Agency. At that point, confidentiality must be respected.

According to the Code of Virginia, (Section 63.2 – 1518) Authority to Talk to a Child or Sibling, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in loc parentis, or school personnel.

ACCIDENTS AND FIRST AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, Linton Hall School and its officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

ILLNESS

Linton Hall School makes accommodations for students who become sick at school by removing them from the rest of the student population *where the student is cared for following Virginia School Health Guidelines, 2nd edition*. This care is provided until the parent or other authorized person can take the student home.

Children with fevers, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, after school activities and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

ADMINISTRATION OF MEDICINE

Parents and guardians must provide and transport medications to and from the school. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.

All prescription *and over the counter (OTC)* medications may be administered during the school day under the following conditions:

- When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration) ;
- After the first dose of any medication has been given at home;
- When a parent or guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant, or a senior

member of the school administration;

- When there is a physician's written order signed by the parent or guardian requesting the school to administer medication or to permit the student to self-administer the medication;
- When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- When the appropriate *Medication Administration Form*, Appendix J, has been completed and signed by the parent or guardian *and accompanies the medication*;;
- For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.

All OTC and prescription medications are to be kept locked and be administered by the principal, assistant principal, or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (see Appendix J). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self administer emergency life saving medications (e.g. inhaler, Epi-pen)

Within one week after expiration of the effective date on the order, or on the last day of school, the parent /guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

When the medication is epinephrine, school employees are permitted to administer Epi-pen injections when:

- the parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);

- parents of students requiring such injections provide a doctor's letter attesting to the life-threatening allergy;
- the parents of any student who may need an Epi-pen injections should provide several Epi-pens which staff may use for practice purposes; *Directions for Epi-pen* use are found in Appendix K;
- parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen. Refer to *Authorization to Administer Epi-pen*, Appendix L.

A student shall be permitted to carry and use a medication inhaler for asthmatic conditions or self administer an epinephrine injection during emergency situations when the student's physician and parent/guardian have completed the *Authorization to Administer Inhaler* or *Authorization to Administer Epi-Pen* form (see Appendix L and/or M) and a copy is on file in the clinic/school office. Only Epi-Pens shall be accepted for use in school for epinephrine injections.

All non-prescription medications (e.g., Advil, Aleve, and Tums) are to be kept locked in the clinic/school office and dispensed by the school. No student is to carry/possess non-prescription medications. No non-prescription medication will be dispensed unless the school has received a signed copy of the *Medication Administration Form*, Appendix J. Non-prescription medication do not require a physician's signature.

CHRONIC MEDICAL CONDITIONS OF STUDENTS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the student's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

The protection and welfare of each individual student is of great importance to Linton Hall School. In an effort to enhance protection of students:

- No preschool, elementary, lower or upper school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).
- Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 Form, which will be retained in the student health record.

- Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- The school utilizes the Virginia state health department's Communicable Disease Chart, found in the Virginia School Health Guidelines, 2nd edition, when referring suspected cases of communicable diseases to the local health department for excluding or readmitting a student. These guidelines are also used for notification of parents whose children have come in contact with this disease and requirements for exclusion from and re-admittance to school for children found having a communicable disease.

LICE

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the principal's designee based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified. Classroom contacts may be inspected.

Parents must notify the school if a child has *head lice* or other contagious illnesses. Once the school receives notification of head lice or other contagious conditions, a note is usually sent home to the classmates concerned and/or a general notice sent to all parents. (Children should be reminded not to use others' hats, combs, brushes, etc.)

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The school recognizes its obligation to protect the rights of individual students infected with; Hepatitis and HIV to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV) or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Linton Hall School to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law, and school policy. Linton Hall School shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

Decision regarding the admission or continued enrollment of students infected with AIDS/HIV shall be based on the medical condition of each student and the anticipated interaction with others in the school setting. When making such decisions, a team of school personnel shall consider both the needs of the individual student infected with HIV and those of students, staff and families to have the school be a safe environment. An infected child already enrolled is eligible to continue in school while the child's health and interaction with others are being reviewed.

If the student's physician and/or parents are unable or unwilling to participate in this process, this shall not preclude the team from acting.

FIRE/EMERGENCY DRILLS

Fire drills will be conducted on a non-published schedule each week during the first month of school and once a month thereafter.

Fire regulations require that no car be parked directly in front of any entrance to the school. In case of fire, emergency vehicles require access to the building. Only school vehicles may be parked in the area between the kitchen and gym. All others must park in the designated parking area.

Other Emergency Drills such as Tornado Warning and Lockdown Exercises will be conducted during the academic year.

SEXUAL HARASSMENT - STUDENTS

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexual graphic materials which is not necessary for school purposes."

Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher, coach, or staff member, and to the principal or assistant principal. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher, staff member, coach, assistant principal or principal may report the matter directly to the Chairperson of the Linton Hall School Board. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the assistant principal, principal, and/or the Chairperson of the Linton Hall School Board.

No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.

After classes commence for the new school year, the school will provide a sexual harassment in-service for students in grades 6-8.

In adherence to the *Charter for the Protection of Children and Young People*, Linton Hall will offer the "Safe Environment Program" once approved by the Office of Catholic Schools.

Parents are afforded the opportunity to review the materials prior to presenting the program at any given grade level and reserve the right to remove their children from the classes.

BULLYING

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- Physical intimidation or assault
- Extortion
- Oral or written threats
- Bullying via the Internet
- Teasing
- Putdowns
- Name calling

- Threatening looks
- Gestures or acts of aggression (Overt and Covert)
- Cruel rumors and false accusations
- Social isolation

School personnel will not tolerate any bullying on school grounds or at any school-sponsored activity (on or off school grounds). In addition, Linton Hall School expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The school expects staff and faculty members who become aware of an incidence of bullying to take appropriate steps to intervene, unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation

RESPECT FOR LIFE

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may conditionally grant continued enrollment in the school upon the student's/family's compliance with the foregoing and other corollary tenets of the Catholic Church.

CHILD ABUSE OR NEGLECT

Any employee or volunteer with Linton Hall School who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee, or volunteer with Linton Hall School,

- Must comply with applicable reporting and other requirements of state and local law;
- Must report the incident to the Chairperson, Linton Hall School Board, President of the Board of Trustees and Curia of the Diocese of Arlington (if applicable).

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to the school principal who in turn will call the Chairperson, Linton Hall School Board, President of the Board of Trustees, and then contact the Child Protective Services Agency. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2-1518) *Authority to Talk to a Child or Sibling*, "Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in loc parentis, or school personnel.

WELLNESS POLICY

“Health and success in school are interrelated. Schools have a duty to provide a safe and healthy environment, conducive to preventing injury, disease and conditions that may lead to illness, disability or even death. Schools cannot achieve their mission of education and faith formation unless students and staff are encouraged to be healthy and fit. Evidence based research strongly supports positive student academic outcomes when health and wellness strategies are utilized in the school”. (Diocese of Arlington, Office of Catholic Schools, Wellness Policy, July 2006)

Federal law (Child Nutrition and WIC Reauthorization Act of 2004, PL 108-264, June 2004) now requires all schools, including private schools to establish and implement a local wellness policy by July 1, 2006, effective for the 2006-07 school years. As an affiliated school, Linton Hall has decided to team with the Office of Catholic Schools in the implementation of this policy.

The Diocesan School Health Task Force, in consultation with school administrators, educators, staff, food service team, parents, community members and students, developed this policy to provide strategies to help students eat healthier, be more physically active and to help curb the epidemic of childhood obesity.

This policy meets minimum federal requirements, and establishes the following for Linton Hall School:

- Goals for physical education and activity;
- Goals for other school-based activities which promote wellness;\
- Goals for nutrition education;
- Nutrition guidelines for all food and beverages available on school campuses during the school day;
- Guidelines for reimbursable school meals which meet the program requirements and nutrition standards set by federal regulations;
- Strategies for implementation;
- Plan to measure outcomes from policy implementation of policies using the *School Health Index*;
- Designation by the principal of a school health team and the coordinator at the school level, who has operational responsibility for ensuring the school health team, meets the policy requirements.

CHAPTER NINE---SPECIAL NEED STUDENTS

Linton Hall School recognizes the beauty and goodness within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs *according to the resources available within the school*. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special leaning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP) Individualized Services Plan (ISP), 504 Plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through a Student Assistance Plan written at Linton Hall School. The refusal to provide such information is a condition for negating enrollment in the school.

Students with disabilities are expected to follow the school's policies and honor code.

AUDITING SPANISH

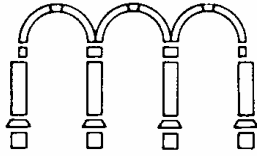
Any student with a documented disability and who has a Student Assistant Plan (SAP) who is experiencing difficulty with Spanish may be recommended to audit Spanish. The student then has the opportunity to be exposed to Spanish and participate in the Spanish classroom. The student may also be considered for the following accommodations:

- An alternative grading system (S-satisfactory, N-needs improvement, U-unsatisfactory) can be used in grades 5-8.
- Homework, classwork, assessment and testing can be modified *as needed* by the Spanish teacher.
- Academic credit cannot be earned when auditing Spanish.

When auditing Spanish, written documentation is to be kept on file and signed by the parents and Linton Hall School.

LIST OF APPENDICES

APPENDIX A	Parent and Student Agreement Form	A-1
APPENDIX B	Acceptable Use Policy	B-1
APPENDIX C	Academic Intervention Plan	C-1
APPENDIX D	Request for Absence	D-1
APPENDIX E	Waiver Information/Right to Object Form	E-1
APPENDIX F	Field Trip Form	F-1
APPENDIX G	Drivers Information Sheet	G-1
APPENDIX H	General Expense List	H-1
APPENDIX I	Uniform Requirements	I-1
APPENDIX J	Medication Administration Form	J-1
APPENDIX K	Directions for Epi-pen	K-1
APPENDIX L	Authorization to Administer Epi-pen	L-1
APPENDIX M	Authorization to Administer Inhaler	M-1
APPENDIX N	Participation Physical Evaluation	N-1



Linton Hall School

Parent and Student Handbook Agreement 2008-2009

I have received a copy of the current Linton Hall School Parent/Student Handbook. I have explained the content of this handbook to my child(ren). I acknowledge and agree to the policies contained therein, and will require my child(ren) to comply with the policies which apply to students.

I also realize, during my child's enrollment at the school, I will be informed of any changes in school policies. I understand the school reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at Linton Hall School.

Parent or Guardian

Date

Parent or Guardian

Date

I have reviewed the Linton Hall School Handbook and agree to abide by all policies contained therein.

Student

Date

ACCEPTABLE USE POLICY

LINTON HALL SCHOOL

General Information and Objectives

Internet access is now available to students and teachers of Linton Hall School. We are very pleased to bring this access to Linton Hall School and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting millions of computers and subscribers all over the world and millions of individual subscribers. Students and teachers have access to:

- Electronic mail communication with people all over the world.
- Information and news.
- Public domain and shareware of all types.
- Discussion groups on a vast range of topics.
- Educational resources.

With access to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of the school setting. Linton Hall School has taken available precautions to restrict access to controversial and other materials deemed to be inappropriate. However, on a global network it is impossible to control all materials and an industrious user may discover controversial and inappropriate information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Linton Hall School user violates any of these provisions, his or her access will be terminated and future access could possibly be denied.

Terms and Conditions

- 1. Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Linton Hall School faculty member pertaining to the proper use of the network. The technology coordinator and teachers will deem what is inappropriate use and their decision is final. The school may deny, revoke, or suspend specific user access.

2. Netiquette: You are expected to abide by the general accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Your messages should not be abusive to others. Internet “bullying” will not be tolerated.
- Use appropriate language. Do not swear, use vulgarities, or any other language deemed inappropriate.
- Do not reveal your personal address or phone number. Do not reveal the personal addresses and/or phone numbers of fellow students or colleagues.
- Illegal activities are strictly forbidden.
- Note that electronic mail (e-mail) and other data transmitted utilizing the network is not guaranteed to be private. People who operate the system have access to all mail and other data. Messages or data relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that you would disrupt network services for other users.
- All communications and information accessible via the network should be assumed to be private property.

3. Non-Liability: Linton Hall School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Linton Hall School will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Linton Hall School network is at the user's own risk.

4. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify the Technology Coordinator. Do not use another individual's account without written permission from that individual. Attempts to login to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

5. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Linton Hall School network. This includes, but is not limited to, the uploading or creation of computer viruses.

6. Exception of Terms and Conditions: All terms and conditions as stated in this document are applicable to Linton Hall School. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

ACADEMIC INTERVENTION PLAN

Name _____

School Year _____

Date of Birth _____

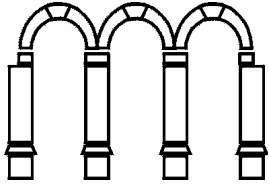
Grade _____

The following areas that foster academic success for the student must be described in detail. If a particular area listed does not apply, enter "Not Applicable" next to the area. The completed plan is attached to the student's report card and filed in the student's academic file. This plan must be reviewed and modified, if necessary, on a quarterly basis. Designated signatures as indicated at the bottom are to be included as part of the finalized plan.

- Curriculum Adaptations
- Support Services
- Environmental Accommodations
- Lesson Accommodations
- Modified Assignments
- Organization and Study Skills
- Other

Required Signatures:

- Parent(s)
- Teacher(s)
- Principal



Linton Hall School

REQUEST FOR ABSENCE

Student(s) Name: _____ Grade: _____

Date(s) of absence: _____

Reason for absence: _____

Signature of Parent/Guardian: _____ Date: _____

Lower School Students:

This form is to be submitted to the homeroom teacher for their signature and returned to the Principal.

Signature of Homeroom Teacher

Date

Upper School Students:

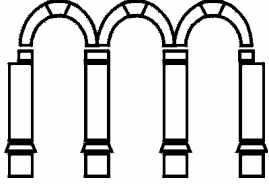
This form is to be submitted to **all** teachers listed below for signature and returned to the Principal.

	Signature	Date
Homeroom Teacher	_____	_____
English	_____	_____
Reading/Literature	_____	_____
Science	_____	_____
Math	_____	_____
Social Studies	_____	_____
Religion	_____	_____
Spanish	_____	_____

I APPROVE: [] I DO NOT APPROVE: [] the absence of this student.

Comments: _____

Signature of Principal _____ Date _____



Linton Hall School

Waiver Information/Right to Object

Linton Hall School may produce or participate in videotape, audio recording, Internet (i.e., Website) or still photograph productions that may involve the use of students' names, likenesses, or voices. Such productions may be used for educational and/or school marketing purposes and may be copied or copyrighted with the school retaining and all rights to such productions.

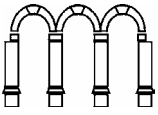
You have the right to object to the use of your child's name, picture, or voice in these productions.

Please complete and return the form below.

TO:	Principal Linton Hall School	
RE:	(Student's Name): _____	
	(Student's Grade): _____	
Student Activity	Permission Granted	Permission Not Granted
Videotaping	[]	[]
Audio Recording	[]	[]
Photography	[]	[]
Internet (LHS Website) **		
Internet (Miscellaneous Websites, i.e., Newspapers)	[]	[]
Television	[]	[]
School-Promotional Literature	[]	[]
Other (Specify) _____	[]	[]
** Note: Children are never identified by picture/name		

Signature of Parent or Guardian

Date



**PARENT/STUDENT FIELD TRIP FORM
LINTON HALL SCHOOL**

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from Linton Hall School. A brief description of the activity follows:

Grade(s): _____

Destination: _____

Curriculum Goal: _____

Designated Supervisor of Activity: _____

Date and Time of **Departure**: _____

Date and Anticipated Time of **Return**: _____

Transportation: _____

Uniform required: _____

Student Cost: \$ _____. We must pay in advance; therefore **this expense is non-refundable** .

() Amount to be deducted from convenience deposit \$ _____

() Parents to pay by check (payable to _____) \$ _____

Notes: _____

If you would like your child to participate in this event, please complete, sign and return the following statement of consent. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal action taken by the named student.

Please detach here and send the bottom portion back to school.

* * * * *

PARENT PERMISSION FORM FOR SCHOOL-SPONSORED TRIP PARTICIPATION

Date of Field Trip: _____ **Supervisor of Activity/Field Trip** _____

Field Trip Destination: _____

I hereby request that my child, _____, grade _____ be allowed to participate in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of designated school employees and/or parent volunteers on the stated dates. I further consent to the conditions stated above with regard to participation in this event, including the method of transportation. If I cannot be contacted in an emergency, the school has my permission to take my child to the emergency room of the nearest hospital, and I hereby authorize its medical staff to provide treatment which a physician deems necessary for the well-being of my child.

Parent's Name (Please print)

Check box if you would be interested in chaperoning.

Home Phone Number / **Cell Phone Number**

Work Phone Number

Emergency Contact (Please print)

Emergency Contact Phone Number

Parent's Signature

Date

I accept responsibility for my behavior.

Student's Signature

Grade

DRIVER INFORMATION SHEET

Driver

Name _____

Address _____

Phone Number _____ Date of Birth _____

Driver's License # _____ Date of Expiration _____

Social Security # _____

Vehicle That Will Be Used

Name of Owner _____

Address of Owner _____

Year, Make & Model of Vehicle _____

License Plate # _____ Date of Expiration _____

Registration Expiration Date _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

Insurance Information

When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____

Policy # _____

Liability Limits of Policy* _____ Expiration Date of Policy _____

**Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000.*

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

Signature

6/08

Date

GENERAL EXPENSE LIST

LINTON HALL SCHOOL GENERAL EXPENSE LIST 2008-2009

APPLICATION FEE: \$50.00 (non-refundable)

DEPOSIT: \$900.00 (K-8); \$400.00 (Pre-K) (non-refundable).
The deposit is due upon acceptance and is applicable to the tuition.

TUITION: Tuition may be paid in full or in eight monthly installments (less the deposit) from August 1 through March 1.

GRADE	TUITION If paid in eight monthly installments, less deposit	TUITION If paid in full by 6/01/08. (Discount Option #1)	TUITION If paid in full by 8/01/08. (Discount Option #2)
Kindergarten – 8	\$8,260 (\$920.00 monthly)	\$7,700	\$7,900
Pre-Kindergarten	\$4,000 (\$450.00 monthly)	\$3,700	\$3,900

FAMILY RATES: A discount of \$700.00 per additional child for K-8 and \$400.00 for Pre-K.

ADDITIONAL EXPENSES:

	Convenience Deposit	\$100.00
	Upper School Book Fee	\$190.00
	Lower School Book Fee	\$130.00
<i>Additional Expenses do not apply to Pre-Kindergarten</i>	Uniform	Flynn & O'Hara (varies)
	Commencement (grade 8)	\$100.00
	Graduation Trip (grade 8)	varies
	Upper School PE	varies

OPTIONAL EXPENSES:

Lunch Tickets:	
Grades K-4	\$ 3.00
Grades 5-8	\$ 4.00
Extended Day	See enclosed flier
Extracurricular Activities	varies

Rules for acceptance and participation in the program and for employment are the same for everyone without regard to race, color, sex, age, marital status, handicap or disability, national origin, or citizenship.
6/08

PAYMENT POLICIES

It is understood that the parent or guardian of a student agrees to the financial policies of the school regarding billing, payment methods, and due dates. Parents or guardians may be asked to withdraw students whose accounts do not remain current.

There are no refunds in case of withdrawal or dismissal.

Initial payment is due on August 1st. Subsequent payments are due on designated dates. Re-application fees and deposits, as well as payments for extended day, are due on the designated dates. A \$25.00 finance charge will be added to the account if payments in full are not in the business office by the date due.

If a check is returned by the bank, a certified check or money order is required for all subsequent payments and a \$15.00 finance charge is added to the account. Checks will not be re-deposited.

Post dated checks are not acceptable.

A written, itemized account for the convenience deposit is not available. Parents may request a breakdown of expenses in the business office. The convenience deposit must be brought to its original level at the end of the first semester.

Any medical charges incurred off campus will be billed directly to the parents from doctors' offices, hospital, etc. (School insurance is for accidents and will cover only what parents' insurance does not cover.)

Program changes sometimes require unexpected fees. Minimal fees may be charged to the convenience deposit if the administration deems it necessary. Parents will be notified of such charges.

UNIFORM REQUIREMENT

Lower School (grades K-4)

DRESS UNIFORM FOR BOYS

Gray slacks
White button down Oxford shirt
Navy V-neck school sweater o
Navy sweater vest (optional)
Black belt
Black or grey socks
Dark shoes (all black athletic recommended)
Uniform tie

DRESS UNIFORM FOR GIRLS

Plaid jumper
White blouse with Peter Pan collar
Navy school cardigan
Navy knee-hi socks or navy tights
Dark shoes or saddle shoes (all black athletic recommended)
NO platform shoes allowed
Heels one inch or less
Uniform crossbow tie

DAILY UNIFORM FOR BOYS

Gray slacks
White shirt (button down oxford) or
white turtleneck
Navy V-neck school sweater
Navy sweater vest (optional)
Black or grey socks
Dark shoes (all black athletic recommended)
Black belt

DAILY UNIFORM FOR GIRLS

Plaid jumper or Navy slacks w/Dark Belt
White blouse or white turtleneck
Navy school cardigan
Navy knee-hi or ankle socks or navy tights
Dark or saddle shoes (all black athletic Recommended)
NO platform shoes allowed
Heels one inch or less

PE UNIFORM

Linton Hall blue shorts
Linton Hall T shirt
Linton Hall navy sweatsuit
White socks
ALL white or ALL black athletic shoes

OCEW UNIFORM

Jeans
Crew neck T-shirt
Long sleeve cotton shirt (always)
Water-proof boots
Hats & gloves (winter months)

SUMMER UNIFORM

Navy walking shorts or Navy skort (optional for girls)
Dark Belt
Yellow Linton Hall shirt
White ankle socks
All white athletic shoes
(All black athletic shoes are acceptable.)

UNIFORM REQUIREMENT

Upper school (Grades 5-8)

DRESS UNIFORM FOR BOYS

Gray slacks
White Oxford shirt
Navy V-neck school sweater
Navy sweater vest (optional)
Black belt
Black or grey socks
Dark shoes (all black athletic shoes recommended)
Uniform tie

DRESS UNIFORM FOR GIRLS

Plaid kilt
White oxford shirt
Navy V-neck sweater
Navy sweater vest (optional)
Navy knee-hi or ankle socks or navy tights
Dark shoes
NO platform shoes allowed
Heels one inch or less
Uniform crossbow tie

DAILY UNIFORM FOR BOYS

Gray slacks
White Oxford shirt or White turtleneck
Navy V-neck school sweater
Navy sweater vest (optional)
Black or grey socks
Dark shoes (all black athletic recommended)
Black belt

DAILY UNIFORM FOR GIRLS

Plaid kilt or Navy slacks
Dark Belt
White oxford shirt or white turtleneck
Navy V-neck sweater
Navy sweater vest (optional)
Navy knee-hi or ankle socks or navy tights
Dark shoes
NO platform shoes allowed
Heels one inch or less

PE UNIFORM

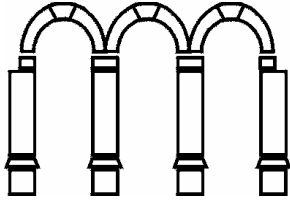
Linton Hall blue shorts
Linton Hall T-shirt
Linton Hall navy sweatsuit
ALL white or ALL black athletic shoes

OCEW UNIFORM

Jeans
Crew neck T-shirt
Long sleeve cotton shirt (always)
Water-proof boots
Hats & gloves (winter months)

SUMMER UNIFORM

Navy walking shorts
Navy skort (optional for girls)
Dark Belt
Yellow Linton Hall shirt
White ankle socks
All white athletic shoes
(All black athletic shoes are acceptable.)



Prescription & Non-Prescription Medication Administration Form

Procedure for administration of medication to a student during school hours:

1. The parent must bring the medication to the school office. Medications are **not** to be left in the classroom, on the teacher's desk, in the student's lunch box, or in a backpack.
2. The medication must be accompanied by the Parent's Request for Administration of Medication/Release of Liability, signed by the student's parent or guardian.
3. The medication must be in the original container/packaging, including the pharmacist's/manufacturer's administration instructions.

Parent's Request for Administration of Medication

I, _____, the parent/guardian of _____, grade _____, hereby request that Linton Hall School personnel administer the following medication to my child:

Name of Medication: _____

Dosage to be Administered / Number of Tablets: _____

Duration of Treatment (Dates): _____

Special Instructions: _____

I understand that the person administering this medication or treatment may or may not be trained or experienced in the administration of medications. I knowingly consent to these procedures and request that the medication be administered.

Release of Liability / Hold Harmless

In consideration of Linton Hall School administering the above requested medication to my child _____, I hereby acknowledge that the school, its faculty and staff are not responsible for reactions to the medication, an improper dosage in the medication, etc., and will only be responsible for injuries relating to negligent physical administration of the medication.

Signature Parent / Guardian

Date

EPI-PEN AUTHORIZATION (DIRECTIONS)

1. Epinephrine cannot be taken in school or during school-sponsored activities without a parent or guardian-signed authorization, including a physician's statement.
2. This form must be on file in the school office. The parent or guardian is responsible for obtaining the physician's statement (Part II). The principal or designee will ensure that all items on the form are completed.
3. The parent or guardian is responsible for submitting a new form to the school each school year and whenever there is a change in the dosage or a change in the conditions under which epinephrine is to be injected.
4. A physician may use office stationery or a prescription pad in lieu of completing Part II. Information necessary includes: student's name, allergen for which epinephrine is being prescribed, brand name, amount of pre-measured epinephrine, time for repeat dose if deemed necessary, physician signature, and date.
5. Only pre-measured doses of epinephrine may be given by designated school staff.
6. Medication must be properly labeled by a pharmacist. If physician orders include a repeat Epi-pen injection, then the parent must supply school with two Epi-pens. Expiration date must be clearly indicated.
7. Medication must be hand-delivered to the school by the parent or guardian.
8. All medication kept in the school will be stored in a secure area accessible only to authorized personnel.
9. Any unused medication will be collected by the parent with one week after the end of the expiration of order.
10. In no case may any health or school staff member facilitate the taking of epinephrine by a student who is identified as subject to anaphylactic reaction outside the framework of the procedures outlined here and/or in school regulations.

AUTHORIZATION TO ADMINISTER EPI-PEN FOR MANAGEMENT OF EMERGENCY ACUTE ALLERGIC REACTIONS

PART I: TO BE COMPLETED BY PARENT/GUARDIAN:

I request that this medication be available in school as prescribed by my student's physician.

My child IS _____ IS NOT _____ capable of self-administering the Epi-Pen if needed.

I DO _____ DO NOT _____ want my child to carry the Epi-Pen during the school day.

I acknowledge that Linton Hall School, staff and agents will not be held responsible for reactions to the medication, an improper dosage in the Epi-pen, etc., and will only be responsible for injuries relating to negligent physical administration of the medication.

Name of Student: _____ Birth Date: _____ Grade _____

Signature: _____ Printed Name _____

Telephone Numbers: _____
(Home) (Work/Emergency)

PART II: TO BE COMPLETED BY PHYSICIAN:

Name of medication: EPI-PEN (EPINEPHRINE AUTO INJECTOR)

ANAKIT WILL NOT BE ACCEPTED IN SCHOOL

EPI-PEN WILL NOT BE USED FOR ROUTINE MANAGEMENT OF ASTHMA

Reason for medication: Management of acute allergic reaction to:

- _____ a. stinging insects (bees, wasps, hornets, yellow jackets)
- _____ b. ingestion of _____
- _____ c. other _____

Medication is to be given:

- _____ a. immediately after insect sting
- _____ b. immediately after ingestion of _____
- _____ c. other circumstance _____

Route of administration: intramuscularly into anterolateral aspect of thigh.

Dosage of medication: _____ Epi-Pen 0.15 mg _____ Epi-Pen 0.30 mg

Possible side effects: _____

Physician: _____
(Signature) (Printed name)

Telephone: _____ Date: _____

PART III: TO BE COMPLETED BY ADMINISTRATOR:

Check as appropriate:

- _____ Part I and II above completed with all information.
- _____ Medication is properly labeled.
- _____ Medication label and dosage match physician order.
- _____ I have reviewed the proper use of the Epi-Pen with student and agree/disagree that student should carry it in school.

Administrator signature: _____ Date: _____

AUTHORIZATION TO ADMINISTER INHALER

PART I: TO BE COMPLETED BY PARENT/GUARDIAN:

I **DO** ___ **DO NOT** ___ request that Linton Hall School permit the student identified below to carry an inhaler on his/her person in school and be allowed to use it as soon as an asthmatic attack begins. I agree to release, indemnify, and hold harmless Linton Hall School, staff and agents from lawsuit, claim demand or action related to this medication use.

Before allowing the student to carry the inhaler, the physician will review proper use with the student. The physician must complete and sign Part II stating that the student demonstrates proper knowledge before the student will be allowed to carry the inhaler.

Student: _____ Birth date: _____

Parent/Guardian Signature: _____

Printed Name: _____

Telephone Numbers: _____
(Home) (Work/Emergency)

PART II: TO BE COMPLETED BY PHYSICIAN:

Diagnosis: _____

Date of order: _____ Medication Name: _____

Duration of order (not to exceed current school year): _____

Time interval for repeating dose: _____

Symptoms or conditions for which medication is ordered: _____

List other medications that student is taking: _____

I **DO** ___ **DO NOT** ___ believe that this student has received adequate education on how and when to use the inhaler and to carry it on their person in school.

PHYSICIAN NAME: _____
(Signature) (Print/stamp)

Telephone: _____ Date: _____

PART III: TO BE COMPLETED BY ADMINISTRATOR:

Check as appropriate:

- ___ Part I and II above completed with all information.
- ___ Medication is properly labeled.
- ___ Medication label and dosage match physician order.
- ___ I have reviewed the proper use of the inhaler with the student.
- ___ Agree ___ Disagree that this student should carry their inhaler.

Administrator signature: _____ Date: _____

Preparticipation Physical Evaluation

HISTORY Date of examination _____

Name _____ Sex _____ Age _____ Date of birth _____

Grade _____ School _____ Sport(s) _____

Address _____ Phone _____

Personal physician _____

In case of emergency, contact

Name _____ Relationship _____ Phone (H) _____ (W) _____

Circle questions you don't know the answers to. Explain "Yes" answers below.

	Yes	No		Yes	No
1. Have you had a medical illness or injury since your last checkup or sports physical?	<input type="checkbox"/>	<input type="checkbox"/>	10. Do you use any special protective or corrective equipment or devices that aren't usually used for your sport or position (for example, knee brace, special neck roll, foot orthotics, retainer on your teeth or hearing aid)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been hospitalized overnight? Have you ever had surgery?	<input type="checkbox"/>	<input type="checkbox"/>	11. Have you had any problems with your eyes or vision?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you currently taking any prescription or nonprescription (over-the-counter) medications or pills or using an inhaler? Have you ever taken any supplements or vitamins to help you gain or lose weight or improve your performance?	<input type="checkbox"/>	<input type="checkbox"/>	12. Have you ever had a sprain, strain or swelling after injury? Have you broken or fractured any bones or dislocated any joints?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have any allergies (for example, to pollen, medicine, food or stinging insects)? Have you ever had a rash or hives develop during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	Have you had any other problems with pain or swelling in muscles, tendons, bones or joints?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever passed out during or after exercise? Have you ever been dizzy during or after exercise? Have you ever had chest pain during or after exercise? Do you get tired more quickly than your friends do during exercise? Have you ever had racing of your heart or skipped heartbeats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Head <input type="checkbox"/> Elbow <input type="checkbox"/> Thigh <input type="checkbox"/> Neck <input type="checkbox"/> Forearm <input type="checkbox"/> Knee <input type="checkbox"/> Back <input type="checkbox"/> Wrist <input type="checkbox"/> Shin/calf <input type="checkbox"/> Chest <input type="checkbox"/> Hand <input type="checkbox"/> Ankle <input type="checkbox"/> Shoulder <input type="checkbox"/> Finger <input type="checkbox"/> Foot <input type="checkbox"/> Upper arm <input type="checkbox"/> Hip		
Have you had high blood pressure or high cholesterol? Have you ever been told you have a heart murmur? Has any family member or relative died of heart problems or of sudden death before age 50? Have you had a severe viral infection (for example, myocarditis or mononucleosis) within the past month? Has a physician ever denied or restricted your participation in sports for any heart problems?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, check appropriate box and explain below.</i>		
6. Do you have any current skin problems (for example, itching, rashes, acne, warts, fungus or blisters)?	<input type="checkbox"/>	<input type="checkbox"/>	13. Do you want to weigh more or less than you do now? Do you lose weight regularly to meet weight requirements for your sport?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever had a head injury or concussion? Have you ever been knocked out, become unconscious or lost your memory? Have you ever had a seizure? Do you have frequent or severe headaches? Have you ever had numbness or tingling in your arms, hands, legs or feet? Have you ever had a stinger, burner or pinched nerve?	<input type="checkbox"/>	<input type="checkbox"/>	14. Do you feel stressed out?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever become ill from exercising in the heat?	<input type="checkbox"/>	<input type="checkbox"/>	15. Record the dates of your most recent immunizations (shots) for: Tetanus _____ Measles _____ Hepatitis B _____ Chickenpox _____		
9. Do you cough, wheeze or have trouble breathing during or after activity? Do you have asthma? Do you have seasonal allergies that require medical treatment?	<input type="checkbox"/>	<input type="checkbox"/>	Females Only		
			16. When was your first menstrual period? _____ When was your most recent menstrual period? _____ How much time do you usually have from the start of one period to the start of another? _____ How many periods have you had in the past year? _____ What was the longest time between periods in the past year? _____		
			Explain "Yes" answers here: _____ _____ _____ _____		

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

FIGURE 1. Preparticipation Physical Evaluation (PPE) form can be copied and used for each examination of student athletes. Using this form can help ensure that examining physicians consider the components of the cardiac evaluation recommended by the PPE Task Force.

Adapted with permission from Smith DM, American Academy of Family Physicians, Preparticipation Physical Evaluation Task Force. Preparticipation physical evaluation. 2d ed. Minneapolis: Physician Sportsmedicine, 1997.

Preparticipation Physical Evaluation

PHYSICAL EXAMINATION

Name _____ Date of birth _____
 Height _____ Weight _____ % Body fat (optional) _____ Pulse _____ Blood pressure _____

	Normal	Abnormal findings	Initials*
MEDICAL			
Appearance			
Eyes/ears/nose/throat			
Lymph nodes			
Heart			
Pulses			
Lungs			
Abdomen			
Genitalia (males only)			
Skin			
MUSCULOSKELETAL			
Neck			
Back			
Shoulder/arm			
Elbow/forearm			
Wrist/hand			
Hip/thigh			
Knee			
Leg/ankle			
Foot			

*Station-based examination only

CLEARANCE

Cleared Cleared after completing evaluation/rehabilitation for: _____

Not cleared for: _____ Reason: _____

Recommendations: _____

Name of physician (print/type) _____ Date: _____

Address _____ Phone: _____

Signature of physician _____, M.D. or D.O.

FIGURE 2. Second page of Preparticipation Physical Evaluation form.

Adapted with permission from Smith DM, American Academy of Family Physicians, Preparticipation Physical Evaluation Task Force. Preparticipation physical evaluation. 2d ed. Minneapolis: Physician Sportsmedicine, 1997.