

LINDEN HALL

FOUNDED IN 1746

LINDEN HALL PARENT/STUDENT HANDBOOK ADDENDUM

2020-2021

The Linden Hall Parent/Student Handbook is published and distributed to members of the Linden Hall community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands the expectations of students within our community. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Linden Hall and any parent, guardian or student affiliated with or attending the School. Linden Hall reserves the right, in its sole discretion, to add, revise and/or delete School policies before, during, and after the School year.

The following sections of the Linden Hall Handbook have been modified to suit the specific challenges that surround school function in the midst of the Covid-19 Pandemic.

IV. Other School Rules and Policies

Acknowledgement of Video/Audio Recording and Opt-out Policy pg. 22

As part of our aim in offering remote learning, we are finding it helpful to ask our teachers to make recordings of online learning sessions. Reviewing the sessions allows students to access the material at more optimal times if necessary due to extenuating circumstances and at the convenience of learning times for your family. Additionally, due to PIAA's rule forbidding spectators to attend Middle School and High School sporting events, Linden Hall Athletics may record or live stream matches. **Legally the state of Pennsylvania requires both parties to give consent to recording to remain in compliance with the law.**

Linden Hall School for Girls is providing you with this notification that online learning sessions may be recorded for instructional purposes only.

Parents who DO NOT wish their students to be recorded during an online learning session or sporting event **will need to opt out by emailing the Dean of Students at nsolomon@lindenhall.org.**

Please be aware that opting out will only allow for the following options to occur:

Students may participate in the learning activity but will need to mute their microphone and disable their own camera to ensure privacy.

Students may seek preferential seating to be out of camera view and actively listen but not participate in discussion.

In the case of athletics, opting out may affect a student's playing time during filmed games. It is your responsibility to follow through with these arrangements.

NOT ALL LEARNING SESSIONS OR SPORTING EVENTS WILL BE RECORDED.

Some of the learning activities will involve live instruction without the recording.

On behalf of the **Linden Hall School for Girls**, in respect to any video/audio recordings, every effort will be made to ensure professional confidentiality and that any use of video/audio tapes will be for professional purposes only and in the interests of improving student learning within the school community.

The Acknowledgement of Video/Audio Recording and Opt-out Policy is available to sign on Blackbaud.

V. Academic Program

Attendance and Absences pg. 31

Students participating distance learning will coordinate with the academic office to make a plan for attendance. As student health and wellness is a priority, we recognize that students participating from different time zones may be unable to attend all of their classes. Absences due to time-zone will be noted in a students' attendance record. Should a distance learner be unable to attend classes due to illness, they should follow Linden Hall's regular procedures for communicating intended absences as described on page 30 of the Handbook:

Linden Hall requests that families contact the School at attendance@lindenhall.org prior to the start of the school day if a student is ill. Boarding students who are ill are expected to visit with the Nurse before the start of classes. A student who is ill and absent from school for three or more days must supply a doctor's note prior to her return to class. Class attendance is required except in cases of extreme illness or excused absence.

College Counseling pg. 37

College counseling is committed to offering assistance to students attending courses on-campus and from a distance. College counselling meetings and events will be available online via Teams and in person.

VI. Daily Life at School

School Day Schedule pg. 40

LINDEN HALL WEEKLY SCHEDULE FALL 2020

Monday			Tuesday			Wednesday			Thursday			Friday		
8:00-8:30 Advisory (stream Assembly)			8:00-8:30 Advisory			8:00-8:30 Advisory (stream Chapel)			8:00-8:30 Advisory			8:00-8:30 Class Meetings		
8:45-9:45 1			8:45-9:45 5			8:45-9:45 2			8:45-9:45 6			8:45-9:45 4		
10:00-11:00 2			10:00-11:00 6			10:00-11:00 3			10:00-11:00 1			10:00-11:00 5		
11:15- 12:15 3		Lunch A	11:15- 12:15 1		Lunch A	11:15- 12:15 4		Lunch A	11:15- 12:15 2		Lunch A	11:15- 12:15 6		Lunch A
	Lunch B	12:00- 1:00 3		Lunch B	12:00- 1:00 1		Lunch B	12:00- 1:00 4		Lunch B	12:00- 1:00 2		Lunch B	12:00- 1:00 6
Lunch C			Lunch C			Lunch C			Lunch C			Lunch C		
1:15-2:15 Power Hour			1:15-2:15 Power Hour			1:15-2:15 Power Hour			1:15-2:15 3			1:15-2:00 Advisory		
2:30-3:30 4			2:30-3:30 Music A			2:30-3:30 5			2:30-3:30 Music B			2:15-3:30 Clubs/Assembly		

Lunch periods will be different this year to decrease the number of students in the dining hall at one time. There will be 3 lunch periods separated by 15 minutes of cleaning time. Classes that meet over lunch will be assigned to either meet from 11:15 to 12:15 OR from 12:00 to 1:00.

- Lunch A: 11:15-11:45
- Lunch B: 12:00-12:15 (grab-and-go for staff and students with a free block)
- Lunch C: 12:30-1:00

During each Power Hour, students will be assigned to one of the following activities:

- Health & Wellness (this year, all students in grades 6-12 will have one hour of Health & Wellness per week)
- A supervised study hall during which they can sign out to go to Office Hours; boarding students may be able to study in their rooms
- Some middle school classes, such as Art and PE, will have meetings during this time

LINDEN HALL WEEKLY SCHEDULE FALL 2020: 6th Grade

Monday			Tuesday			Wednesday			Thursday			Friday		
8:00-8:30 Advisory (stream Assembly)			8:00-8:30 Advisory			8:00-8:30 Advisory (stream Chapel)			8:00-8:30 Advisory			8:00-8:30 Class Meetings		
8:45-9:45 1- Latin			8:45-9:45 5- Global Studies			8:45-9:45 2- Visual/Theater Arts			8:45-9:45 6- English			8:45-9:45 4- Environmental Sci		
10:00-11:00 2- PE/Health			10:00-11:00 6- English			10:00-11:00 3- Math			10:00-11:00 1- Latin			10:00-11:00 5- Global Studies		
11:15-12:15 3 Math	Lunch A	12:00-1:00 3 Math	11:15-12:15 1- Lang of Music	Lunch B	12:00-1:00 1- Lang of Music	11:15-12:15 4- Envi Sci	Lunch B	12:00-1:00 4- Envi Sci	11:15-12:15 2- PE Health	Lunch B	12:00-1:00 2- PE Health	11:15-12:15 6- English	Lunch B	12:00-1:00 6- English
Lunch C			Lunch C			Lunch C			Lunch C			Lunch C		
1:15-2:15 Power Hour- Visual/Theater Arts			1:15-2:15 Power Hour- PE/Health			1:15-2:15 Power Hour- Lang of Music			1:15-2:15 3- Math			1:15-2:00 Advisory		
2:30-3:30 4- Environmental Sci			2:30-3:30 Music A			2:30-3:30 5- Global Studies			2:30-3:30 Music B			2:15-3:30 Clubs/Assembly		

Dining Services pg. 42

Access

All persons on campus will be required to wear face coverings when coming into the dining room. Signage reminding all persons to social distance and use designated hand sanitizer stations will be throughout the dining room.

Cleaning

The doors to the dining room will remain closed between mealtimes to allow for ample cleaning and sanitizing for the following meal

Seating and Capacity

Once everyone is on campus, we will arrange mealtimes for no more than 50% of our capacity (about 80 people at a time). All tables will have half capacity seating and be spaced out – some tables will not be able to be used and will be marked as such. We will also offer some outdoor seating options which will be spaced out.

Self-Service and Take-out

All self-serve areas will be closed. We will serve salad, fruit, etc., we will offer pre-plated and individually packaged items as well. All persons on campus will be encouraged to take out meals via single-use disposables (no personal containers for food or drink will be allowed).

VII. Residential Program

Dorm Parents and Resident Assistants pg. 47

Dorm Parents will follow appropriate health protocols per Linden Hall Human Resources, advising physicians, and CDC guidelines, including but not limited to mask-wearing, handwashing, sanitizing spaces, practicing social distancing, and remaining home when unwell. Student Resident Assistants will also practice appropriate health safety practices when interacting with students.

Junior Boarding Program pg. 47

Middle school programming and after school activities, which are important for social and community development, will follow social distancing protocols.

What to Bring pg. 49

The Residential Life program maintains its desire to educate students in academics as well as life skills with considerations for student living environments, common spaces, lifestyle practices in accordance with appropriate health protocols and the school nurse, advising physicians, and CDC. The students will participate in sessions which will demonstrate appropriate hand and mask washing, dorm room cleaning, and consent and respect for others. As a result of these efforts, the “What to Bring” list has been expanded to include personal protective equipment and cleaning supplies.

Students will be instructed on packing procedures to enable arrival and quarantine times to go smoothly.

Dorm Rooms pg. 50

Dorm room furniture has been placed in a way to maximize safety for both roommates and should not be moved.

What not to Bring pg. 50

An addition to the “What not to Bring List” is cleaning products which contain ammonia or bleach.

Housekeeping and Room Cleanliness pg. 51

Only Dorm Parents will conduct room inspections (following social distancing guidelines), and students will be expected to complete additional cleaning routines in their dorm area.

Students must use only those products which are recommended to clean in their dorm areas for the safety of residents and to avoid damage to school property.

In addition to regular sanitation of bathrooms and hallways, the Housekeeping staff will disinfect common spaces on a regular basis. Additionally, students will be expected to keep their room clean and sanitized and will be actively involved in sanitizing practices of their clothing, bedding, masks, and personal belongings.

Identification Card, Room Key, and Combination Lock pg. 52

Students will be given room keys and identification cards upon arrival. If the room key initially issued is for a quarantine room, the key should be returned when the student moves into their permanent room. Students may not share or loan these items or be in possession of another student's ID, lock combination, or room key.

Appliances pg. 53

Students should not share appliances (including refrigerators) and will be expected to clean their own appliances regularly.

Single Room Privilege pg. 54

All students will reside in Horne Dorm and will be assigned to have a roommate for the duration of the year. Annex and Castle will be used for quarantine.

Take-out Privileges pg. 56

At the start of the school year, take out delivery food will not be permitted.

Dating & Visitation pg. 58

Relatives will not be permitted in the dorm areas on move-in day or throughout the year to maintain the safety of all students. Alumnae, other visitors, and day students are also not permitted in the dorm areas at any time.

Parents may meet with students in Honeycutt after school or in the Reception area during the school day by following any guidelines in place at that time. At the discretion of the School, other visitors may be allowed to interact with students by following all guidelines in place at the time. Students and guests should always make their requests to have visitors be made known in advance.

Study Hall pg. 59

Study Hall will be in-room for the duration of the 2020-21 school year. Honor Roll privileges will be determined by Student Life and are subject to change. See the handbook for In-Room Study Hall expectations.

Weekend Activities pg. 62

All trips and off campus activities will be facilitated at the discretion of the School. Weekend Activities will look different this year. There will be more activities offered on campus as well as some off-campus outings, which will be carefully chosen to prioritize student safety allow for social distancing. Some free activities will be mandatory to ensure that students are participating in enriching experiences. Attendance will be taken.

To facilitate shopping needs for boarding students, Residence Life staff will provide students with specific opportunities and guidelines to place orders at stores that will meet their needs for school supplies, groceries, and toiletries. Staff will bring the orders to campus and give them to the students after a short holding period to minimize potential risk.

Religious Activities pg. 63

Linden hall values our students and families who observe and practice religious traditions and desires to support students' participation those traditions at a distance. Links for personal viewing of live stream services from many walks of faith will be made available to all students.

Weekend Leave pg. 63

Five-day boarders and students travelling off campus for the weekend will be required to complete a health screening upon return to campus. Should a student express COVID symptoms, they may be returned to quarantine and the nurse may facilitate medical help. At the discretion of the school, off-campus travel may be restricted for boarding students.

Signing Out and In pg. 64

At the discretion of the School, boarding students may not leave campus to go to town or other locations.

Senior boarder and day students may not go off campus for lunch.

VII. General School Information**Visitors to Campus pg. 69**

Visitors are required to wear a mask that completely covers their nose and mouth prior to being permitted to enter any campus building and are required to wear a mask for the duration of their visit, must sanitize their hands at check-in, and will be escorted by a Linden Hall staff member at all times to minimize contact with surfaces and with members of the community.

XIII. STUDENT HEALTH SERVICES**Masks at School pg. 83**

In light of the COVID-19 virus, all students, faculty and staff are required to wear a face mask during the hours of school, and whenever the necessity of traveling through the buildings occur. Students are not required to wear a mask when they are in their own dorm room. Administration continues to make changes to where and when students are allowed to travel on and off campus, and this will be an evolving process as the year progresses.

School Nurse and Illness pg. 83

Our school nurse continues to remind all of us how best to prevent spreading germs, including the frequent washing of hands and the use of the hand sanitizer dispensers that are located in numerous locations on campus.

Activity Exemption pg. 84

A boarding student who has been in the Health Office during an academic class will not be allowed to sign out to go off campus that day. She may attend extracurricular activities and may participate actively with permission from the School Nurse, at the discretion of the activity's supervisor or coach. Any student that has been in the Health Office for two or more class periods will generally be permitted to participate in off-campus and extracurricular activities or sports for

that day. In the case of illness or injury during the evening or weekend, when the School Nurse is not on campus, students should consult with any staff member.

Day students exhibiting a cough, shortness of breath or fever above 100.4 should remain at home and refrain from attending school. Parents should contact the student's doctor to determine the best course of action which might include testing for the coronavirus. If a day student displays any these symptoms during the school day, the student will be placed in one of the nursing infirmary rooms and the parent/guardian will be contacted immediately to come and take the student home. Return to school will be determined on a case by case basis, based upon when symptoms/fever began, when they resolve and the result of any testing done.

Boarding students exhibiting a cough, shortness of breath or fever above 100.4 will be expected to house in a designated dorm room designed for the purpose of separating students with possible coronavirus symptoms, and our partnering medical facility, Lancaster General Health, will be contacted. LG Health will make the determination if symptoms necessitate an appointment for the student to be seen. Testing for the COVID-19 virus may or may not be done, depending on the symptoms displayed and at the discretion of LG Health. As always, students exhibiting serious respiratory symptoms will be seen at Urgent Care or the emergency room immediately.