

Back to School

— Information for Parents —

JULY 2011

First Day of School Requirements

2011-2012 Student Planner (including Student-Parent Handbook) and School Calendar

Each student is required to have the 2011-2012 Luralton Hall Student Planner/School Calendar package which must be purchased @ \$11.95 plus shipping and handling from Follett Virtual Bookstore. Follett lists the planner/calendar package with textbooks for the English Department. Please do not purchase a generic assignment book. The *2011-2012 Luralton Hall Student-Parent Handbook of Expectations* is included within the student planner. The calendar should be kept handy for family reference as it highlights both student and parent activities.

Emergency Information/Handbook Agreement Form

Included in this mailing is an Emergency Information/Handbook Agreement Form which must be completed and returned to school on or before the first day of classes, September 6. Both parent and student must sign in the "Student/Parent Handbook Agreement" box indicating that information in the Handbook is understood and agreeing to be governed by it. This form has also been posted to the school's website, www.luraltonhall.org. If your address or telephone number has changed since last year, please indicate "change" at the top of the form. Please remember to contact the main office immediately if any information should change during the school year.

Locks for Student Lockers

Students are required to have a lock issued by Luralton Hall. Locks will be available for purchase @ \$5 during Freshman Orientation and on the first day of school for any student who may need a new lock. Student lockers must be kept locked at all times.

Calculator Requirement

Freshmen and Transfer Students taking Physics

Luralton Hall has adopted the use of the **TI-84 Plus Silver Edition calculator** (item number TI-84PSE) which includes a UBS Port for data collection and 20+ pre-loaded apps for lab experiments and meets the requirement for all math and science courses at Luralton Hall. It can be purchased for \$129 from Vernier Software (www.vernier.com or 888-873-6437) or Staples.

When purchasing, specifically request item number TI-84PSE.

Returning Juniors and Seniors

Juniors or seniors are required to have the calculator described above **OR** any one of following calculators for use in all math and/or science courses: **Texas Instrument TI-83 Plus, TI-83 Silver Edition, TI84, TI-84 Plus or TI-84 Silver Edition graphing calculator.**

Returning Sophomores

Sophomores are required to use the **TI-84 Plus Silver Edition** purchased last year.

Calculator Questions

Questions about calculators should be directed to Science Department Chair Theresa Napolitano at tnapolitano@luraltonhall.org.

Student Campus Access Pass/Parking Permit

A student who drives to school must register her car and purchase a student campus access pass/parking permit in the main office for a one-time fee of \$40. The student campus access pass/parking permit must be hung from the rear view mirror at all times when a student parks a car at school. There is a \$10 replacement fee for a lost student campus access pass/parking permit. A student may not use an adult campus access pass.

Asbestos Inspection Report

In compliance with AHERA regulations, Luralton Hall is required to inform parents, teachers and employees of the Asbestos Inspection Report and Management Plan. This report/plan is on file in the school office and is available for review by any parent, teacher or employee during normal business hours of the school—7:30 a.m. to 3:30 p.m. To review this file, a request must be made to the Principal.

Policy on Administration of Medication at School

As a service to students, the Milford Board of Education and the Department of Health allow the administration of medications in school. By law, the State of Connecticut regulates this service. Medication to be administered or self administered at school requires completion of the *Authorization for the Administration of Medicine Form* by the physician and the parent/guardian. If a student is to self administer the medication, she must have written permission from the physician and parent, and she must be assessed by the school nurse as competent to self administer. All medications to be administered at school are to be delivered to the school nurse by an adult. The medicine container is to be labeled with the student's name and the directions for administration. The pharmacist may be asked for a separate labeled container for school if needed. This applies to all medications, both prescription and over-the-counter. An *Authorization for the Administration of Medicine Form* will be honored for the dates noted on the form, or in the case of daily/emergency medicine, for the current school year. The *Authorization for the Administration of Medicine Form* can be downloaded from the Luralton Hall website (www.luraltonhall.org) by choosing the "parents" tab and selecting "School Forms/Handbooks" from the dropdown menu.

General Information

Financial Accounts

All financial accounts must be current in order for a student to continue with the registration process. Tuition bills with a July 1 due date have been mailed for Pay Plans One and Two. Tuition payments for Pay Plans One and Two can be made with cash, bank check, money order, VISA or MasterCard. Credit card charges carry a 3.5 % administrative fee. The ten-pay FACTS program also starts in July. Invoices for Plan Two and the ten-pay FACTS program included a charge in the amount of \$173.25 for the mandatory tuition insurance administered by A.W. Dewar, Inc. Please call the Business Office at 203-877-2786, ext. 145 if you have questions about tuition.

Student Schedules

To aid in the purchase of textbooks, this mailing includes your daughter's tentative schedules for the 2011-2012 school year. When ordering textbooks, please refer to the course and course number listed on the schedules. Students will receive finalized schedules on the first day of school.

Online Textbook Sales

Effective July 22, 2011, online book purchase for the 2011-2012 school year will be available from Follett Virtual Bookstore at www.efollett.com. Ordering by phone at 1-877-827-2665 is also an option. When purchasing textbooks online at Follett Virtual Bookstore, three prices will be offered for many titles—new book, used book and rental.

Used paperbacks or used workbooks are not permitted. ISBN numbers for paperbacks purchased MUST match the ISBN numbers posted on the www.efollett.com website.

The 2011-2012 booklist is currently available on the *Hallways* homepage of the Luralton Hall website (www.luraltonhall.org). After July 22, the booklist will no longer be available on the Luralton Hall website since publishers may, without notice, cease publishing a title or may substitute new editions for required texts, thus rendering prior editions obsolete. Luralton Hall assumes no responsibility for such an occurrence. Follett Virtual Bookstore will update the booklist on the Follett website as changes of this nature occur, so those who purchased used or new books elsewhere are encouraged to check the Follett website to ensure that previously purchased books have not become obsolete. Questions about ordering textbooks should be directed to www.efollett.com or 1-877-827-2665.

Summer Reading Requirements

Information on summer reading requirements was sent home with the year-end report card and mailed to incoming freshmen. Books can be borrowed from local libraries, purchased at local stores, or purchased online at www.efollett.com, where the complete summer reading list has been posted. The summer reading list is also available at local public libraries.

Summer reading requirements are listed by course, and students are expected to read the required books for each listed course before returning to school in the fall. A few courses have summer assignments that require the use of 2011-2012 textbooks. In these cases, the textbooks are listed on the summer reading list. To avoid duplication, the 2011-2012 textbooks with summer assignments are not included on the 2011-2012 booklist. In some cases, assignments were given to the students before the end of school; for others the assignments are sent to the students during the summer.

Students should be aware that the ISBN numbers for paperbacks and workbooks must match the ISBN numbers posted on the Follett virtual Bookstore website. Used paperbacks and used workbooks are not permitted.

Prepaid Meal Card Program

Luralton Hall offers NB Express Lunch, a prepaid meal card program by Navin Brothers Food Service, Inc. **If your daughter was registered for the program last year, it is not necessary to re-register. Those who wish to register need to access Paypams.com anytime after August 15**, and follow the prompts. NOTE: On the "Select State" page, after selecting "Connecticut," please also choose "Click here for Navin Bros NB Express program." Paypams is an easy to use, secure website where you register your daughter, deposit funds, and view your daughter's meal history.

Once registered, your daughter will have the opportunity to purchase meals in the school cafeteria using her school ID as a prepaid meal card. Among other benefits, the program ensures that the money allocated for your daughter's meals will not be misplaced or forgotten. There are no additional fees to participate in this program.

Questions? Please contact NB Express Lunch at nbexpress@navinbros.com or 860.665.0448.

Luralton Hallways - Mandatory Registration

This communications tool gives the school the ability to e-mail notifications of important (and sometimes last minute) information such as snow day school cancellations, delayed openings, early dismissals and even your daughter's homework assignments. The software also provides classroom web pages for access by students and parents as well as pages for student clubs and parent organizations.

Parents who have not already done so are required to go to www.lauratonhall.org and register for Luralton Hallways. At least one parent of every Luralton student MUST be registered with Luralton Hallways.

Students are registered with *Luralton Hallways* by the school. Registration for freshmen and transfer students will be completed internally during the first week of school, so these students **should not register** to join *Luralton Hallways*. Sophomores, juniors and seniors already have student accounts, but they **should not register** in *Luralton Hallways* for their 2011-2012 classrooms, as this will be done internally in late August.

The production of hardcopy print versions of almost all publications, newsletters, notices and other documents has been discontinued. If you haven't signed up for *Luralton Hallways* and provided your e-mail address, you will not receive important school information. Please register today!

Online School Calendar

The 2011-2012 school calendar can be accessed on the Luralton Hall website, www.luraltonhall.org. Updates to the calendar are reflected as they happen, so please check frequently for the most current information.

School Directory

Each year the school posts an online student directory which lists name, parents, home address and telephone number for each student. As of August 15, 2011, the 2011-2012 directory will be available at www.luraltonhall.org. To access, click the "parents" tab at the top of the page and select "classrooms" from the dropdown menu. Scroll to the end of the page and look for "LH School Directory." Please be assured that this directory is for the exclusive use of Luralton Hall faculty, students and parents; therefore, you will need to log in to *Luralton Hallways* to access it. Parents who prefer not to be included in the directory should notify the school office in writing by July 29, 2011.

Tryouts for Fall Sports

Fall sports tryouts begin on Saturday, August 27, 2011.

All students, including freshmen, are eligible to try out for all sports. It is strongly recommended that prospective athletes begin conditioning prior to the first practice. Students interested in trying out for a fall sport should look for detailed tryout schedules to be posted in mid-August to the school's website, www.luraltonhall.org. (Use the "Athletics - team pages" button on the lower left side of the homepage.) Please remember, a current Health Assessment Record Form must be on file at school in order for a student to try out.

Financial Aid

The online financial aid application will be available on November 1, 2011, for families who wish to apply for aid for the 2012-2013 school year. Financial aid will not be given to anyone who has not filed the application by November 15, 2011. The application, along with *The Financial Aid Program Policies and Procedures Manual*, developed to make the program clear to all interested parties, can be accessed from the school website by using the Admissions tab and choosing "Tuition/Financial Aid" from the dropdown menu.

Each financial aid application will be analyzed and families will be ranked in order of need. All families are eligible to apply for financial aid. Please be aware that an application for aid does not guarantee an award. If you have questions about financial aid, please call Kathleen Shine, Director of Admissions and Financial Aid, at 203-877-2786, ext. 125.

Transportation

School Bus Transportation

Transportation by school bus is provided by the City of Milford for Luralton Hall students who are residents of Milford and request this service. **Parents who want their daughters to take the school bus to or from school must call Alexis or Sandra of Durham Bus Company at 203-783-9763 by July 25, 2011.** Bus schedules and routes will be available after August 26 on the Milford Public Schools website, www.milforded.org.

Public Transportation

Applications for Metro-North train tickets at reduced student rates are available in the main office.

After-School Hours

The safety and well-being of your daughter is important to us. At least one school administrator or teacher will be in Mercy Hall from 7:00 a.m. to 4:00 p.m. on school days. At 4:00 p.m. all doors will be locked with the expectation that all students have been picked up. In the event of an extended after-school activity, the moderator or coach will remain with the participating students until the activity has ended. (The Athletic Department will make provisions for the swim team due to the late practice schedule.) If an emergency arises and you are unable to pick up your daughter by 4:00 p.m., call the main office (by 3:30 p.m.) and ask to speak with the administrator on duty. Or, you may call your daughter's cell phone any time after 2:20 p.m.)

Visitor Sign-in

To help ensure the safety of students and staff, parent visitors are required to report to the main office immediately upon arrival to sign the visitor log and pick up a visitor badge which must be worn while in the building.

Adult Campus Access Pass/Campus Security

Access to the Luralton Hall campus is carefully monitored. All cars must enter campus through the front gate and pass the security guard stationed along the driveway during the school day (between 7:00 a.m. and 3:00 p.m.). The school's back gate is open on school days from 7:00 a.m. until 8:05 a.m. and from 1:45 p.m. to 2:45 p.m. During these times the traffic is one way and all cars must exit via the back gate.

Adult campus access passes are mandatory for parents and other visitors who drive onto campus during the school day; passes for the 2011-2012 school year will be sent to parents in mid-August. (Two passes will be sent if the mailing label is addressed to two adults; one pass will be sent if the mailing is addressed to one adult.) Families can receive up to two adult campus access passes free of charge; a \$5 fee is charged for each additional pass. If more passes are needed, they will be mailed or given directly to parents who submit a completed campus access pass application form; the passes cannot be given to students. The adult campus access pass application form can be downloaded from the "*Luralton Hallways*" page of the school website, www.luraltonhall.org, or picked up in the main office. The pass must be hung from the rear view mirror of the car.

Cars entering campus during the school day without a valid campus access pass are stopped by the school security guard and photo identification is required, so parents are encouraged to hang the campus access pass from the rear view mirror before the start of the school year.

Student Drop Off and Pick Up

- Students may be dropped off in the morning in the back of the campus near the carousel; there is no drop off in the front. Parents should take care of long conversations, lunch money, permission slips, etc. before reaching the drop off point.
- Students may be picked up in the afternoon in the back by the carousel; there is no pick up in the front. When possible, students should be picked up at 2:30 p.m. rather than 2:20 p.m., allowing time for the parking lot to clear. The circular drive in front of the buildings is reserved for school busses only.
- Double parking in the driveways, parking in the fire lane and parking in handicapped, reserved or yellow lined spaces is not allowed. There is no parking at any time in the front circular drive or in front of the gym.

From the Athletic Office

Mandatory Meetings for Parents of Students Trying Out for Fall Sports

Meetings are scheduled for 6:30 p.m. in the gym on Thursday, August 18 and Monday, August 22.

Attendance at one of these meetings is mandatory for the parent of any student who intends to try out for a fall sport (cheerleading, cross country, field hockey, soccer, swimming and volleyball). It is important for the athletic program to be explained, the philosophy understood and the policies outlined each season before a student is involved in the program. No student will be allowed to participate in a fall sport if a parent does not attend one of these meetings. If you have questions, please contact the Athletic Office at ncamara@luraltonhall.org or 203-877-2786, ext. 136.

Sports Physicals

Annual current physical examinations are required of students who participate in varsity, junior varsity or club sports. **For students who wish to participate in a fall sport, a Health Assessment Record Form must be completed and returned to school marked for the Athletic Director at or before one of the meetings described above.** A current (within thirteen months of the physical exam) *Health Assessment Record Form* must be on file at school in order for a student to try out for, practice or play a sport at Luralton Hall. According to CIAC regulations, if the form expires during the playing season, a new form is required without lapse or the student will not be able to continue participation. Forms are available in the office of the school nurse and the athletic office, and the form is posted to the school's website, www.luraltonhall.org. (Use the "parents" tab and select Athletics/Overview from the dropdown menu.)

Interscholastic Sports Permission Forms

Student athletes and their parents are required to complete, sign and submit an *Interscholastic Sports Permission Form* prior to participating in any varsity, junior varsity or club sport at Luralton Hall. **For students who wish to participate in a fall sport, this form must be completed and returned to school marked for the Athletic Director at or before one of the meetings described above.** The form provides a warning statement that participation involves the potential for injury that is inherent in all sports. Parents provide emergency medical information and, by signing the form, acknowledge acceptance of the rules and regulations set in the Luralton Hall Athletics Handbook. Forms are available in the athletic office and the form is posted to the school's website, www.luraltonhall.org. (Use the "parents" tab and select Athletics/Overview from the dropdown menu.)

Handbook Highlights

New Book Bag/Backpack Policy for 2011-2012

Book bags may not be carried anywhere in the building during the school day. Book bags are to be left in the locker. A book bag is defined as any bag, carried by a student, containing a book (or books) and/or notebook(s). This includes large purses, backpack purses, and nylon sport sacks.

Senior/Junior Privileges & Parental Permission Form

Seniors: Luralton Hall acknowledges that seniors should be allowed to test their responsibility and discipline and begin to manage the open campus environment they will experience in college. With parental permission seniors will be awarded the following privileges:

- Seniors who are unassigned at the beginning of the day must arrive at school in time to report to their first scheduled class or scheduled obligation. Students must sign in at the Attendance Office as soon as they arrive at school.
- Seniors who have no further classes or scheduled obligations may leave school after completing their last scheduled class.
- Seniors who are free due to a teacher's absence at the end of their scheduled day may leave school. It is the student's responsibility to get all assignments.

Juniors: As upperclassmen, juniors are expected to take on leadership roles in the school and demonstrate higher levels of responsibility. With this increased responsibility comes increased privilege. Therefore, with parental permission, juniors who do not have a class scheduled during the last (4th) period of the day may leave school after third period. Juniors must sign out in the Main Office before leaving the campus.

Permission Form: In order for students to be afforded the privileges described above, **parents of seniors and juniors must complete and sign the enclosed "Senior/Junior Privilege Permission Form"** and return it to the main office. Even if parental permission has been granted, senior/junior privileges may be rescinded at any time at the discretion of the Administration.

Messages for Students

Messages are not given to students except in emergency situations. Parents and students are asked to settle issues such as transportation, personal appointments and other plans prior to the school day or arrange for the student to call home to complete such arrangements. Students may use the phone in the main office for emergency calls to parents.

Inappropriate Use of Technology and Cyber Bullying

Students are subject to disciplinary action if they violate the Acceptable Use of Technology Policy or other school policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to harass, threaten or demean other members of the school community, whether these incidents take place on or off school property. Disciplinary action taken by the school may include loss of access to technological resources, detention, disciplinary probation, suspension, expulsion, and/or possible legal action.

School Uniform

Adherence to uniform standards has been set by the Administration as a major point of emphasis in the 2011-2012 school year. Please review the "Standards of Appearance" section of the *2011-2012 Luralton Hall Student-Parent Handbook of Expectations* with your daughter to be sure that both you and she fully understand the uniform standards, some of which are repeated below. Although some uniform infractions may have been overlooked in past years, infractions will not be overlooked in 2011-2012. **If necessary, please repair or replace your daughter's uniforms to be sure she is in compliance with the standards. In particular, please pay attention to the length of the uniforms.**

There is an expectation that the uniform be worn modestly with respect to the length of the skirt (no more than four inches from the middle of the knee) and the appropriate buttoning of the blouse or shirt. Uniform jumpers must be clean and neat in appearance and have working zippers. No ripped, cut or torn uniforms may be worn. Sneakers, sneaker type shoes, sandals, slides, beach shoes, flip flops, clogs, slippers and boots are not considered appropriate.

The Luralton Hall dress code consists of the following:

- regulation navy jumper;
- short/long sleeved solid white collared blouse OR
- short/long sleeved (no cap sleeves) solid white polo collared shirt (long sleeved shirt may NOT be worn under this) OR
- long sleeved solid white turtleneck;
- solid white or navy socks (ankle or knee length only) or tights;
- FLAT closed-back black, brown, tan or dark navy leather shoes;
- regulation navy blue fleece with Luralton Hall logo.

All school uniform and gym uniform items are available for purchase at Dennis Uniforms stores in Orange at 500 Boston Post Road, 203-795-5457,

and in Norwalk at 330 Westport Avenue, 203-750-8731. Additionally, online ordering is available at www.dennisuniform.com. The Luralton Hall ordering code is OR00LH. School uniform and gym uniform items are not sold at Luralton Hall.

Attendance Policies

Class Attendance: Since class attendance reflects a student's attitude toward school and is a major factor in the successful completion of course work, it is important that students are in school, on time, each and every day. Students with chronic absences are subject to review by the Administration and re-enrollment may be denied. Absence does not excuse a student from tests, quizzes or assignments. Students are held responsible for all work upon their return to school. The school does not assume responsibility for course work covered during unscheduled vacations. Makeup work and tests for that time period are solely at the discretion of individual teachers. Any unaccountable absence from class is considered "unexcused."

Absence and Extracurricular Activities: A student must be in school by 8:45 a.m. in order to participate in any extracurricular, athletic or academic activity after school on that day.

Homework after Absence: Students who are absent should access their homework assignments online through *Luralton Hallways* at www.luraltonhall.org.

Class of 2015 Matriculation Ceremony

Incoming freshmen, their parents, family and friends are cordially invited to the Class of 2015 Matriculation Ceremony on Wednesday, August 31, 2011, at 7:00 p.m. in the gym. The Class of 2015 will be presented by President Antoinette Iadarola to administrators and faculty and welcomed to the school in a formal ceremony that will also celebrate the new academic year. Refreshments will be provided after the ceremony.

All members of the Class of 2015 are expected to participate in this ceremony wearing their Luralton uniforms. Administrators and faculty members will wear academic gowns and business casual attire is appropriate for parents and guests. Guests are encouraged to join us, so please extend this invitation to your family and friends. If you have questions or need additional information about the Matriculation Ceremony, please email abubbico@luraltonhall.org.

