

# Back to School

— Information for Parents —

JULY 2010

## First Day of School Requirements

### 2010-2011 Student Planner (including Student-Parent Handbook) and School Calendar

Each student is required to have the 2010-2011 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 *2010-2011 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 7. 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](http://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.

### 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.

### 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 freshmen and other students who may need a new lock. Student lockers must be kept locked at all times.

### Calculator Requirement

#### Freshmen and Transfer Students taking Physics

Effective with the 2010-2011 school year, Luralton Hall has adopted the use of the **TI-84 Plus Silver Edition calculator** (item number TI-84PSE) which must be purchased from Vernier Software ([www.vernier.com](http://www.vernier.com)). Although this calculator is available for purchase from other sources, only the Vernier Software version includes a UBS Port for data collection and 20+ pre-loaded apps for lab experiments. This calculator meets the requirement for all other math and science courses at Luralton Hall. **To purchase, visit [www.vernier.com](http://www.vernier.com) or call 888-873-6437 and specifically request item number TI-84PSE @ \$129.**

#### Returning Students

As a reminder, students returning to Luralton Hall as sophomores, 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, TI-84, TI-84 Plus or TI-84 Silver Edition graphing calculator.**

### October 2010 SAT Registration Information

Registration deadline for the October 9, 2010 SAT & Subject Tests is September 10, 2010. The late registration deadline is September 24. Seniors (Class of 2011) are encouraged to register early using either of these registration options:

**Online:** Register online at [www.collegeboard.com](http://www.collegeboard.com).

**By mail:** Paper registration forms will be available in the Guidance Office in mid-August.

### Tryouts for Fall Sports

#### Fall sports tryouts begin on Saturday, August 28, 2010.

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](http://www.luraltonhall.org). (Use the "Athletics - team pages" button on the lower left side of the homepage.)



# 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 will 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 877-2786, ext. 145 if you have questions on tuition.

## Online Textbook Sales

Effective July 23, 2010, online book purchase for the 2010-2011 school year will be available from the Follett Virtual Bookstore at [www.efollett.com](http://www.efollett.com). Ordering by phone by calling Follett toll-free at 1-877-827-2665 is also an option. In addition to new textbooks, Follett Virtual Bookstore is able to provide students with some used books at reduced prices. Used paperbacks or used workbooks are not permitted. ISBN numbers for paperbacks purchased MUST match the ISBN numbers posted on the [www.efollett.com](http://www.efollett.com) website.

Follett is introducing a textbook rental alternative for selected textbooks for the 2010-2011 school year. Textbook rental can save 50% or more from the new book price (based on average savings vs. new book price). When you go to [www.efollett.com](http://www.efollett.com) to purchase 2010-2011 textbooks, many titles will have three options: a new book price, a used price and a rental price.

The Lauralton Hall booklist will be posted at [www.efollett.com](http://www.efollett.com) on July 23, and is currently available on the Hallways homepage of the Lauralton Hall website ([www.lauraltonhall.org](http://www.lauraltonhall.org)). After July 23, the booklist will no longer be available on the Lauralton Hall website, and Follett Virtual Bookstore will update the list on their website as changes occur.

Please be aware that publishers may, without notice, cease publishing a title or may substitute new editions for required texts, thus rendering prior editions obsolete. Lauralton Hall assumes no responsibility for such an occurrence. Follett Virtual Bookstore will update the booklist 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 Follett Virtual Bookstore at [www.efollett.com](http://www.efollett.com).

## Student Schedules

To aid in the purchase of textbooks, this mailing includes your daughter's tentative schedules for the 2010-2011 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.

## 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](http://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 2010-2011 textbooks. In these cases, the textbooks are listed on the summer reading list. To avoid duplication, the 2010-2011 textbooks with summer assignments are not included on the 2010-2011 booklist. In some cases, assignments were given to the students before the end of school; for others the assignments are being 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.

## Financial Aid

Financial aid forms will be available on October 15, 2010, for families who wish to apply for aid for the 2011-2012 school year. Financial aid will not be given to anyone who has not filed the application by November 15, 2010. *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 on the homepage 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.

## Mandatory parent registration for Lauralton Hallways ... the school's primary method of communication

The e-mail feature of this powerful 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, parent organizations and a web-integrated school calendar system.

**Parents who have not already done so are required to go to the Lauralton website ([www.lauraltonhall.org](http://www.lauraltonhall.org)) and register for Lauralton Hallways. At least one parent of every Lauralton student MUST be registered with Lauralton Hallways.**

Students are registered with *Lauralton 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 *Lauralton Hallways*. Sophomores, juniors and seniors already have student accounts, but they **should not register** in *Lauralton Hallways* for their 2010-2011 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 registered for *Lauralton Hallways* and provided your e-mail address, you will not receive important school information. Please sign up today!

## Online School Calendar

The 2010-2011 school calendar can be accessed on the Lauralton Hall website, [www.lauraltonhall.org](http://www.lauraltonhall.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 prepares a student directory which lists name, parents, home address and telephone number for each student. The directory is made available to parents upon request. Please be assured that this directory is for the exclusive use of Lauralton Hall faculty, students and parents. Parents who prefer not to be included in the directory should notify the school office in writing by July 30.

## Transportation

### School Bus Transportation

Transportation by school bus is provided by the City of Milford for Lauralton 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 Black of Durham Bus Company at 203-783-9763 by July 30, 2009.** Bus schedules and routes will be available on the Milford Public Schools website, [www.milforded.org](http://www.milforded.org), after August 24.

### Public Transportation

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

## Adult Campus Access Pass/Campus Security

Access to the Lauralton 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 school 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 2010-2011 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 "Lauralton Hallways" page of the school website, [www.lauraltonhall.org](http://www.lauraltonhall.org), or picked up in the main office. The pass must be hung from the rear view mirror of the car. Students who drive to school may not use the adult campus access pass, but must have a student campus access pass/parking permit.

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

2:25 p.m. rather than 2:16 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.

## 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 2:16 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.

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# From the Athletic Office

## Mandatory Meetings for Sports Parents

Meetings are scheduled for 6:30 p.m. in the gym on Thursday, August 19 and Tuesday, August 24. Attendance at one of these meetings is mandatory for the parent of any student who intends to try out for a sports team at any time during the school year and has not participated in a varsity or JV sport at Lauralton Hall in a previous year. Lauralton Hall believes it is important for the athletic program to be explained, the philosophy understood and the policies outlined before a student is involved in the program. No student will be allowed to participate in the athletic program if a parent does not attend one of these meetings. If you have questions, please contact the Athletic Office at [ncamara@lauraltonhall.org](mailto:ncamara@lauraltonhall.org) or 203-877-2786, ext. 136. These meetings are for parents of athletes in all three sports seasons; they are not limited to fall sports.

## Sports Physicals

Annual current physical examinations are required of students who participate in varsity, junior varsity or club sports. A Health Assessment Record Form must be completed and returned to school marked for the Athletic Director prior to the first day of team tryouts (August 28 for fall sports). 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 Lauralton 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.lauraltonhall.org](http://www.lauraltonhall.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 Lauralton Hall. 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 Lauralton Hall Athletics Handbook. Forms are available in the athletic office and the form is posted to the school's website, [www.lauraltonhall.org](http://www.lauraltonhall.org). (Use the "parents" tab and select Athletics/Overview from the dropdown menu.)

# Handbook Highlights

## Inappropriate Use of Technology

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.

## 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. Course credit may be denied in any one-credit course in which a student is absent from more than eighteen classes or in any course that is less than one credit if a student is absent from more than nine classes. Credit may be gained after a student passes a certified summer school course. All absences, for any reason other than scheduled school activity, count toward the limits stated. Please remember that information on absences and tardies is provided to colleges and employers.

### 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](http://www.luraltonhall.org).

## 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. Cell phones and other electronic devices must be turned off and left in the locker at all times during the school day.

## School Uniform

**The Administration has set strict adherence to uniform standards as a major point of emphasis in the 2010-2011 school year.** Please review the "Standards of Appearance" section of the *2010-2011 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 2010-2011. ***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 a strict 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, boots (hiking or otherwise) and fur are not considered appropriate, and backless shoes are not allowed.

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](http://www.dennisuniform.com). The Luralton Hall ordering code is OR00LH. School uniform and gym uniform items are not sold at Luralton Hall. 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.

# Asbestos Inspection Report

**To Parents, Teachers and Employees of the Academy of Our Lady of Mercy, Luralton Hall:**

In compliance with AHERA regulations, we are required to inform all the above-mentioned individuals associated with Academy of Our Lady of Mercy, Luralton Hall 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, et al. during normal business hours of the school, which are 7:30 A.M. - 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](http://www.luraltonhall.org)) by choosing the "parents" tab and selecting "School Forms/Handbooks" from the dropdown menu.