



Student/Parent Handbook

2016 - 2017

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Mission Statement, Vision, and Core Values

Upon joining Steamboat Mountain School community, students, parents, and faculty are expected to support the school's mission and core values. We believe that by working together toward these common goals, we create a vibrant community that supports the growth of each individual student.

Mission Statement

Steamboat Mountain School challenges the intellects and imaginations of its students to help them lead productive, creative and responsible lives in a dynamic, global society.

Approved by the Board of Trustees 08/2011

Vision

Steamboat Mountain School, a coeducational boarding and day high school, is nestled in the Rocky Mountains that surround Steamboat Springs, Colorado. Our rustic setting and proximity to wilderness areas allow us to provide a diverse community of students with adventures and challenges that promote independence, collaboration, and environmental awareness.

Our small classes and close relationships with dedicated, supportive, and passionate faculty are designed to prepare our students for advanced study. Our challenging college-preparatory curriculum focuses on developing quantitative and qualitative skills and on engaging students in dynamic classroom experiences that promote critical thinking and strong oral and written communication skills. Our comprehensive liberal arts curriculum encompasses core subjects, technology, and the arts. Successful students learn to balance a demanding academic program with a broad range of experiential education opportunities.

Steamboat Mountain School's academic program works hand-in-hand with its experiential programs to expand a student's learning experience beyond the traditional classroom. Our Outdoor Education Program challenges our students physically and encourages them to develop teamwork and leadership while learning respect for the environment. Our Global Immersion Studies program integrates academic studies and foreign travel to provide our students with an informed world view, cultural immersion, respect for diversity, and a global perspective. Our relationship with the Steamboat Springs Winter Sports Club allows high-level competitive skiers and snowboarders to pursue their athletic goals while also pursuing academic achievement in a supportive environment. Additionally, we

support independent programs including athletics, the arts, and community service for students with strong passions beyond the scope of our programs. Together these programs form the basis of an education that is designed to develop each student's character, intellect, and imagination.

Successful Steamboat Mountain School students should have the integrity and character to achieve personal goals and to be active participants in their communities. They should develop the confidence, analytical skills, and adaptability to face challenges and creatively solve problems that they will encounter in the future. Their experiences at Steamboat Mountain School should teach them both independence of thought and the collaborative skills to influence responsible change. Steamboat Mountain School students should be prepared to excel in our dynamic, global society.

Approved by the Board of Trustees 09/2011

Core Values

Integrity – The quality of approaching all thoughts and actions with truth and honesty.

Perseverance – The determination to embrace hard work as integral to achieving both immediate and long-term goals.

Responsibility – The acceptance of accountability for choices and actions.

Collaboration – The desire and ability to work with others to create a strong, healthy, unified community based on compassion, respect, and tolerance.

Nondiscrimination Policy

Steamboat Mountain School admits students regardless of disability, race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community to the rights, privileges, programs, and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of disability, race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other School-administered programs.

Student Disability Accommodations

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs

or physical, mental, or learning disability. As the range of requests have grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy: In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on School employees for which they are not trained. We also ask parents to realize that, given the size of our School and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation

Physical Accommodations: For any type of physical accommodation (including administration of medication at School), the parent must contact the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Learning Disabilities: A student with a professionally diagnosed learning disability may be entitled to accommodations (e.g. extended time on tests in the classroom). Students approved for any accommodations are responsible for making mutually agreeable arrangements with their teachers. Students with learning disabilities are scheduled a full load of classes. The accommodation must not interfere with the student's work in other classes.

To be considered for learning accommodations, the student must bring a copy of the entire educational evaluation from the psychologist to the Academic Dean. The Academic Dean will verify that the documentation meets basic guidelines and will notify teachers that the student qualifies for accommodations. Steamboat Mountain School makes every reasonable effort to provide the best possible learning environment for all of its students. In order to maintain a strong college preparatory curriculum, however, not all suggested accommodations can be made. The School does not have a Learning Specialist on staff, however, we can provide parents a list of resources available locally. Below is a list of the learning accommodations we will make at Steamboat Mountain School:

- Extended time on tests and quizzes.
- Arranging seating away from distractions (other students, the door, window, etc.)
- Distributing tests one page at a time so that the student is not overwhelmed.
- Breaking a test into two parts – class time for first part; after school for the second part.
- Reading parts of a test or quiz aloud when possible.
- Making allowances for spelling and handwriting in cases where a disability has been diagnosed addressing these areas.
- Accepting assignments done on computer.
- Varying teaching techniques to allow for different styles of learning.

Standardized Tests: For extended time and other accommodations on standardized tests (PSAT, SAT, SATII, ACT, AP, etc), students with learning or physical disability must apply for accommodations directly with the appropriate testing agency. Eligibility forms and instructions for doing so are available in the Academic Dean's office and from the testing agencies (www.collegeboard.com or www.act.org). Students and parents should submit their eligibility form, a copy of the psycho-educational evaluation, and any other documentation to the testing agencies according to the published deadlines. Our testing coordinator for students with disabilities is Academic Dean. Please contact her at 970-879-1350 with questions.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request: Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will discuss with the parents whether the School needs any clarifying information and whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the School's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples

of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the Health Office.

Handbook Overview

This handbook is a set of rules and procedures that guide behavior and outline expectations at Steamboat Mountain School (hereinafter “School”). They are not intended to be all-inclusive or to cover every situation that may arise. Students, and their parents or guardians, agree to be governed by the School policies and procedures contained within this handbook. Failure to do so will result in disciplinary actions, up to and including, expulsion of the student from the School.

The School reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. The School reserves the right to add, delete, edit, or change any rule or procedure at any time. Failure to read the handbook shall not relieve students and/or parents/guardians of the obligation to follow all rules and procedures contained herein or in any way impede or prevent the School from operating consistent with the rules and procedures. It is not an all-encompassing document. Specific details for Steamboat Mountain School programs will be presented to students, e-mailed to parents/guardians, and placed on Steamboat Mountain School website (www.steamboatmountainschool.org) throughout the year. Students and parents/guardians are responsible for the content on the website.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this handbook. Student’s continued enrollment after reaching 18 years of age evidences the student’s agreement with this requirement. In addition, even after the student turns 18 the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student’s parents/legal guardians throughout student’s enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with Dean of Students.

In order for students truly to achieve the intellectual, physical, and social growth they are here to gain, there are certain regulations they must follow. We rely on both students and parents/guardians to put their faith in the judgment of the

professional staff and administrators who have developed these guidelines and who enforce them.

If you have any questions about the handbook or any of its policies, please contact Dean of Students.

Principles and Expectations Relating to the Parent/School Relationship

We have six expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

1. Parents must cut the constant phone ties from the students. Let your student make decisions on his/her own without the constant need for parental reinforcement. Sometimes he/she will make a decision that is different from the one you would have encouraged. That is fine, too.
2. Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose, including the student's advisor, teachers, administrators, and deans.
3. The school may investigate issues and question students without the parent's knowledge or presence. This helps us move quickly to resolve issues.
4. Although your student's issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.
5. Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.

The school will not communicate everything that occurs in the student's daily life to a parent. Neither the teachers nor the school will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate school channels, if we believe there is a concern that you should address with your student.

Academics

Steamboat Mountain School is first and foremost a college-preparatory school that philosophically embraces the solid education inherent in a traditional liberal arts curriculum. Our courses aim to develop in our students the abilities to read discerningly, to think both analytically and creatively, and to communicate effectively – both orally and in writing. We emphasize communication skills across the curriculum. We actively seek depth in our courses. We value the interaction between teacher and student in our small classes and work to ensure that class time is educationally productive.

As preparation for college and as part of the process of building confidence, we believe in meaningful, thoughtful homework completed independently and regularly by all of our students. We also recognize the value of collaborative thinking and foster academic teamwork in our students. Our curriculum should prepare students for the comprehensive research, projects, papers, and examinations they will encounter in college. Steamboat Mountain School students should learn to appreciate the value of perseverance in the process of becoming well-educated and responsible members of the community.

College Counseling

The School has a college counseling program that assists students and parents with the college admissions process. Further, the School requires a number of standardized tests, beginning with PSAT's during the sophomore and junior years that students take on campus (as scheduled nationally by the College Board). The College Counselor formally begins the process of students' selecting and applying to colleges in the spring of junior year. Throughout the fall of senior year, students meet with the College Counselor frequently. With the help of the College Counselor, parents are also actively involved in the process. The aim of our college counseling program is to match students and colleges well. Although the Counselor supports the family throughout the process, responsibility for a student's following through with applications, essays, and requests for financial aid ultimately lies in the hands of the student and his or her parents.

Academic Integrity

Steamboat Mountain School's core values underlie our commitment to the School's Academic Honesty Code. Steamboat Mountain School faculty works diligently to teach expectations of academic honesty in general and proper documentation of sources in particular. The faculty expects all of its students to approach their academics with responsibility, perseverance, integrity, and appropriate collaboration (as defined by teachers in each course). We expect our students to know and abide by the school's Academic Honesty Code and to accept individual

responsibility in promoting the atmosphere of trust engendered by the Code. Those who choose to violate that atmosphere jeopardize their ability to remain in the School's community. Suspected violation of the Academic Honesty Code will be submitted to the Academic Dean or the Head of School may take directly under consideration. Violations of the Academic Honesty Code will be brought before the Standards Committee. Penalties for violation will be in accordance with the School's Discipline and Standards of Conduct.

Steamboat Mountain School Academic Honesty Code

Students are required to sign a pledge that states as follows: "I will do all of my academic work individually, using my own skills and intelligence, except when my teacher clearly assigns group work or grants permission for me and my fellow students to work together. I will not give or receive information that compromises integrity in the academic program. I will not use external resources for any work intended to come from my own memory, thinking skills, and creativity. When in doubt about whether an approach to a task might be considered academically dishonest, I will ask the teacher before proceeding with that approach. In general, I will be responsible for getting the most out of my own education."

Except when group work is assigned or permission is in place for students to work together, the faculty expects students to work individually to develop analytical and creative thinking skills, problem-solving skills, discipline, perseverance, and confidence; therefore, at Steamboat Mountain School sharing work and working together on homework or projects without permission from the teacher constitutes academic dishonesty. When teachers wish for students to work together, they clearly establish ground rules. Students who approach their work individually and honestly are rewarded with a solid education they will carry for life.

While not an exclusive list, the following are considered specific violations of the Academic Honesty Code:

1. Giving homework to, or receiving it from, a fellow student without the permission of the teacher.
2. Copying class notes from a fellow student without the permission of the teacher.
3. Giving to a fellow student test or quiz questions for tests or quizzes that a student has not yet taken.
4. Receiving from a fellow student test or quiz questions for tests or quizzes not yet taken.
5. Using notes or "cheat sheets" during tests or quizzes.

6. Calling, texting, emailing, or otherwise communicating with a fellow student information pertinent to a test or quiz that student has yet to take.
7. Accepting a phone call, text, email, or other communication from a fellow student providing information about a test or quiz not yet taken.
8. Having a cell phone on one's person during trimester or final exams; having a cell phone turned on during tests in class.
9. Using another person's words, images, or ideas without proper documentation of the source (plagiarism).
10. Using electronic resources, without express teacher permission, for any paper assigned in the school.
11. Using, without express teacher permission, Cliff Notes, Monarch Notes, Spark Notes, or any form of on-line plot summary or evaluation for any work in any Steamboat Mountain School class. With teacher permission, these sources may be used to **supplement** the reading of the text, but they may never be used as a substitute for reading the text. Secondary sources may never, in any fashion, be used in papers and essays without proper permission and documentation.
12. In language classes, using a language translator for translation of more than a word or short phrase.
13. Generally speaking, using outside sources of any kind -- including books, online sources, friends, parents, or other unpermitted sources -- for the completion of work intended to come from the student's original thought.

Curriculum

Courses Offered 2016-2017

English 1-4 and A.P. English 4
Algebra 1, Geometry, Algebra 2, Pre-calculus, Calculus I, and A.P. Calculus II
Biology, Chemistry, Anatomy & Physiology, A.P. Environmental Science, Physics
World History, Geography, U.S. History, Global Issues and Politics
Spanish 1-4 and A.P. Spanish 5; Chinese 1, 2, and 4
Art, Film, Graphics/Photography/Yearbook

Graduation Credit Requirements

A minimum of eighteen (18) credits, sixteen (16) of which are academic, is required for graduation from Steamboat Mountain School. One credit is given for each course passed with a grade of sixty (60%) or better for the year.

Departmental Requirements for Graduation

English	I, II, III, and IV (or A.P. English)
Math	Algebra, Geometry, Algebra II
Science	3 years of Science courses
Social Studies	3 years of Social Studies, including US History
Foreign Languages	Levels 1, 2, and 3 of Spanish or levels 1 and 2 of Chinese. Although the School offers Spanish and Chinese exclusively, students who enter the school having reached level 2 in an alternative language may work with the Academic Dean to complete their foreign language requirement through online courses or work with approved tutors.
Computers	All students must demonstrate proficiency in educational use of technology
Arts	4 trimesters of Art, Film, Drama, Graphic Design/Photography, Music, Performance, or Dance. Although private lessons generally do not count toward this graduation requirement, the School works with students and families to encourage their continued pursuit of the arts outside of the School when the School is unable to provide appropriate classes for the student.
Physical Education	Participation in Steamboat Mountain School's Physical Outdoor Pursuits (POPs) or SSWSC's competitive program while enrolled at Steamboat Mountain School.

Additional Information

Math -- All students must be enrolled in math through their junior year, and students are strongly encouraged to take math all four years.

Arts – Four trimesters of study in the arts are required, including at least one trimester of fine arts and one of performing arts. If a student is unable to fulfill the art requirement at Steamboat Mountain School, the student may fulfill the art requirement through fine arts, music, dance, or drama courses taken elsewhere. In order to fulfill the art requirement outside of Steamboat Mountain School, students must make alternative arrangements with the Academic Dean. Students wishing to fulfill the art requirement outside of Steamboat Mountain School must have roughly 70 hours of contact time with an approved instructor offering an independent study course combining history, theory and practice; take a “for credit” full-year course online or through a reputable arts program at a community college, college, or university; or combine an online or classroom semester course with 35 hours of

contact time with a private teacher. Although private lessons taken outside of school (i.e., piano, flute, voice, dance) generally may not be substituted for the Art requirement, students at a high level of proficiency and commitment may work with the Academic Dean to arrange for their private lessons to count toward the School's Art requirement.

Athletic Activities -- Each student participates in either Steamboat Mountain School Physical Outdoor Pursuits program or is an active member of the Steamboat Springs Winter Sports Club ("SSWSC") in both training and competing. Participation in either program satisfies our Physical Education accreditation and graduation requirements. Students earn credit for their participation in POPs and/or the SSWSC competitive ski/ride program.

Scheduling Courses

Steamboat Mountain School's academic program offers a path that students follow from Freshman to Senior year. Students take English, math, science, social studies, and a foreign language in most, if not all, of their years at the School. Students may also take electives in arts and technology. A student's English class is determined by his grade level at the school.

The Process

Most Steamboat Mountain School students take five year-long courses per year. Students enrolled at the School must take a minimum of four Steamboat Mountain School academic courses per year. Most students take five academic courses each year; however, with the permission of the Academic Dean, exceptions are made for students with legitimate reasons for enrolling in four academic courses instead of five; for example, an exception might be made for a student wishing to enroll in an approved online or community college course, for a high caliber athlete who misses a considerable amount of school for competitions, or for a student needing time to improve skills and study habits.

Students normally follow a set sequence in English, science, and social studies, and, depending on their level of math or world language, they move sequentially from each level to the next. For example, all freshmen take English I, Biology, and World History, but some take Algebra I and others take Geometry or Algebra II; some take Spanish I or Chinese I, and some take level II or III of a language, depending on their background.

Over the course of the summer preceding their enrollment, new students to the School schedule their courses through the Academic Dean. The communication generally occurs via emails and telephone conversations.

During the Spring, returning students meet with their advisors, establish their core courses, and select electives.

Dropping or Changing Classes

When necessary for academic reasons, students may request to change a class prior to September 16th, 2016. Generally speaking, changes occur promptly when a student is misplaced in his or her level of math or world language course.

Role of Online, Correspondence, and Summer School Courses

The quality of Steamboat Mountain School's academic program comes from the quality of its teachers and the substance of its courses. A student who earns a Steamboat Mountain School diploma has demonstrated that he can work at a high level of academic challenge. Students may use summer school or correspondence courses to broaden their education and enhance their transcripts with courses unavailable at Steamboat Mountain School. Students who want credit on their Steamboat Mountain School transcript must secure approval in advance through the Academic Dean for any courses they take outside of Steamboat Mountain School. Students may not substitute online or community college courses for courses offered at Steamboat Mountain School.

Students who fail a Steamboat Mountain School class for the year may be required to repeat it at Steamboat Mountain School or may receive permission to earn their required credit through a summer school, online, or correspondence course. Students may obtain only two recovery credits through online courses. Any additional credit recovery must be earned by retaking Steamboat Mountain School classes.

Components of Steamboat Mountain School Academic Curriculum

Attendance

Over the years, teachers and administrators have recognized that students who miss classes experience increased academic stress. They often struggle to recover missed information and catch up on missed work (with homework, tests, and quizzes), while at the same time trying to remain on top of their current academic work. Further, students missing School also miss important community-building activities, physical activities, training, dorm cleanups, meetings, community dinners, and preparation for the Global Immersion Studies trips. While all faculty members support and work with students who miss School for illness, emergencies, or competitions, Steamboat Mountain School fully expects its students to be present every day at School, except in the case of health issues, cleared competitions, or family emergencies. The School retains the right to determine what is defined as an “excused” absence and what is defined as an “unexcused” absence. Excused absences include, but are not limited to, illness, athletic competitions cleared in advance, family emergency (such as serious illness or death in the family), or significant special event (such as a family wedding). Any student not well enough to attend all of his or her classes during the school day may not participate in any co-curricular, extra-curricular, or athletic activity that afternoon or evening, except with the specific approval of the Academic Dean.

Students who are ill or who are suspected of having a communicable disease must be removed from the classroom according to School policy. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic before returning to classes. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to classes, or have a physician’s note stating that the student is not contagious and/or is under treatment. A student who is ill should be signed out by the Health Office. Teachers will be informed of students dismissed for illness.

Parents who have special events for which they would like to take their students out of School should contact the Academic Dean at least two weeks in advance in order to minimize the impact on the student's academics. The more advance notice a parent is able to give the School, the more opportunity a student has to work with his teachers.

Either in advance of or following an excused absence, students are expected to make

up missed work, including homework, quizzes, and tests. Teachers help students schedule their work and set deadlines for its completion. When an absence is considered unexcused, students are permitted to make up tests, examinations, or quizzes that are missed, but will receive no extra or additional assistance from the teacher.

Because the School provides generous vacations for its students to regenerate and enjoy family time, absence for additional vacation time is generally deemed unexcused. However, in the event of unexpected transportation issues surrounding vacations (such as cancelled flights), parents of boarding school students are asked to contact the Dean of Students immediately; these absences are generally considered excused.

Re-enrollment

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

Class Work and Participation

An important part of a student's education at Steamboat Mountain School occurs in the classroom. Class time combines listening (both to teachers and fellow students), taking notes, writing, thinking, presenting for the class, engaging in group work, asking questions, contributing to class discussions, and participating in labs, projects and field studies. We expect our students to engage actively in all class activities. Most teachers factor participation into trimester grades.

In order to help students remain focused during classes, many teachers collect cell phones at the beginning of each class and return the phones at the end of class. Students are expected to drop their phone in a "cell phone basket" when they enter class and to retrieve it when they leave. Appropriate use of tablets and laptops is expected of students during classes. Individual teachers set clear expectations for use of computers during their classes. Non-academic use of computers or tablets during class results in disciplinary consequences.

Homework

Homework provides students with opportunities to read, practice concepts,

discover their questions, and build confidence in their ability to produce work individually. While teachers in most courses design most homework to be completed individually, all teachers also include collaborative projects, and some upper-level courses encourage students to work together regularly on assignments. Because each class meets three days per week, students should expect between 60 and 90 minutes of homework between class meetings, although homework time can be more or less than that amount.

Late Work

All teachers assign grade penalties to late work, and some teachers of more advanced courses may refuse late work altogether.

Tests and Quizzes

Because we are a college preparatory school, all of our courses incorporate testing as part of the learning experience. Preparing for tests helps students to hone their organizational skills, improve their memory skills, and learn through practice and repetition. Taking tests helps students to improve their ability to work under pressure, and to develop their ability to analyze and synthesize material.

Some quizzes are unannounced (such as “pop” reading quizzes in English and history); others are weekly tests (as frequently occur in math courses); and many are chapter or unit tests (such as those occurring commonly in English, history, science, language and upper-level math classes). Larger, less frequent tests are common in upper-level courses (such as A.P. English, Calculus, or Global Politics and Environmental Studies).

Although one goal of a college preparatory education is to aid students with handling challenging workloads, we believe that reasonable limits must exist for students’ well-being and effectiveness. A student who has three or more major tests (or two or more tests and a major paper or project) on the same day may reschedule at least one of them by speaking with the individual teachers at least twenty-four hours in advance. (Major tests generally do not include weekly math tests and weekly vocabulary quizzes in English.) If a student does not address the issue at least twenty-four hours in advance, he or she may expect to take the tests.

Generally, a student can reschedule tests by speaking with individual teachers; however, if the student cannot obtain a solution, he should speak with the Academic Dean at least one day prior to the tests. The Academic Dean will work with teachers

to reschedule.

Exams

Comprehensive exams occur at the end of first trimester and at the end of the year. The first trimester exam is weighted as 20% of the trimester grade. The end-of-year exam, which covers material from the entire year, counts as 20% of the full year grade. All final exams cover the entire year's course content. Exams are designed to take the students a minimum of one and one-half hours and a maximum of two and a half hours. The individual classroom teachers proctor all exams, unless other arrangements have been made through the Academic Dean. The School retains copies of all students' trimester and final exams for one year. The exams may be reviewed with students, but teachers collect and file them as opposed to returning exams to students. Teachers submit one copy of their exams to the Academic Dean several days prior to administration of the test. The Academic Dean oversees the administration and grading of exams.

Study Halls

In order to help students develop disciplined and effective study habits, and to provide them with the time necessary to complete their school work, Steamboat Mountain School incorporates into each student's class schedule one or two daytime study halls; boarders also have evening study hall. By meeting established criteria, students may become exempt from attending proctored study halls. However, upon the recommendation of the advisor or the Academic Dean, any exempted student who demonstrates difficulty achieving average or better grades, whose quality of work drops significantly, or who demonstrates an inability to remain focused on, and productive with, academic work will be required to study in the proctored study hall.

All seniors and Honors students are exempt from proctored study halls unless they demonstrate the need to be returned to proctored study halls at the School's discretion. Seniors and Honors students are permitted to "roam" during their daytime and evening study halls. Dean's level students are permitted to "roam" during their evening study hall. Additionally, boarders demonstrating the ability to work well without adult supervision may opt during their evening study hall to use the library rather than to attend the proctored evening study hall. The faculty, in its weekly faculty meetings, reviews student performance and determines the list of students required to attend proctored study halls. The Academic Dean notifies

students whose status has changed – either because of significant improvement or because of academic decline.

Daytime Study Halls:

Faculty members proctor the daytime study halls, usually held in the theater. Students are expected to have all materials with them, to study individually and quietly during daytime study halls, and to use their daytime study halls exclusively for assigned homework. Music is not allowed in the proctored daytime study halls. Students may work with teachers or tutors during study halls by giving their study hall proctor a signed note from their teacher or tutor. Students may do group work outside of the proctored study halls when they have given their study hall proctor a signed note from their teacher indicating the students working together.

Seniors in good academic standing and Dean's and Honors List students who are exempt from attending proctored study hall during the day may choose how and where they spend their study hall periods. They may study in the library, the student lounge, the dining hall, or outdoors; students may not, however, be in the dormitories during their scheduled study hall time. Should a student exempt from proctored study hall demonstrate a decline in the level of his or her work, or should a student demonstrate difficulty remaining quiet, focused, and respectful of others, he or she will be required to attend the proctored study hall.

Evening Study Halls:

With the exception of those students who are exempt, boarding students participate in proctored evening study hall Sunday through Thursday night. Regardless of whether students are studying in the library or in the faculty-supervised study hall, they are expected to study quietly and to remain respectful of others in the room. On-Duty faculty members proctor students to foster productive studying. While seniors in good academic standing and students on Dean's or Honors are exempt from the proctored study hall in the evening, all boarding students may, if they choose, study in the proctored study hall; generally speaking, they choose to study in their dorm rooms or the Library.

Arts Explorations (AEs)

One afternoon per week, students attend Arts Explorations, which is a slot of time

intended to engage students in creative activities separately from their coursework.

Specific offerings in Arts Explorations vary year to year. For the 2015 - 2016 school year, depending on student sign-ups, offerings will include strings, drama, performance, Eco Art, video/photography, Sustainable Agriculture Program, and the art of marketing. Arts Explorations provide time for expanding creativity, enjoying the arts, improving skills, and collaborating with fellow students and teachers. Arts Explorations are required but not graded. Through AEs, students may receive credit toward the school's art requirement for graduation; one trimester art credit is awarded for each semester of consistent weekly participation in Arts Explorations.

Grading

Virtually all work at Steamboat Mountain School is graded carefully, with the exception that in some classes daily homework is checked for completion but not scored. Teachers all work within general guidelines for grading; however, because individual teachers' grading practices differ, on the first day of classes in the fall students receive, in writing, explanations of how each class will be graded. In addition to percentage scores, students receive for each class an effort grade determined by the teacher's sense of level of commitment to succeeding. Timely completion of work, responsibility with having necessary materials in class, willingness to ask questions, participation in class, perseverance with test preparation, and attendance at conference periods all factor into the teacher's determination of the effort grade.

Grades and Comments

At mid-marking period, teachers notify parents and students, in the form of Progress Reports, of all the students' current averages. Teachers write comments for students whose grade is below 70%.

At the end of each trimester, teachers assign percentage scores and effort grades, and write descriptive comments, for all students. Parents, students, and advisors read the grades and comments.

Percentage Scores

90–99: Outstanding performance: work is always timely, accurate, mechanically correct, intelligent, and thorough. The student understands the basic concepts and has at his or

her disposal the finer points of the subject. The student participates as a leader in classroom work and in completion of homework and preparation for tests and quizzes. Marking period grades of 97-99 are extremely rare, and 100% does not exist as a trimester or year grade.

80–89: Above average performance: the work is consistently on time, neat, well prepared, intelligent, and accurate. The student participates actively both in class and during study time outside of class.

70–79: Average performance: the student is working at the level expected for satisfactory completion of the course.

60-69: Below average performance: the student is having difficulty understanding the concepts of the course, completing the memory work, and submitting assignments on time; generally speaking, he or she is struggling.

50-59: Unsatisfactory performance: the student's work is consistently late or incomplete; he or she has not mastered material for tests and quizzes; the student does not understand the concepts of the course. No academic credit is given for grades below 60. For trimester and year grades, the school does not issue grades below 50%.
Letter Grade Equivalents for Percentage Scores

Both internally and externally, Steamboat Mountain School reports grades as percentage scores. For general information, the letter grade equivalents are as follows:

97-99: A+	87-89: B+	77-79: C+	67-69: D+	Below 59: F
93-96: A	83-86: B	73-76: C	63-66: D	
90-92: A-	80-82: B-	70-72: C-	60-62: D-	

Effort Grades

1 - Outstanding effort. The student has submitted all work on time, has prepared well for tests and quizzes, has participated consistently in class, has attended conference period, and has gone above and beyond the class requirements.

2 - Above average effort. The student has done more than the average amount of work. The student has consistently submitted work on time, has prepared well for

tests and quizzes, has attended conference period, and has participated well in class.

3 - Average effort. The student has done the required assignments, generally on time, and has participated in class.

4 - Below average effort. The student is not spending enough time on the course and/or he or she is not using time efficiently. Assignments have come in late or not at all. Preparation for tests and quizzes has been inadequate.

5 - Unsatisfactory effort. The student's work is consistently late, incomplete, or undone; the student fails to study for tests or quizzes; the student is passive and/or disruptive in class.

Calculation of Year Grade and Earning Of Credit

Most Steamboat Mountain School courses are year-long courses. Students earn a full credit for passing (60% or better) for the year. It is possible for a student to pass individual trimesters and fail the course for the year. It is possible for a student to fail individual trimesters and pass for the year. Credit is awarded for the full year when the year grade is 60% or above; no credit is awarded when the year grade is below 60%. For a trimester course, 1/3 credit is awarded for each trimester of work completed with a grade of 60% or above.

Trimester and Year Grades

First trimester grades include the trimester's coursework and the first trimester exam. The final first trimester grade is calculated as follows: The trimester coursework = 80%, trimester exam = 20%.

For second and third trimesters, which do not have trimester exams, the coursework constitutes the final trimester grade.

At the end of the year, all freshmen, sophomores, and juniors take cumulative and comprehensive final exams in their academic year-long courses. Year grades are calculated as follows: average of first, second, and third trimesters = 80%, final exam = 20%. For seniors, the average of the three trimester grades constitutes the year grade.

Transcripts

Steamboat Mountain School transcripts shows percentage scores for first, second, and third trimesters and for year grades for each course taken at the School.

Transcripts do not show mid-trimester grades, effort grades, first trimester exam score, and final exam score. Transcripts also show a grade of “Pass” for participation in the Global Immersion Studies program or SSWSC program. Students are awarded one credit for each full-year course passed, one credit for successful completion of GIS or SSWSC, and .33 credit for each trimester art course passed. A student earns a full credit, regardless of whether he or she has passed each of the three trimesters, if the year grade is 60% or above. Transcripts also designate Dean’s and Honors status for students who earned this designation with their year grades.

Steamboat Mountain School transcript shows only those courses taken during a student’s time at the School and figures a student’s GPA based on his coursework at the school. Parents whose students enter Steamboat Mountain School from other high schools are asked to provide the school with complete transcripts from previous schools. When our college counselor has complete transcripts from previous schools, these will be included with Steamboat Mountain School’s information sent to colleges.

Academic Honors

Steamboat Mountain School recognizes academic achievement for each trimester and for the year as a whole. Each trimester, the Academic Dean publishes at the School, on Steamboat Mountain School website, and in the local newspaper, the Dean's and Honors Lists, which recognize students for their scholastic accomplishments. Dean's and Honor’s Lists for each marking period are based on grades from the previous marking period. For example, those students on the first trimester Dean's List earned their designation and privileges through their grades in the third trimester of the preceding year.

Dean’s List

In order to make the Dean's List, a student needs an 86% overall average in all current courses. Dean's List students are exempt from attending proctored evening study halls. A student who earns a year GPA between 86% and 89% receives a Dean’s List notation on his or her transcript.

Honors List

In order to achieve Honors, a student must earn a 90% overall average in all current courses. Honors students are exempt from all proctored study halls. A student who earns a 90% or above GPA for the year receives an Honors List notation on his or her transcript.

National Honor Society

Since August 1991, the Steamboat Mountain School has been a member of the National Honor Society. A student is elected into the society by a committee of faculty members and administrators. In order to qualify for consideration, a student must have an overall high school grade point average of 85% or above, must be at least a sophomore, must have been at Steamboat Mountain School for at least one school year, and must be enrolled in a full course load. According to its national charter, in order for a student to be elected into the NHS, the student must have consistently demonstrated scholarship, leadership, character and service.

Academic Buildings

Academic facilities include the Charlie Williams Lodge, the Borden Center (with the exception of the dining hall), the Art Room, and the Temp Building. These spaces are designed for academic use. Students and faculty work together to keep the classrooms clean, academically focused, functional, and safe.

Fetcher Library: The library provides a variety of research and study resources, including computers, books, magazines, private study carrels, and tables for quiet group work. The library, which is generally not proctored during the class day, is intended as a study facility at all times. The library is open for use throughout the week and on weekends. During daytime study halls, students may request permission to study in the library. Library computers may be used for academic work and for checking Steamboat Mountain School email. The school's expectation is that students respect the library space, help keep it clean, and be mindful of the needs of other students simultaneously working in the library.

Food is not permitted in classrooms, the library, the theater, or the lobby and lounge areas of Williams Lodge. Exceptions are made for special events (such as end-of-year class functions or faculty meetings) when clean-up of the area has been scheduled into the activity. Neither students nor faculty should leave food waste in trash containers in

academic buildings. In all buildings students and faculty may have liquids contained in secure, non-spill containers.

Experiential Education

Lowell Whiteman, the founder of Steamboat Mountain School, believed in the importance of an Outdoor Education program. Lowell Whiteman viewed this program as “wholesome adventure” which asserts the values of personal growth, responsibility, perseverance, appreciation of nature, cooperation, global understanding, and tolerance.

Steamboat Mountain School continues the tradition of challenging each student to reach his full potential and to appreciate the natural environment, the benefits of physical challenge, and the importance of developing a responsible vision of the world.

Experiential Education includes Global Immersion Studies and/or competitive skiing/riding, the Outdoor Education Program, Physical and Outdoor Pursuits, and Community Service. Full participation in these programs is an integral and required part of the School’s curriculum.

Outdoor Education

The Outdoor Education Program takes the students’ learning beyond the walls of the classroom and into the natural environment where improved self-awareness can occur through challenges and experiences that can be found in nature. The Outdoor Education Program provides opportunities for backpacking, hiking, mountain biking, white water sports, and climbing.

Steamboat Mountain School requires an all-school Camp Trip at the beginning of the school year and a Desert Week trip in early October.

Outdoor Education Objectives

The Outdoor Education Program is integral to the School’s commitment to educate the whole person. The program fosters greater self-awareness through challenges and experiences in the outdoors, specifically focusing on the following goals:

1. Challenge students to raise their level of confidence, self-esteem, and trust in others through physical and social growth components;

2. Develop mutual support within a group through sequential activities that transfer to the students' academic, social, and athletic challenges;
3. Increase appreciation of one's physical and social self;
4. Widen students' appreciation for the natural environment and the trials one endures when faced with adversity.

Components of the Outdoor Program

All School Camp Trip

This trip provides the students with an opportunity to experience the natural world in a safe and adventurous way while climbing a 14,000 ft peak(14er) in Colorado. Students learn about wilderness camping, navigating, backpacking, cooking, and hygiene care. Leaders encourage students to develop an understanding of the equipment used on the trip while teaching them to be stewards of the earth. Students build trust within the group and take time for personal reflection.

Desert Week

This trip takes place in the deserts and canyons of southwestern Colorado or in Utah. Desert Week is a six day trip. The trip serves as a culmination of the skills gained from Fall Physical and Outdoor Pursuits. Most years, mountain biking, canoeing, kayaking, climbing and canyoneering are offered as trip choices. Leadership skills and student selection determines whether or not a trip runs.

Desert Week Senior Option

Seniors may use this time for college visitations and are not required to participate in Desert Week if college visits have been scheduled. The following guidelines will be used to determine appropriate exemption from Desert Week:

1. Seniors must provide the Director of College Counseling with a list of at least three proposed college visits by the middle of September;
2. The list of college visits must be confirmed and approved by the Director of College Counseling and with parents;
3. College visits must require a substantial portion of Desert Week to complete.

Physical and Outdoor Pursuits (POP's)

The Physical and Outdoor Pursuits program (POP's) is designed to offer group activities that involve a physical challenge to improve physical conditioning, and present a learning experience, a sense of adventure, and a physical and emotional release. It allows students to have opportunities for instruction, competition, and the development of lifelong skills. Physical and Outdoor Pursuits are part of the school day and are held three days a week. Students can choose a particular activity per session. Activity offerings are **year-to-year** based on the experience of our staff and the desires of our students.

Physical and Outdoor Pursuits Requirements:

Physical and Outdoor Pursuits are required during the fall, winter, and spring seasons for all students who participate in the Global Immersion Studies (GIS) Program. Full participation in Physical and Outdoor Pursuits satisfies the physical education credit requirement for GIS students.

Excused Absence from Physical and Outdoor Pursuits:

The Director of Outdoor Education, Academic Dean, or Dean of Students may excuse a student from Physical and Outdoor Pursuits for good cause. When a student is excused from Physical and Outdoor Pursuits, the student will go to afternoon study hall,, a scheduled appointment, or where circumstances dictate, another alternative.

Students involved in field trips, guidance counseling, special community service hours, artistic productions, or other special events may, on occasion, be excused from regularly scheduled Physical and Outdoor Pursuits. Any alteration needs to be approved by the Director of Experiential Education.

Global Immersion Studies

The Global Immersion Studies (GIS) program is a balance of adventure, education, cultural immersion, and opportunities for self-discovery. For four weeks each Spring, students travel in small groups with Steamboat Mountain School leaders to different destinations.

From December until March, students meet in GIS seminars to study topics such as political issues, current events, religion, language, culture, and art. These seminars are taught by Steamboat Mountain School teachers and guest lecturers. The trip is considered an educational experience. Whenever possible, the GIS leaders work to integrate the experiences on the trips with the lessons that students learn in the classroom and in their seminars. In addition, activities of educational substance are integrated into the program. Reading assignments associated with the host country are often assigned, and students often make presentations in the GIS meetings that begin in December. These meetings are mandatory and unexcused absences will be dealt with appropriately.

Once groups arrive in the host country, home-stays, community work projects, school visits, language programs, cultural immersion, and adventure enrich the group experience with the physical, cultural, and life challenges unique to each country. In addition, the

students build on the understanding of the country that they developed through the GIS seminars. Whether the students are improving their language skills, learning more about historical events, or delving into the scientific topics important to the region, they are encouraged to make connections, think critically, and bring their GIS experiences back to the classroom and integrate their newfound knowledge into their life.

Through the GIS program, we encourage students to become informed global citizens and passionate stewards of their human and natural worlds. While in host country, we travel as “green” as possible, which means we strive to support the local economy, to use local modes of transportation whenever possible, and to respect native territories, rights, and cultures.

Competitive Ski/Ride Program

Competitive skiing and snowboarding programs are offered through the Steamboat Springs Winter Sports Club (SSWSC) and include: Alpine, Freestyle, Freeride, Nordic Combined, Special Jumping, Cross-country, and Snowboarding programs. The Competitive Ski and Snowboard Programs are relationships between the SSWSC and Steamboat Mountain School. SSWSC coaches and the Ski/Ride Program Coordinator communicate regularly for efficient exchange of athlete information.

Competitive Skiers/Riders are athletes greatly committed to training and competing. Athletes in this program have clear goals that can be attained through coaching and training. Attendance at SSWSC functions is monitored through Steamboat Mountain School and the SSWSC. In this program, athletes participate in fall dryland training at the SSWSC and winter training at Mount Werner or Howelsen Hill. These athletes have reduced class loads in the winter months and participate in Intersession. Participants are required to pay SSWSC program fees.

The challenges facing a competitive athlete are significant and concurrently rewarding; however, the rewards are most often contingent upon an individual's level of dedication. We are committed to our students' development, and it is our desire that Steamboat Mountain School competitive athletes participate to the fullest of their abilities in their respective disciplines.

Responsibilities of SSWSC

The SSWSC arranges all transportation to and from competitions. The SSWSC arranges all lodging and meals during competitions. When necessary, the SSWSC will screen and place athletes into appropriate programs with the input of the Ski/Ride Program Coordinator.

Responsibilities of the Athlete

Athletes must participate in all mandatory, scheduled training events both during the week and on weekends. Competitions are an integral part of the competitive program.

Responsibilities of Steamboat Mountain School

In a broad sense, Steamboat Mountain School oversees the competitive athletes in all facets of their life at school. The School arranges transportation to and from training. The school rigorously maintains its academic standards and administers the consequences related to any abuse of the program.

Withdrawal from SSWSC

If an athlete wishes to withdraw from the SSWSC, he must first contact his coach or program director at the SSWSC. A committee consisting of the Ski/Ride Program Coordinator and administrators will decide if the withdrawal will be allowed. The SSWSC determines any sort of refund that will take place.

Attendance

A Steamboat Mountain School /SSWSC athlete is required to participate in dryland training at the club as outlined by his or her discipline. Attendance at scheduled SSWSC functions is mandatory except in the event of an excused absence which the athlete must communicate with the Ski/Ride Program Coordinator and with his or her coach. In the cases of injury or illness, the athlete must be on campus during training hours unless at a scheduled appointment acknowledged by the Ski/Ride Program Coordinator. In the case of an academic issue, an athlete may request or be required to attend a proctored study hall. If an athlete does not have training after a school day, he or she participates in a supervised afternoon activity, community service, or a proctored study hall.

Tardiness or Unexcused Absence from Training

Any pattern of tardiness or unexcused absences (as determined by coaches and the Ski/Ride Program Coordinator) can be processed by the Standards Committee or in a Behavior Review Meeting with the SSWSC coordinator, Dean of Students, and the student's advisor.

Transportation

Daily transportation is provided for athletes to scheduled morning weight training (only as needed), dryland training, and on-snow training at either Mount Werner or Howelsen Hill. Transportation to Howelsen Hill for departing competition vans or any other need must be arranged with the Ski/Ride Program Coordinator. It is the athlete's responsibility to communicate travel needs with the Ski/Ride Program Coordinator. Steamboat Mountain School will provide transportation for skiers/riders between the times of 7:00am and 9:30pm. If a student has transportation needs outside of these times, the student should discuss and plan other means of transportation to and from the school (i.e. taxi, coach) as well as entry to the dormitory.

Grades and Academics

It is the athlete's responsibility to speak with all of his teachers whenever an upcoming absence has been approved. When an athlete is away for training and/or competitions,

the athlete must complete schoolwork according to the arrangements made in advance with the athlete's individual teachers.

Typically, missed work is expected upon arrival from 1-3 day absences. Tests and/or quizzes are made up as scheduled by teachers. For absences of longer duration, specific schedules should be made with teachers. Failure to abide by schedules can result in late penalties or a grade of zero for the work.

Eligibility is based on the student's current trimester average, or, when at the beginning of a new trimester, the previous trimester grade. For the first two weeks of a new trimester, the student's previous trimester average will be used to determine eligibility. Eligibility is based on classes in which the student is currently enrolled. Dropped classes will count towards eligibility only if there is outstanding work in the class.

Eligibility status runs weekly. If a student is reported as ineligible, he is given a one-week warning period during which he can compete and attempt to raise the trimester grade. Students will be given only ONE, one-week warning period for the year. If a student is again reported as ineligible in any subsequent week, that student will not be excused to miss school until the following week's eligibility is reported (assuming the grade improves). The period of time for which the student is ineligible is nonnegotiable, even if the grade improves during the week of ineligibility. The student cannot make up missing work or retake tests to improve the grade quickly.

Students are ineligible to miss school if they are:

- in full course loads and have two or more Ds* or any Fs or
- in reduced course loads and have any Ds* or Fs.

*Students with D's may remain eligible by completing one hour per week of extra help with the teacher of each class in which the student is earning a D.

School Policies and Rules

All rules and policies of the school continue to apply to competitors when they are either training or away at competitions. Involvement in major disciplinary infractions while with SSWSC or Steamboat Mountain School is communicated with both organizations.

Punishments are usually implemented by both organizations and can include work hours and lengthy suspensions from the SSWSC. The SSWSC is responsible for administering its

own policy.

Excused Absences for Fall and Winter Competitions

Fall absences are difficult for athletes because they carry a full class load. Fall absences should be discussed with the Ski/Ride Program Coordinator, coaches, and the Academic Dean to determine the necessity of the absence. The absence may or may not be approved.

Excused absences from school for competitions are common in the winter. The number of missed days depends greatly on the level and discipline of the athlete.

Intersession

Intersession is an integral part of the unique academic program offered at Steamboat Mountain School. Athletes who participate in the competitive ski/snowboard program are required to participate in Intersession unless they are simultaneously participating in the Global Immersion Studies program.

Competitive athletes reduce their course loads during the competitive season (Post-Thanksgiving Break through March) and make up work during Intersession, while other students are away participating in Global Immersion Studies (GIS). The Head of School and Academic Dean work together to determine what courses are available during Intersession. Courses offered during Intersession depend upon the needs of the students involved and the requirements of faculty scheduling to cover both Intersession and GIS. Sometimes it is necessary to make teacher changes for Intersession courses. When a change must occur, the Intersession teacher consults with the original teacher and attempts to follow the policies and grading practices of the original teacher as closely as possible.

Athletes' course loads are reduced at the start of second trimester. All material covered in the dropped classes between December and Spring Break is covered during Intersession. Insofar as possible, athletes making up a course in Intersession receive the same assignments, tests, and quizzes that the rest of the class received during the regular school schedule. Because each class during Intersession is roughly equivalent to three classes during the regular school year, up to three hours of homework per day per course may be expected. In general, grading is as similar as possible to what occurs during the regular school year.

Intersession Absences

Since each day of Intersession is roughly equivalent to three days of regular school, and because Intersession provides the cornerstone of academic quality for the ski/ride program, it is difficult to get an excused absence during Intersession. Possible exceptions apply to U.S. Ski Team athletes, athletes competing at a world-class level, or athletes whose standings in the coming year will be greatly affected by a competition. Athletes involved in spring high school sports who are in good academic standing are generally excused from study hall time for practices and competitions; however, they are rarely excused from classes themselves. Decisions regarding Intersession absences are made by Steamboat Mountain School administrators.

Community Service

At Steamboat Mountain School, we believe in the value of community service. Community service encourages students to develop a habit of service. It further develops character, the community, and supports the values of the School. We incorporate community service into our afternoon program (on Thursday afternoons), our GIS program, our camp trip program, and our chores program. Whether students participate in community service on campus, in the Steamboat Springs community, or in the countries they visit, they learn the importance of contributing to the world outside of themselves, of persevering to accomplish a goal, and of taking responsibility for their community. In addition, we strive to expose them to a variety of experiences in order to encourage them to find a passion for life-long community involvement.

Student Life

Student life is about developing the student as a community member. Students must have a willingness to accept challenge and risk. Active involvement in the community teaches students how to live with respect, understanding, and tolerance. At Steamboat Mountain School, we strive to nurture in our students resilient strength of character and to prepare our students to lead capably and confidently in any environment.

Community standards at Steamboat Mountain School are based on integrity, perseverance, responsibility, and collaboration. Students who actively adopt these values will make significant progress toward embodying the spirit of the School.

Advisor Program

The advisor is the primary contact person for students and parents. The relationship between advisor and advisee is based on mutual respect and trust permitting open communication, mentoring, and a genuine fondness and attachment.

- An advisor is a supervisor, mentor, and role model for advisees.
- An advisor should have current information about each advisee's academic standing, social and behavioral compartment, dorm life, athletics, and general daily attitudes and accomplishments. The advisor's role is to support and guide his/her advisee, helping him/her successfully to meet the challenges of adolescence and the daily and yearly expectations at Steamboat Mountain School.
- An advisor is an advocate for his/her advisee whenever possible and appropriate.

Specific Advisor duties include:

- Contacting each advisee's parents every two weeks and when specific situations merit communication.
- Holding weekly advisory meetings to discuss relevant issues.
- Sharing information with parents about significant changes in a student's performance and/or behavior.
- Assisting with the selection of academic courses.
- Being present with an advisee called before the Standards Committee.
- Placing an advisee in proctored study hall.
- Meeting advisees for campus jobs each day and during advisory time.

Chores Program

Pride of place and service to community is at the heart of Steamboat Mountain School chores program. Students, faculty, and staff take responsibility for maintaining the overall appearance and cleanliness of our School through daily chores. Pride of place also extends to each student's personal space at school. All student are assigned personal space in the form of mailboxes and cubbies. Students are expected independently to maintain the cleanliness and orderliness of these spaces and to respect the space of other students by not accessing the space without permission. Cubbies and mailboxes may be inspected and searched periodically without prior notice or consent. All cubbies and mailboxes are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate.

The school assumes no financial responsibility for items taken from cubbies or mailboxes.

Personal Appearance and Hygiene

All students must look presentable and should represent Steamboat Mountain School with honor.

- Dress is expected to be clean, in good repair, and appropriate.
- Clothing that appears to advocate any form of drug or alcohol use is not allowed.
- Clothing exhibiting or promoting sexually explicit messages is not allowed.
- Piercing is limited to earrings and one piece of body jewelry. Steamboat Mountain School does not condone tattooing or piercing of students. Tattooing and piercing may not be done while school is in session.
- Students are required to maintain healthy and non-offensive personal hygiene habits.
- Shoes are required at all times in the Main Building, Borden Center, Temp Building and Art Building.
- It is not considered appropriate to expose excessive amounts of skin.
- It is not considered appropriate to wear underwear or pajamas as clothing or to expose any portion of one's underwear.
- Male students must be clean shaven. If a student chooses to grow facial hair during a break, he must keep his facial hair well-trimmed.

Students who ignore these guidelines will be asked to adjust the appearance until it is appropriate for a school setting. Repeated offenses will lead to disciplinary action.

Graduation Dress Code

The following dress code will be enforced for graduating seniors:

Male: Long pants, dress shirt (collared) or formal jacket with shirt (collared or not). No baseball caps.

Female: Dress, skirt and top, or dress pants.

Meals

Meals in the dining room are offered to students while school is in session. Boarding students' tuition covers all meals served in the dining room, and day student tuition covers only lunch. Day students wishing to be on campus during breakfast and/or dinner should make arrangements with the Dean of Students.

Students are expected to behave properly in the dining room. This includes: being seated while eating; using utensils at the table and in the serving line; and returning all dishes and utensils to the kitchen at the end of their meal. Dining room rules include:

- Adhering to Steamboat Mountain School dress code; shoes must be worn at all times.
- Any special requests for the kitchen must be submitted to the Business Manager at least one week in advance.
- Students are expected to respect the chefs' workspace and may not enter the kitchen without the expressed consent of the chef on duty, unless the student is on Kitchen Crew.
- No food, other than a piece of fruit, may be taken from the dining room.
- No utensils or kitchen equipment may be taken from the dining room.

Community Dinner

Once a week, boarding students, faculty, and staff sit down to a family-style dinner. Tables are assigned with the sole purpose of mingling faculty and students. The Community Dinner serves as a contrast to a busy weekday schedule. It provides students and faculty a medium to enjoy the company of others, practice meal etiquette and relax at a family-style meal. Community dinner topics include inspirational quotations, lessons in dinner etiquette, and other themes such as Chinese New Year. All community members dress appropriately for the dinner:

Males: Slacks (no holes and no jeans), belt, collared shirt (tucked in) or formal sweater. No hats.

Females: Dress, skirt and top, or dress pants.

Guest Policies

Permission to bring a non-Steamboat Mountain School student on campus (after

classes are over and on weekends) can be granted by the Dean of Students or On Duty faculty. Permission is granted on a case-by-case basis and must be submitted during the academic day. The School needs at least twenty four hours of advance notice if the guest(s) will be attending a meal.

Student Accounts

Throughout the year students will be responsible for any number of purchases, some minimal, others large. A Student Account must be set up for each student by the time he or she arrives at School. The money in this account is used to cover various school-sponsored expenses such as fees for camping or day trips requiring rental of special equipment, weekday or weekend activities, and other personal expenses. The School will make every effort to obtain written pre-approval for charges over \$25.

The School requires an account balance of \$1,000.00 (one thousand U.S. dollars and zero cents), paid at the beginning of the school year. **Statements with a balance due will be emailed to the parents to update them on activity in the Student Account.** Any credit remaining at the end of the school year will be returned if the student will not be returning the following year. If a student will be returning, money remaining in the student account will be held at Steamboat Mountain School unless the parent requests a refund. Please allow 3-4 weeks after school ends for the processing of refund checks.

It is the policy of the School that all accounts and obligations for **all** students enrolled by a parent/guardian must be paid in full and funds cleared before any of the grades, records and/or transcripts (for **any** of the parent/guardian's children) can be viewed, released, or transferred. It is also School policy that students may not be allowed to continue to attend classes unless tuition and fees are paid by stated deadlines (or until other written arrangements acceptable to the School have been made).

The Bookstore

Steamboat Mountain School operates a bookstore, which sells a variety of items, including academic supplies and Steamboat Mountain School logo items. The bookstore is open upon request. All school supplies are automatically student accountable. Steamboat Mountain School clothing over \$25.00 requires parental approval before students may student account it.

Weekend Community Activities

Steamboat Mountain School will provide weekend activities and gatherings for both

boarding students and day students. Activities are scheduled for every Friday evening, Saturday afternoon, Saturday evening, and Sunday afternoon and will include movies, shopping trips, ski trips, game nights, and bowling to name a few. While most activities are free, some will have a nominal cost, and parents must approve in advance any activity over \$25 before the student may participate in the activity.

Leave of Absence

Being away from school is always problematic, especially given the intensity of Steamboat Mountain School schedule and the significance of the experiential program. We strongly discourage repeated or extended leaves, but recognize that some exceptions are inevitable. Leaves of Absence are granted at the discretion of the School for the purposes described below:

- When a serious medical condition occurs that requires the student to be away from the School. In such cases both the student's departure and return must be approved by the Dean of Students and Head of School, usually in conjunction with an appropriate consultant. Completion of coursework will be handled on a case-by-case basis and it may be determined that the student cannot complete the necessary coursework to earn academic credit. If so, the student may be required to repeat a course or attend summer school.
- When, in the opinion of the Dean of Students, an unusual, emergent or critical situation arises requiring a student to be away from campus. A serious family illness or death are examples.
- When a major family event is necessarily scheduled during school time a student may apply for a special leave or weekend. A family wedding or traditional holy days are examples. This type of leave should be requested as early as possible, and at least a week in advance with approval from the Academic Dean or Outdoor Education Coordinator
- Seniors may apply for a short leave for a college visit.

Departure and return dates for a leave of absence are coordinated by the Dean of Students office in consultation with families and, if appropriate, the Nurse or other medical professional. Students returning from a leave of absence must coordinate with their advisor, Academic Dean, Outdoor Education Coordinator and the Dean of Students' office to plan for any academic accommodations, obtain make-up work, clarify travel plans, and notify dorm faculty, teachers, and activity leaders.

Discipline And Standards Of Conduct

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

Students should understand that they represent Steamboat Mountain School at all times. The policies and standards apply any time a student is enrolled in the School, including when a student is on campus, is participating in or attending a School-sponsored event on or off campus; is officially representing the School; is traveling on behalf of the School; and during school breaks, including summer break. In addition, the School regards any behavior prejudicial to the best interests of the School, whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Each situation will be handled at the School's discretion in accordance with the School's rules, policies and practices, as well as general common sense. Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary. Academic disciplinary issues are a part of the student's larger disciplinary record at the School. (For description of various consequences, please see the Disciplinary Responses section of this handbook.)

The policies and rules outlined in this handbook should not be read as an all-inclusive description of the School's standards, which are based on integrity, responsibility, perseverance, safety, and collaboration. Any behavior that constitutes a breach of these School values may be treated as a major School rule violation. Students are expected to comply with School standards and rules, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.

Discipline System

All school policies and procedures exist to ensure student health and safety, and rules are clear so that students know what is expected.

At Steamboat Mountain School, our prime focus is the personal development of the student. At the same time, we take care to maintain the safety and integrity of the community. The discipline process at Steamboat Mountain School relies on timely, appropriate feedback about student choices. This feedback allows Steamboat Mountain School faculty to help a student understand the choices the student makes, to accept the consequences for poor choices, and to learn the skills necessary to contribute positively to the community. Consequences are intended to reinforce the integrity of the school community, to help others understand the importance and necessity of the School's rules, and to increase the awareness of the student about his responsibility to self and others.

Discipline Process

At the heart of the discipline process is communication. When a student is struggling with minor offenses there is a series of communication responses in place to work with that student. For a violation of minor policy or minor rules, on the first offense where the student takes full responsibility for the action, the School utilizes a conduct point system.

Student/Advisor Meeting

A student will be asked to meet with their advisor when, if a boarding student, the student earns 7 Points and if a day student, the student earns 5 Points and/or violates minor school rules that merit a warning and reflection on their behavior. This acts as a conduct warning and is the most minor form of formal discipline. Parents will be notified by the advisor. Continued violations of a school rule or behavior will result in a Final Conduct Warning, Final Probation, Suspension, or Expulsion from Steamboat Mountain School.

Student/Advisor and Dean Meeting

A student will be asked to meet with their advisor and Academic Dean/Dean of Students when, if a boarding student, the student earns 12 Points and if a day student, the student earns 8 Points and/or the student violates a series of minor school rules, or as a result of behavior that merits a more serious warning with consequence and written reflection of their actions. This level of meeting will incorporate a Behavioral Agreement discussed between the advisor, Dean of Students, and the student. Continued pattern of behavior can result in Final Probation, Suspension, or Expulsion at Steamboat Mountain School. Parents are provided a copy of the Behavior Agreement and the Dean of Students and advisor will contact the parents.

Standards Committee Meeting

Repeated inability to meet Steamboat Mountain School expectations, failure to adhere to Steamboat Mountain School core values, violation of a series of minor school rules, violations of a major school rule (such as the School Drug and Alcohol Policy, the School's Harassment, Bullying, or Hazing Policy, the School's Weapons and Threats Policy), violations of the Academic Honesty Code, or an accumulation of 24 Points for a boarding student or 16 Points for a day student, generally result in an appearance before the Standards Committee as decided by the Deans of Students and the Head of School.

The Head, in his or her sole discretion, may choose to take any given matter under consideration directly, without involvement of the Standards Committee.

The committee consists of two faculty/staff and two students. The Dean of Students and, when necessary, the Academic Dean or Director of Experiential Education will preside over the meeting and the advisor of the student for which the meeting was convened will also be present. The Standards Committee is not a court of law and acts only as a communication, review, recommendation, and education service of Steamboat Mountain School. Steamboat Mountain School Head of School is ultimately responsible for all final decisions as to the disposition and consequences related to violations of the School's policies.

The Dean of Students will provide a reporting and hearing process for students or faculty member to report suspected school policy violations. Suspected school policy violations will be reviewed by the school administration and a determination will be made as to whether the reported violation will be reviewed by the Standards Committee. If so, the Dean of Students will inform relevant individuals of the Standards Committee meeting date, time, and location. The Dean of Students and the student's advisor will then inform the student(s) in question and the student's parents. Parents and others from outside the School community are not permitted to attend Standards Committee meetings. If the Dean of Students is not available to preside over a Standards Committee, another faculty or staff member will be selected to act as the Dean of Students during the meeting. The appointed faculty or staff member will work with the Dean of Students in order to share the associated responsibilities. Once the hearing process has been completed, the Standards Committee will make a recommendation to the Head of School.

The Head of School may accept or reject any or all recommendations, at the Head's sole discretion. Once a decision has been rendered by the Head, the Dean of Students will inform faculty and staff as appropriate, as well as the student, of the decision and any associated consequences.

All Standards Committee members must sign a Pledge of Confidentiality at the beginning of each school year. The members must understand and respect the need for confidentiality concerning all cases and the details surrounding these cases. Committee members are not allowed to discuss cases or their deliberations or recommendations about any case with anyone beyond the realm of the Standards Committee meeting. A Standards Committee member who is determined to have discussed Committee cases outside of a Standards Committee meeting with anyone not on the Committee or specifically designated by the Head of School will be dismissed from the Committee and face potential disciplinary action. The Dean of Students can share specific information about the incident and the final determination with Steamboat Mountain School faculty and staff after a final determination has been made by the Head of School.

Disciplinary Responses

Saturday Night Detention

Saturday Night Detention is a two-hour study hall on Saturday evening following dinner. Students are not allowed to have electronic devices during this time period. All work must be out of a book, and all writing shall be done with pen or pencil and paper. Students may be asked to use this time to write a reflective letter regarding the reason they are in the Saturday Night Detention. A student who is tardy or absent from an assigned Saturday night detention, they may face further disciplinary consequences in addition to finishing the assigned Saturday Night Detentions. A student who receives three Saturday Night Detentions or Sunday Morning Work Hours (or some combination thereof) may be taken before a Standards Committee.

Sunday Morning Work Hours

Sunday Morning Work Hours is a two and half hour time during which students must provide service to the community. A student who is tardy or absent from an assigned Sunday Morning Work Hours, they may face further disciplinary consequences in addition to finishing their assigned Sunday Morning Work Hours. A student who receives three Sunday Morning Work Hours or Saturday Night Detentions (or some combination thereof) may be taken before a Standards Committee..

Campus Restriction

Campus Restriction is formal notification that the student has not lived up to a specific school expectation. Decisions on the nature of the restrictions are made by the Dean, Standards Committee, or Head of School and may include the following: early check-in, denial of off-campus permission, denial of weekend permission,

additional check-in times.

Final Probation

Final Probation is formal notification that a student is one step from dismissal. Once a student is on probation, the student will be given opportunities to earn reinstatement as a member in good standing of the school community. It is the student's sole responsibility to take advantage of these opportunities to obtain reinstatement. The student is subject to immediate dismissal for a major infraction during the probationary period. Final Probation becomes part of a student's permanent file, and will influence any further disciplinary decisions. A student can be on Final Probation for a calendar year, unless otherwise shortened or lengthened by a review of the student's final probation prior to the beginning of the next year.

Suspension

Suspension involves sending the student away from the school for a period of time depending on the severity of the infraction. The purpose of such a separation is for the student and family to reflect on and discuss the incident. Suspension becomes part of a student's permanent file, and will influence any further disciplinary decisions.

Expulsion/Dismissal

Students may be expelled for serious first offenses; egregious offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the Administration directly or considered serious enough to require the action of the Standards Committee may be grounds for expulsion.

Once dismissed (expelled), the student must leave campus immediately, unless the Dean of Students or Head has granted an extension due to unusual circumstances. All School property must be returned to appropriate parties and cubby and mailbox must be emptied. A dismissed student may not return to campus without a specific permission from the Dean of Students or Head.

Students who are asked to withdraw or who are expelled from the School forfeit any undelivered yearbooks, graduation announcements, etc., and no monies are refunded.

In addition, the School may report to the appropriate governmental authorities any actions that appear to violate law.

Withdrawal

If parents decide to withdraw a student for any reason, they must notify the Head of School in writing. Parents and the student no longer have the option for withdrawal once it has been decided that student is to be expelled. The official date of withdrawal will be the date of written notification or the date the student actually departs from Steamboat Mountain School, whichever comes later. A withdrawn student may not return to campus until after all current students have graduated, except by permission of the Dean of Students or the Head of School.

Points System (for Minor Rule Violations)

Building character and developing, as a member of a community requires daily leadership and positive participation in Steamboat Mountain School Community. Points are assigned to students for minor infractions, including tardiness to any school commitment, substandard room cleanliness, or some inappropriate behaviors. While the expectation is that students will earn zero Points, this system is designed to indicate a student's ability to meet daily expectations and to help students recognize patterns of behavior that affect their ability to thrive in the community.

Faculty and staff will document Points and the Dean of Students and advisors will track totals. There will be three intervals throughout the academic year, during which each student's number of Points will revert to zero at the onset of each trimester. An ongoing record will be kept of Points during the Students enrollment at Steamboat Mountain School only for the purposes of monitoring trends in performance and discipline. During Intersession, Point will not be accrued as a part of the third trimester or second trimester. There will be a separate interval specific to Intersession. A maximum of 10 Points can be given for a single minor infraction.

At the heart of the Points system is collaboration and communication. As Points accumulate, patterns of behavior begin to surface that affect the growth of an individual and in turn the growth of community. Point amounts generally correspond to the disciplinary response. Students who earn five or more Points in one week will be placed in Saturday Night Detention, from 7:30 – 9:30 p.m. and/or Sunday Work Hours from 8:30am – 11:00am. When a boarding student exceeds 6 Points or a day student exceeds 5 points in a trimester, there is a Student and Advisor meeting to assess the behavior and address any changes that might help the student change the behavior. When a boarding student exceeds 12 Points or a day student exceeds 8 points, there is a meeting with the student, the student's Advisor, and Dean of Students (Academic Dean/ Director of Experiential Education as needed),. When a boarding student exceeds 24 Points or a day student exceeds 16, the student will appear before the Standards Committee. When a boarding student exceeds 48 Points or a day student exceeds 32 points, they will appear before the Standards Committee and incur the equivalent of a major infraction, which may result in Final Probation, suspension or expulsion. Students will also be required to meet with their Advisor, and their advisor and Dean of Students (and possibly program

director). If a student is the subject of four Standards Committee Meetings within a school year, he or she will be considered for expulsion. Steamboat Mountain School reserves the right to expel a student prior to two Standards Committee if he or she cannot accept the conduct code and accumulates points at a rapid rate with no apparent modification of behavior. Further, the School reserves the right to expel as provided above under the subsection entitled Expulsion/Dismissal and as otherwise set forth in this handbook.

Following orientation and during the first week of school, Points will be given in order to help students become familiar with the system. The Points System will begin at the start of the second week of classes.

The following examples are illustrative only. Steamboat Mountain School reserves the right to treat comparable breaches of conduct in a similar manner to those listed below.

Minor violations are actions that cause some disruption to the community or demonstrate lack of knowledge or concern for the expectations of the community without, necessarily, the intent to be disrespectful or dishonest. These violations may include:

Unexcused Level 1 Tardy 5 mins or less	1
Failure to Complete Evening Chores	1
Missed or Tardy to Meal	1
Passive Misuse of PEDs	1
Food or Drink in the Main Building during the School Day	1
Unexcused Level 2 Tardy over 5 mins.	2
Dress Code	2
Kitchen Crew(Tardy)	3

Some minor violations are more behavioral in nature and receive a higher number of Points in the first occurrence. The behavior demonstrates a significant lack of judgment, and may be perceived as dishonest or disrespectful and/or disrupts the environment of the school community.

Unexcused Absence from a Class, SH, or Required Conf. pd., crew)	4
Active Misuse of PEDs	4
Littering	4
Class Disruption	4
Rudeness or Discourteousness	6
Possession of Tobacco	10
Leaving School Boundaries	10
Unjustifiable absence from school.(Truancy)	10
Failure to meet SMS commitment	10

Tardiness to Class, Conference Period, or Study Hall

The expectation of promptitude to all Steamboat Mountain School commitments is an important part of the School's overall program. Within the academic realm, Level 1 Tardiness is defined as tardiness of five minutes or less; Level 2 Tardiness is any late arrival in excess of five minutes. Tardiness is handled within the larger discipline system, with increasing consequences when or if a student forms a pattern of lateness to chores, classes, study halls, conferences, meals, in-dorms, and bedtime.

Pattern of Failure to Submit Work in a Timely Manner

Students are expected to stay current with their homework load. Getting behind in the daily work for a class is detrimental to mastery of the concepts in the class. If a student has a pattern of missing work, generally established at three missing or incomplete assignments in a class during a marking period, the teacher will give the student a written warning and inform the student's advisor and the Academic Dean. If the student reaches four or more missing assignments during a marking period, or establishes a pattern of consistently late or incomplete work, he or she will face disciplinary consequences.

Dismissal From Class or Study Hall

A student whose behavior in class or study hall is disrespectful to teachers or fellow students, or who takes away from fellow students the opportunity to learn in a positive and healthy atmosphere, may be dismissed from class. Dismissal from class results in disciplinary action involving the Advisor, teacher, Academic Dean, and, in the case of repeated offenses, the Standards Committee. The Academic Dean will inform the student's parent or guardian of the incident, circumstances, and consequences.

Unexcused Absence from Class, Study Hall, or a Day of School

Unexcused absences include absences not cleared in advance as excused and "cutting" of any required element within the Academic or Experiential Education programs. Unexcused absences are handled within the School's disciplinary system. Students are generally expected to make up the work they missed but receive no extra help from their teachers in the process of doing so.

Excessive non-program absence may lead to failing grades and/or loss of credit.

Major Disciplinary Infractions

Major Disciplinary Infractions consists of actions which is reasonable to believe will cause or does cause deception or harm. In these cases either the Standards Committee will examine the student's behavior to recommend to the Head an appropriate disciplinary response or the Head, at the Head's sole discretion, may choose to take the matter under consideration directly. Some actions place the well-being of the student or others in jeopardy either physically or emotionally and may result in a recommendation of Final Probation, Suspension, Expulsion, or non-renewal of enrollment contract for the next school year. If a student earns a second major disciplinary infraction, that student will be considered for expulsion. The following list includes some examples of violations of Steamboat Mountain School expectations and core values of which would be considered a major infraction. This list of rules does not cover every conceivable situation. Any unacceptable behavior, whether included in the discipline section or not, can result in disciplinary action.

We expect Steamboat Mountain School students to strive for **integrity** in all endeavors. The following behavior is inconsistent with this value:

- Dishonesty of any kind
- Cheating, including all forms of academic dishonesty, and/or any violation of

- the Academic Honesty Code
- Theft
 - Unauthorized entry to another student's room, school building, or faculty member's house
 - Violation the terms of the Digital Citizenship Agreement for the internet and electronics
 - Violation of any local, State or Federal law.

We expect Steamboat Mountain School students to **persevere** in all endeavors. The following behavior is inconsistent with this value:

- Failure to meet academic expectations
- Persistent unexcused tardiness
- Persistent unexcused absences

We expect Steamboat Mountain School students to demonstrate **responsibility** to self and others in all endeavors. The following behavior is inconsistent with this value.

- Association with drugs and alcohol or violation of drug and alcohol policy
- Sexually explicit behavior or sexual activity
- Open flame on campus (i.e. candles, lighting matches, smoking any substance)
- Truant on more than 1 occasion
- Misuse of vehicles
- Possession of any weapon, including, but not limited to: guns (pellet, BB, paintball, taser, or ammunition of any kind) and knives.
- Use of any object as a weapon.
- Direct or indirect threat of physical harm.
- Vandalism or any willful destruction of school property (including graffiti)
- Possession of a toxic substances on School property
- Possession of electronic media containing drugs references to drugs or drug use, or nudity, or sexual content or activity
- Inappropriate use of an iPad, computer, or other mobile device
- Inappropriate use of the internet or tampering with the School's computer system
- Computer hacking
- Possession of pornography
- Tampering with the fire alarm system or defibrillator
- Possession of missing/stolen property/property not your own
- Buying, selling, or bartering items for profit or for an outside organization

- Violation of cell phone policy/refusing to surrender
- Taping/taking of pictures in a classroom/dorm room/hallway without permission
- Video uploading pictures/videos without permission
- Violation of inspection policy
- Cell phone/any device visible during test/assessment

We expect Steamboat Mountain School students to **collaborate** with members of the community and to act in the best interests of the community and its facilities. The following behavior is inconsistent with this value.

- Unauthorized use of a motor vehicle including hitchhiking, or leaving campus without permission
- Bullying, hazing, and harassment (verbal, cyber, via computer, phone, etc.)
- Defiance
- Fighting

Egregious Behavior

Egregious Behavior is that which is so damaging to the individual, other persons, or the school community and facilities that it can result in immediate expulsion. This includes, but is not limited to: possession of firearms, weapons, or incendiary devices; ; bomb threat; threat of physical harm by use of weapon (or anything that could be used as a weapon); profanity and/or obscenity directed at faculty or staff; striking a faculty or staff member; gang affiliation; use of open flame on school grounds; driving with the presence of drugs or alcohol in the student's system; use or possession of drugs or alcohol; bullying and sexual, physical, or verbal harassment. Other such Egregious Behavior will be determined by the Head of School.

Students may be subject to disciplinary action, up to and including dismissal for a violation of any of the above rules.

While students still accumulate Points for minor infractions, students should also expect additional and more immediate disciplinary requirements or restrictions for repeated infractions. For example, a student who is late to morning chores more than once in a week may be required to come to Sunday Morning Work Hours . Any additional restrictions or requirements will be evaluated on an individual basis at the discretion of the Dean of Students and the student's advisor.

Behavioral Expectations while away from campus

Students are expected to remember that they represent the School community at all times, both on and away from campus. While it is not the School's intention to monitor students in all of their off campus activities, the School reserves the right to take disciplinary action, including suspension or dismissal, in response to inappropriate conduct occurring off campus, during the school year, as well as on vacations and during the summer.

Steamboat Mountain School expects that its students will act in an honest and appropriate manner at all times. If a student commits an illegal act, or jeopardizes the well-being or reputation of the School or any member of the community, the School administration will become involved. Depending on the circumstances of the infraction, a student may be placed on conduct warning or Final Probation, and certain circumstances may result in suspension or expulsion. Suspension or expulsion may result from a first offense at the discretion of the Head of School. Additionally, the Head of School can place a student on immediate suspension until a final determination of consequences is made. A student's disciplinary status may be reviewed during the academic year. The review process may or may not result in a change, or the removal, of a particular status.

Policy Regarding Tobacco and Nicotine Products

The use of tobacco or nicotine products by an enrolled student at Steamboat Mountain School is prohibited. The Dean of Students will respond to each violation of this policy in an appropriate manner. At a minimum, the student will be required to complete a work crew and the student's parents will be made aware of the infraction. Students who are in the presence of a student who is using a tobacco product, and do not report the infraction, may be held accountable for being present without the greater community in mind. Any student found violating this policy will be provided opportunities to quit using tobacco or nicotine. In addition, any student seeking assistance with quitting tobacco or nicotine before violating the policy will be provided assistance through the Dean of Students office. Continued violation of this policy without or with little effort towards quitting may result in expulsion from Steamboat Mountain School. The use of electronic cigarettes or vaporizers is not an acceptable means of quitting nicotine or tobacco and due to the nature of converting electronic cigarettes to vaporize THC products, the possession of electronic cigarettes or any such vaporizer is considered a violation of the Policy Regarding Drugs and Alcohol. If a student is in possession of or strongly suspected of using an electronic cigarette or vaporizer, the school may administer a drug screening/test to assess the extent of the student's use of cigarettes or drugs. The School

reserves the right to administer the drug screening/test on campus or through a third party provider.

Policy Regarding Drugs and Alcohol

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances) on or near School property or at School-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited. In addition to being illegal, such substances threaten student health, diminishes student productivity, and creates a subculture that damages the positive forward progress of Steamboat Mountain School community. If a student violates this policy, the student's position in the school is immediately at risk.

Students may be required to submit to urinalysis, blood, or hair sample drug screens, breathalyzer tests, and medical examinations under the following circumstances: (a) when a student is on school property or attending school-related activities and is suspected of having intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at school; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in the use of drugs or alcohol while away from campus; or (d) when a student is placed under disciplinary contract and such screenings or examinations are resulting terms of the Standards Committee or requirement of the Head of School. The School reserves the right to administer the drug screening/test on campus or through a third party provider. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. This policy does prohibit the misuse or abuse of medication. Students who are taking prescription or nonprescription drugs, which could affect their ability to function in a safe and efficient manner, must notify an administrator in the school office of this fact when they report to school.

The School reserves the right to dismiss the student from School immediately for violation of this policy. If the student is permitted to return to school, the School may impose several requirements that the student must satisfy in order to continue

at Steamboat Mountain School. These requirements include, but are not limited to: submitting to a chemical dependency evaluation; student and family counseling; random drug testing; and Final Probation. If the student is permitted to return to school after a first incident involving drugs/alcohol, he or she will be placed on Final Probation, which will stay in effect for one calendar year from the date of the initial administrative processing of the violation or longer as the sole discretion of the Head of School. The Head of School will review all students who have been placed on Final Probation for drugs and alcohol to determine if or when Final Probation status will be rescinded or extended. The School may also impose additional consequences including, but not limited to: work crew hours; confinement to room or campus for specific periods of time; and special assignments. Use of alcohol, marijuana, or other mind altering substances while on Final Probation will result in immediate dismissal. Any student who is found to have sold or distributed alcohol, marijuana, or mind altering substances to his or her peers will be expelled on the first offense.

If a student is present where substances are being used or possessed, or where there is evidence of use or paraphernalia, the school will require that the student submit to a drug and alcohol screen. Failure to submit to a test could result in a student's dismissal. It is important to note that on school trips and on any occasion when the students are representing the school off-campus, different standards apply, and when a substance test is not be available, any case of proximity will result in the student's immediate return to school for a full investigation. If the student tests negative, the student will be required to meet with the Standards Committee and/or Dean of Students, take a substance use assessment and may be required to submit to drug and alcohol testing for a time period and at intervals to be determined by the school's administration. If the test/screening shows evidence of substance use, then the student will meet with the Standards Committee and/or Dean of Students and is subject to probation, suspension, or expulsion.

The School reserves the right to report a student's possession, use, sale, purchase, or distribution of alcohol, marijuana, or other mind altering substances to law enforcement or other authorities.

Sanctuary

If a student involved in consumption of a substance judges that the health of another student or their own is in jeopardy, they can, through this policy, selflessly contact an adult member of the community without any hesitation. To use the sanctuary policy, the

student must proactively search out help. The main purpose of sanctuary is to promote safety, individual responsibility, and trust. It is not meant to promote drinking or drug use at Steamboat Mountain School. Without this first call for help, the person suffering may not be able to receive the necessary assistance. This policy cannot be used by a student when confronted by a faculty member or anyone of authority.

No matter what part the informer plays in the situation, by actively seeking help that person's name will remain confidential. The only people who will be aware of the informer are those immediately involved and the Dean of Students. No disciplinary consequences will be put on the informer's record.

There will be no disciplinary consequences for the student who is in need of immediate help. Rather, the student must take these actions:

1. The student must call his or her parents and inform them of what happened and what actions will be taken.
2. The parents must then call the Dean of Students to complete the loop of communication. In this student's case, the Dean of Students must be informed. The Dean of Students must know in order to ensure that the policy is utilized only once, and so the School can make arrangements for the student's substance-use assessment.
3. The student must make an appointment and take a substance-use assessment.
4. The student must submit to drug and alcohol testing for a time period and at intervals to be determined by the school's administration.

Any failure to cooperate with this policy will result in disciplinary consequences, up to and including dismissal. It is understood that the sanctuary policy can be utilized by a significantly impaired student only once while at Steamboat Mountain School. The reporting student who has consumed an amount of a substance and claims sanctuary for a peer can use the policy only twice. A student who has not taken any part in consumption of a substance can claim sanctuary for his or her peers an unlimited amount of times.

If a student proactively seeks help for issues regarding alcohol, drugs, or nicotine in circumstances that fall outside the aforementioned sanctuary policy, the student may do so without disciplinary repercussions. This provides a student an opportunity to address any issues around alcohol drugs or nicotine, with support from the school. This is a confidential process that involves the Dean of Students, the Student's Parents, School Nurse and other pertinent faculty or staff the Dean of Students and Nurse appoint as support for the student. While this does not lead to

disciplinary action, the nature of the issues a student may have may lead to a leave of absence.

Harassment, Bullying, and Hazing

Steamboat Mountain School seeks to provide a healthy and safe environment for every member of the school community. Harassment, hazing, bullying, and similar conduct have no place at Steamboat Mountain School. This also includes “cyberbullying,” which is harassment, bullying or hazing through the use of technology or any electronic communication.

Harassment means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment. Harassment may also constitute one or more of the following: sexual harassment, racial harassment, or harassment of any other member of a protected class.

Bullying means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which is repeated over time; is intended to ridicule, humiliate, or intimidate the student; and occurs during the school day on school property, at a school-sponsored activity; or does not occur during the school day on school property, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with any program operated by the School; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. “Hazing” also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school

grounds.

Making a Complaint:

Any individual who believes that he or she has been harassed, bullied, or hazed, or who witnesses or knows of a student who has been, should promptly report this to the Dean of Students or another trusted School faculty or staff member.

These complaints will be investigated, evaluated, and reported to the Head of School, and the Dean of Students and Head of School will determine disciplinary action that is appropriate to the incident. In some circumstances, the Steamboat Mountain School may be required by law to report incidents of harassment, hazing, and bullying to state officials or law enforcement.

False Complaints:

Any student who knowingly makes a false accusation regarding harassment, bullying, or hazing may be subject to disciplinary action, unless the person has a good faith belief that an incident occurred or is occurring.

Retaliation:

Anyone who retaliates against a complaint of harassment, bullying, or hazing is also in violation of school policy. A student may violate this anti-retaliation provision regardless of whether the original complaint turns out to be true.

Sexual Harassment Policy

Sexual harassment is a form of discrimination and means unwelcome sexual advances, verbal or physical, unwelcome requests for sexual favors, or other verbal or physical conduct of a sexual nature. Some examples of sexual harassment are: verbal: offensive sexual language, jokes of a sexual nature, unwanted flirtations, or sexually degrading words; non-verbal: sexually suggestive objects or pictures, or obscene or insulting gestures; physical: unwanted or offensive touching or contact, coercing sexual acts.

Anyone who believes her/himself to be a victim of sexual harassment should report the incident(s) to the Dean of Students, or to a trusted faculty or staff member immediately. A full and prompt inquiry will follow and appropriate action will be taken. More information is available at the Dean's office.

Intimacy

Adolescence is a time of enormous physical and emotional development surrounding sexuality. While we support close personal relationships, a high level of consideration for the feelings of others in this community and of public space is of utmost importance. To these ends, Steamboat Mountain Students are expected to refrain from sexual intimacy (involving opposite sex or same sex partners) in our school setting, on school sponsored trips, or in the community. It can put students at risk for pregnancy, paternity, and/or sexually transmitted diseases and can cause students emotional distress and detract from their educational focus.

Students found engaging in sexual intimacy will be required to see the School Nurse and their parents will be contacted. Additionally, students may face disciplinary consequences including visiting restrictions, suspension, and probation. Repeated disregard of the School's intimacy policy may be grounds for dismissal.

Unwanted sexual advances will lead to investigation by the Dean's Office and the Head of School.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to an administrator. Conversely, if a student or the student's parents become aware of any student's communications or actions toward one or more faculty that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to an administrator.

Some examples of behaviors that should not occur and which should be reported include school employees (these examples can be applied to a student to adult relationship):

- Calling students at home for a non-school matter;

- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal and fall outside the role of faculty/staff as in loco parentis (inappropriate comments about a student's clothing, hair, personal habits, etc.)
- Sending e-mails, texts, or writing notes to students of an inappropriate personal nature;
- Flirting or asking a student on a date;
- Visiting students to "hang out" in their personal residence when the student's parents are not at home;
- Visiting students in their dorm rooms with the room door closed;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the adult's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes; and
- Dating or engaging in consensual relationships with students.

Similarly, we expect that our parents will not take it upon themselves to address a situation with a student relating to a disagreement with the student or the student's parents. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

Weapons and Threats

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon to School or School-sponsored events, including knives, guns (all types), fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

Criminal Activities

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also

be subject to review under school rules. In the case of offenses that occur at the end of the school year, the school may require punishments to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the Dean of Students.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

Reporting of Infractions to Colleges/Universities and Schools

Students and parents are responsible for understanding the obligation to update information in a student's college application pursuant to the college's or university's reporting guidelines. Many colleges and universities require that students immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student's college counselor will also inform the college or university of such an incident.

Technology and Computing Resources

Electronic, Computers, and Technology Policies

Digital Citizenship

We live in a digital age. Students cannot avoid interacting with others electronically on a daily basis. In order to create a safe digital community for everyone on campus, we expect each student to sign a Digital Citizenship Agreement each year. Below is a supplement to the agreement:

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and be careful about posting personal information.
- I will only post text and images that are appropriate for School.
- I will be aware where I save my files so I can access them later (Examples: Google Docs, Student Portal, portable drive or flash drive).
- I will select online names that are appropriate.
- I will always log off when leaving a computer.
- I will not send personal emails from a School computer.
- I will immediately report any inappropriate behavior directed at me to a teacher or other adult at School.

Respect and Protect Others

- I will not use computers to bully or harass other people. I will not log in with another student's username and password.
- I will not trespass into another student's files.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to a teacher, librarian, counselor or other adult at School.

Respect and Protect the Learning Environment

- I will limit my web browsing to School research.
- I will not visit inappropriate web sites. If an inappropriate page or search result comes up, I will immediately close the window or tab.
- I will not play games, or listen to music on School computers without specific teacher instructions.
- I will not send or read instant messages on School computers.
- I will only send and receive School related email unless I have explicit permission from an adult at the school, saying otherwise.
- I will not change computer settings and displays including cursors, background images and screen savers.

Honor Intellectual Property

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

Social Media And Social Networking Policies And Procedures

Social media encompasses a broad array of online activity including social networks such as Facebook and Twitter, Instagram, Vine, blogs, other social networking sites, and similar on-line or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to students the School's position regarding a student's use of social media or networking.

Students should keep in mind the Digital Citizenship Agreement at all times when interacting via social media sites. Failure to do so may result in disciplinary action. For example, students should ensure that their online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If student posts or says something online that makes another student feel uncomfortable, the latter student's activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that behavior, on or off of campus, violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not be "friends" with any faculty member or other adult member of our community (other than the Student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

Anyone creating a social media account in someone else's name or likeness without the consent of that person, is subject to immediate expulsion.

Your Identity Online: You are responsible for any of your online activity with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets. In addition, the postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited. Students are expected to cooperate in investigations by providing access to such sites.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post inappropriate photographs of the School, its locations or activities, or photographs of students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Use Away from School Property: It is not the School's goal to regulate a student's personal online activity when not on School property. Please understand, however, that certain activities might impact a student's relationship with other students or School employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with the School's conduct policies to avoid any online communications that might violate those policies. What a student publishes on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect: The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

Questions and Clarification: If a student has any questions or need further clarification of any aspect of this policy, please contact the Deans of Students' office.

Sexting

"Sexting" is the term used to describe the transmission over the Internet of photos of persons engaging in sexually-related behavior, or touching of one's or someone else's private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered. Students are prohibited from engaging in sexting, whether over the School's systems or using their own electronic devices (phones, iPads, laptops, etc.). Any student receiving such a photo must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action, but could lead to a report to law enforcement.

Cell Phones

If a student chooses to bring a cellphone or other electronic device (including, but not limited to smart/cell phones, video/audio recorders, iPads, tablets, etc.) to School, the student does so at his/her own risk and it is the student's responsibility

to ensure the security of that device throughout the day. Also, the following conditions must be adhered to:

- Electronic devices must not be on, used, or visible in the classroom without express permission from a teacher or administrator.
- If a teacher has specifically authorized the use of the device during that particular class for educational purposes, the device may be used only for such purposes and students must comply with the guidelines relating to such use.
- Whenever such use is permitted, students may not use electronic devices to cheat on any assignment or use such devices for non-instructional purposes.
- Whenever such use is permitted, students may not use electronic devices in any way that is harassing or disruptive to the educational environment, including making threats, bullying or harassing another, lying or deceiving another, to send or text or email messages to other students in class, or in ways that would otherwise violate a School rule.
- Electronic devices must be tendered upon request. In such case, the School reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by a School administrator. Parents may be required to come to the School office to pick up confiscated items.
- Student may not leave class to respond to electronic devices.
- Students may not have any electronic device out during any test or assessment. Students violating this policy may receive a ZERO for the test or assessment.
- Students are not permitted to audio or video record anything on School grounds, on the School vehicles, or at a School-related activity, without express permission from a teacher or an administrator.
- Drivers are not permitted to use electronic devices while driving on campus.

Students are prohibited from using any electronic device or computer to transmit or show photographs of any person (including themselves) depicting partial or total nudity or suggesting sexual activities. Not only is this a violation of School policy, but may also be a violation of law. Misuse will result in consequences to be determined by administration.

The School assumes no responsibility for lost, damaged, or stolen items.

Acceptable Use Policy

All persons using the School's computers, the School's computer systems, or personal computers on School property, at School-related events, or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPods, iPads, Blackberries, video cameras, PDAs, etc.) on School property, at School-related events, or over the School's systems. In addition, a student's off-campus computer or Internet behavior may also violate School conduct codes. All computers should be used in a responsible, ethical, and legal manner (per the Digital Citizenship Agreement). Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary action.

The School reserves the right to monitor all data contained in the system to protect the integrity of the system and to insure compliance with the policies, rules, and regulations governing the use of the computer systems. Furthermore, the School reserves the right to refuse computing services at any time.

Purpose

The purpose of providing access to the Internet and to the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege

The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Computers

The computers in the computing labs, classrooms, and library are equipped with a standard set of the most commonly used applications at the School. Users cannot modify the system software installed on these computers. They have been carefully configured to run properly in the School computing environment, and may crash if altered. Modifying the systems without approval is strictly prohibited. Inexperienced users rely on the computers working in predictable and straightforward ways, and modifications that are useful and convenient to a "power" user may be terribly confusing to a novice!

Filtering Systems

The School does utilize an Internet filtering program. Although filtering Internet access generally eliminates access to most offensive and pornographic materials, it

is not foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered in violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with by the appropriate administrator.

Internet Safety

Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, social security number, credit card number, etc.) over the Internet without prior parental approval. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software

The term “pirated software” refers to the use and transfer of stolen software. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software.

Network Access

Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass the restrictions set by the network administrator or to create links to the School’s webpage is prohibited. Obtaining another’s password or right to another’s directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else’s password or posting a message using another’s log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Guard your password. You will be responsible for any activity done on the School’s system under your password.

School’s Right To Inspect

The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must

provide any passwords to inspect the device upon request by a School administrator. Students should not assume that any messages or materials on their computer or the School's systems are private.

E-Mail

E-mail may not be used to harass or threaten others. The School reserves the right to randomly check e-mail or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be undeleted.

Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

Viruses

Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for any damage suffered from a virus.

Computer Care

Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirement/Discipline

Any student who accesses inappropriate material on the Internet or who receives harassing, threatening, or inappropriate materials via e-mail or on the Internet must immediately report the concern to the teacher who is supervising the activity, or to an administrator for the student's School so the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Printing

At present, users may print to any of the printers on campus for School-related projects without charge. Please note, the printing of individual homework assignments must have the express approval of School faculty. While printing is free, use it responsibly. Do not print multiple copies of long documents, and try to do as much proofreading on-screen as possible, rather than printing out several drafts of a project. Regardless of whether printing is free or not, students should try to print work for assignments in advance if at all possible.

Closing Comments (Computing Resources)

Since this document primarily talks about restrictions, it may obscure the fact that our goal at the School is to make computing easier, more accessible, and more open to all users. No matter what the level of security at any site, there will always be risks. Our task is to try to find an acceptable level of risk given the trustworthiness of most of our community of users. The School does want students to know what the School does not allow, so that the student can make the most effective use of the services available to the student and not cause problems for other users (intentional or otherwise). Students should treat fellow users and the School staff with respect and courtesy and students should find themselves treated the same in return. As a user of School computer resources:

1. Computing is free to all students; faculty and staff in the School community, and all users are expected to have their own account where appropriate. As such, at no time should you tell anyone your password, allow anyone to use your account, or should you ever make use of another person's account. You are responsible for safeguarding your computer account. You are expected to take all necessary precautions to protect access to your account by periodically changing your password, and not giving it out. You may not intentionally circumvent system protection facilities or engage in activities that could be construed as such.
2. You may not knowingly use any means to produce system failure, degrade performance, or proliferate computer viruses.
3. You may not engage in unauthorized duplication, installation, alteration, or destruction of data, programs, or software. You may not transmit or disclose data, programs, or software belonging to others and may not copy material, including manuals, protected by copyright.
4. You may not engage in abusive or improper use of computer resources. This includes, but is not limited to, misuse of system/operator privileges, tampering with equipment, unauthorized attempts at repairing equipment, and unauthorized removal of equipment components.

5. You may not use computer resources for private purposes, including, but not limited to, the use of computer resources for profit making or illegal purposes.
6. You must adhere to policies regarding the imposition of a time limit on access to all equipment and relinquish access to others with business of a higher priority. Instructional and research computing, including assigned work, research projects, and other School course-related activities have priority over other work.
7. You may not use computer resources to engage in abuse of other users. Such abuse includes the retrieving/sending of abusive or obscene messages within School or beyond via network facilities.
8. You may not use computer resources for translation purposes in your foreign language classes. Online dictionaries are permitted, but only on a word-by-word basis. Entire phrases, sentences, paragraphs, or essays may not be translated via computer resources.
9. Any student who accesses inappropriate material on the Internet, or who receives harassing, threatening, or inappropriate materials via e-mail or the Internet must immediately report the concern to the teacher who is supervising the activity or to your administrator so that the situation can be investigated and addressed appropriately.
10. You may not use any teacher's computer.
11. Non-academic use of computers is prohibited.

Penalties

Any user who is found to be in violation of these rules may be subject to the following:

- Referral to the Dean of Students for punitive consequences up to and including expulsion.
- Suspension and/or termination of computer use privileges.
- Referral to civil law enforcement authorities for criminal prosecution.
- Other legal action, including action to recover civil damages and penalties.

Other Important Information And Policies

Payment of Tuition and Fees

The School strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority.

Student Records and Information

Requests for student records and transcripts must be directed in writing to the School Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information.

Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family member (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family or family member from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events for reasons that the School deems appropriate.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit <http://www.familywatchdog.us>.

Fund Raising

No class, individual, or organization is to begin any money raising activity without permission from the School. No class, individual or organization may request money from any other class, individual, or organization within or outside the School without permission from the School administration office. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

School Business Office Hours

The School's Business Office is open from 8 a.m. to 5 p.m. Monday through Friday.

Visitors

Parents or guardians who need to visit campus during School hours are asked to follow these guidelines:

Make an Appointment: If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.

Check-in in the main office: When you arrive on campus, please report directly to the main office for authorization or if after hours call the On Duty Cell Phone (970)-291-9126.

I.D. Check: If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

Please Note: For the safety and security of our students, anyone seen on campus during School hours will be reminded to check in with the front office or asked to leave campus.

No visitors are allowed in the dorms, unless they approved by the front office or On Duty staff. .

School Boundaries

For the safety of the students, the school expects that students respect the policies regarding school boundaries and each individual's property and space.

Daytime: Boundaries extend from the road side of the Main and Lower parking lot, to the Landon Sawyer statue to the east side of the Girls dorm, to the section of the irrigation ditch located to the North of the dorms, to the road in front of Crystal Palace and finally to the Greenhouse. Any student wanting to go beyond the school boundaries must check-out with and have permission from the On Duty staff. Boarding students may not leave campus prior to the end of the academic day (including any required conference period) without permission from the Academic Dean and Dean of Students. During POPs, GIS, or other non-academic afternoon activities, students must be with their respective activity. During the academic day, boarding students are not permitted to go to their dorm rooms unless they are ill and have been asked by the Nurse's Assistant to go to their room to rest or they have permission from a staff member.

Evenings: Campus boundaries are limited to the areas in and/or around the dormitories and the Charlie Williams Lodge. Students may use the theater or gym with permission from OD staff.

Transportation Policy for students in Non-SSWSC programs.

Students in non-SSWSC and non-Steamboat Mountain School Programs may use school transportation on Weekdays until 6pm and on weekends as they correlate to the prearranged trip times. When these students transportation needs fall outside the aforementioned criteria, the student is responsible for their own transportation back to school, following their activity, meeting, etc.

Guidelines for Senior Prank/Thanks

Typically a senior class will provide a prank or thanks toward the end of their senior year. The Senior class will meet as group to discuss their prank/thanks and should inform an administrator of their details of the prank/thanks before the campus closes for Spring Break. Seniors must be aware of school rules and refrain from actions that are vandalism, destructive, or negatively disruptive of the school day.

Guidelines for Senior Skip Day

The school allows the senior class to miss one day of classes without academic penalties for them to bond and reflect on their time at Steamboat Mountain School.

- Seniors must inform an administrator of the details of the Senior Skip Day before the campus closes for Spring Break.
- Each senior must have a conversation with their parents prior to Senior Skip Day regarding their whereabouts and plans for Senior Skip Day.
- Any Seniors on campus must attend classes.
- All boarding seniors should return to school by 6pm the day of Senior Skip day and check in at Dinner with an On Duty staff member.
- The morning of the skip day, Senior Parents will be informed that their son or daughter is not in school. Students who have not informed or received approval for their plans to miss the school day will face disciplinary action.
- School rules and policies are in effect during the skip day and the school expects senior to abide by them. Although there are no academic or discipline penalties for missing classes, and other violations of school rules will be processed through the discipline system.
- Similar to overnights, when students are away from campus, there must be another parent or supervising adult accountable for the student(s).

Weekend Transportation

We run regularly scheduled town trips on the weekend. Drop off and pickup times are posted on the weekend schedule. If a student misses the final pickup prior to

dinner or at the end of the evening on a weekend, the student must call the On Duty staff and then call the local taxi service to return to campus. Students who take a taxi to campus are responsible for the cost of using that service.

Students with the appropriate forms and permissions may ride in other student's cars, others that are not family members, or non-Steamboat Mountain School cars however they must stay within the city limits of Steamboat Springs, CO. unless the On Duty staff gives them special permission. Students must check in with the On Duty staff before getting in the car as a passenger or driver. The student should provide information for the On Duty staff regarding where the student will be going and their plan for returning to campus. Informing the On Duty staff does not guarantee permission to be a passenger or driver.

Seniors with appropriate permissions, low Points totals, and in good academic standing may use their car once during the weekend between the times of 8am and 6pm. Students may be off campus in their car for a maximum of four hours.

Student Early Withdrawal

Parents must finalize all matters with the Business office prior to official withdrawal of the student. The school does not release transcripts or records until parents have completed their financial obligations to the school. The Steamboat Mountain School is not responsible for any belongings that a student leaves on campus.

Inspection Policy

The parents authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's room, locker, book bag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

Student Leadership

Steamboat Mountain School strives to provide numerous leadership opportunities for students. Students who learn to act with integrity, think creatively, and work collaboratively have the ability to assume leadership roles in their respective communities. Formal leadership opportunities are available in the Prefect Program, Student Council, the Standards Committee, the National Honor Society, the Admissions Office, and the Residential Program.

The Prefect Program

Prefects are students who demonstrate strong citizenship and scholarship and are elected toward the end of the year by the student body, faculty, and staff to serve in a leadership role. They are expected to lead by example, adhering to the Prefect Code, and working as a positive member of Steamboat Mountain School community. General responsibilities of prefects included: being a role model for students in school; being a supporter of school rules; acting as mediator in certain disputes and misunderstandings; develop and maintain close constant communication with the Dean of Students; maintaining specified areas of school (i.e. Student Lounge, Library,); and supporting the Academic Program, Student Life Program, Experiential Education Program, Ski/Ride Program, and Community Service Programs. Prefects are also expected to participate in leadership training and work towards reinforcing their strengths and strengthening their weaknesses as a leader. As role models in Steamboat Mountain School community, prefects will develop, encourage, and organize, coordinate, and be responsible for social functions (in and out of school), as well as promote student wellness and healthy lifestyle choices. Prefects support the Admissions Office in hosting prospective families. Prefects organize and lead All-School Meetings, Web communications and print publications. There is also opportunity to participate in subcommittees focused in areas such as school policy, student resources, or community outreach.

Steamboat Mountain School Standards Committee

The Standards Committee is an important collaboration between the students and adults to support the goal of upholding the core values of Steamboat Mountain School. Service on the Standards Committee requires meaningful dedication and time commitment from all members. Maintaining confidentiality of all proceedings and one's own personal record of integrity are essential requirements for participating on the Standards Committee. The Standards Committee is a volunteer, extra-curricular service activity of students and is overseen by faculty and administrators. The Standards Committee is responsible for reviewing specific situations in which the school policies may have been violated or a student demonstrates

unacceptable behavior. During a meeting of the Standards Committee, the committee will seek and review relevant information from the reporting individual(s) and from the student(s) in question of Steamboat Mountain School School policy violations. The Standards Committee will identify an appropriate consequence to recommend to the Head of School, who may accept or reject such recommendation in the Head's sole discretion.

Day Students

Day students are an essential and equal element of Steamboat Mountain School community. Day students are welcome on campus throughout the day and evening; however, they must check in with the on-duty faculty member when they would like to stay on campus after 5:15 pm during the week or anytime between Friday at 5:15 pm and Sunday 8:15 pm. In order to include our day students fully in our community, we ask that they adhere to the following expectations:

- Day students accept their attendance at classes and in the afternoon program as integral to their Steamboat Mountain School experience.
- When a day student is absent from school, his/her parent or guardian should call the school office before 7:45 am. If a student is late to school in the morning, a note or call from the parent is required. Students who arrive late or are departing before 5:00 pm must sign in/out at the office.
- When a day student is absent from school due to an appointment or other approved obligation or commitment, he/she sign in with the front office when they return. In addition, the parents must write or call the school prior to the day of the absence.
- Day students are expected to remain on the campus from the time of their arrival in the morning until the point at which their last commitment has been fulfilled in the afternoon. The Dean of Students, Director of Experiential Education or Academic Dean must grant any exception to this expectation.
- Day students are welcome on campus during academic nights until 9:15 p.m. During study hours from 7:15 - 9:15 p.m., day students may study in the library, student lounge or when invited, a faculty member's home; day students are not welcome in the dorm areas or evening proctored study halls at this time unless special permission is granted. Day students are expected to respect all study hall rules and guidelines.
- Day students are not allowed in dorms during the academic day. Following the academic day, day students may accompany a boarding student to the boarding student's dorm. Day students should be mindful and respect the

homes (dorms) and personal space of the boarding students while visiting the dorm.

- Day students are welcome to campus on weekends until 10:00 p.m.
- While day students are on campus, they must be familiar with and adhere to the boarding student guidelines.
- Day students are welcome to stay overnight on campus. To do this the student must have his parent/guardian contact the Dean of Students at least forty-eight hours prior to the time of residence. The day student must complete the necessary form with the signatures of his/her advisor and the Residential Head of the dormitory in which the day student wishes to stay. In addition, on the night of residence, the day students should check-in with the on-duty faculty member in that dormitory. Day students who remain on the campus overnight agree to abide by all boarding student policies and expectations.

Day Student Driving Policy

At Steamboat Mountain School we understand the convenience and necessity of day students driving to and from campus. All students are expected to have a thorough understanding of their responsibility as a young driver as outlined by their parents, the school, local, State and Federal law. We encourage day students to carpool whenever possible and within the parameters of Colorado law. Day student vehicles must be parked in the designated parking areas at all times and may only access upper campus with faculty/staff permission. During the day, the student's car is to remain locked, and the student may not enter or use his car until after his final commitment of the day unless he has specific permission from the Dean of Students. Day students may not drive their cars around campus. Day students are subject to the same parameters of vehicle use that affect boarding students; inappropriate driving practices will be reported to parents and result in a temporary or permanent suspension of driving privileges. Day students may not return to their vehicles during the academic day without explicit permission from a faculty or staff member. Day students take responsibility for all of the contents of their car and are subject to a search under the school's search policy. Day students may take their cars to Outdoor Pursuits but only if that permission has been granted by the Dean of Students and Experiential Education Director. Day students may not drive any vehicle belonging to a boarding student or to another day student. Boarding students may not drive day student cars.

Attendance

If a Day student is going to be absent from any of his commitments, Steamboat Mountain School requests that the parent email the school at attendance@SteamboatMountainSchool.org or call the school between 7:45 and 8:00am with information. Messages may be left on the Front Office voicemail if no one can be reached.

Unexcused tardiness will become part of the student's discipline record. We strongly encourage day parents to make doctors' appointments for students at times that do not conflict with the student's commitments.

Illness

When a Day student becomes ill during the school day, his parents will be called to determine whether the student should be sent home or whether his parents will pick him up.

A student who feels well enough to attend classes but not well enough to participate in physical activities should communicate with the Director of Outdoor Education or Competitive Ski Program Coordinator. Students who are too ill to attend Physical and Outdoor Pursuits may be sent home.

Boarding Students

It is our firm belief that boarding students make significant gains through deliberate inclusion in a supportive and functional community. Steamboat Mountain School community provides a safe, healthy, and comfortable home for all of our boarding students. Through frequent community interactions and expectations students learn to take increasing responsibility for themselves, while concurrently recognizing their obligation to be cooperative, considerate, and respectful.

It is the explicit intent of the Boarding Program to promote personal growth within the parameters of the community. The program proactively builds upon the School's core values. It is our goal that all boarding students, independently learn to manage their academic, physical, and social time, learn to live with respect, understanding, and tolerance of others, and develop an individual and resilient strength of character, preparing them to lead capably as life's journey unfolds.

The encounters that initiate this process are not casual: it is a deliberate and conscientious commitment by the residential staff to teach the attributes that build life

skills and foster in the individual a strong sense of community.

Dorm Life

The Residential Heads (RH), Residential Assistants (RA), and Residential Teams of faculty members living on campus help to create an environment where compassion, caring, honesty, and support are expected from everyone in the community. While each student brings with him a unique set of life experiences, students are expected to treat all members and aspects of the community with understanding, respect, and tolerance.

The dormitory is the student's home away from home. At all times, Steamboat Mountain School looks to encourage, teach, and enforce the good choices and healthy habits that we value in our community. It is the expectation that each student cares for his room in a respectful manner and maintains the room in a fashion that promotes an organized, clean, and healthy environment in which to study and live. To this end:

- The School expects that all students will maintain their dorm room at an acceptable level of cleanliness at all times.
- The School holds students responsible for all damage to their rooms.
- The School is not responsible and does not accept liability for personal belongings. The Schools does not insure a student's belongings. Valuable belongings should stay at home. If valuable belongings are brought to School, parents may wish to include a student's valuable belongings on their homeowner's insurance or purchase a separate policy. Belongings should be marked and any serial numbers or identification markings be recorded and kept in a safe place.
- All dorms should be emptied the last day of school. Any items left after that time will be given away or discarded as appropriate.
- The School expects that all decorations in the dorm rooms are in good taste as defined by the School. No decorations that represent drugs, alcohol, nudity, or offensive subjects are permitted. Tapestries, towels, flags, or other flammable material are not permitted to hang from the ceiling, walls, or over windows or lights.
- The School maintains the expectation that students will remain in their own dormitories from evening check-in until 6:30am. If a student wishes to leave the dorm prior to 6:30am, he must obtain permission from the Residential Head or Dean of Students.
- The School maintains a policy that members of the opposite sex are not permitted in each other's dorm rooms. Students of the opposite sex can be in the lounges or

- common areas and must follow the specific dorm posted times, policies and procedures. This policy also applies to same-gender romantic relationships.
- Some common space has electronic video equipment (i.e. TV, DVD player, etc.) that must be used appropriately. It is the expectation that appropriate material is viewed, and only during appropriate viewing times. Violations of these rules will result in a loss of the electronic equipment.
 - It is the expectation that boarding students who have personal electronic devices (PED) will use them appropriately. PED may be used during non-academic time and should be turned off by lights-out. Students who misuse PED will lose the privilege to use their devices.
 - When a student is in any dorm room, the door must remain unlocked. It is the expectation that students are only in another student's dorm room when accompanied by the resident of that specific room.
 - All dormitories have washers and dryers. Students are expected to be respectful of the machines and of other students' privacy regarding personal items. Hours for use of machines are determined by Residential Heads.
 - While boarding students are allowed to have food and beverages in their rooms, students are responsible for storing their food in a refrigerator (personal or communal) or a sealable container. We expect students to proactively and actively attend to their health. Students may not have more than an 18 pack of soda/cola/pop or more than a 6 pack of energy drinks collectively in their room, communal fridge, or other students' rooms.

Daily Room Expectations

A room inspection will occur a minimum of five times each week conducted by the Residential Team member and/or Prefect responsible for each dorm. Additional room inspections may take place at any time during the day. It is the expectation that all students will maintain their dorm room at an acceptable level of cleanliness at all times. Failed room inspections will be dealt with by the Residential Head. The daily room expectations:

- All beds are neatly made.
- All trashcans are emptied.
- Floors and outside walkways are swept and clean/no sports equipment outside dorm rooms.
- Dressers, desks, tables, and closets are orderly.
- All policies and rules are upheld.

In addition to the daily room expectations, students are required to adhere to the

following Fire Marshall and school policies on a daily basis:

- No furniture or decorations near a heating outlet.
- No flammable hangings, including tapestries or flags.
- No window coverings made of flammable materials.
- No candles, incense, matches, or lighters.
- No appliances other than hairdryers, curling irons, hair straighteners, and dust busters. Only juniors and seniors may have refrigerators in their rooms.
- No hot pots, coffeemakers, irons, and rice cookers in student rooms. They are to be used only in the kitchen areas.
- No portable heaters.
- No halogen lights.
- No multiple plugs unless using a power strip.
- No mattresses on the floor. All mattresses must be on the bed frame,
- Fire drill procedures must be posted, and all students must understand them.

Steamboat Mountain School Dorm Room Policies

- Furniture supplied by Steamboat Mountain School shall not be removed from a student's room.
- The School-supplied bed will remain intact with the mattress, frame, headboard, and footboard attached at all times.
- The School provides window coverings/blinds for all rooms. If a student wants to augment the provided window coverings, they may do so with curtains made of flame-retardant material. Window coverings may not include blankets, towels, tapestries, or any other flammable material. Screens must remain on the windows.
- Students are not permitted to have pets on campus unless required under the Americans with Disabilities Act, which must be reported to the Dean of Students.

Dorm Chores

All boarding students are responsible for collaborating to keep the dorm clean. To that end, students are assigned dorm chores to complete each day.

White Glove Inspection

Prior to each break or vacation, each dorm room will have a White Glove Inspection. For the White Glove Inspection, a student's room must meet the standards listed below. The Residential Head or Residential Assistant will also assess any damages to the room during the white glove inspection. The expectation is that students will pass White Glove on the day white glove is held. After a student has departed for vacation, he may fail White Glove if the room has not been maintained at a white glove level. Should a student fail White Glove, he will be in a Saturday Night Detention or Sunday Morning Work Hours the weekend

following his return from the break or vacation. Students not returning to Steamboat Mountain School the following year who fail the final White Glove will incur a cleaning fee as described in the student damage charge report.

White glove expectations include, but are not limited to, the following standards in addition to the standards required in the daily room inspections:

- Under the bed is clean and neat – swept and mopped/vacuumed.
- Dresser-top and desk-top are wiped clean and organized.
- Drawers are neat and organized with all clothes folded.
- Floor has been swept and mopped or vacuumed.
- Closets are clean, swept or vacuumed, and all shoes and shelves are organized.
- All food has been put away properly and refrigerators have been cleaned out.
- Area outside of room and walkways are clean.
- Bathroom is clean of personal items.
- Laundry room is clean of personal items.
- Sinks are clean and mirrors are washed.
- Each student must show his room key.

When leaving for vacation, lights must be turned off; appliances other than refrigerators must be unplugged; non-perishable food must be put away appropriately; and the room door must be locked.

Student Damage Charge Report

Dorm Damage	Min. charge	Max Charge	Acknowledgment
Broken:			
Window	\$50.00	Material/Labor + 20%	
Bed	\$50.00	Material/Labor + 20%	
Replace Lock	\$100.00	Material/Labor + 20%	
Door Repair	\$50.00	Material/Labor + 20%	
Screen	\$25.00	Material/Labor + 20%	

Blinds	\$50.00	Material/Labor + 20%	
Closet	\$25.00	Material/Labor + 20%	
Mirrors	\$100.00	Material/Labor + 20%	
Smoke Detector	\$25.00	Material/Labor + 20%	
Cleaning & Packing	\$50.00/ hr	Material/Labor + 20%	
Other	\$_____	Material/Labor + 20%	
Damaged:			
Walls	\$25.00	Material/Labor + 20%	
Desk	\$25.00	Material/Labor + 20%	
Lights	\$25.00	Material/Labor + 20%	
Other	\$_____	Material/Labor + 20%	

Roommates, Dormmates and Room Assignments

In all circumstances, we endeavor to help roommates learn the necessary skills to live together amicably. Part of living in a dorm is the experience and opportunity to learn to work with others through the School's core values (integrity, responsibility, perseverance, collaboration). Any room changes or roommate changes are at the discretion of the Residential Head and Assistant in consultation with the Dean of Students. Room change or roommate change requested by a student are conducted through a formal process including a written request, letter and possible meetings, and formal room checkouts.

Kitchen Crew

Steamboat Mountain School community members are asked to participate in the chores surrounding meals. Crew responsibilities include tasks such as washing dishes, mopping the floor, cleaning the tables, etc. Crew is a team effort, and participation is expected and required of all boarding students. If a student needs to miss a crew, that student is responsible for finding another student to replace

them during their expected time. A schedule of students responsibilities for crew will be posted in the dorms and the dining hall. Students who miss crew will earn Points and may also be assigned additional crew, tasks, weekend detentions, work crew, or restrictions.

School(Weekday) Night

The structure of School nights are important to a students progress towards developing study habits and routine in their life outside of the academic day.

Boarding students are expected to be on campus following afternoon academic, GIS, or POPs obligations. There are check-ins at dinner, the beginning of study hall, and the end of study hall. The School provides a weekly town trip following the school day in which students can run errands. On occasion, a Boarding student may check out for a dinner in town, errands, etc. on nights other than Community dinner. This may happen at most one night a week. Any boarding students are expected to return prior to the beginning of evening kitchen crew. If students earn the responsibility of a Weekday Check Out, they must also have permission from the Dean of Students by 3pm the day of the checkout.

There are no off campus overnights on a school night, unless the student is with a parent or other approved family member who is over the age of 25. Boarding students may not host a guest for an overnight on a school night, unless the guest is a visitor with the intentions of possible enrollment. This is setup through the Director of Admissions.

Any plans to be away from campus at all during a school night, needs to be approved by the Dean of Students by 3pm that day.

Weekend Policies

All weekend permission slips must be completed and turned into the Dean of Students and all parental permissions must be called into the Dean of Students by Thursday at 5:00pm. It is the responsibility of the students involved and their parents to contact the Dean of Students before Thursday at 5:00 pm. All students must be back on campus by 5:00pm on Sunday. When students are signed out for an overnight or for the weekend, we expect them to abide by rules and standards of conduct of Steamboat Mountain School.

Weekend overnights are a privilege and in order for Boarding students to have an overnight for the weekend and in addition to their parent permission, they must have approval from their parents, their advisor, Academic Dean, and their Residential Head. Students are expected to leave their rooms in an organized and clean manner through the weekend. If they have crew responsibilities, they must either find a replacement or return

for those responsibilities.

A maximum of two students may be checked out to one host family unless there is an event (i.e. birthday, prom, etc.) that has been approved by the Dean of Students.

Weekend Transportation

We run regularly scheduled town trips on the weekend. Drop off and pickup times and locations are posted on the weekend schedule. If a student misses the final pickup prior to dinner or at the end of the evening on a weekend, the student must call the On Duty staff and then call the local taxi service to return to campus. Students who take a taxi to campus are responsible for the cost of using that service.

Students with the appropriate forms and permissions may ride in other student's cars, other drivers that are not family members, or non Steamboat Mountain School cars, however they must stay within the city limits of Steamboat Springs, CO. unless the On Duty staff gives them special permission. Students must check in with the On Duty staff before getting in the car as a passenger or driver. The student should provide information for the On Duty staff regarding where the student will be going and their plan for returning to campus. Informing the On Duty staff does not guarantee permission to be a passenger or driver.

Car Permissions and Expectations for Residential Seniors and Juniors

Having a car on campus is a privilege for seniors and juniors who need transportation that the school is unable to provide. This privilege will be extended to seniors who demonstrate academic diligence, excellent citizenship, and maturity.

Students should understand they will be given specific permission to drive his or her car. These permissions will be granted by the Dean of Students or another specific staff member designated by the Dean of Students, if the Dean is not available. Students are expected to understand the inherent risks of driving and traveling in cars and assume all responsibilities associated with these risks. When giving students permission to drive, the faculty members consider driving conditions, student behavior, and student plans.

Each student must sign a car contract and abide by the rules set forth in that contract. A copy of the student's driver's license and insurance card must be on file with the school. Misusing a car by driving off campus without permission, driving in an unsafe manner, transporting passengers without permission, parking in an inappropriate place, or any other action deemed inappropriate, may cause a student to lose the privilege of having a car on campus. Seniors and juniors who are placed on Final Probation may lose the

privilege of having a car on campus. Boarding students may not drive other student's cars.

Specific Car Rules

Each student eligible to have a car on campus must have his car registered and insured, and his car contract must be signed and submitted to the Dean of Students before the car may be used. All cars belonging to boarding students must be parked in the designated Boarding Parking Area. An eligible student may only use his car with permission granted by the Dean of Students. The on-duty faculty member may also grant permission for the use of an automobile in accordance with Steamboat Mountain School Car Use Policy. Eligible students may only transport other students in their car in accordance with the Parental Permission Form. Students may take passengers in their cars with only with proper permissions on file. Road conditions may affect granting of car permission.

Seniors and Juniors may take their cars into town in order to go to:

- Sports training for which the school does not provide regular transportation.
- Doctor, physical therapists, medical appointments for which the school does not provide regular transportation.
- Home or to stay with a parent or approved adult family member over the age of 25 on an overnight. This driving privilege does not extend to non-family member overnights.
- Approved specialized meetings or activities in town for which the school does not provide transportation (music lessons, teen council, horseback riding, etc.).

In Addition:

- If the Senior with appropriate permissions, is in good academic standing (Honor's or Dean's List) and is not under campus restriction, he may use his car once during the weekend between the times of 8 A.M. and 6 P.M. per the guidelines for Boarding Students driving cars.
- Senior Prefects may use their car twice during weekend between the times of 8 A.M. and 6 P.M. per the guidelines for Boarding Students driving cars.
- Junior Prefects may use may use his car once during the weekend between the times of 8 A.M. and 6 P.M. per the guidelines for Boarding Students driving cars.
- Other matters if preapproved by the Dean of Students.

General:

- Regardless of when the driving will occur, students must make their requests for car use during the academic school day. Requests will be considered within 24 hours.
- Students may take passengers in their cars with proper permissions.
- Students must check in with the On Duty staff before getting in the car as a driver or passenger
- Road conditions and weather may affect granting of car permission.
- Any driving outside of the Steamboat Springs area must be approved by the Dean of Students and parents of the student.

Meal Check-in

Meals are a wonderful place to connect with other members of the community at Steamboat Mountain School. Boarding students are expected to exercise and practice self care around their daily diets to cultivate their independence and college preparedness. In addition, the check-in provides the faculty with the opportunity to promote and encourage a balanced diet and good eating habits. All boarding students are required to check in at dinner. Freshmen, Sophmores, and Juniors are expected to check in at Breakfast. Meal check in time, is from the beginning of the meal until 20 minutes after the beginning of the meal. Seniors in good standing may opt out of the breakfast check-in. Seniors taking prescription medication still need to come to breakfast, 15 minutes prior to the end of the meal time to receive their medications. The purpose of the optional check-in is for added responsibility for the Seniors, and provides the option to have breakfast in their room or dormitory. In the circumstance that a Junior or Senior are not taking care their health, the issue will be addressed with their advisor to discuss their nutrition and health. A Senior may be required to check in at breakfast.

Health and Safety

Animal Policy

Due to concerns about the health, safety, and welfare of people in the School community, no animals are allowed on School property or at School-related events without the express, written permission of the Head of School. This means that animals may not be brought onto School property for any reason (even if the animal remains in a vehicle or on a leash), including drop off, pick up, parties, games, and activities, and may not be brought to School-related events on or off campus.

Health Office

Steamboat Mountain School has a part-time nurse practitioner to handle student health issues. The nurse practitioner can recommend the necessity of a doctor appointment in cases of infirmity. All faculty are required to maintain current Wilderness First Aid certification. Steamboat Mountain School utilizes medical facilities in Steamboat to attend to the needs of its students.

The School maintains a supply of over-the-counter medications. These medical supplies are intended for initial comfort in the early stages of an illness, cold, flu, or injury. They are not intended as maintenance medications for the duration of the illness.

Students should recognize that it is possible, even when not fully recovered from an illness, to do school work. As a rule, in the case of a short absence, students should attempt to return to school with ALL of their work completed. In the case of serious or lengthy illnesses, students may expect extensions on their work. Students should contact their advisors and any individual teachers if they have questions about what is expected in a given course. It is especially important that students understand in advance whether they will be required to take a test or quiz on the day of their return to school. In the case of lengthy illness, the Residential Head or day student parent should communicate with the Academic Dean or the student's Advisor so that the best interests of the student are served. When a student misses more than a few consecutive days due to illness, his or her Advisor will gather information regarding his academic work.

Child Abuse Reporting

School teachers and other personnel are mandatory reporters under the Colorado child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information

relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Illness

Each dorm and Charlie Williams Lodge has a supply of medication for students to ask for from the on-duty or another available faculty member.. If medication is needed during the school day, the student will contact the Nurse's Assistant.

Under normal circumstances, the following medical conditions are used for boarding students to determine an excused absence due to illness:

- A fever over 100°F, as indicated by a thermometer.
- Any obvious sign of medical distress.

In order to provide ample opportunity for rest and recovery and to prevent the spread of illness, a boarding student excused from classes or afternoon activities is expected to remain in his room and can leave the dorm room only with the permission of the Residential Head, Residential Assistant, or on-duty faculty member. Students may be asked to come to the main building or dining hall to check in with a faculty or staff throughout the day. Students will be provided food and medication as needed during these check-in times. An assigned faculty or staff member will provide appropriate food and liquid for students whom the nurse or nurse's assistant deem as too ill to check in at meal times. A student who misses classes for illness may not participate in any school, training, or social activities for that day. Students who miss classes on Friday for illness are not allowed to check out overnight throughout the weekend, unless they plan to stay with members of their immediate family.

Prior to the beginning of daily classes, boarding students who do not feel sufficiently healthy to attend class should check in with the Nurse or Nurse's Assistant in the Main Building. Any student who becomes sick during the course of the academic day must check in with the Nurse's Assistant or the Front Office, who will notify the appropriate personnel. If the Nurse or the Nurse's Assistant believes that the student should see a doctor, the Nurse's Assistant will schedule the appointment and arrange transportation for the student.

In the case of a serious accident or medical emergency requiring immediate attention, students should go directly to the Dean of Students, Nurse's Assistant, the Front Office, or any Steamboat Mountain School faculty or staff to ask for help.

Boarding students and parents requesting routine doctor or dentist appointments for the student must contact the Nurse's Assistant, who will make the appointment for them. Students should not make doctor or dental appointments without the knowledge of the Nurse's Assistant, nor should they cancel appointments without first communicating with the Nurse's Assistant.

A student who feels well enough to attend classes but not well enough to participate in physical activities should communicate with the Dean of Students, Director of Outdoor Education, or Competitive Ski Program Coordinator. Students who are too ill to attend Physical and Outdoor Pursuits may be sent to their dormitory or to afternoon study hall.

Prescription Medication

All medications and prescriptions brought from home will be checked-in with the health care staff. The medication will be dispensed as the prescription reads. If a student will be taking the evening or weekend off from the medication, or medication is needed on an as needed basis the prescription must read that way. This is absolutely necessary for charting purposes and for providing optimal health care.

The staff will be available at breakfast, lunch, and dinner to hand out medication. On Duty staff will be available at other times to hand out medication taken outside the established meal times. It is the responsibility of the student to come to the designated area or seek the assigned on duty staff to pick up his/her medications. If a student does not show up for their medication, the staff will attempt to text, call or email. If a student misses his/her routine medication three times then the parent/guardian will be contacted. If a student taking antidepressants or antibiotics misses 2 doses then the parent/guardian will be contacted.

Students are allowed to self- carry asthma and anaphylaxis medications. Self-administration refers to situations in which students carry their medication on their person and administer the medication to self. There are orders from their healthcare provider, authorization from their parent, and the administration is done in accordance with school policy. Typically this medication is not handled by school personnel nor stored in the program’s medication storage area.

Vacation Policy

It is school policy that the dormitories are closed during vacations, during “family time” over Parents Weekend, and during Desert Week. For those students who cannot go home during these times, the school will work with Boarding Student Families to find housing with local families. If it appears that a student will require alternative housing during one of these time periods, it is requested that the student and parents inform the Dean of Students as early in the year as possible.

Students returning from a vacation after 10 P.M. and before 7 A.M. should coordinate their arrival with Residential Head or Assistant regarding the entry point to the dorm.

Closing Statement

By working together as a community, Steamboat Mountain School students, parents, faculty, and staff create a positive educational experience for all of the students. By keeping the core values in mind and by respecting the school rules, students have the opportunity to grow as individuals and to support one another. Steamboat Mountain School takes pride in the strong culture that we develop, and the faculty and staff look forward to helping students contribute productively to the community and reach their personal goals.

Acknowledgment And Receipt Of Student/Parent Handbook

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. Parents/guardians and students must sign the form below

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

Student

Date

Parent or Guardian/Relationship

Date