



# HANDBOOK FOR PARENTS AND STUDENTS 2009-2010

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## A CLAUSE OF CHANGE

In the pages that follow, duties that are assigned to specific administrators—such as the Dean of Students, the Academic Dean, the Director of the Active Curriculum, or the Head of School—may be delegated to another person under appropriate circumstances.

The information in this handbook is current as of May 2009. The school may find it necessary to alter or append this document during the academic year.

## THE CRMS MISSION

**Colorado Rocky Mountain School cultivates a learning environment in which students discover their potential to excel as individuals, contribute to their communities, and participate thoughtfully in the world we share.**

## PARENT RESPONSIBILITY

By enrolling a child in Colorado Rocky Mountain School, parents demonstrate a belief in and commitment to the philosophy and expectations of the school, as well as to the professionalism of its faculty and administration. Therefore, parental support of the school's expecta-

tions and their enforcement must be maintained. We expect parents to reinforce school rules and standards at home.

## STATEMENT OF INCLUSIVITY & DIVERSITY

Colorado Rocky Mountain School strives to be an inclusive community that honors, supports, and embodies diversity. To that end, it has made a commitment to teach cultural competencies in the academic, active, and social curricula, encouraging individuals to develop an empathetic understanding of others within a diverse cultural and social framework.

Colorado Rocky Mountain School admits students of any race, color, religion, sexual orientation, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sexual orientation, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## ABOUT OUR HANDBOOK

A pdf file of this handbook is posted on our website ([www.crms.org](http://www.crms.org)), simply go to Parents and click on Parent-Student Handbook for an electronic version.

## A HISTORY OF COLORADO ROCKY MOUNTAIN SCHOOL

In the summer of 1953, two remarkably courageous educators from the Putney School in Vermont loaded a green International Harvester flatbed truck and a station wagon with their four children and all their belongings and headed west from the Connecticut River Valley to Colorado's Western Slope. They settled on the Bar Fork Ranch in the Roaring Fork Valley with the dream of building a school out of a cattle ranch. Colorado Rocky Mountain School (CRMS) opened that summer and graduated its first class in June of 1954.

Early philosophical influences included Kurt Hahn, Director of Salem and Gordonstoun Schools in Britain and founder of Outward Bound, and John Dewey, a renowned educator and intellectual. Key to the underpinning of the Colorado Rocky Mountain School's progressive and experiential program were close faculty-student relationships and a classical, skill-based academic curriculum balanced with vigorous outdoor activities that challenged young people to develop skills, judgment, responsibility, and a service ethic. Also important to a student's education were tasks that related to the daily life and well-being of the community, the genesis for the school's current work program. John and Anne Holden believed passionately that if CRMS nurtured civic courage, critical thought, an international scope of interest, and a responsibility to serve others, then the education would produce citizens who could serve as protectors of democracy and peace.

While the Roaring Fork Valley has changed dramatically since the Holdens' arrival, CRMS remains committed to its progressive roots as we live and learn in the shadow of 13,000-ft Mt. Sopris. We believe that the study of Camus and Faulkner, organic chemistry and calculus, and history and photography share equal importance with mending fences, backpacking, kayaking, and the like. This holistic experience is the foundation on which CRMS was built and the philosophy we maintain.



## GOALS

Five goals drive all that is done at the school and provide direction in program planning. As a result of our efforts, students will:

- Be academically prepared to attend and succeed at a college of their choice
- Contribute productively to their communities
- Engage in healthy, active lifestyles
- Be skillful participants in and responsible stewards of the natural environment
- Develop sustainable life skills that will enable them to reach their full potential

## VALUES

Colorado Rocky Mountain School instills in its boarding and day students the desire to live a purposeful and vital life from a foundation of idealism, compassion, reflection, and growth. Underlying all aspects of the CRMS experience are three essential values that guide our actions and decisions.

The values that guide us are:

- Respect: We expect all members of the CRMS community to conduct themselves with honesty and integrity, acknowledge the inherent worth and dignity of each individual, and seek an empathetic understanding of diverse cultures and perspectives.
- Responsibility: We expect all members of the CRMS community to fully account for their actions, strive for the greater good and inspire the same in their peers, and act with intention in the world around them.
- Excellence: We expect all members of the CRMS community to aspire to the highest standards of academic, personal, and community life, and to persevere through adversity to achieve their goals.

## ACADEMIC CURRICULUM

### Academic Excellence

CRMS's academic programs emphasize passion, depth, and academic rigor, engaging students not only in the mastery of an endeavor, but in concrete and compassionate exploration of knowledge. All curricular aspects inform character development – in particular, the core values of respect, responsibility, and excellence – through awareness, attitude, and action.

Our balanced curriculum of rigorous college-preparatory courses, wilderness education, and service learning teaches students to think and act critically, creatively, collaboratively, and ethically. CRMS students develop the resolve necessary to succeed in college and to pursue a life of service and personal fulfillment.

With small class sizes and a student/faculty ratio of 5:1, we believe that relationships are the foundation on which scholarship is built. Our school values provide the framework within which all learning takes place.

### Diploma Requirements

Students must earn a minimum of 20 credits during their 9th-through 12th-grade years. They must take the requisite number of courses each term and they must meet departmental requirements. Freshmen and sophomores must take six courses each semester. Ju-

niors and seniors take a minimum of five courses each semester, and may take additional courses with approval from the Academic Dean. Seniors must spend their entire senior year at CRMS in order to graduate. CRMS will not accept summer school or on-line course work in place of a required course.

### English (Four years, including American Literature)

The English Department concerns itself with the essentials of college preparation: reading comprehension, vocabulary building, and analytical writing.

### Mathematics (Three years - through Algebra 2, at a minimum)

The goal of the mathematics curriculum is to provide students with a solid foundation in mathematics that prepares them for success in their college studies and facilitates a comfort level with mathematics that will serve them for the rest of their lives.

**In the following four departments, students must have three years of credit in three departments, with a minimum of two years in the fourth department (we encourage three years in all departments):**

### History/Social Studies (American History is required.)

The department's ultimate objective is to help individuals understand themselves and their relationships to the rest of society through the study of human experience.

### Science (Biology and Chemistry are required.)

Experiential investigation of the natural world is the underlying theme for all science courses.

### Modern Language (At a minimum, two years of the same foreign language are required; three years are recommended.)

The focus of the Modern Language Department is twofold: to teach students to use the language they study, and to broaden their understanding of cultures around them.

### Fine Arts (A year-long Arts 9 course is required for freshmen. Remaining credits are earned through year-long electives.)

Serious commitment to the production and appreciation of art, awareness of the role of art in society, and the responsibilities of the creator and the consumer of art are central to our approach.

### Academic Guidance

Each student at CRMS is assigned an advisor who is the primary link between family and school regarding academic and social matters. Because the advisor is the primary link, parents are encouraged to contact advisors at any time. The advisor monitors a student's achievements across the entire program throughout the student's tenure here. Students are expected to speak with their advisor whenever they need academic guidance. During the school year, advisors receive copies of all grades, teacher comments, and progress reports. Also, the advisor provides assistance in changing any classes and in planning any future class needs. We suggest that very early in the year, parents establish the best form of communication with their son's or daughter's advisor, whether it be by phone, fax, or e-mail. Advisory time is scheduled weekly, but often effective advising time happens one-on-one, as advisors check in with their advisees about a host of internal communications, including grade reports.



## Academic Support

Several formal periods of study occur each day, including study halls scheduled during the academic day and dorm study from 7:45 to 9:45 p.m. CRMS also employs a learning specialist and instructional support teacher who provide students with individualized support. Outside tutors are sometimes necessary for specific subjects, and can be arranged through the learning specialist.

## Homework

Students should expect approximately 30 minutes of homework from each of their classes. This academic load requires students to budget their time effectively and to use time beyond the required study periods to fulfill their academic duties.

## Exams

Embracing a college-preparatory program, CRMS administers formal exams twice each year, at the conclusion of each semester. Faculty review for exams occurs during the week before the exam period, and exams are expected to be a cumulative experience drawing together the skills and knowledge that the course explores. Exams may count as much as 20 percent of the semester grade, although the exact percentage is determined by each individual teacher.

## Course Changes

Students may add a class only during the first week of each course; they may drop a class during the first two weeks of the course. The request must be made through the Registrar and Academic Dean, and will typically involve the student's advisor; course changes in order to have a different teacher are rarely approved. Seniors may not drop classes after they have submitted college-admission materials.

## Academic Honesty

At the beginning of the year faculty in each course will outline the specifics regarding academic honesty. Written work must be a student's own; plagiarism, or uncited borrowing of words from printed, electronic, or other media, is intolerable and will be considered a serious probationary offense. Cheating on homework assignments, quizzes, tests, or final exams will be cause for disciplinary censorship and will result in no less than a probationary term and any other consequences determined by the discipline committee. Students will earn a zero for assignments involving any form of academic dishonesty.

## Academic Accolades (recognized quarterly)

To receive Honor Roll status, students must earn a grade average of 87-92 percent, with no recognition survey score below 25. (See page 7 for details on the Recognition System.) To receive High Honor Roll status, students must earn a grade average of 93 percent or above, with no recognition survey score below 25. Holden Scholar honors are given to students who have earned excellent scores on recognition surveys in all academic classes. Holden Scholars are highly engaged in class, prepare effectively, and are positive members of the classroom community.

## Academic Warning

Students are placed on academic warning through the next quarter if their grade average is below 70, if they have more than one grade in the D (60-69) range (unless they earned 36 or better on recognition surveys for either of those courses; see page 7 for details on the recognition

system), or if they fail (below 60) a course. These students must attend study hall during the academic day, check-ins during evening study (boarding students), and a regular meeting with the learning specialist during a free period. A student completing the year with two semesters on academic warning may be required to attend approved summer classes or tutoring in problem areas.

The Academic Dean will remove a student from academic warning once the student has demonstrated sustained improvement and does not carry any of the above criteria for the next marking period. At times students may have their re-enrollment contracts withheld during the third quarter, and the student may meet with appropriate school personnel to determine a course of action that should address the challenges the student is experiencing. If a student completes the school year with a grade average below 70, the school administration will consider whether re-enrollment is appropriate.

Academic warning is designed to support the scholastic improvement of CRMS students in need of support, and is distinct from disciplinary probation.

CRMS's institutional response to students who are experiencing academic difficulty can vary given the specific needs of the individual, and any number of these mechanisms may be activated regardless of whether or not the student is on academic warning. There exists a network of support, including daytime study halls, Friday evening study assigned by a teacher, extra help outside class, outside tutors, and staffings with appropriate parties, which might include the Academic Dean, advisor, learning specialist, student, and his or her parents.

## ACTIVE CURRICULUM

Since the school's founding in 1953, outdoor adventure and the work program have been hallmarks of Colorado Rocky Mountain School. Believing that physical work and outdoor challenges were essential for personal development, the Holdens began one of the nation's first outdoor programs at an independent school. The Holdens anticipated a philosophy of experiential education, which would later become linked in the public mind with Outward Bound and the philosophy of Outward Bound's founder, Kurt Hahn. CRMS's location on the Western Slope of the Rockies, at the confluence of the Roaring Fork and Crystal rivers, affords access to an incredible array of outdoor possibilities. Within a day's drive of Carbondale are numerous national parks and national monuments, and more than 15 wilderness areas.

### Afternoon Active

CRMS students use the school's location and proximity to natural resources as an outdoor classroom. The goals of the CRMS active curriculum are to create an appreciation for the outdoors, community service, and physical labor. Sports are designed to develop athletic skills, a lifelong passion for physical fitness, and an appreciation of the outdoors, along with a strong outdoor and land ethic. Students are required to participate in a sport and a work crew four afternoons each week. Competitive athletes are required to participate in at least one work crew per academic year.

Historically, student work crews built much of the CRMS campus. Today, students and faculty help maintain the campus buildings and grounds. The focus of the work program is to develop specific skills while working in small groups, providing service both to the school and to the surrounding community. These activities rotate each quarter. The



Director of the Active Curriculum schedules sports and work crews, and faculty leaders monitor student attendance and participation as they work alongside the students. Students receive recognition scores for these activities, attendance is weighted equally with their academic classes, and they receive a written evaluation for each activity. Failure to attend afternoon active obligations results in weekend community service.

## Wilderness

All new students are required to participate in a ten-day wilderness orientation session designed to introduce students to the philosophy of CRMS. Inspired by Outward Bound but adapted to meet our own needs, the CRMS Wilderness Session is a combination of learning outdoor skills, contributing service to the outside community, developing conditioning, facing challenges, having fun, and working together. Wilderness also aims to ease students' transition to CRMS, inculcating the school's values and developing within students an appreciation for the natural world. The first three days are devoted to a work service project: trail work with the U.S. Forest Service. The rest of the session entails cross-country backpacking through mountain wilderness areas near CRMS. Refer to the "Wilderness" section of [www.crms.org](http://www.crms.org) (beginning June 1st, from the home page, click the Outdoor tab, then Outdoor Program, then on Wilderness link in the content) for logistical details, a gear list, and other mandatory information for all new students.

## Fall and Spring Trips

All students are required to participate in Fall and Spring trips that build upon afternoon-active experiences and integrate with classwork. Fall Trip is a four-day experience in late September that enables the entire faculty and student body to celebrate autumn in the Rockies. Many groups on Fall Trip backpack or do service in the nearby backcountry, but students also kayak, mountain bike, and rock climb in southern and western Colorado. Approximately 15 choices are offered each fall. Students often return with a fresh perspective on their environment, the school, and themselves.

Lasting one week, Spring Trip occurs in late April and early May, with focus on the exploration of the Colorado Plateau and the desert environment. Students again choose from approximately 15 trip options, including backpacking, rock climbing, rafting, kayaking, mountain biking, and cultural exploration. Preceding the final three weeks of classes in the school year, Spring Trip affords students and faculty the opportunity to reflect on all they have accomplished during the year while engaging in challenging and enriching wilderness expeditions.

## Interim

All students are required to participate in Interim during the second week of March. The Interim session is a week of experiential learning in which students in small groups immerse themselves in a particular subject; the full senior class composes a single group, performing a service-oriented Interim project. Service, the arts, and adventure-based programs are designed by faculty to tap student interest and enthusiasm. The goal of Interim is to immerse students and faculty in experiences and pursuits that are consistent with our mission. Interim provides the opportunity for students to step outside the traditional classroom and "learn by doing" through service and exposure to new ideas, experiences, and environments. Examples of Interim offerings include artistic and academic pursuits, service learning, and wilderness expeditions; Interim can involve national or international travel.

## School Trip Substance Use Policy

On all school and outdoor trips, the use of alcohol and other drugs is incompatible with school philosophy, physical health, character development, personal and group safety, and state law. Due to the inherent nature of our outdoor activities and the importance of the safety of all trip participants, the use of substances during these programs will result in immediate separation from the trip and permanent separation from the school; a first offense is grounds for expulsion if it occurs on any school trip or on Interim, or during the day prior to these trips starting at 3 pm. In addition, the school is concerned about substance use when students travel off-campus for our afternoon program, especially during the winter season. In such cases, where a student has put other people's health and lives in danger by using substances, expulsion upon initial offense may be warranted.

## Diploma Requirements

These requirements reflect the CRMS mission and the essential values of the Active Curriculum: community service, physical labor, manual skills, and a strong outdoor and land ethic. **If a student and/or family are aware of special circumstances that may jeopardize his/her participation in the work program or required trips, the Active Program office should be informed as soon as possible.**

## Core Requirements

Prior to graduation, each student **must** have participated in: Trips

- Wilderness, a requirement for all first-year students
- Fall Trip, Interim, and Spring Trip each year

### Work crews

- At least one manual-labor work crew (example: ranch, construction, grounds, gardening, set construction, Jossman building cleaning)
- At least one technical work crew (example: blacksmithing, electrical, vehicles, ceramics, bike shop, yearbook)
- At least one community service work crew (example: recycling, community outreach, preschool, trip planning, library, kitchen).
- All students involved in a competitive sports program must participate in a minimum of one work crew per year, so that they participate in each of the work-crew categories prior to graduation. One-year seniors involved in more than one competitive sport would still need to participate in at least two (2) work crews.
- If a student and/or family are aware of special circumstances that may jeopardize the student's participation in the work program, Wilderness, Interim, and Fall and Spring trips, they need to inform the Active Program office as soon as possible.

## ATTENDANCE

To take advantage of the richness of the CRMS program, students must be present and engaged. Attendance at all required commitments is crucial to a successful life at CRMS. Regardless of whether a student is "excused" or "unexcused," absence from a class or activity detracts from learning and from the integrity of the course or activity. We expect students to be fully engaged in all commitments and activities.



## Attendance Milestones

All obligations for students are weighted equally. An excessive accumulation of absences will often raise the question of whether or not the student is truly thriving at CRMS (for an explanation of “failure to thrive,” see page 12). Accumulation of unexcused absences in a single semester will result in disciplinary actions according to the following guidelines:

- 3 = restriction (see page 14) and conversation with Dean of Students, Active Director, or Academic Dean
- 6 = meeting with the Dean of Students and student advisor
- 9 = suspension (see page 14)
- 12 = expulsion (see page 14)

The Dean of Students will track unexcused absences for all-school meetings and Wednesday night obligations; the Active Director will track unexcused absences for sport and work-crew obligations; the Academic Dean will track unexcused absences for all classroom obligations.

Students who fail to meet class work expectations must attend Friday study. In addition, students who fail to attend a sport or a work crew must attend a Friday afternoon attendance work crew. Students will continue to be required to attend Friday study and restriction work crew (see page 14) for being on restriction. Students with unexcused absences will not be eligible to make up tests, quizzes, or other assessments, and will earn a zero for this work.

## Tardies

Three tardies in one of the three program areas will be counted as one unexcused absence.

## Attendance Policy

Students must attend at least 90 percent of their obligations in any given course or activity to receive credit. A warning and limit will be issued to a student missing too many obligations, whether they are excused or unexcused. If not compliant in improving his or her attendance record, the student may fail the class. (See page 13 for other consequences of poor attendance.)

Absences occurring as a result of a CRMS program deemed worthy of educational merit by the Dean of Students do not count against the student’s attendance record.

Students departing early for or returning late from vacation without prior approval of the Dean of Students will be placed on restriction, the duration of which will be determined by the Dean. Students may also suffer the consequences of unexcused absences, such as low participation and assignment grades.

## Extended Leaves

Extended absences are highly discouraged and will not be excused.

## Special Absences

In an emergency, or if warranted by special circumstances, a student may ask the Dean of Students for permission to leave school. Please contact the Dean of Students or the student’s advisor for details concerning an unscheduled leave. All arrangements must be made and a completed form turned in no later than one week prior to the special absence.

## School Holidays

While the calendar has a generous number of vacations, the school is in session during many holidays, including Labor Day, Columbus Day, Martin Luther King Day, Presidents’ Day, Memorial Day, and some religious holidays. Check your school calendar for a list of school holidays, and plan travel around these dates.

## Day-Student Absences

If a student is ill and will miss school, call the attendance line by 8:30 a.m. at 970-963-2369 ext. 205 or e-mail [attendance@crms.org](mailto:attendance@crms.org). **Absences will not be excused after the absence has occurred.** If the student needs to be picked up during the day by the parent for a doctor’s appointment, advise the Health Office and attendance line in advance. Day parents may not excuse absences that occur in the middle of the day unless they are for medical appointments.

## Boarding-Student Absences

Boarding students must visit the Health Office before their first obligation if they wish to be cleared of any unexcused absences related to illness. If a family member is not present to assess a student’s health, that individual cannot excuse a boarding student but should encourage the student to visit the Health Office as soon as possible.

## STUDENT LIFE

CRMS is a small, intimate community made up of boarding and day students. The following information will better inform students and parents about the programs, procedures, and opportunities afforded by the school, all of which facilitate a stronger sense of community and a student’s ability to thrive within it.

### To Contact a Student During School Hours

Call the Main Office at 970-963-2562 and leave your message with the receptionist. She will see that the message is placed in the student’s box.

### CRMS Visitor Policy

Colorado Rocky Mountain School expects visitors to conduct themselves in concert with CRMS’s expectations for the purpose, health, and well-being of the community.

Visitors to CRMS are asked to introduce themselves at the Main Office in Holden House, where they will be connected with the appropriate people or office according to the purpose of their visit.

Visitors are welcome during active school hours, 8:30 a.m. to 7 p.m. All visitors are also welcome at school functions (such as all-school meetings, performances, etc.) and community meetings. Please park in the visitor or event parking area.

No visitors are allowed in the dorms once study hours begin (7:45 p.m.); see the cross-gender visitation policy on page 6 for additional regulations. Day students may visit dorms in the evening for academic purposes only and must seek the permission of the faculty member on duty before doing so.

Overnight visitors from the day-student community must have the approval of the Director of Residential Life. We do not permit family or friends to spend the night in the dormitory.



## School Functions

For any school function, day or evening, students must seek prior approval from the Dean of Students if they wish to bring a guest. For evening programs, the Dean of Students will compile a guest list of individuals who are welcome; individuals not on the guest list will not be permitted to attend the event (this policy includes Wednesday night dinners and meetings, coffeehouses, dances, etc.).

## General Information for Boarding and Day Students

### Daily Schedule: Monday-Friday

8:00	Classes begin
12:00	Lunch
2:45	End of classes
3:00	Active curriculum
6:00	Dinner
7:00	Day students depart
7:30	Dorm jobs
7:45	Study hall (boarders only)
9:45	Social time or additional study time
10:00	Students must be in their own room/Lights out (freshmen)
11:00	Lights out (sophomores/juniors/seniors)

### Meals at School

All students are welcome to eat three meals a day at school at no extra charge. Day students are encouraged to take meals at school when obligations require them to be on campus.

### Weekends

Weekend activities are a great way for students to take advantage of all the Roaring Fork Valley has to offer. Weekend-duty teams, made up of faculty members, plan activities from which students can choose. Movies, bowling, and shopping trips are always popular. Ski buses provide opportunities for skiing in Aspen, Spring Gulch Nordic Ski Area, and other popular ski areas. Our Active Program sponsors biking and camping trips in the fall and spring and hut trips in the winter. Students can sign up for any activities they choose and also suggest future activities. Weekend activity offerings are announced at an all-school meeting, posted on the school website or e-mailed to parents, and available to all students, boarding or day.

## Weekend Schedule: Friday-Sunday

### Friday

3:00	Attendance Work Crew (for students who have missed a sport or a work crew and are on restriction)
6:00	Dinner
7:00	Friday study (for students missing work and on restriction)
11:00	Dorm check

**Weekend activities are offered throughout Friday evening**

### Saturday

7:00	Breakfast
12:00	Lunch
6:00	Dinner
11:00	Dorm check
1:00	Students must be in their own rooms

**Weekend activities are offered throughout the day on Saturday.**

### Sunday

10:30	Brunch
12:00	Restriction Work Crew (for students who are on restriction)
6:00	Dinner
7:00	All visitors must depart campus
7:45	Study hall (all boarders must be in residence)
9:45	Social time or additional study time
10:00	Dorm check

**Weekend activities are offered throughout the day on Sunday.**

## Departing Campus

Students are required to sign out in Bar Fork A any time they leave campus, and to sign in upon return. During the academic week (Monday through 3 p.m. Friday), sign-outs may not exceed two hours. On weekends (3 p.m. Friday through 7 p.m. Sunday), students who plan to depart campus for more than four hours **must check out with a faculty member** on duty before their departure, and **check in** with a faculty member upon their return. **Students who fail to return to campus within the two-hour weekday window or the four-hour weekend window will in all likelihood be asked to submit to a drug/alcohol screen.** Students are encouraged to travel in groups of two or more.

## Weekend Sign-Out

Boarding students who wish to spend the weekend off-campus at a day student's home must submit a weekend form (which must be approved before their departure) to the Holden House front desk by noon on Thursday. Weekend sign-outs require the student to secure permission from his or her parents, the host family, the dorm parent, and the individual who contacts host families. Upon their return, students are expected to check in with the faculty member on duty.

## Cross-Gender Visitation

The school only permits cross-gender visitations in student rooms at specific times during the week. **Please note that at no time during the academic week or weekend are freshman girls and senior boys permitted visiting time in each other's rooms.**

Students are allowed to visit in another student's room of the opposite sex only on weekends during faculty roving hours.

### • Weekends:

Friday	between 4:00 and 10:55 p.m.
Saturday	between 12:00 and 10:55 p.m.
Sunday	between 12:00 and 7:40 p.m.

In dorm lounges (hallways do not constitute lounges), a student can visit another student of the opposite sex:

• **Academic Week:** Monday through Thursday, a student may visit another student in the dorm lounge between 7:00 a.m. and 7:40 p.m.

• **Weekends:** Friday and Saturday, a student may visit another student in the dorm lounge between 7:00 a.m. and 10:55 p.m. On Sunday, visitation hours are 7:00 a.m. to 7:40 p.m.

## Meetings Block Program

The meetings block program addresses life skills and school-related issues in three different settings, each with specific goals. Students meet with advisors for academic and social issues or they participate as a class in programs that focus on character education.

**Advising Program:** The advising program provides time to cover (in small groups) academic, social, and behavioral issues. The Dean of Students oversees this program.



Class Meetings: Once a month, advisee groups get together by grade to follow the social curriculum. The curriculum is designed to develop character and a sense of responsibility for self and others.

Town Meetings: Once a quarter, Agenda (see page 10) gathers the students together in the Barn for a “town meeting.” These meetings are student-led and allow the student community to discuss important issues.

## Recognition System

The goal of the recognition system is to help all students achieve their potential academically, athletically, and socially through recognition and support. Every member of the community shares a common responsibility to assist each other in achieving that potential. The system is built on the concept of equal access to recognition, meaning that the highest levels of achievement can, with hard work and effort, be achieved by all students. Through the recognition system, students are recognized for sustained effort, growth, and maturity that they have demonstrated and are also given support for values and skills that they have yet to learn.

The criteria for the progress are based on surveys in each of the program areas (classroom teaching, active programs, household jobs, and community-life programs) that are completed by the adult members in the community. Students receive a score of 0-4, depending on how they have engaged in that area. The point total assessed for each CRMS commitment tells us how the student is currently doing at CRMS.

## Student Dress

General Expectations and Philosophy: CRMS dress should be appropriate to the occasion or the task at hand. While dress is generally casual at CRMS, there are some guidelines for what is appropriate to wear throughout the course of the day. In general, there are three parts to a student’s day at CRMS: the classroom, active program, and evenings/weekends (with the exception of Wednesday night dinners).

All students and faculty can demonstrate through their attire that they are prepared to take on their pursuits seriously. The academic day is a time for students to focus on their academic commitments and to show respect for themselves and their teachers. Regardless of the activity, students should never wear clothing that advertises use of drugs and alcohol, displays a phrase that might be offensive or demeaning to others, or is immodest in its length or design. Students are reminded that faculty are the arbiters of good taste, and if a student is asked to change clothes, he or she must respond appropriately by returning to the dorm or home to change.

Classroom Dress: Students should exercise good taste and judgment in regard to their appearance. Students should arrive in class with clothes that are neat, clean, modest, and in good repair. Shoes should be in good repair, and pants should be pulled up to the waist so that no undergarments are showing.

What is not permitted: Students should not arrive in class barefoot or in pajamas, robes, slippers, or ripped or torn clothing, and should remove headphones, sunglasses, and hats when they enter any classroom.

Active Dress: Good taste continues to dictate what a student will wear, as does the afternoon activity. While the activities in our program require greater latitude in what a student wears, the activity and the group leader will decide what is appropriate for the occasion. The basic standards mentioned above still apply.

Evening and Weekend Dress: Evenings and weekends remain casual, but extremes of fashion and appearance are not acceptable; this is not a time for students to wear whatever they wish. Students should arrive at the dining hall with a neat and clean appearance. Students who have returned late from an active obligation are permitted to eat in their active dress, but students who have been on campus are expected to clean themselves up before going to the dining hall. During evening study, students should continue to dress in an appropriate manner.

What is not permitted outside the dorm: Students should not wear pajamas, robes, slippers, or similar clothing.

Wednesday Night Dinners: Boys need to wear a dress shirt and tie, a sport coat, and dress pants (no jeans). Dress shoes are required. Girls must wear dresses, skirts, or dress pants with dress shoes.

What is not permitted for Wednesday night dinner: Students should wear appropriate footwear; sport shoes, slippers, or flip-flops may not be worn.

## Telephone/Cell-Phone Use

The use of telephones and/or cell phones is permitted only during a student’s free time. Phone use is prohibited during classes, active curriculum, and evening study hall. Underclassmen must be finished with their telephone conversations by lights-out (unless permission is granted). In essence, responsible phone use is paramount. If there is a perception that a student’s cell-phone use is resulting in isolating him/herself from others and/or is getting in the way of contributions to the program, then his/her cell-phone use will be restricted. A student abusing his/her telephone privilege will meet with the Dean of Students to determine an appropriate consequence (in all likelihood, restricted phone use).

## Technology Use

Students are expected to follow specific guidelines for computer use on campus. These expectations have been established to enhance student learning while maintaining a consistent and safe environment. It is our expectation that students will use technology in a way that is supportive of the school and the people within it. All students sign an acceptable-use policy upon entering the school. Failure to live up to the school’s expectations regarding these guidelines will result in a meeting with the discipline committee and in all likelihood will result in a loss of computer-use privileges.

Myspace, Facebook, and other weblogs: Weblog sites are public domains and should be used responsibly. At this time, CRMS does not block access to these sites and expects students to navigate them with care. The following disciplinary consequences will result from blog misuse:

- Cyber-bashing, bullying, or defaming of students and/or faculty is probationary (see page 14) and could lead to dismissal from school.
- Impersonating anyone and creating a blog for this individual is a form of dishonesty and is, therefore, probationary and could lead to dismissal from school.
- Violating school expectations (this includes the times when school is out of session) will in all likelihood result in disciplinary consequences, including suspension (see page 14) from school, and may affect a student’s eligibility to retain or apply for any leadership position.
- CRMS does not permit making reference to the school by name on a blog.



## Incidentals Account

An incidentals account will be established at the beginning of the year for bookstore charges, pharmaceuticals, ski passes, air transportation, and additional authorized purchases. For the funds to be available, a positive credit balance must be maintained. The incidentals deposit must be returned to a positive balance by December. Please refer to page 2 of the enrollment contract for specifics on fees and charges.

## Personal Property

The school provides locks and keys to dorm rooms, and day students are provided lockers that can be padlocked in the academic areas. Locks should also be brought for bicycles. The school cannot accept liability for personal belongings. We suggest that parents include their child's valuable belongings on their homeowners' insurance policy or arrange for a separate policy. Be sure all belongings are well-marked with the student's name. Serial numbers of valuable items should be recorded and kept in a safe place. **The school does not insure any student's personal belongings.**

## Specific Information for Boarding Students

Dorm life calls for students to learn how to care for themselves and their personal belongings as well as for the CRMS community. Dorm life also involves a high level of consideration for roommates and neighbors in the dorm, and weekly dorm meetings are held to discuss dorm issues and provide a forum for social concerns. CRMS asks its students to treat themselves, each other, and their dormitory faculty with courtesy and respect. When this occurs, the dorm is a pleasant place and a positive home away from home.

## Boarding Handbook

We believe that it is each resident's responsibility to act in a way that protects the safety and security of each individual in the residential program, and students must be respectful and courteous and use common sense in the community setting. Students are expected to take care of the furniture and to keep their belongings neat and their rooms clean. Each student is expected to cooperate with other dorm residents, student dorm heads, and dorm faculty. Students will be given a handbook at the start of the year that outlines the expectations of being a boarder within our community; this handbook is reviewed with the dorm parents, and then students are asked to sign a form stating that they understand these expectations.

## Accommodations

Most dorm rooms house two students. Each room is furnished with beds, desks, shelves, and closets. Students share shower and toilet facilities. Each dormitory has a common area and a kitchen that is equipped with a microwave, toaster oven, and hot plate. Most dormitories also have refrigerators (although students are permitted personal refrigerators in their rooms) and storage areas for skis, snowboards, suitcases, and boxes. Each dormitory also has a pay phone for the students' use. Students are urged not to arrive with an excess of belongings for which there is no space. (See page 18 for a list of what to bring to the dorm room.) Students are not allowed to have pets in dorm rooms; no dogs, cats, birds, snakes, guinea pigs, etc. Posters that show or advertise sexually explicit scenes or drug and/or alcohol use are not permitted in student rooms or common areas. In addition, pellet guns, nerf guns, airsoft guns, or weapons of any kind are not permitted in the dorm.

Students are responsible for the physical upkeep of their rooms and the common areas of the dormitories. Rooms are to be kept neat and are to be cleaned twice a week. Accidental damage may occur and needs to be reported immediately. Damage beyond normal wear and tear has no place at CRMS; those responsible will be charged for the repair costs incurred and will volunteer their free time to help the Maintenance Department with the repairs. Damage to common areas will be billed proportionately.

Students are expected to leave their rooms clean at the end of the year. The departing students and their parents are responsible for packing and shipping all belongings before departure. Although the school will offer assistance with this, the school will not be responsible for lost, damaged, or missing possessions, nor for the costs of shipping and transportation. Students counseled out, suspended, or dismissed are not welcome back on campus. Students whose rooms require a cleaning service will be billed a minimum of \$50.

## Laundry

The school provides a laundry service to each boarding student. This service is provided as part of the initial school fees. In addition, there are two washing machines and two dryers (free of charge) in the Crystal Dormitory for students who wish to do their own laundry.

## Student Personal Finances

**Personal Spending Money:** Students need spending money for personal items and expenses such as phone calls, haircuts, weekend travel, skiing, clothing, equipment, movies, and meals purchased off-campus. We encourage a family discussion covering not only the amount of spending money to be provided but also its management.

### **Choices for providing spending money:**

**Allowance distributions:** Distributions are made from the Business Office. Parents can provide the Business Office with predrafted personal checks, one per week, in the student's name. On Wednesdays and Thursdays between noon and 1 p.m., checks will be distributed and cashed (one per week). We suggest that checks be in the range of \$20-\$30. Students will be advised when they have used their last check. At that time, the account can be replenished by the parent or student.

**Personal checking account:** A student can open a checking account at the Carbondale Alpine Bank or Wells Fargo. Using a local bank makes it easier for students to cash checks at area businesses. Students under the age of 18 are required to have a parent or guardian co-sign in order to open an account. In addition, personal checks up to \$35 may be cashed at the CRMS Bookstore.

**Credit card:** A credit card, with a monthly credit limit determined by the parents, provides the benefit of a statement showing how money is being spent.

**Money Management:** Students are cautioned not to leave cash or valuables in their rooms. Petty theft is always a threat and seems impossible to eliminate entirely at any boarding school. Valuables may be secured in the school Business Office. All dormitory rooms have locks, and students are issued keys. Students should lock their doors whenever they are not in their rooms.

## Policy on Car Use

Boarding students may not ride in day-students' cars at any time unless they are signed out to that student's home for a weekend. In that case, the boarding student needs written permission from a parent on file in the Dean of Students' office, allowing them to ride in that specific



day-student's car. Boarding students must also complete their last curricular obligation on Friday before leaving campus, and return in time for their first obligation on Sunday, typically Sunday night study hall. There is no blanket-permission status for any boarding student regarding riding in any day-student's car. However, boarding students are permitted to ride with parents of current students without prior permission. **Boarding students are not permitted to have cars on or near campus.**

## Specific Information for Day Students

CRMS day students must live with a parent or legal guardian geographically close to campus. Because the school is in operation seven days a week including evenings, additional classes and activities are offered beyond the scope of the traditional school day. Day students are encouraged to take advantage of the unique opportunities they are offered to learn, grow, and have fun.

## Arrival and Departure

The school is open to day students from 7:00 a.m. until 7 p.m. Students may remain later on campus for tutorials and supervised study, which concludes at 9:45 p.m. The school day begins at the start of the student's first commitment and ends following the student's last commitment.

## Vehicle Policy

The following elements of the vehicle policy are meant to put a well-defined structure in place that will promote safety, equity, and accountability in an ever-evolving school community. At the beginning of the year, day students will review the expectations surrounding their use. Only licensed CRMS day-student drivers are permitted to have cars on campus. No other students are allowed to drive on campus.

All day-student cars must be parked and remain in the designated student parking area west of the soccer field. They may not park elsewhere on or adjacent to campus. Once at school for their first obligation of the academic day, day-student drivers may not drive off-campus until after their final obligation of the curricular day. On the occasion that the student must leave for an appointment scheduled by a parent, the student must bring in written permission from that parent to the front desk of Holden House before their first obligation of the day. The permission note should include the nature of the appointment, the time they need to leave, and the time of their expected return to campus.

Any infraction of the above items will result in an immediate loss of the driving privilege for one academic week. A second infraction during the same semester will result in an immediate loss of driving privileges for two academic weeks. A third infraction would be considered probationary and would require an appearance before the discipline committee, and could result in a permanent loss of driving privileges for that student.

## Carpools

Day students are encouraged to carpool. The Parent Network (see page 15) is a good way to make these arrangements.

## HEALTH AND STUDENT SERVICES

### Learning Specialist

The learning specialist provides academic support for CRMS students in various ways, including working with students individually or in small groups for short-term interventions; working with teachers to best meet students' needs; providing mini-sessions on test-taking

strategies, time management, learning styles, organization and planning, or study skills; meeting with students as needed to support them academically; coordinating tutors; and supporting students, teachers, and advisors regarding academic concerns for a student.

### Health Services and Policies

CRMS employs a resident registered nurse. The on-campus clinic includes two beds and offers outpatient health care. Additional services are available through Roaring Fork Physicians in Carbondale. Valley View Hospital in Glenwood Springs is used whenever diagnostic or treatment procedures are indicated. A large staff of consultants in all specialties is available in the valley.

### Illness and Injury

Comprehensive health care is provided by the school's nurse during clinic hours Monday-Friday and arranged on an as-needed basis on weekends. Students who are ill or injured should go to the Health Office before missing academic, sport, or work-crew obligations. The nurse will assess the illness, offer advice, and excuse students from obligations as necessary. If a referral to a local physician is required, parents will be consulted and an appointment will be made with transportation provided.

Payment authorization for care provided by our local family practice group, Roaring Fork Physicians, is part of the health-information packet sent in the summer to each student's parents. This form (also available, as are all CRMS health forms, in the Parents section of crms.org) must be completed and returned as requested to Roaring Fork Physicians before the start of the school year. In addition, a consent-to-treat form, also part of the health packet, must be filed with the Health Office each year a student enrolls.

To the extent possible, please schedule routine visits to doctors or dentists for health maintenance during school breaks or regular weekends at home. Appointments for continuation of orthodontic care can be made through the Health Office. After clinic hours and on weekends, a student with a health concern or injury should first contact a faculty member, who will call the nurse if further evaluation and management of the problem is necessary.

Health care is available to day students while they are on campus. When at all possible, day students' parents will be contacted to arrange referrals and transportation if needed. When a day student is too ill to attend school, a parent is required to call the attendance line at 970-963-2369 ext. 205 before 8:30 a.m. or prior to any obligation that will be missed.

To ensure safe, responsible, appropriate use of medication, all prescriptions must be stored in and administered through the Health Office. It is the student's responsibility to go to the Health Office daily to receive his or her medication. If a student misses a dose of medication, the nurse will contact the student with a reminder. If noncompliance persists, parents will be notified. Special permission is usually granted to students to self-administer antibiotics, asthma inhalers, anti-inflammatory medicines, and similar medications. Students should not bring large quantities of any medication to school.

### Counseling

The Counseling Office is a resource for students and parents. A safe, confidential environment is provided for students to voice concerns that arise in the school setting. Counseling services are available for students who drop in or by appointment.



Faculty refer students to the counselor for behavioral or academic difficulties or concerns raised by other faculty members, students, or other members of the CRMS community. Parents are also encouraged to contact the school counselor directly with their concerns. When students visit the Counseling Office either voluntarily or through referrals, their confidentiality is strictly maintained unless they pose a threat to themselves or to the community.

The Counseling Office offers individual and group counseling, peer and family mediation, substance-abuse education, anger management, and other life-skills education. In some situations, students require therapeutic services outside the scope of the Counseling Office. A referral for outside therapy (psychiatrist, psychologist, or other mental-health professional) may be necessary. In this case, the counselor will continue to work closely with the student, family, and outside professional.

The school counselor should be notified of any emotional or psychological issues a student may be dealing with. Equally important is the need for the counselor to know about any medications the student may be taking. The school counselor works closely with the school nurse on medication management. Having complete information helps the CRMS staff give your child the best care possible.

### Health Education

Issues of alcohol and other drug use, sex and sexuality, fitness, nutrition, and other aspects of health, including mental-health issues, are addressed through a variety of programs. These include all-school meetings, class presentations, discussion groups, dorm sessions, and academic-course content, as appropriate.

Communicable Disease; HIV: CRMS has a written HIV policy based on recommendations from the Center for Disease Control and the Colorado Department of Health. The policy guides CRMS in its efforts to protect students and staff from the risk of disease. A CRMS evaluation committee will review situations on a case-by-case basis. Stipulations of confidentiality will be made by the Head of School based on legal requirements and the special conditions of boarding-school life. A full statement of school policy can be obtained from the Health Office.

Sexuality: We expect CRMS students to exercise sexual restraint and a high level of consideration for the feelings of others. Students are expected to refrain from sexual activity, as it can detract from their educational focus and put them at risk for pregnancy and sexually transmitted diseases. Students found engaging in sexual activity will be required to contact parents and see the school counselor. We realize that students have, do, and will act on their own beliefs and decisions. In consideration of student safety, condoms are available through the Health Office. For further clarification about the school's position on condom availability, please contact the Health Office.

No Smoking or Chewing: CRMS is part of the Colorado Tobacco-Free Schools Coalition and has a tobacco-free campus policy. All forms of tobacco are prohibited for CRMS students and guests.

We encourage any student who currently smokes or chews tobacco to take whatever measures are necessary to change this behavior prior to coming to school. Smoking and chewing are considered disciplinary offenses. The Health Office can help a student develop a plan to aid in quitting.

Alcohol and Other Drugs: The use of alcohol and other drugs is incompatible with the school philosophy, physical health, character development, personal and group safety, and state law, and will result in disciplinary action.

## STUDENT LEADERSHIP

We encourage students to take on leadership roles in our community to express their growth and maturity. In these positions we expect the students to model the values of the school, encourage positive risk-taking, and uphold all school rules. Opportunities for leadership at CRMS are not limited to upperclassmen, nor is leadership always defined by a specific position. Even students unable to take on any of the below-listed duties can still take part in leadership seminars in the spring and be a positive influence in shaping the community and supporting others.

### Agenda

Agenda is the elected student government at CRMS. It consists of three representatives from each class who are elected annually by their peers. Two school co-presidents (generally seniors), who are elected in the spring, lead Agenda. Agenda is active in student affairs in a number of capacities. Most prominently, it serves as a political forum for discussions of student life; it is the body responsible for generating proposals and ideas for improving student life. The Agenda co-presidents attend CRMS Board of Trustees meetings, provide a report to the trustees, and report on the meetings to students. This is an opportunity for students to provide input, discuss student affairs, and help shape a positive school community.

### Admission Team

Admission Team (A-Team) leaders serve as official ambassadors for CRMS and assist the Admission Office in coordinating a select group of students who introduce prospective families to the wide variety of learning opportunities available at CRMS. A-Team members guide families on tours of the campus, serve as hosts for class visits, and are available to call and e-mail prospective families to answer any questions they might have about student life at CRMS. A-Team leaders meet regularly with the Admission Office and assist with training of other A-Team students, coordinating phonathons and special admission events such as New Student Orientation, Community Visit Day, and informational receptions. Two leadership positions per year are open to returning students who have served on the Admission Team for at least one year and have demonstrated knowledge and enthusiasm about CRMS programs and the ability to communicate with prospective families.

### Climbing Wall Proctors

The open access to the climbing wall is largely due to our having trained student proctors. These trained student proctors monitor and help ensure safe wall practices and act as a resource for students who are new to the climbing wall.

### Discipline Committee

This committee, chaired by the Dean of Students, hears cases involving violations of major school rules or meets to make recommendations to the Dean. The school's core values are at the heart of every discipline meeting, and it is the committee's primary goal to not only reinforce the rules and expectations of the community, but also to educate each student who comes before the group. Students elected to this committee have an opportunity to shape and address the moral climate of the school. This committee is composed of one senior who is elected by his/her classmate, one junior who will sit



on the committee for two years, and two faculty members. Students on probation are not permitted to be a part of this committee. This position is open to juniors and seniors.

### Diversity Committee

The Diversity Committee is a group that intentionally addresses issues of diversity included but not limited to race, ethnicity, religion, physical abilities, gender, sexual orientation, socioeconomic status, political views, and learning styles – as they relate to our community and as the school plans for its future. The Committee is made up of interested students, faculty, and staff and is chaired by a faculty member. Students may attend conferences throughout the year and also be charged with further educating the community about honoring, supporting, and embodying diversity.

### Dorm Heads

Dorm heads provide leadership throughout each of the six dormitories on campus. Dorm heads are responsible for working with dorm faculty to ensure the physical and emotional well-being of every boarding student. Other dorm-head duties include: weeknight check-ins (7:15 p.m. and 10 p.m.), supervision of study hall (with dorm faculty help), running of weekly dorm meetings, management of dorm jobs, room-clean checks, and ushering students to bed. In addition, dorm heads are responsible for attending weekly dorm-head meetings with the Director of Residential Life and for stocking the dormitory with cleaning supplies and first-aid products. Dorm heads are selected in the spring prior to the year they serve. Students on probation are not permitted to be dorm heads. This position is open to returning sophomores, juniors, and seniors.

### International Student Leaders

International student leaders support the new international students during their week-long orientation program. Throughout the school year, the leaders meet regularly with the Program Director and act as a liaison for the international student group as a whole. They help conduct group meetings and play an instrumental role in the organization of group outings, activities, and events. This position is open to returning international students.

### Policy Panel

The Policy Panel offers a chance for a small group of students and faculty to review the policies and expectations in the CRMS Parent-Student Handbook and make recommendations to the Dean of Students. The Policy Panel changes each year in January and is comprised of three elected faculty members, three student-elected juniors, and the Dean of Students. The students must be Holden Citizens for the first and second quarters of that school year in order to be eligible for the panel.

### Student Mentors

The role of a student mentor is to provide support and guidance to a first-year student. Students in this position assist new students, helping them to adjust to the new school environment, whether boarding or day. In addition, the mentor contacts the new student over the summer and is present during orientation for a first face-to-face meeting when students arrive for Wilderness. A mentor provides information such as tips for Wilderness and for school life, and any other helpful hints to make the transition to CRMS a smooth one. Through this

program, returning CRMS students are able to impress upon new students how important they are in our community by demonstrating responsibility and compassion toward others.

### Fall and Spring Trip Student Assistants

The Fall and Spring Trip student-assistant positions are awarded to those students who, in addition to submitting a brief application, have a solid base of backcountry experience and have demonstrated initiative, dedication, and leadership in all aspects of the CRMS program. This leadership position rewards students with the opportunity to work closely with the faculty team leader. Student assistants may be asked to help organize equipment and supplies, facilitate logistical preparation, and support the general leadership of the trip through positive role modeling and mutual support. These leadership positions are also valuable opportunities for students to develop their outdoor leadership skills, and may prove to be invaluable training for subsequent leadership opportunities, such as becoming a Wilderness assistant.

### Wilderness Assistants

In addition to the parameters required for the Fall and Spring Trip assistants, successful Wilderness-assistant applicants will have demonstrated a solid commitment to the CRMS community and will have grown and excelled through their experiences in the active curriculum. Participation in a work crew for Fall or Spring Trip preparation, the outdoor leadership Interim, and prior experience as a student assistant on other CRMS trips, while not required, often make for a stronger candidate. Successful student Wilderness assistants will have fully involved themselves in both the academic and active curricula. In addition, applications are evaluated with the following criteria in mind: attendance, recognition scores, extracurricular activities, and current disciplinary status. It is expected that those chosen to be Wilderness assistants will take an active leadership role throughout the rest of their time at CRMS, including participation in Fall Trip, weekend outdoor trips, Spring Trip, and all other aspects of the CRMS program. By applying for this position, students are committing to being positive community members and leaders, not just for Wilderness Session but also for the entire year.

***Leadership positions are open to students who model CRMS’s values; students who have been under disciplinary censorship may in some cases be ineligible for particular leadership positions.***

## CITIZENSHIP

### Expectations

Our community is based on expectations of behavior supported by rules. Our rules are neither capricious nor unreasonable; rather, they exist to promote a civil society that is productive, fair, safe, and healthy. As with the laws of our country, our presumption is that our community members are of good will and character.

Expectations of appropriate conduct are always in force for both day and boarding students, on and off campus, during the school year. School rules apply even if a student is signed out for the weekend. Day students who are hosting boarding students are expected to abide by these expectations and rules and are therefore subject to the same disciplinary consequences. Also, we expect parents to support school rules and any means the school deems necessary in determining a student’s potential violation of the rules and expectations outlined in this handbook.



We expect CRMS students to learn the core values, accept them, and act upon them. A successful life harmonizes one's own well-being with the well-being of others. CRMS students are expected to pursue this ideal actively.

Expectations are the positive side of rules; penalties are the consequences of breaking rules. Penalties are aimed at protecting the school community, helping others take rules seriously, and awakening the offender to the need for increased responsibility to self and others.

No list of rules can cover every conceivable situation. It is important to note that there will be consequences for unacceptable behavior whether mentioned here or not. Students and parents are asked to acknowledge the spirit of these expectations, rather than to look at the delineation of all possible violations.

- We expect all students to act in a manner that brings credit to themselves and CRMS. Any breach may be grounds for disciplinary action.

- We expect CRMS students to exercise scrupulous honesty in all matters. There is no place in the school's philosophy for academic dishonesty. Cheating, plagiarism, or the appearance of such activities will not be tolerated. Similarly, there is no support for social/behavioral dishonesty. Lying about one's actions has no place at CRMS, as it goes against our expectation of respect and individual responsibility.

- We expect members of the CRMS community to respect the person and property of all others. Membership in the school hinges on this respect. We do not tolerate violence, sexual or physical assault, verbal or physical abuse, hazing, "fun" that is not consensual, theft, fraud, vandalism, possession of unauthorized keys, unauthorized entry, or "borrowing" personal property without permission. This includes respect for dormitories and those living in them.

- We expect CRMS students to cooperate fully and respectfully with their supervisors, faculty, staff, and students—on or off campus.

- We expect students to dress appropriately for all occasions and be mindful of their language out of respect to other community members and their guests.

- We expect CRMS students to be prepared and punctual for all their scheduled commitments. Students are to be in attendance at all times when school is in session unless excused for illness or other legitimate reasons for which arrangements have been made proactively.

- We expect CRMS students to be on campus or in their dormitories when required. Any exceptions require permission.

- We expect CRMS students to abstain completely from alcohol and other substances (including another student's medication) and to avoid proximity to these substances or associated paraphernalia. Drug and alcohol use by students is incompatible with personal growth, scholastic achievement, and community well-being. We find no history of success for drug users and will not tolerate such use.

- We expect CRMS students to abstain from the use of all forms of tobacco on and off campus.

- We expect CRMS students to be especially concerned with fire safety. Tampering with smoke detectors, sprinkler system parts, and alarms will not be tolerated. No open flames—including but not limited to smoking, candles, or the burning of incense—are allowed.

- We expect CRMS students not to possess weapons. Firearms, ammunition, explosives, and/or dangerous instruments of any kind are strictly forbidden.

- We expect CRMS students to refrain from intimate sexual activities. (See page 10.)

- We expect CRMS students to adhere to all rules pertaining to the use of automobiles. Boarding students are not allowed to keep vehicles

on, or proximate to, campus. Boarding students may not ride in day-students' cars at any time unless they are signed out to that student's home for a weekend. In that case, the boarding student needs permission from a parent allowing him or her to ride in that specific day-student's car. Once on campus, day students may not drive off-campus until their last obligation of the day is completed, unless they have proactively gotten clearance to attend an appointment scheduled by a parent. Breaking this rule will result in a loss of driving privileges.

- We expect CRMS students to maintain dorm rooms and common areas in good order. Students will be held financially accountable for any damages in individual rooms or common areas beyond ordinary wear and tear, and for any missing furniture or furnishings.

- We expect all parents to support CRMS and its students in meeting these expectations.

## Policies

### Failure to Thrive

There are occasions when an expulsion has been recommended, not for a specific incident but because the student's whole profile indicates "failure to thrive." Failure to thrive means failing to cope with, or to benefit from, more than one or two aspects of our diverse curriculum. Usually it means failing to cope on most levels: social, academic, sports, and work. When this occurs, the student is usually very unhappy, and antisocial symptoms result. It is common in these cases to see lack of interest, irresponsible behavior, substance abuse, and disrespect to self and others. This behavior is destructive for the whole community. In severe cases, if behavior does not change, expulsion is often the only solution.

### Substance Use

CRMS, like all communities, has behavioral standards. For the physical and mental health of all students, these standards include abstinence from the use of alcohol and other drugs (AOD). It is important, both as a measure of trust and respect, and to allow individual assumption of responsibility, that we initially presume that students will accept and adhere to our behavioral expectations.

The use of alcohol and other substances is incompatible with the school's philosophy, physical health, character development, personal and group safety, and state law and will result in disciplinary action. A student found to be involved with AOD will, in all likelihood, be suspended from school for one week as an initial response. **The student will return to campus on contract for random drug/alcohol screens and on probation, which, in most circumstances, will last one calendar year.** The probation will be designed to provide as much support as possible. To that end, probation for AOD use will require, at a minimum, the following:

1. Meeting with the school counselor who will administer a drug and alcohol evaluation before the student leaves for his/her suspension.
2. Sharing of evaluation results with student and parent only (these results are not shared with the school).
3. Discussion with the School Counselor who may recommend further counseling which may include, and is not limited to, multiple sessions with a Certified Addictions Counselor.

### Proximity to Substances

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 or alcohol screen. It is impor-



tant to note that on school trips (including Wilderness, Fall Trip, Spring Trip, and Interim, and any occasion when the students are representing the school off-campus), different standards apply, and since a substance test may not be available, any case of proximity will result in the student's immediate return to campus for a full investigation.

1. If the student tests clean, the student will be required to meet with the discipline committee, take a substance-use assessment, and meet with the school counselor.

2. If the test shows evidence of substance use, then the student will meet with the discipline committee and is subject to one or all of the following consequences: probation, suspension, or expulsion.

### 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 CRMS. Without this first call for help, the person suffering may not be able to receive the necessary medical attention. This policy cannot be used once 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 care. 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 and the school counselor must be informed. The Dean of Students must know in order to ensure that the policy is only utilized once, and the school counselor must know so the Health Office can make arrangements for the student's substance-use assessment.

3. It is then mandatory for the student to make an appointment and take a substance-use assessment. It is understood that the sanctuary policy can be utilized by a significantly impaired student only once while at CRMS. The reporting student who has consumed an amount of a substance and claims sanctuary for a peer can only use the policy 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.

### Tobacco

Tobacco use is incongruent with the fundamental mission of the school. All students who attend CRMS are expected not to use or possess any form of tobacco while school is in session, regardless of their age or whether they are on or off campus. In addition, all forms of tobacco are prohibited for campus guests.

A first offense will result in a meeting with the school nurse, who will contact the parents and initiate a therapeutic response. A second infraction will require a second meeting with the school nurse and additional therapy, including an assessment of the student's level of tobacco use. With a third infraction, the student has the option of con-

tinued therapy or disciplinary recourse. A fourth infraction will result in disciplinary recourse, including, in all likelihood, suspension from school.

### Privacy

The school reserves the right to search any area of our campus, including any car or other vehicle that is on its grounds, and any personal items that are located within school boundaries. A student's refusal of this search or to submit to any drug or alcohol screen will result in immediate and permanent separation from the school.

### Tuition Refund

As more fully described in the registration agreement, no deduction or remission of tuition and fees will be allowed by the school for absence, withdrawal, or expulsion unless the student was enrolled in the tuition-refund protection plan.

### Sexual Harassment

(A complete copy of the school's harassment policy may be obtained from the Dean of Students.)

CRMS is committed to maintaining an environment for all members of the school community that is free from all forms of harassment. CRMS prohibits harassment against anyone based on the individual's race, color, gender, national origin, religion, disability, or sexual preference. Harassment means verbal or physical conduct that insults or shows hostility or aversion toward an individual. Harassment may include epithets or slurs, negative stereotyping, threats, intimidation, hostile acts, demeaning or hostile jokes or pranks, and insulting or hostile written or graphic material posted or circulated on campus.

The school does not tolerate sexual harassment in any form. No student should be subjected to any kind of sexual overtures or behavior. No student should be led to believe that any educational opportunity or benefit will in any way depend on his or her cooperation with sexual demands or submission to an offensive sexual environment. CRMS prohibits any student from making sexual advances, or requests for sexual favors, or any other verbal or physical conduct of a sexual nature.

The possible consequences for a student who breaks this policy include:

- expulsion
- referral to police
- suspension
- restriction
- community service
- referral for out-of-school counseling

### Consequences

The school may expel, on first offense, students in flagrant violation of any of the preceding expectations. Flagrancy of any incident is determined solely by the Head of School. Expulsion is the sole prerogative of the Head of School.

In less aggravated situations, students will most likely appear before the discipline committee and may, as a result, be suspended, placed on probation or restriction, assigned to restriction work crew, or any combination of these.

In specific situations, students may also expect to be referred to the Counselor's Office for assessment and/or required to attend specific education programs during the probationary period. Continued disregard of the school's expectations will result in expulsion.



### Discipline Committee

The discipline committee (DC) will hear non-expulsionary cases involving violations of major school rules (academic dishonesty, substance use, fire hazard, theft, or the like) or to provide opinions for the Dean of Students; the committee's task is to interview the student, to deliberate on the consequences, and to present a recommendation to the Dean of Students, who chairs the committee. The committee is composed of two students and two faculty members, each with an equal voice. In the absence of students, the Dean of Students will take on the role of the DC and may solicit the adult members and the Head of School for advice. The DC will not hear cases when expulsion is warranted.

### Types of Consequences

#### Friday Study

Students are expected to attend Friday study (7-9 p.m.) if a teacher reports they are missing homework assignments or if they have been placed on restriction.

#### Restriction Work Crew

A student will be placed on restriction work crew if he or she misses a sport or work crew. Students placed on restriction work crew are assigned to projects and chores that benefit the school community. Restriction work crew takes place over the weekend. Students are obligated to report for these activities if assigned. By choosing not to do so, students risk receiving more serious consequences.

#### Restriction

Students are most often placed on restriction for attendance or behavioral reasons. Restriction limits a boarding student's off-campus privileges. Boarding students on restriction may leave only for a required activity, or one that will be fully supervised by a member of the faculty. Day students on restriction will be banned from campus except for their required activities; they may not enter dormitories. All students will be expected to use their free afternoon during the week for community service, and they will be expected to work in the kitchen Friday and Saturday evenings. Breaking the conditions of restriction may lead to an appearance before the discipline committee and may result in probation.

#### Probation

Probationary offenses include, but are not limited to substance use, possession, or proximity to; academic dishonesty; hazing; theft; harassment; and vandalism. The discipline committee, Dean of Students, or Head of School will place a student on probation if he or she has committed a probationary-level offense. Probationary status, which can last up to a full year, is aimed to allow erring individuals to prove that they can change course—with the support of parents, faculty, and peers—and behave in a manner acceptable to the school community. If a student commits a second probationary infraction, then in all likelihood that student would face permanent separation from the school (see "Expulsion" on this page). In this case, the student will not meet with the DC. Expulsion is the sole prerogative of the Head of School. (Academic warning is distinctive from disciplinary probation.)

### Suspension

There are times when a student's behavior begs the need for a tangible separation between the student and the school community within a 24-hour period. Behaviors that would typically result in first-offense suspension include substance use, possession, academic dishonesty, and hazing. Suspension requires the student to leave the CRMS community, for a period of time (usually one week), at the parents' expense. During a student's suspension, the advisor and the Academic Dean will ensure that the student is not penalized academically by communicating with all the student's teachers and forwarding homework assignments and syllabi. The expectation is that all homework is completed upon the student's return. In addition, the student will be expected to perform 15 hours of community service (documented with a signed letter) and to prepare a "statement" explaining how his/her actions have impacted the community. This statement will be presented at Faculty Meeting upon the student's return.

### Expulsion

Students who either violate their probationary status (see "Probation" on this page), display conduct of such character as to constitute a danger to the well-being of oneself or other students, display conduct detrimental to the reputation of the school, or flagrantly violate the school expectations (see "Expectations" on page 11-12) will in all likelihood be permanently separated from school. In certain severe circumstances, the school will expel on first offense. All expulsions are at the sole discretion of the Head of School. In the event of an expulsion or withdrawal, the student must leave the campus as soon as possible, usually within 12 to 24 hours. Delayed departures are in neither the student's interest nor the school's. The departing student and his/her parents are responsible for packing and shipping all belongings before departure. Although the school will offer assistance with this, the school will not be responsible for lost, damaged, or missing possessions, nor for the costs of shipping and transportation. Students counseled out, suspended, or dismissed are not welcome back on campus.

### Withdrawal

If a student is unable to meet school expectations in any area of the school program, the school may elect to consult with the family and request that the student permanently withdraw from the school.

### Behavioral Contracts

Because of their behavioral history, some students' continued retention at CRMS will be based on a behavioral contract, terms of which will be set by the Dean of Students and shared with the parents and student. Terms may include failure to meet obligations, urine analysis, attendance, and deportment.



## GENERAL INFORMATION FOR PARENTS

### New-Parent Orientation

The beginning of school is a very exciting time for new parents and students, faculty, and staff. The purpose of the New-Parent Orientation is to help families make the transition into the school by informing them about the academic and active programs and other aspects of student life. It is an opportunity to meet faculty, administrators, and support staff, and to visit the Business Office. It is a time to learn the nuts-and-bolts of CRMS life.

On Friday night, parents and students separate so that students can begin bonding within their new community and parents can receive information relating to the CRMS experience. ALL new students spend the night on campus and leave early the next morning for their Wilderness destinations. Parents are asked to continue their orientation at school on Saturday.

### Family Weekend

CRMS Family Weekend is an annual event that brings parents, grandparents, and siblings to campus. The purpose of the weekend is to give students and their families an opportunity to be together in the school community, meet with teachers and advisors, visit classes, and participate in the life of the school. Highlighting the weekend are the CRMS Silent Auction and Coffeehouse. The auction is a major fundraiser for the school, and everyone is urged to participate.

### The CRMS Parent Network

The CRMS Parent Network is our unique parent association that includes every parent or guardian of a current CRMS student. The Parent Network strives to involve parents in meaningful ways to best support the educational experience of every student at CRMS. There is an expectation that all parents, boarding and day, will become involved in whatever way possible.

You will find that there are many ways in which to become an active part of your child's CRMS experience. Whether providing volunteer help or contributing philanthropic efforts, sharing enriching experience and talents or hosting international students and admission receptions, our parents are highly valued and actively involved members of our community.

#### Parent Network Mission

The Parent Network supports the school mission by promoting communication, education, philanthropy, volunteerism, and community.

#### Parent Network Goals

The goals of the Parent Network are:

- To be familiar with and support school policies and programs
- To provide a volunteer base to support school activities
- To advocate a strong educational experience for students
- To support philanthropic activities to enrich the school

#### Parent Projects

The Parent Network pools its resources of knowledge, talent, and work to choose and accomplish projects that support the welfare and education of CRMS students.

#### Various Help Opportunities

There are myriad ways throughout the year to support the students and the school, including helping at the Family Weekend welcome table, participating in the library book program, identifying media sources that might be interested in a story about CRMS, transporting students to and from doctors' appointments, hosting a parent potluck, hosting admission and/or alumni receptions in your area, volunteering at local kayak or Nordic ski races, or helping with the plant sale, Silent Auction, or other special events.

These are just a few of the many ways parents enrich our school. Please call the parent liaison with questions or your ideas of how you would like to get involved.

#### Weekly Parent E-mail Bulletins

Once a week while school is in session, an e-mail bulletin will be sent to all CRMS parents. This bulletin keeps parents up-to-date and informed about the many activities that take place at CRMS. In addition to event notifications, the bulletin disseminates important information such as travel forms, health forms, and weekend activities. It is strongly recommended that all parents provide the school with active e-mail addresses and check their account regularly for school updates; parents who lack e-mail can contact the Holden House at 970-963-2562 to make alternative arrangements.

#### Guidelines for Parents Hosting Weekend Visits

1. Families are not permitted to host a boarder for the weekend if they have not signed the CRMS Adult Community Pledge (see below).
2. Plan in advance; boarding students need time to follow proper procedures for obtaining permission for weekend leave.
3. Host parents should communicate with the parents of the visiting student.
4. All CRMS rules apply. Use of drugs, alcohol, or tobacco is not allowed.
5. Plan to be home. Visits will not be authorized if we become aware that there will be no parental supervision.
6. Host parents are responsible for the behavior and welfare of visiting boarding students.
7. The student must return to campus by 7:15 p.m. Sunday.
8. Students on a weekend are permitted to participate in school-sponsored weekend activities.

Do not hesitate to contact the parent of a visiting student or to return that student to school if you are concerned about the student's behavior. If the student is returned to the school, check in with the Dean of Students or the leader of the weekend duty team.

#### Sample Adult Pledge

The CRMS Adult Community Pledge was written by the Parent Network and endorsed by the school administration. It's a promise that parents make to support each other and the school's policies in keeping students safe when away from campus. (See next page.)



### CRMS Adult Community Pledge

*Because I care what happens to all our students, because I respect the good job other parents in our community are doing, and because I know parenting is difficult without the caring, consistent support of others, I agree to the following:*

*I will not:*

- provide alcohol or other drugs to minor children (other than my own within my family).
- allow children to bring and/or consume alcohol or other drugs in my home.
- rent hotel/motel rooms or provide other unsupervised areas for parties and get-togethers for our children.

*I will:*

- call the school if I suspect that a visiting student has been using alcohol or other drugs so that a representative from the school may come for him/her. If I cannot reach the school, I will attempt to keep your child safely in my home.
- call the school if I know that a party is planned in my home in order to outline plans for supervision.
- call the student's parents if my child says that a boarding student is spending the night at my home to ascertain whether they approve, and to assure them that supervision will be provided.
- ask that the school call me, anytime, day or night, if they are worried about the whereabouts of a student and they think I might be able to provide you with helpful information.

*It is agreed and understood that if we call each other for any of the reasons outlined above, we are acting out of love and concern for our children, and we will treat each other with respect.*

*Please use this document as a topic of family discussion, sign it, and return it to CRMS.*

\_\_\_\_\_  
Parent Date

\_\_\_\_\_  
Parent Date

\_\_\_\_\_  
Student Date

### Philanthropy at Colorado Rocky Mountain School

Philanthropic support sustains the excellence of Colorado Rocky Mountain School's educational program. As is true of most independent schools, tuition alone does not fully cover the cost of educating our students. We rely on annual donations, participation in fundraising events, and earnings from our endowment to cover the gap between tuition revenues and the costs of operating the school.

#### Annual Fund

CRMS counts on gifts to the CRMS Annual Fund to provide about 10 percent of its income each year. In effect, the Annual Fund provides each student with a "silent scholarship," since tuition only covers 70% of the cost of educating each child. Strong participation from parents and alumni is key to our success of attracting support from foundations, as well as gifts from major contributors. Parents volunteer at phonathons to encourage support among their peers. The Annual Fund supports all aspects of the school's operations. We aim for 100 percent

participation at CRMS and encourage every family to give to the best of their financial ability.

#### Gifts of Stock

Gifts of appreciated stock can provide additional tax advantages. Stock gifts may be transferred electronically to the school's account. For more information, please contact the Development Office.

#### Corporate Matching Gifts

You can double or, in some cases, triple your giving power to CRMS if you work for a company that has a matching gift program. The personnel officer at your company can usually supply you with the necessary form to send with your contribution.

#### In-Kind Gifts

Past donations have included vehicles, tools, barbecues, and office and dorm furnishings. Please call first to see if your item could be useful. CRMS will provide a descriptive receipt letter suitable for income-tax purposes.

#### Capital Campaigns

CRMS successfully concluded a \$5 million campaign in 2005 for the Charlotte Jossman Academic Building, restoration of the Barn, and endowment. CRMS will embark on a new campaign in 2010 to build two new dormitories and to restore historic campus buildings.

#### Endowment

CRMS has a total of 35 unrestricted and restricted endowment funds. A small portion of the endowment is spun off to help cover operating costs every year.

#### Special Events

In addition to the ways described above, parents can support the school through special events organized by parents and CRMS, described below. For more information and to volunteer, please contact the Development Office.

Silent Auction: The parent-run Silent Auction is held in October during Family Weekend. There are lots of opportunities to donate, solicit auction items, or otherwise help as a volunteer. Proceeds from the auction support the financial-aid program.

Book Sale: Also during Family Weekend, the library displays books they would like to acquire. Parents can purchase these books for the library.

Telluride MountainFilm on Tour: In February, CRMS screens the best films from the most recent Telluride MountainFilm Festival. Proceeds benefit the CRMS outdoor program, including Wilderness Session and Fall and Spring trips.

Plant Sale: Student-generated seedlings are sold in May, with proceeds to the garden program, the junior class, and the El Pomar Youth in Community Service club.

Scholarship Work Day: Students and faculty spend about six hours working at local ranches and homes in the spring to raise funds for financial aid.



City Market/Kroger Value Cards: Students and family members who shop for groceries at City Market or Kroger can register to have a percentage of their purchases rebated to the school's general fund.

Faculty/Staff Appreciation: The Parent Network invites all parents to contribute to the Faculty/Staff Appreciation Fund, which supports gift certificates for staff and faculty. These certificates are presented in May as a thank you.

**For more information, please contact the Development Office at 970-963-2562 or [chardin@crms.org](mailto:chardin@crms.org)**

## ACADEMIC CALENDAR

A pdf file of the general 2009-2010 Academic Calendar is posted on our website ([www.crms.org](http://www.crms.org) on both the home page and under Parents). Please check the Google calendar on the home page regularly for the most recent schedule updates.

## TRAVEL: ARRIVALS AND DEPARTURES

Travel arrangements to and from CRMS are the responsibility of each student's parents. The school makes information available on travel options, provides charter buses (for a fee) to and from Denver International Airport (DIA) for the three major breaks (Thanksgiving Break, Winter Break, and Spring Break), and provides limited transportation to other locations as indicated on the following pages. Note that the charter bus ride to Denver is four+ hours, so figure in 1-1/2 to 2 hours for flight check-in when you purchase your student's tickets. Please also note, there are no charter buses at the beginning or end of the school year. Call the Head of School's Assistant for any major-break travel questions you have.

Please check the Academic Calendar (on [www.crms.org](http://www.crms.org)) for the break dates prior to making travel arrangements. Make your travel plans well in advance and notify the Head of School's Assistant. Make sure that Denver International Airport arrivals and departures coincide with charter-bus pickups and drop-offs. We require that new students be brought to campus by their parents at the beginning of the school year and recommend that all students be picked up by their parents at the termination of the school year.

If unscheduled travel complications make it impossible for your student to return to campus by 9 p.m. Colorado (Mountain) time on the day designated to return from a scheduled break, please make arrangements for your student to stay overnight with friends or in a hotel and return to school the next day. Then notify the Dean of Students of your arrangements. We set the 9 p.m. deadline in fairness to our faculty members who provide ground transportation and pickups for your children and also prepare for classes the following day.

### General Travel Options

#### Air Transportation

Students may fly into Denver International Airport (DIA), Aspen Airport or Eagle/Vail Airport.

#### Ground Transportation from DIA

- Colorado Mountain Express (1-800-525-6363 or 970-947-0504) Van service is provided from DIA to the Cowen Center Shamrock sta-

tion in Carbondale. The Colorado Mountain Express check-in at DIA is on Level 5 of the main terminal near the car rental area. At present, the one-way ticket fare is approximately \$100 (ask for the locals' discount). The van ride is approximately four hours. The schedule changes seasonally as to the number of shuttles provided per day. Call for a current schedule.

#### Ground Transportation from the Aspen Airport

- RFTA (Roaring Fork Transit Authority)

Buses are available from the Aspen Airport to the Cowen Center Shamrock station in Carbondale.

- High Mountain Taxi (925-8294) Taxi service is also available at the airport. Current fare to CRMS is approximately \$100.

#### Ground Transportation from the Eagle/Vail Airport

- Colorado Mountain Express

Currently a one-way ticket to/from the Cowen Center Shamrock station in Carbondale is about \$81 (ask for the locals' discount).

### Fall Quarter—Beginning of school year

Parents are responsible for getting new and returning students to school. Unless instructed by the school, please do not make arrangements to arrive before the opening day of school (student wilderness leaders, dorm heads, international support program assistants, and students attending preseason soccer practice are exceptions). There will be no school-provided transportation from DIA or Eagle/Vail in the fall (beginning of school year). The school will provide pickups as possible from the Aspen Airport, Colorado Mountain Express (Carbondale), and Greyhound (Glenwood Springs) if arrangements are made with the Head of School's Assistant by Aug. 1. Students will be picked up in groups for multiple arrivals.

### Scheduled Break Times

There are three scheduled break times during the school year when the campus will be closed: Thanksgiving Break, Winter Break, and Spring Break. No students will be allowed to stay on campus during these times. Parents and guardians will be responsible for making travel arrangements to and from the school. The school **will not** contact you to obtain your student's travel plans or flight itineraries. It is the parents' responsibility to contact the Head of School's Assistant at the school with their child's travel itineraries. During these three scheduled breaks, CRMS will provide transportation assistance to and from DIA by charter bus.

It is imperative that parents and students refer to the Academic Calendar on the school website and respect the dates that mark the beginning and ending of all scheduled breaks. No "extended vacation" absence will be permitted. Early departures and late returns are disruptive to the school program, compromise the success of the student, result in the accumulation of unexcused absences, and may result in disciplinary consequences.

### Thanksgiving Break

Students may depart campus after their last commitment on the Friday before Thanksgiving. CRMS will provide a charter bus leaving campus at 5 a.m. on Saturday for students with flights from DIA. We suggest flight departures be scheduled no earlier than noon to allow for any delays the bus may experience due to inclement weather.



Boarding students return to campus on the Monday following Thanksgiving. CRMS will provide a charter bus from DIA to school, departing from DIA at 3 p.m. Students flying into DIA should schedule their flight arrivals no later than 2 p.m. in order to allow time for flight delays, baggage pickup, and check-in with the bus chaperon. Students should meet on Level 5 near the Information Desk as soon as possible after 2 p.m. so the entire group can check in with the bus chaperon and proceed to the bus departure area together.

Reservations for both charter buses will be made on a first-come, first-served basis by contacting the Head of School's Assistant by **Nov. 1st**. A fee will be charged for the bus ride and will be billed to the student's account.

Rides for students to school from the Glenwood Springs Greyhound bus station, the Aspen Airport, or Colorado Mountain Express in Carbondale can be arranged by contacting the Head of School's Assistant by **Nov. 1st**. Students will be picked up and dropped off in groups to accommodate multiple arrivals. The campus will be closed during the Thanksgiving Break.

### Winter Break

Students may depart campus after their last commitment. CRMS will have a charter bus departing campus at 5 a.m. (check the Academic Calendar for date) for students with flights from DIA. We suggest departing flights be made no earlier than noon.

Boarding students return to campus on the date indicated on the academic calendar. CRMS will provide a charter bus from DIA to school, leaving DIA at 3 p.m. Students flying into DIA should schedule flight arrivals no later than 2 p.m. to leave time for flight delays, baggage pickup, and check-in with the chaperon. Students should meet on Level 5 near the Information Desk as soon as possible after 2 p.m. so the entire group can check in and proceed to the bus departure area together. Reservations for both charter buses are made on a first-come, first-served basis by contacting the Head of School's Assistant by **Dec. 1st**. Rides to CRMS from the Glenwood Springs Greyhound bus station, Aspen Airport, or Colorado Mountain Express in Carbondale can also be arranged by contacting the Head of School's Assistant by **Dec. 1st**.

The campus will be closed during the Winter Break.

### Spring Break

Students may depart campus at 5 p.m. after Interim presentations Saturday as indicated on the Academic Calendar. CRMS will provide a charter bus to DIA departing campus at 5 a.m. We suggest flight departures out of DIA be made no earlier than noon.

Boarding students return to campus as indicated on the calendar. CRMS will provide a charter bus from DIA to school leaving DIA at 3 p.m. Students flying into DIA should schedule their flight arrivals no later than 2 p.m. Students should meet on Level 5 near the Information Desk as soon as possible after 2 p.m. so the entire group can check in and proceed to the bus departure area together. Rides to CRMS from the Glenwood Springs Greyhound bus station, Aspen Airport, or Colorado Mountain Express in Carbondale can be arranged by contacting the Head of School's Assistant by **Feb. 1st**.

The campus will be closed during the Spring Break.

### End of the Year

Students in grades 9, 10, and 11 take final exams, with mandatory campus cleanup as indicated on the calendar. Underclassman boarding students may depart after checking out with their dorm faculty. Check the Academic Calendar for departure dates for specific grade levels. Parents are strongly encouraged to pick up their students and take them home at the end of the year. CRMS will not provide transportation to DIA at the end of the school year, but will provide transportation as possible after the underclassman's last commitment as indicated on the calendar. Shuttles accommodating multiple student departures to the Aspen Airport, Greyhound bus station or Amtrak station (Glenwood Springs), and Colorado Mountain Express (Carbondale) can be arranged. Contact the Head of School's Assistant by **May 1st**. On commencement day, seniors will depart campus with their families. Dorms will be closed at 5 p.m.

### WHAT BOARDING STUDENTS SHOULD BRING TO SCHOOL

The following is a list of items that a boarding student will probably need during his or her stay at CRMS:

- Pillow(s)
- Bed sheets (two sets; twin size)
- Blanket or comforter
- Towels and washcloths (three sets)
- Small wastebasket
- Desk lamp
- Clock with alarm (a must!)
- Headphones (for music)
- Hangers (lots)
- Laundry bag
- Toiletry bag or shower basket
- Airtight food containers
- Decorations: posters and photos (make sure they are not offensive)
- Mirror
- Ultrasonic humidifier (for students prone to respiratory illness)
- Work clothes
- Bathrobe
- Flip-flops (for shower)
- Formal Dinner Clothes: Dress coat, pants/shoes/shirt/tie/belt (for boys), skirts/dresses/dress slacks (for girls)

The following items are not essential, but will make the student's life more comfortable:

- Office chair
- Shelf and drawer organizers
- Rubbermaid tubs
- Rug
- Big comfy pillow
- Computer and printer
- Backpack for books
- Bike with lock, helmet, and light
- Dishes (microwave-safe)
- Headphones
- Music
- Movies



- Camera
- Plants
- Small fridge
- Favorite things that make your room feel like home.

Here is a list of items the student **will not** need and **should not bring** for his or her stay at school:

- Television
- Pets
- Weapons (including pellet guns, nerf guns, airsoft guns)
- Cooking appliances
- Flammables (candles, incense, lighters, matches)
- Smoking materials
- Valuables (jewelry and other expensive items)
- Any dangerous instruments (including knives and paint guns)
- Subwoofers and large speakers
- Wireless routers

## IMPORTANT PHONE NUMBERS

Main Office: 970-963-2562

Jeff Leahy, Head of School  
970-963-2562, ext. 102

Nancy Draina Hanrahan, Academic Dean  
970-963-2562, ext. 111

Jennifer Ogilby, Dean of Students (cell)  
970-274-0169

Drew Brennan, Director of Active Curriculum (cell)  
970-309-3327

Doranne Pittz, Director of Residential Life  
970-309-2751

Molly Dorais, Director of Admission  
970-963-2562, ext. 120

Diane Kapaun, Head of School's Assistant  
970-963-2562, ext. 103

Development Office  
970-963-2562, ext. 130

Health Office:  
970-963-2562, ext. 150

Business Office:  
970-963-2562

**CRMS Attendance Line**  
**970-963-2369 ext. 205**

To report a day student's absence, please call by 8:30 a.m. the day of the absence or before the student's first missed obligation.

