



Colorado Rocky Mountain School

*Updated September 2021*

*Family Handbook 2021-2022*



# HANDBOOK FOR PARENTS & STUDENTS

## Table of Contents

CRMS Mission; A History of Colorado Rocky Mountain School; Values ..... 1

Parent Responsibility; Non-Discrimination Statement; Student Disability Accommodations ... 2

Academic Curriculum ..... 3

Active Curriculum ..... 6

Attendance ..... 7

Student Life ..... 8

Health and Student Services. .... 13

Student Leadership ..... 15

Citizenship and Expectations ..... 17

Failure to Thrive; Re-Enrollment; Policies & Rules 18

Technology Usage Policy ..... 24

Consequences and Penalties ..... 27

General Information for Parents ..... 29

Community Calendar, Travel: Arrivals and Departures ..... 32

What Boarding Students Should Bring to School . . 34

Important Phone Numbers; Acknowledgement & Receipt of Family Handbook. .... 35

### ABOUT OUR HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you and your student may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The school reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our school reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

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 at the sole discretion of the Head.

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

A pdf file of this handbook is posted in each student’s SchoolAdmin Account. It can be downloaded from there for future reference.

### 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.

### 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 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 service 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.

### VALUES

To manifest our goals, Colorado Rocky Mountain School has a shared vision and community agreements that individually bind us to the common standards of respect, responsibility, and excellence.

The values that guide us are:

**Respect:** We expect all community members to conduct themselves with honesty and integrity, acknowledge the inherent worth and dignity of each individual, and seek empathetic understanding of diverse cultures and perspectives.

**Responsibility:** We expect all community members 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 community members to aspire to the highest standards of academic, personal, and community life and to persevere through adversity to achieve their goals.

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

### NON-DISCRIMINATION STATEMENT

Colorado Rocky Mountain School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our

educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs.

The following person has been designated to handle non-discrimination policy inquiries: Monica Perez-Rhodes, Controller, 500 Holden Way, Carbondale, CO 81623 (970 963-2562) [mrhodes@crms.org](mailto:mrhodes@crms.org)

### STUDENT DISABILITY ACCOMMODATIONS

We understand that there may be circumstances when a parent may request that the school provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability.

**General Policy:** In general, it is our school's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the school and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

**Request and Documentation:** For any type of accommodation (including administration of medication at school), the parent must contact the Director of Health Services of the need. The Director of Health Services will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed. If the request is for a learning accommodation, the parent may contact the Learning Specialist directly who will then advise the parent accordingly.

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



of questions submitted, etc.), the parent must agree to bear the cost of such process. There may also be times when a consultant(s) is utilized and a parent may be asked to sign a consent form permitting the school to share and exchange information with such consultant(s) (again, the parent must agree to bear the cost of such process). Additionally, parents will be asked to sign consent forms for any desired applications to the College Board and/or ACT for requests for extended test time.

**Assessment of Request:** Once the parent's request and medical documentation have been received by the school, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the school will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the school will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered that the school or Director of Health Services believe are beyond the scope of the school's responsibility, the school may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

**Limitations on Requests:** Please understand that the school is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include providing appropriate classroom locations, allowing extended time on tests and use of computers, and/or dispensing with medication through the Health Office.

## ACADEMIC CURRICULUM

### Academic Excellence

The CRMS learning community is dedicated to a rigorous college preparatory program and a liberal arts education. Students are expected to pursue a challenging course of study across the curriculum: we encourage students to exceed the minimum expectations in each academic department.

Because we are a residential school, our program maximizes student access to faculty outside the classroom. Teachers are available for extra help during

both the curricular day and the evening. Day students are expected to take advantage of faculty availability as well, prior to the beginning of evening study.

### Diploma Requirements

Students must earn a minimum of 20 credits during their 9th through 12th-grade years and must have completed 4 years of high school curriculum, approved by the Academic Dean. They must take the requisite number of courses each term and they must meet departmental requirements. Students enroll in a minimum of 5 courses per semester. 6 courses are recommended for 9th and 10th graders. Seniors must spend their entire senior year at CRMS in order to graduate.

Credits acquired through accredited high schools or colleges will be applied to CRMS graduation requirements at the Academic Dean's discretion. Such credits will not be added to CRMS transcripts but will be included in students' academic profiles for the purpose of college admission. CRMS will not accept summer school or on-line course work in place of a required course. Summer school or on-line course credits may be used to move up a level in Spanish and/or math if approved in advance by the Academic Dean (a CRMS placement exam is also required).

**English** (*Four years, including American Literature or AP Language and Composition required*)

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

**Mathematics** (*Three years, through Algebra 2 required*)

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. New students are generally asked to take placement tests prior to entering math courses. Those who do not show mastery of algebra prerequisites may be required to complete remedial curriculum (not for CRMS credit) before moving to Algebra I.

**History/Social Studies** (*Three years, American History or AP US History 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** (*Three years, Biology and Chemistry required.*)



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

**Spanish Language** *(Two years of the same modern language required)*

The focus of the Spanish Language Department is twofold: to teach students to use the language they study, and to broaden their understanding of Spanish-speaking cultures in our valley and around the world. New students are generally asked to take placement tests prior to entering Spanish courses.

**Fine Arts** *(One year, Arts Survey required for freshmen)*

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. Students are expected to obtain excellent recognition scores and teacher approval.

**Computer Science** *(Elective, may be applied as a Math or Science credit.)*

While engaged in the roles of designers and builders, computer science students develop programming and computational thinking skills. Algebra II is a co-requisite for computer science courses.

**Homework**

Students should expect approximately 20 minutes

of homework every night in each of their classes. The amount of time required for study will vary significantly depending on a student's focus, reading fluency, etc. This academic load requires students to budget their time effectively and to use time beyond the required study periods to fulfill their academic duties.

**Academic Support**

CRMS employs a learning specialist and an 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. Students are required to pursue other forms of academic support before requesting a tutor; students may request help from teachers outside class, attend evening study, or arrange for a peer tutor through the Learning Center. Students are expected to develop the skills needed to succeed independently. Therefore, the Academic Dean may limit the amount of tutoring a student receives. Students are placed on academic warning through the next quarter if they have more than one grade in the D (60-69) range, or if they fail (below 60) a course. These students must attend study halls during the academic week and a regular meeting in the Learning Center during a free period. Boarding students on academic warning are also required to attend Friday study and

Grade Equivalents

Letter Grade	Grade Range	GPA	Weighted GPA
A	93-100	4.0	5.0
A-	90-92	3.67	4.7
B+	87-89	3.33	4.3
B	83-86	3.0	4.0
B-	80-82	2.67	3.7
C+	77-79	2.33	3.3
C	73-76	2.0	3.0
C-	70-72	1.67	2.7
D+	67-69	1.33	2.3
D	63-66	1.0	2.0
D-	60-62	0.67	1.7
F	Below 60	.0	0.0

Note that colleges calculate both weighted and unweighted GPAs.



check in with their dorm parents during evening study. The Academic Dean will remove a student from academic warning once the student 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. Summer remediation programs may be required before re-enrollments. Any student unable to complete his or her academic requirements in four years will in all likelihood be required to withdraw. 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

Students who request a second year in an arts discipline must first 3 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. This system of Academic Warning is designed to support the scholastic improvement of CRMS students in need of extra help. Students who earn a C- or below in a math or Spanish course will in all likelihood be required to repeat the course or attend summer school. Students who need remediation in reading and writing may be required to do summer coursework before advancing in English.

If a student falls behind in academic work due to illness, a request for extensions on academic work may be made through the health office or Academic Dean.

## Exams

Embracing a college-preparatory program, CRMS administers formal exams. Exams count up to 20 percent of the semester grade. Exams must be taken during the scheduled exam blocks. In extreme circumstances (such as a family emergency or doctor excused illness), the Academic Dean may approve late exams under the supervision of a hired independent tutor approved by the Dean. Students who miss an exam without prior approval will receive a "o" on that exam. Seniors complete exams prior to departing for Senior Project.

CRMS holds College Board and other standardized exams on campus. Out of respect for the school, the proctors, and the exams themselves, any impropriety that occurs during these exams may warrant discipline, up to and including dismissal from CRMS, in addition to consequences imposed by the College Board or other testing institution.

## Course Changes

Students may add a class only before the second Friday of the school year. Students must drop a course at least two weeks prior to the end of the first quarter. Requests must be made through the Registrar and Academic Dean. Exceptions related to all add/drop dates are given in only extreme circumstances (such as medical emergency or disability). A student's grade prior to a late drop will be included on the student's transcript. Seniors must remain in a second-semester elective unless they have been given permission by the Academic Dean to drop before November 1. Such changes are strongly discouraged and will not take place once college admission materials have been reported.

We strive to provide students with requested courses yet recognize that this is not always possible. When courses are full, enrollment priority is based on students' tenure at CRMS.

## Schedule and Teacher Changes

Schedule and/or teacher changes will be initiated by the school when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. The school will not entertain requests for changes based on a parent or student's dislike of a particular teacher or to accommodate friendships. Please understand that the school and administration often place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

## Academic Honesty

Written work must be a student's own; plagiarism, or uncited borrowing of words from printed, electronic, other media, peers, or a previous assignment is intolerable and will be considered a serious offense subject to disciplinary action. Cheating, or providing information that would allow a peer to cheat, on homework assignments, quizzes, tests, or final exams will be cause for discipline and will in all likelihood result in a probationary term and/or any other consequences determined by the Discipline Committee and/or the Dean of Students or Head of



School. At a minimum, students will earn a zero for assignments and/or exams 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. To receive High Honor Roll status, students must earn a grade average of 93 percent or above. Honor roll students must also earn excellent recognition statements.

### **Academic Standards for Student Athletes**

CRMS has an Academic Standards for Student Athletes policy to support the important priority of academics. As a school, CRMS believes it is in the best interest of a student to attend all classes for a course where a student has a C- or below. The focus of this policy is to ensure a student does not fall farther behind academically due to missed class time. Students may earn the right to attend away competitions by verifying their academic standing with grades of C or better in advance of the competition. Extenuating circumstances may be brought to the Academic Dean and/or Director of the Active Curriculum for review.

## **ACTIVE CURRICULUM**

Since the school's founding in 1953, outdoor adventure and the service 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, there 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 CRMS active curriculum impels students into challenging experiences that provide opportunities for growth, exploration, and the acquisition of skills. Inherent in these experiences are opportunities for students to embody the school's values and realize the school's goals. Students are required to participate in a sport and/or a service crew four afternoons each

week - two afternoons of each. The sports program promotes physical fitness and a lifelong passion for outdoor activities and pursuits. The school's diverse sports offerings provide both individual and team experiences aimed at helping students reach their full athletic potential. Competitive sports meet four days a week. Students participating consistently on teams are required to complete a minimum of one quarter of service crew per year.

Historically, student service crews built much of the CRMS campus. Today, students and faculty help maintain the campus buildings and grounds. The focus of the service 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 service crews, and faculty leaders monitor student attendance and participation as they work alongside the students. Attendance is weighted equally with their academic classes. Each quarter, students receive recognition scores and written evaluations for each activity.

### **Outdoor Orientation**

All new students are expected to participate in a ten-day outdoor orientation session designed to introduce students to the philosophy of CRMS. Inspired by Outward Bound but adapted to meet our own needs, the CRMS Outdoor Orientation is a combination of learning outdoor skills, contributing service to the outside community, setting intentions, facing challenges, having fun, and working together. The Outdoor Orientation 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.

### **Fall and Spring Trips**

All students are expected to participate in Fall and Spring trips that build upon afternoon-active experiences and integrate with classwork. Fall Trip is a five-day experience in late September or early October 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. Students often return with a fresh perspective on their environment, the school, and themselves.



Lasting one week, Spring Trip occurs in late April/early May, with a focus on the exploration of the Colorado Plateau in Utah and the desert environment. Students again choose from options including backpacking, rock climbing, kayaking, mountain biking, and cultural exploration. 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 expected to participate in Interim in February. The Interim session is two weeks of experiential learning in which students in small groups immerse themselves in a particular subject. Service, science, and the arts as well as 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 exposure to new ideas, experiences, and environments. Interim offerings include artistic and academic pursuits, service learning, and wilderness expeditions; Interim can involve national or international travel.

When on a travel Interim, CRMS students are ambassadors for the school and must conduct themselves in accordance with the Citizenship and Expectations section of the Family Handbook. If it is deemed that a student has not conducted themselves in a manner aligned with these expectations, they risk being sent back to campus prior to the end of the trip and/or they will not be able to participate in a travel Interim the following year. Any resulting costs of early trip departure will be charged to student’s incidentals account. Participation in future interim trips will be made at the discretion of the Head of School, Dean of Students and Director of Active Curriculum.

## Senior Project

Successful completion of the project is a CRMS graduation requirement. Students are encouraged to begin exploring apprenticeship options at the end of their junior year. During the last several weeks of their senior year, students carry out an independent project outside school and home, in which each of them works under a master or employer. Students are not under the care of CRMS during Senior Project. Upon their return to campus, seniors present their real-world learning experience to peers, family, and a faculty panel. Senior

projects are evaluated on the process of identifying and securing an apprenticeship as well as the quality of the project completed, the oral presentation, and a reflective essay designed to help students chronicle their expectations and learning.

Seniors failing a required academic course will need to alter their Senior Project so they are able to successfully complete all academic coursework. This plan must be approved by the Academic Dean. A diploma will be granted when all graduation requirements—including Senior Project—are met.

## 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, including trips and interim. Absences for vacations will be considered unexcused.

## 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 18*). Accumulation of unexcused absences in a single semester will result in disciplinary actions according to the following guidelines:

- 3 = restriction (*see page 28*) and conversation with the Dean of Students, Active Director, or Academic Dean
- 6 = meeting with the Dean of Students and student advisor and a drug screen to rule out substance use as a reason for poor attendance.
- 9 = conference call with parents where a plan of action is made (*could involve a conversation about attending another school*)
- 12 = expulsion (*see page 28*).

The Dean of Students will track unexcused absences for all-school meetings and required evening 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 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 to 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 the student is excused or unexcused. If not compliant in improving his or her attendance record, the student may fail the class. (See page 28 for other consequences of poor attendance and page 33 for travel expectations.)

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

## Extended Leaves

Extended absences are highly discouraged and in all likelihood will not be excused. All students must be present for exam week. We do not approve leave for vacations, nor do we allow extended breaks with early or late departures. Students who fail to have a leave approved will, in all likelihood, suffer the consequences of unexcused absences — including zeros on assessments and low participation grades.

In an emergency, or if warranted by special circumstances, a student may ask the Academic Dean for permission to leave school. Please contact the Academic Dean for details concerning an unscheduled leave. When possible, all arrangements must be made and a completed form turned in no later than one week prior to the extended absence.

## Medical Leave

A medical leave of absence may be necessary for effective management of a specific medical or mental health issue. Sometimes such a leave may be initiated by the school. In the case of medical leave, the school may require documentation from a medical professional supporting the need for the leave prior to approving such leave. In consultation with the Health Office staff and student's advisor, the Academic Dean will make a recommendation of school work completion. This may include support by a tutor or diminished homework load. Prior to a student's return to the CRMS community, the professional caring for the student (e.g., doctor, therapist, etc.) must consult

with the Health Office staff and Head of School to determine the readiness of the student to return. It may be determined that a student cannot complete the coursework necessary to earn academic credit. In such a case, the student may be required to repeat a course or attend summer school.

## Day Student Absences

If a student is ill and will miss school, call the attendance line (ext. 205) by 8:30 a.m. at 970-963-2562, or speak to an administrator. Failure to do so will result in an unexcused absence. No absence will be excused via email or text message. Absences during major assessments, such as final exams, may require supporting documentation from a medical professional. **Absences will not be excused 3 days after the absence has occurred.** If the student needs to be picked up during the day by the parent for a doctor's appointment, please call the main office at 970-963-2562 in advance. Day parents may not excuse absences that occur in the middle of the day unless they are for medical appointments. Teachers will be informed of students dismissed for illness.

## 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. A family member not present to assess a student's health 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.

## 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 the Welcome Center, 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 (see the Visitation policy on page 10 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.

Day students wishing to spend the weekend in the dorms must receive prior approval by the Director of Residential Life. We do not permit family or friends to spend the night in the dormitories.

## 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 formal dinners and evening meetings, Coffee Houses, dances, etc.).

## General Information for Boarding and Day Students

### Sample Daily Schedule: Monday-Friday (\*Times differ in winter.)

8:15 a.m.	Classes begin
11:30-1:00 p.m.	Lunch
2:50 p.m.	End of classes*
3:00 p.m.	Active curriculum*
6:00 p.m.	Dinner*
7:00 p.m.	Day students depart
7:30 p.m.	Dorm jobs
7:45 p.m.	Study hall (boarders only)
9:45 p.m.	Social time or additional study time
10:15 p.m.	Students must be in their own room
10:30 p.m.	Lights out
11:00 p.m.	Lights out (seniors)

## Meals at School

Boarding and day students are welcome to take all meals served in the Bar Fork dining hall at no additional charge. Day students are encouraged to take meals at school when obligations require them to be on campus. Meal times may vary.

## Weekends

Weekend activities are a great way for students to take

advantage of all the Roaring Fork Valley has to offer. Weekend teams, made up of faculty members, plan activities from which students can choose. Students are also encouraged to plan weekend activities. 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 occasionally offers 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, posted on the CRMS Weekends Instagram, posted in the Bar Fork dining hall, and e-mailed to parents in the weekly newsletter. Students are required to pay for certain activities.

While CRMS sponsors many chaperoned activities, students are allowed to sign-out on weekends for independent, non-chaperoned activities such as biking and skiing as well as many other local activities. Some of these activities have inherent risks and it is important to note that students are responsible for their own actions and behaviors during these times including any potential consequences.

### **Weekend Schedule: Friday-Sunday** **Friday**

3:00 p.m.	Active Program
6:00 p.m.	Dinner
11:00 p.m.	Dorm check

**Weekend activities are offered Friday evening.**

### **Saturday**

10:30 a.m.	Brunch
6:00 p.m.	Dinner
11:00 p.m.	Dorm check

**Weekend activities are offered throughout Saturday.**

### **Sunday**

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

**Weekend activities are offered throughout Sunday.**

## Departing Campus

Students are required to sign out electronically any time they leave campus and to sign in upon return.



During the academic week, sign-outs may not exceed two hours. On weekends (5 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 may be asked to submit to a drug/alcohol screen. Students who are late to dorm check may also be subjected 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 Welcome Center 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. CRMS may deny or rescind weekend sign-out requests at its discretion.

### Visitation

Dorms are closed to all guests (non-residents) during the academic day.

From Monday to Thursday, between 5pm and 7:30pm, boarding students are allowed to visit in the common rooms of any dorm, if they have been invited by a resident of that dorm. They will need to sign in. Day students are not allowed in the dorms during this time.

On weekends, from Friday at 5pm until Sunday at 7:30pm, both boarding and vaccinated day students are allowed to visit in dorms.

During all visiting hours: Students visiting dorms that are not their own must be invited and accompanied by a member of that dorm and must stay with them the entire time they are in the dorm. Non-residents may be required to wear masks when visiting depending on the current local and school health of the community. They must also sign in to the dorm visitor log, and the student who invited them must sign them in as well. **Students may only visit in common rooms. No visitation in dorm rooms allowed.**

However, dorm groups have special rules. The dorm groups are:

- Roaring Fork and Crystal (North End)

- North and South (Woody Pasture)
- Solar and Lodge (Quad)

Dorm groups are allowed to visit in the rooms of their specific group, but they are not allowed to visit in rooms of dorms outside of their group. Non-residents of a dorm may be required to wear masks when visiting, depending on the current local and school health of the community. **Day students are never allowed in boarding student rooms.**

Unvaccinated boarding students *must* wear a mask when they visit other dorms regardless of the health of the community. Unvaccinated day students are not allowed in any dorms at any time.

*9th and 12th grade students may not visit in each other’s dorms unless a faculty member is present.*

Failure to comply with the above policy is a *probationary offense* and will result in going to the Discipline Committee.

### Advising

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. 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 child’s advisor, whether it be by phone 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.

**Advising Program:** The advising program provides time to cover (in small groups) academic, social, and behavioral issues. Much of the work conducted for the student-led conference is done during this period. The Dean of Students oversees this program.

### 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.

## 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 progress are based on surveys in each of the program areas (classroom teaching, active programs, and community-life programs) that are completed by the adult members in the community often in collaboration with students. Students may receive a Mostly, Sometimes or Rarely depending on how they have engaged in that area. A student's quarterly recognition status tells us how the student is currently doing at CRMS.

## Incidentals Account

An incidentals account will be established at the beginning of the year for bookstore charges, pharmaceuticals, ski passes, airport transportation, sport fees, laundry service, and other items. For the funds to be available, a positive credit balance must be maintained by the parent(s) or guardian(s). The incidentals account must be replenished by December 1 and April 1. Restrictions on student use of the incidentals account may be arranged through the Business Office.

## Personal Property

The school provides locks and keys to dorm rooms, and day students are provided lockers that can be padlocked. Locks should also be brought for bicycles, skis and snowboards. The school does not accept liability for personal belongings. It is the student's responsibility to keep their dorm room locked or locker combination secure and locker locked, as applicable. 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.

**All dorm rooms and lockers are to be emptied by the last day of school. Any items left after that time will be given away or discarded, as appropriate.**

## 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 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 Guidelines

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.

### Living Accommodations

Most dorm rooms house two students. Each room is furnished with beds, desks, and limited storage space for personal belongings. Students share shower and toilet facilities. Most dormitories also have refrigerators (although students are permitted personal refrigerators in their rooms) and storage areas for skis, snowboards, suitcases, and boxes. Students are urged not to arrive with an excess of belongings for which there is no space. (See page 34 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, fish, insects, 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 dorms. 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. Unaccounted-for damage to common areas will be billed to incidentals accounts proportionately to all students using the affected building.

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 or dismissed are not welcome back on campus. Students whose rooms require a cleaning service will be billed a minimum of \$50.

### Jobs

CRMS does not encourage outside employment for its students as the schedule and obligations of our students are too robust for this type of extracurricular. Being able to fulfill all CRMS obligations is the priority.

### Laundry

The school provides a laundry service through a local vendor. Laundry machines are also available on campus at certain times for students who choose to do their own laundry. Students who choose to use the laundry service must provide their own sturdy laundry bag clearly marked with student's name. Laundry service fees will be charged to incidentals accounts. The school is not responsible for lost, missing, or damaged items.

### 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 Thursdays and Fridays, 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 write checks to 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/Debit card:** A credit/debit card can be established at most financial institutions. This method of providing spending money to students may offer the additional benefit of a statement that shows how funds are 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. Cash and 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.

### 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 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 vehicle use. Only licensed CRMS day-student drivers who have registered their cars with the school are permitted to have cars on campus. No other students are allowed to drive on campus.

All day students' cars must be parked and remain in the designated student parking area. 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 take written permission from that parent to the front desk of the Welcome Center 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/or Dean of Students, and could result in a permanent loss of driving privileges for that student.

Boarding students may not ride in a day student's car 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 the weekend sign-out form, 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.**

## 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

The on-campus Health Office offers minor first aid and minor care. Additional services are available through Roaring Fork Family Physicians in Carbondale, Aspen Valley Medical Hospital After-Hours Medical Care, and Valley View Hospital in Glenwood Springs. Families are encouraged to check insurance plans for coverage with these providers. A large staff of consultants in most specialties is also available in the valley.

Health Office services are provided Monday-Friday and there is an on-call health office staff member available to respond to emergencies on weekends. Students who are ill or injured should go to the Health Office BEFORE missing academic, sport, or work-crew obligations. Failure to do so will result in an unexcused absence, regardless of the validity of the illness or injury. If a student is too ill to go to the Health Office, or if it is before/after Health Office hours or on a weekend, the student should contact a faculty member.

Students needing medical care are taken to Roaring Fork Family Physicians for routine care or Valley View Hospital for emergency or specialized care. In the event of an emergency, parents will be notified as promptly as possible. Bills for medical and dental care are the responsibility of parents or guardians.

### Health Care, Immunizations, Medications, and Clinic

Prior to the beginning of School, a physical examination must be completed or transferred for each student entering the School. In addition, immunization or a certificate of waiver is required for all students. Immunizations must be kept current, and an original record of immunizations or an immunization waiver, valid and provided in accordance with Colorado law, must be kept on file in the School office. Students may not attend School without completed health forms which includes an appropriate immunization record (this includes, without limitation, a current immunization record, in accordance with state requirements, at all times) or valid waiver.

Many students must have medication available at School for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without written parental/guardian permission. A permission form completed by the parent/guardian is required in the event a student



must receive medicine at School. The medicine, in its original container, labeled with the student's name, name of medicine, dose and time to be given, doctor's name (if prescribed) and possible side effects, must be given to the Director of Health Services. All medication must be delivered to the School nurse or the administration. Students are not permitted to carry medications except for epi pens and then only with specific physician instructions and a signed release from the parents.

Students who return to School after an extended illness or surgery or who may not participate in sports or Active programs following an extended illness or surgery require a physician's statement confirming the student's ability to return to School and any necessary limitations or restriction.

Parents are responsible for informing the School nurse of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being when school is in session. In addition, parents must immediately contact the Director of Health Services, the student's advisor, or the School Counselor about behavior, comments, or other concerns that potentially evidence that their child could harm himself or any other individual.

### Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing

bandages or other barriers, enhanced housekeeping, cancellation of off-campus programs, limitations on off-campus travel, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home if a day student, or in specified locations on campus if a boarding student, in an environment where proper care may be given. The Director of Health Services is available to students daily. If a student is not feeling well, they should inform the classroom teacher, dorm parent, Active leader, or advisor, and ask to be excused to go to the Wellness Center. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in School activities will be excused. Teachers will be informed of the student's absence for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School activities.

Parents/students who know or have a reasonable basis



for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a “reasonable basis” for believing that a student has a communicable disease when they show or feel signs of illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to the Attendance Manager if their child has a confirmed communicable disease that poses a risk to others in the School community. Garfield County Public Health may be notified when a student is sent home or isolated on campus because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Garfield County Public Health or a letter from the student’s physician indicating that the public health regulations have been fulfilled may be required when the student returns to school activities (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School’s communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

## Counseling

The Counseling Office is staffed by a licensed clinical social worker (LCSW). The School Counselor is available to help students and parents with personal or social concerns that may arise and which affect the student’s academic performance or social conduct. The enrollment of your child is considered consent to allow your child to receive services through our Counseling Office. Students may also obtain a referral to mental health care providers in the area if deemed necessary and/or by request. The School Counselor generally continues to work with such students. All students receiving mental health care should inform the School Counselor.

Students and parents should be aware that conversations with the School Counselor are privileged and confidential, unless the nature of the communication reveals the immediate risk of harm to the student or others or a violation of the child abuse or neglect laws.

## Early Intervention Team (EIT)

The EIT is overseen by the school counselor and is a group made up of six trained faculty members to address student substance abuse and/or related issues before they become a health or discipline problem. The EIT is a venue for members of the community to express concern about a student in a supportive and non-disciplinary manner. When the EIT receives the first referral, the school counselor convenes EIT members to have a conversation with that student, concerns are shared, and resources for support are discussed and encouraged. If the EIT receives a second referral, team members meet with the student again in addition to the parents, advisor, and School Counselor. Resources for support are again discussed and professional evaluation is recommended. Students, faculty and staff, and parents are encouraged to refer students to the EIT if there is a substance-abuse concern. Referrals can be made online through each student’s Canvas account..

## Health Education

Topics such as alcohol and drug use, comprehensive sex education, 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, advisory meetings and academic course content, as appropriate.

Freshman Seminar is a 12-session course taught by the CRMS Counselor throughout the school year. It covers a wide-range of health and wellness topics. At times, outside experts in various subject matters are invited to present to our students.

## 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.

**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.**

## Agenda

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

## Admission Team (A-Team)

Students at each grade level may apply to serve as ambassadors of the school to assist the Admission Office with outreach and communication with prospective students and families. After selection, A-Team members receive training to provide campus tours, whether in-person or virtual. A-Team members also provide outreach communication to prospective students and families throughout the admission process to answer questions about the school and to share their experiences, as well as to welcome new students to campus. A-Team members additionally assist with Admission information sessions and on-campus events, including serving on student panels, interacting with prospective students and families, providing tours, and volunteering during Community Open Houses, Orientation, Admit Day, and 7th Grade Visit Day.

## Clubs

CRMS students can take part in several clubs on campus. Recent clubs have been Justice League, Environmental Justice Club, Film Club, Food for Thought, and Wild People for Wild Places. If a student is interested in starting a club, he/she must write a proposal and meet with the Agenda Representatives who will determine whether the proposed club falls within the school's criteria for established student organizations.

## Discipline Committee

The Discipline Committee is composed of only students: a mix of juniors and seniors and the Agenda

Co-Presidents. This committee, chaired by the Dean of Students, meets as needed with students whose behavior has been in conflict with the school's expectations. The student appearing before the committee is accompanied by a faculty advocate, typically the student's advisor. The committee reviews the facts of the case, determines the student's culpability, and makes a recommendation to the Dean of Students for an appropriate consequence.

## Dorm Heads

Dorm heads provide leadership throughout each of the 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 will serve. This position is open to returning juniors and seniors.

## Household Jobs (HHJ)

The Household Jobs Program is run by senior HHJ Captains with support from a CRMS faculty team. HHJ Captains embrace the mission of taking responsibility and caring for our campus spaces. Captains create the HHJ schedules and support the other senior crew leaders in leading HHJ crews.

Every student is assigned to a HHJ crew. HHJ is an opportunity for each student to participate in the daily upkeep and functions of campus. While HHJ are run by senior student crew leaders, it is an opportunity for every student to demonstrate leadership initiative.

## International Student Leaders

International student leaders support the new international students. 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 Family Handbook and make recommendations to the Dean of Students. The Policy Panel changes each year and is comprised of three elected faculty members, three to five student-elected upperclassmen, and the Dean of Students. The students must be Holden Citizens to be eligible for the panel.

### 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 leaders. 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 they may prove to be invaluable training for subsequent leadership opportunities, such as becoming an Outdoor Orientation assistant.

### Outdoor Orientation Assistants

In addition to the parameters required for the Fall and Spring Trip assistants, successful Outdoor Orientation 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. Successful student Outdoor Orientation 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 Outdoor Orientation Assistants will take an active leadership role throughout the rest of their time at CRMS, including participating 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 Outdoor Orientation, but for the entire year.

## CITIZENSHIP AND EXPECTATIONS

### Purpose and Goal

Our community is based on expectations of behavior supported by rules. Our standards of conduct 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. The rules, policies, and standards apply any time a student is on school property, any time a student is participating in or attending a school-sponsored event, any time a student is officially representing the school, and any time a student is traveling on behalf of the school. School policies, rules, and standards 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. The school regards any behavior prejudicial to the best interests of the school, whether on school property or elsewhere, as sufficient grounds for a disciplinary response. Also, we expect parents to support school conduct standards and any means the school deems necessary in determining a student's potential violation of the policies, 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. Violations will result in serious consequences, up to and including suspension or dismissal from school. Students may also be held responsible for any damage or harm that they cause to individuals and/or the school community at large.

No list of expectations, policies, and rules can cover every conceivable situation, and the expectations, rules, and policies outlined in this Handbook should not be read as an all-inclusive description of the school's standards. 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, rules, and policies 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 themselves and all others.** Membership in the school hinges on this respect, which includes respect for dormitories and those living in them. We do not tolerate violence, sexual or physical assault, verbal or physical abuse, racism, bullying, harassment, homophobia, hazing, "fun" that is not consensual, theft, fraud, vandalism, possession of unauthorized keys, unauthorized entry, or "borrowing" personal property without permission.
- **We expect CRMS students to cooperate fully and respectfully with their supervisors, faculty, staff, and other 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, boarding students 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
- **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 sexual activities.**
- **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 near 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 and/or parent(s)/guardian(s) 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 the school's expectations.**

## FAILURE TO THRIVE

There are occasions when withdrawal 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, the school may recommend withdrawal or expel a student.

## RE-ENROLLMENT



A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations or support school policies can jeopardize a student's continued enrollment. Entrance into the next grade, even after execution of a Registration Agreement, will be based on the performance of the student in all aspects of the CRMS program.

## **POLICIES AND RULES**

### **Behavior in Class, in Halls, and on Paths**

CRMS celebrates a vibrant and lively curriculum in which student participation is encouraged at all levels. Students are expected to use a reasonable tone of voice and shall refrain from behavior that obstructs curriculum pursuits. Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not playing in the corridors, not blocking entrances or paths, and wearing appropriate safety equipment.

### **Cell Phones and Other Electronics**

The non-academic use of electronics, including cell phones, laptops, tablets, or other devices, is permitted only during a student's free time. Non-academic use of electronics is prohibited during classes, active curriculum, and evening study hall. Underclassmen must be finished with their use of electronics by lights-out (unless permission is granted). In essence, responsible use of electronics is paramount. If there is a perception that a student's use of electronics is resulting in isolating him/herself from others and/ or is getting in the way of contributions to the program, then his/ her use of electronic devices will be restricted. A student abusing his/her privilege to use electronic devices will meet with the Dean of Students to determine an appropriate consequence (in all likelihood, restricted use of electronics). Whenever use of electronics is permitted, students may not use them in any way that is harassing or disruptive to the educational or community environment, including making threats, taking inappropriate pictures, recording classes, the use of social media during class, or in ways that would otherwise violate a school rule. Teachers may confiscate devices if used inappropriately or at inappropriate times

### **Child Abuse and Cooperation with Governmental Authorities**

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any

questions regarding the school's mandatory reporting obligations, please consult with the Head of School.

### **Destructive Acts**

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming oneself or others, or similar conduct is prohibited.

### **Criminal Activities**

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus may also be subject to review under school rules. Though the school need not await the outcome of law-enforcement investigations to take disciplinary action, it may require a student to take leave from the school pending such an investigation. In the case of offenses that occur at the end of the school year, the school may require penalties to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned penalty. All decisions involving suspension or expulsion are subject to the final approval of the Head of School.

### **Displays of Affection & Other Forms of Inappropriate Student Interaction**

Students are prohibited from engaging in inappropriate displays of affection on school property (including, without limitation, in dorms or door rooms), or at any school-related events. In addition, any type of sexual conduct anywhere on school property (including, without limitation, in dorms or dorm rooms), on school buses, or at a school-related event is prohibited. In addition, any unwanted or offensive sexual conduct occurring on school property or at a school event must be immediately reported in accordance with the Harassment and Bullying Policy.

### **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 formal 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 in class:** Students should not arrive to class barefoot or in pajamas, robes, or slippers, and should remove headphones and sunglasses 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 outside the dorm.

**Formal Dinners:** Formal wear (slacks, coat, tie, dresses, skirts) must be worn and dress shoes are required.

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

## General Conduct

Students and parents should be considerate and show respect toward other students, faculty, all guests, and visitors. Students should respect school property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all school-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

## Student Conduct

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The use of ethnic slurs, name calling, and profanity are not permitted. Harassment of another student will absolutely NOT be tolerated, ever. If this takes place, it is considered a serious offense. The “Golden Rule,” which means to treat others as we would like to be treated, will be the foundation of all personal relationships.

## Harassment/Bullying

The school is dedicated to fostering an environment that promotes kindness and acceptance and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, sexual orientation, gender identity, national origin, citizenship, or disability. Harassment also includes unwanted, offensive sexual conduct. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

All concerns relating to harassment or bullying, including being the victim of harassment or bullying,



should be reported immediately to the Dean of Students. We also expect that anyone, whether student, faculty, staff, or family member, who witnesses or has knowledge of an incident of bullying or harassment will report the incident to administration immediately. When the school administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will require mental health services and be subject to disciplinary action, including dismissal from school for serious violations. Any victim of bullying or harassment will receive mental health services from the school counselor. No adverse action will be taken against any person who makes a good-faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

## Hazing

Although we encourage students to participate in school-related athletics, clubs, associations, organizations, and other groups, the school prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional, or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, requiring acts of personal servitude (i.e., forced labor or service); causing sleep deprivation; restrictions on personal hygiene; yelling, swearing, insulting or demeaning verbal abuse; forcing others to wear embarrassing or humiliating attire; consumption of vile or other non-food substances; consumption of alcohol; smearing of skin with vile substances; brandings, writing or marking on one's skin or clothes; physical beatings, paddling or other physical abuse; performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being; any act in violation of the law or school policy; and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be considered as hazing, then it probably is. If you are not sure, then you need to contact the Dean of Students and ask. If you are the victim of hazing, you should reach out the school counselor or Dean of Students.

A student violates this policy whenever that student

engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the Dean of Students. The failure to make such a report is also a violation of this policy.

When the school administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will require mental health services and be subject to disciplinary action, including dismissal from the school for serious violations. Any victim of hazing will receive mental health services from the school counselor. No adverse action will be taken against any person who makes a good-faith report of hazing activity.

## Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with school standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

## Off-Property Behaviors

As stated elsewhere in this Handbook, the school does not wish to unnecessarily involve itself in a student's off-property behaviors. However, the school reserves the right to take action to the extent that off-property behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off-property Internet activity, criminal activity, sexual activity, or use of drugs, alcohol, or tobacco may result in a student's receiving disciplinary action, up to and including dismissal from school.

## Pornography

The possession, viewing, or distribution of pornography on school property or at a school-related event in either electronic or hard copy form is a violation of school rules. Students who violate this rule will appear before the Discipline Committee and /or Dean of Students. The school reserves the right to determine what material is pornographic.

## Property

Students are responsible for the proper care of



classrooms, restrooms, supplies, and furniture. Students who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item. Library books and certain other items (e.g., cameras, e-readers, sports equipment) are furnished by the school and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

### Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity, including social networks such as Facebook, Snapchat, Instagram, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the school's position regarding a student's use of social media or networking. Please understand that while we do not block access to these sites, certain activities might impact a student's relationships with other students or school employees or school rights that we reserve the right to regulate. All students should ensure that they are familiar with the school's conduct policies so as to avoid any online communications that might violate those policies.

For example, students should ensure that their online activities do not violate a school policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If a student posts or says something online that makes another student feel uncomfortable, such activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that on- or off-campus behavior violates the school conduct code if disparaging or negative comments are made about the school, administration, or faculty members in a manner that is disruptive to the school's educational mission or activities. Students may not impersonate anyone, which includes creating a blog under a false identity.

Students should not be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any social networking sites. Any violation of this prohibition must be reported to the Administration immediately. In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions,

etc.) are prohibited. Students are expected to cooperate in investigations by providing access to such sites.

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

**Students' Identity Online:** Students are responsible for any of their online activity using a school email address, and/or which can be traced back to the school's domain, and/or which uses school assets.

What a student publishes on such personal online sites should never be attributed to the school and should not appear to be endorsed by or originated from the school.

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

### Student/Adult Interaction and Communication

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

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or Dean of Students.

**Some examples of behaviors that should not occur and which should be reported include the following actions by school employees:**

- Touching students or their clothing in non-



professional ways or in inappropriate places, or touching a student with aggression or in frustration;

- Sending e-mails, texts, or writing notes of a personal nature to students;
- Flirting or asking a student on a date;
- Asking a student to sit on their lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial, or ethnic comments;
- Inviting students to visit the adult's social networking profile or become a "friend" on a social network;
- Telling off-color jokes; and
- Dating or engaging in consensual relationships with students.

## Drugs and Alcohol

CRMS, like all communities, has behavioral standards. For the physical and mental health of all students, these standards include abstention from the possession, use, sale, or purchase of alcoholic beverages and other mind-altering substances on or near school property or at school-related activities. Off-premises possession, use, sale, or purchase of alcoholic beverages or other mind-altering substances is also prohibited. It is important, as a measure of both 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 possession, use, sale, or purchase of alcohol and other mind-altering substances is incompatible with the school's philosophy, with physical health, character development, personal and group safety, and state law and will result in disciplinary action.

Students may be required to submit to urinalysis drug screens, breathalyzer tests, and medical examinations under the following circumstances: (a) when a student is on school property or attending school-related activities and is suspected of being with intoxicants or mind-altering substances in his or her system; (b) when a student accumulates six unexcused absences in a single semester to rule out substance use as a reason for poor attendance; (c) when a student suffers an injury or is involved in an accident while at school; (d) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (e) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract.

The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

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

In addition to determining the appropriate disciplinary action pursuant to the school's disciplinary rules, the school reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the school; required random and/or regularly scheduled drug and/or alcohol testing for a time period and at intervals to be determined by the school's administration (such cost charged to the student's incidentals account). Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion (and will not be referred to the Discipline Committee).

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 p.m. Vaping on trips will result in a drug screen upon return to campus. In addition, the school is concerned about substance use when students travel off-campus for the 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.

## 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. Failure to submit to a test could result in a student’s dismissal. It is important to note that on school trips (including Outdoor Orientation, Fall Trip, Spring Trip, and Interim) and on 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 and/or Dean of Students, take a substance-use assessment, meet with the School Counselor, and may be required to submit to drug and alcohol testing for a time period and at intervals to be determined by the school’s administration.
2. If the test shows evidence of substance use, then the student will meet with the Discipline Committee and/or Dean of Students and is subject to one or all of the following consequences: probation, suspension, or expulsion.

### Sanctuary

Students are encouraged to seek assistance by contacting an adult member of the community when a peer is involved in the consumption of a substance or if the student judges that a peer’s emotional, physical or mental health or their own health (regardless of whether this has to do with substances) is in jeopardy. Through this policy, we encourage students to selflessly seek help without any hesitation and without any concern for disciplinary consequences.

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 assistance. This policy cannot be used by a student when confronted by a faculty member or anyone of authority.

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

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

1. The student must call their 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 utilized only once, and the School Counselor must know so the Health Office can make arrangements for the student’s substance-use assessment.
3. The student must make an appointment and take a substance-use assessment.
4. The student must submit to drug and alcohol testing for a time period and at intervals to be determined by the school’s administration.

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

### Tobacco/Nicotine

Tobacco/Nicotine 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/nicotine while school is in session, regardless of their age or whether they are on or off campus.** In addition, all forms of tobacco/nicotine are prohibited for campus guests. This policy also prohibits the use of electronic cigarettes. Anyone found with a vaping device will be subject to a drug screen.

An offense will result in a meeting with the Director of Health Services, who will contact the parents and initiate a therapeutic response. Any subsequent offense may result in disciplinary action.

### Inspection Policy

The school reserves the right to inspect and conduct a search of any place or item on school property or at a school-related event including, but not limited to, a student’s dorm room, a student’s locker, personal safe,

book bag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc., whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the school's rules, community standards, and/or local and state law.

## TECHNOLOGY USAGE POLICY

### Summary

While it is required that each student have a personal computer be limited or revoked if they become a distraction to the student or others, interfere with participation in classroom programs, or affect student sleep patterns. All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, smartphones, iPods, video cameras, etc.) on school property or at a school-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the school administration and/or the Discipline Committee. All computers and other electronic devices should be used in a responsible, ethical, and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

### Purpose

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

### Privilege

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

## Internet Access

The school community—students, faculty, administrators and staff—has the privilege of access to the Internet. The school encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log on to remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files are not to be downloaded to the school's local or network hard drives.

The school provides a filtering system. However, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the school cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator. We encourage all parents to consider placing restrictions on their student's data plan. Check with your cell phone carrier for more details.

### Internet Safety

Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone they have contacted online without prior parental approval. The school is not liable in any way for irresponsible acts on the part of the student.

### Guidelines for Acceptable Use

The main principles defining "acceptable use" are those stated above: to use computers only for the academic purpose for which they are provided, to show consideration to other users, to respect the privacy of all other users, and to obey all relevant guidelines.

- You may use the facilities available in any of the laboratories, if the laboratories are not being used for a class, and if you are not unreasonably depriving other students of access.
- All users are responsible for immediately reporting any damage or malfunction of any hardware, software, security, or other component of CRMS



network systems to the proper administrator or faculty member.

- You may use personal computers in CRMS laboratories but are required to have and maintain school-approved anti-virus software.

### Examples of Unacceptable Use

Activities which obviously violate the above principles of acceptable use are unacceptable.

Disciplinary action may be taken against students found to be violating the rules.

The following examples illustrate different forms of unacceptable behavior.

### Security and Privacy

It is considered unacceptable to:

- use the school's systems for any purpose other than those prescribed or explicitly permitted by Colorado Rocky Mountain School.
- intentionally access or attempt to access another user's account, programs, or data files with or without their explicit permission (except for group projects where a prior arrangement has been made for a number of students to collaborate on a project).
- use the computer systems for any form of cheating or plagiarism.
- attempt to gain unauthorized access to any computer system within or without Colorado Rocky Mountain School; create links to the school's webpage; or attempt to circumvent any hardware and/or software protection or prescribed resource limits.
- use someone else's password or post a message using another's log-in name—this is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Guard your password; you will be responsible for any activity done on the school's system under your password.

### Interaction with Other Users

It is considered unacceptable to:

- use computing and communication services (e.g., electronic mail and network news) to propagate abuse or any other material that harasses or threatens another (or is otherwise insulting, rude, abusive, or offensive);
- have any files or materials that contain abuse or any other material that contravenes the school's rules against harassment and bullying (or is otherwise insulting, rude, abusive, or offensive);
- disrupt the available services by performing

any action that denies access of other users to the computing resources or adversely affects their use of the facilities.

This includes:

- playing any games on the CRMS computing systems.

### Illegal Use of Software

It is not permitted to:

- perform any action that is in breach of the Copyright Act, in particular downloading, copying, or donating copyrighted software;
- download, install, use, or store any commercial, shareware, or freeware software not related to your academic work, without prior approval from the school;

### Other Hardware and Software Issues

It is considered unacceptable to:

- willfully or through negligence damage or alter the arrangement of Colorado Rocky Mountain School's computing hardware and/or software.

This includes connecting laptops or any other device to computers or networks;

- attempt to interfere with supervisory or accounting activities of Colorado Rocky Mountain School's computer systems or obtain systems privileges to which you are not entitled. Any such attempt is considered a serious transgression.

### School's Right to Inspect

The school reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any computers, laptops, and other personal electronic devices brought onto campus. Students should not assume that any messages or materials on their computers or the school's systems are private.

### E-mail

E-mail, social media, or, is any of the various systems that transmit some form of electronic representation of a page or message from one location to another. Social media cannot be used to harass or threaten others. The school reserves the right to randomly check students email or social media. Social media messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author



would not be willing to share from the podium at a school meeting. Students should be made aware that deleted social media posts can be undeleted.

Any person who believes that they have been harassed or threatened by an social media communication should immediately report the concern in accordance with the school's No Harassment/No Bullying policy. Viruses: Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in computer labs and classrooms. The school is not responsible for the transmission of any virus or for damage suffered from a virus.

### Reporting Requirement

Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet must immediately report the concern to the teacher who is supervising the activity or to the Director of Technology so that the situation can be investigated and addressed appropriately.

### Dealing with Violations of These Guidelines

If your actions are found to be in violation of the above guidelines, the following actions will be taken:

- your access to the computing facilities will be suspended immediately, and your account/computer account on the central systems will be suspended;
- You will be required to appear before the Discipline Committee and/or the Dean of Students.

### WEAPONS AND THREATS

The school takes a zero-tolerance position on threats and weapons, even when students make comments in jest, on e-mail, or away from school toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon onto school property or to school-sponsored events, including knives, guns, fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

## CONSEQUENCES AND PENALTIES

### Discipline Committee

The Discipline Committee (DC) will hear most non-expulsionary cases involving violations of school rules (academic dishonesty, substance use, fire hazard, theft, or the like) and provide recommendations for the Dean of Students and/or Head of School to consider. These recommendations may include one or more disciplinary consequences as appropriate given all of the circumstances surrounding the infraction. The committee's task is to interview the student and witnesses, if any, to deliberate on the consequences, and to present a recommendation to the Dean of Students and/or Head of School. The Dean of Students and/or Head of School may accept, reject, or modify the recommendations of the DC in their sole discretion. The committee is chaired by the Dean of Students and is student-led. 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.

Incidents in violation of school rules and regulations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of school rules will depend on a variety of circumstances, including, but not limited to:

- whether any person was harmed;
- whether there were property damages or other loss of property;
- the level of any class or school disruption caused by the student's behavior;
- the number, if any, of prior infractions of school rules and regulations;
- whether the student has been previously disciplined;
- whether there were any illegal substances (for example, drugs, alcohol, cigarettes, etc.);
- whether the student had been warned earlier about the same or similar conduct;
- whether there was a weapon or other dangerous item involved;
- whether the conduct is of the kind prohibited by criminal law; and/or
- whether the student was honest and cooperative in connection with the investigation of the behavior.

### Types of 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 on restriction will be expected to use their free afternoon during the week for community service, will be expected to work in the kitchen Friday and Saturday evenings, and must attend Friday Study and Restriction Work Crew. Breaking the conditions of restriction may lead to an appearance before the Discipline Committee and/or Dean of Students and may result in probation.

### **Weekend Study**

Teachers may assign Weekend Study to any student performing poorly in their academic program. Students who fail to report to Weekend Study will receive a zero on incomplete assignments. Students on restriction are also assigned to Weekend Study. Those requiring additional study supervision may be assigned an extended Weekend Accountability study period.

### **Probation**

Probationary offenses include, but are not limited to, lying; not acting in a manner that brings credit to themselves or CRMS; substance use, possession, or proximity to the substance; flame in the dorm; academic dishonesty and/or lying to the Dean of Students or Discipline Committee; going out after dorm check; bullying; hazing; theft; harassment; and vandalism. The Discipline Committee may recommend probation or the Dean of Students or Head of School may place a student on probation. Probation 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 during the probation period, then in all likelihood that student will face permanent separation from the school (see “Expulsion” on page 19). In this case, the student will not meet with the Disciplinary Committee. 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 of the student from the school community within a 24-hour period. Behaviors that would typically result in first-offense suspension

include, but are not limited to, possessing drug paraphernalia, substance use, possession, academic dishonesty, theft, bullying, 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 before 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 their actions have impacted the community. This statement will be presented at All-School Meeting upon the student’s return.

### **Expulsion**

All expulsions are at the sole discretion of the Head of School. Students may be expelled for violating their probationary status (see “Probation” on page 18); displaying conduct of such character as to constitute a danger to the well-being of themselves or other students; displaying conduct detrimental to the reputation of the school; repeat infractions (even if not related); serious first offenses; a parent or family member causing disruption to the school or the school’s educational mission; non-payment of tuition and fees; not meeting academic requirements; not meeting attendance requirements; or failure to thrive. Any matter taken under consideration by the Discipline Committee or the administration directly may also be grounds for expulsion.

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 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 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.

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

## Reporting of Infractions to Colleges/Universities and other Schools

If requested on the original application, students and parents are expected to report to colleges and other schools to which the student may be transferring: (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary infraction. It is important for the student and parent to realize that the school and/or the student's college counselor may also inform the school/college of such an incident.

In the case where a disciplinary action (or withdrawal) has occurred after the college or school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later changes. Similarly, the school may update the information to the college or school.

## GENERAL INFORMATION FOR PARENTS New-Family Orientation

The beginning of school is a very exciting time for new parents and students, faculty, and staff. The purpose of the New-Family 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, your student's advisor, administrators, support staff, and to visit the Business Office. It is a time to learn the nuts and bolts of CRMS life.

That evening, parents and students separate so that students can begin bonding within their new community. Parents have a chance to socialize with one another and with current parents. They too will receive information relating to the CRMS experience.

## Family Weekend

CRMS Family Weekend is an annual event that brings family members to campus. The purpose of the weekend is to give students and their families an opportunity to be together in the school community and to meet with teachers and advisors, visit classes, and participate in the life of the school. Student-led conferences are an important component of Family Weekend. During this conference, students lead a meeting with their parents and advisor to celebrate accomplishments and discuss challenges and set goals. Additional parent teacher conferences are available upon request. Additional highlights of the weekend are the CRMS Coffee House and OysterBASH Fundraiser. This is a wonderful evening and everyone is urged to participate.

## Parent Relations

The school strives to involve parents in meaningful ways to best support the educational experience of every student at CRMS. Our Parent Relations Manager will communicate with you regularly through weekly e-newsletters about events and educational opportunities. You will find that there are several ways in which to become an active part of your child's CRMS experience. Whether providing volunteer help or contributing to philanthropic efforts, sharing your experience and talents, or hosting international students or admission receptions, our parents are highly valued members of our community.

As members of this vibrant and robust network, our goals for parents are: (1) to be familiar with and support school policies, (2) to provide a volunteer base to support school activities, (3) to advocate a strong educational experience for students, and (4) to support philanthropic activities that enrich the school.

We are grateful and appreciative of our parent community and look forward to partnering with you throughout the year.

## Parent Visits

Parents are always welcome to visit campus. Please check in at Welcome Center to let us know you are here and to tell us what your plans are for your visit.

## Various Help Opportunities

There are myriad ways throughout the year to support the students and the school, including helping out with Family Weekend, participating in the library book program, identifying media sources that might be interested in a story about CRMS, hosting admission and/or alumni receptions in your area, hosting international students, volunteering at local kayak or Nordic ski races, helping with our Annual Fund mailings throughout the year, the annual plant



sale, scholarship fundraisers, or other special events.

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

### Weekly Parent E-mail Newsletters

Once a week while school is in session, an e-mail newsletter 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. This is the primary means of communication from the school, so please read it weekly. In addition to event notifications, the newsletter disseminates important information such as travel forms, health forms, and weekend activities. Please notify the school of any changes to your email address.

### 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 next page).
2. Plan in advance; boarding students need time to follow proper procedures for obtaining permission for weekend leave.
3. Host parents must 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 visit away from school 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.

### 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.

### Student Records and Information

Requests for student records and transcripts must be directed in writing to the school office. The school reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

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

### Parent/Family Cooperation

The school believes that a positive and constructive working relationship between the school and parent is essential to the fulfillment of the school's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating or overly aggressive, or reflects a loss of confidence in or serious disagreement with the school's policies, methods of instruction or discipline, or otherwise seriously interferes with the school's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the school reserves the right to dismiss the family from the community. In addition, the school reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

### Child Safety from Sexual Offenders and Predators

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

Because of our concern for student safety, all employees, and those parents who volunteer for overnight trips, are screened through the school's



criminal background process.

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

### School-administered Social Media

CRMS faculty and administrators maintain a variety of pages (i.e. FaceBook, YouTube, Flickr, Twitter, etc.) for the enjoyment of students, parents, alumni, and for marketing purposes. Photos, videos, and artwork of/by students and faculty are posted and are not password protected. The school strives to ensure student names are not associated with their likeness without permission from the student and their parent(s) and/or guardian(s).

### Sample Adult Pledge

The CRMS Adult Community Pledge is 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 below.)

### SAMPLE 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.
- 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, any time, 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.

_____	_____
Parent	Date
_____	_____
Parent	Date
_____	_____
Student (Print Name)	Date
_____	
Student (Sign)	

### PHILANTHROPY AT CRMS - YOUR SUPPORT HAS AN IMPACT

For nearly 70 years, CRMS has provided a transformational educational experience, and at the center of it all lies a strong spirit of philanthropy. Thanks to the generosity of individuals like you, the vision of John and Ann Holden lives on in today’s students--like yours--and those who will come in the future. The impact of gifts to CRMS can be found in the stories of students and their families, the faculty who taught and mentored them, and thousands of alumni across the world and across time.

### Annual Giving

Your gift to the Annual Fund underwrites essential aspects of the school, and is what makes the school’s exemplary daily academic, residential, and active experience possible each day. The Annual Fund covers up to 15% of the cost of providing the outstanding CRMS experience to our diverse student body. This school year, over \$2 million in financial aid and scholarships will be awarded to nearly 40% of current students based on need. This fund also supports professional development for our committed faculty, resulting in greater academic rigor and creative instruction techniques. Your gift also elevates CRMS to excellence, underwriting programs such as the outdoor curriculum, service to the community, and impressively unique arts offerings that change the



lives of every student. The goal is 100% participation and families are encouraged to give at the level that’s meaningful to them.

### Gifts of Stock

Gifts of appreciated stock can provide additional tax advantages to you. Stock gifts may be transferred electronically to the school.

### Corporate Matching Gifts

You can double or, in some cases, triple your giving power if you work for a company that has a matching gift program. Contact your company’s HR or Benefits team; they will supply the necessary information to ensure a matching gift. .

### In-Kind Gifts

Please call first with a description of your item that you would like to donate. CRMS will provide a tax acknowledgement letter for income-tax purposes.

### Capital & Facilities Giving

Whether you’ve visited the CRMS campus daily as a student or parent, or not yet visited, there’s little doubt that the mix of historic 19th-century buildings and new, modern residential and teaching facilities is unlike most schools. Generations of students and their families poured their time, physical energy, and expertise into building and maintaining the spaces we enjoy. To ensure we have the resources to maintain, enhance, and build to meet our students’ needs, CRMS created the Capital Fund. Your gift to the CRMS Capital Fund supports important projects that will benefit this historic campus.

### Qualified Charitable Distribution

A Qualified Charitable Distribution (QCD) is a withdrawal from an Individual Retirement Account (IRA) that is sent directly to CRMS. While supporting CRMS, you may also reduce your taxes. Once age 70 1/2 is reached, you are required to withdraw funds annually from your IRA and report the distributions as income on your tax returns. As much as \$100,000 a year can be transferred from your IRA to any combination of qualified charities, and none of that money would be taxed. The limit is \$100,000 a year per person - not per IRA. This is a great way for grandparents and others in your family to support your student’s education.

#### Endowed Giving

Endowed giving enables you to help CRMS plan for the future. Endowed Fund donors have the unique opportunity to impact students, faculty, programs, and facilities over time, with the knowledge that their generosity will span generations. Because they

support the school in perpetuity, Endowed Funds are a touching way to celebrate those important to you. If you so choose, you can create an Endowed Fund to celebrate a loved one, a cherished faculty or staff member, or other individuals who are or have made an impact on the school and its broader community. You may wish to contribute to an existing Endowed Fund or create a new one

### Asset, Trust & Estate Giving

A gift of an appreciated asset, or a gift in your will or trust, are easy and impactful ways to support what matters to you most. When you make a gift through a bequest or trust, you make a difference in the lives of CRMS students—now and in the future. The Holden Circle honors those donors who have designated CRMS in their estate plan and are leaving a legacy for CRMS generations yet to come.

### Giving Events

Family Weekend, every October, brings parents, grandparents, and siblings to campus for several days packed with opportunities to share in school life. The weekend includes CRMS’s fundraising event - OysterBASH, which is a silent auction, and Coffee House, a musical talent show featuring students and faculty. Most of the silent auction items are created by our talented CRMS faculty, students, and alumni. This special event supports our Arts & Active Programs.

Scholarship Work Day, every spring, brings students and faculty together to spend a day working in the community to raise funds in support of the Scholarship & Financial Aid Program.

The Plant Sale, every May, offers student-nurtured seedlings for sale and the proceeds support the garden program.

Faculty & Staff Appreciation Campaign, held in May and led by parents, invites all families to contribute to the Faculty & Staff Appreciation Fund, which provides “thank you” gift certificates for faculty and staff.

### Other Giving Opportunities

City Market Rewards: If you and/or your student will be shopping at City Market and would like to support CRMS at same time, please consider creating a City Market Community Rewards account. Visit [www.citymarket.com](http://www.citymarket.com) to register and have a percentage of the purchases donated to CRMS.

Amazon Smile: Support CRMS when you shop with Amazon. Shoppers will find the same Amazon they



know and love, with the added bonus that Amazon will donate a portion of the price of eligible purchases to CRMS. Visit [www.smile.amazon.com](http://www.smile.amazon.com) to register and have a percentage of purchases donated to CRMS.

For more information about these giving programs, please contact the Development Office at 970-963-2562 or [development@crms.org](mailto:development@crms.org).

## COMMUNITY CALENDAR

The Community Calendar is posted on our website ([www.crms.org/calendar/](http://www.crms.org/calendar/)). Please check the calendar regularly for the most recent schedule updates.

While the calendar includes 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 the school calendar for a list of school vacations, and plan travel around these dates.

## 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, arranges for charter shuttles (for a fee) to and from Denver International Airport (DIA) for the major breaks (Winter Break and Spring Break), and arranges for limited transportation to other locations as indicated on the following pages. Note that the charter bus ride to Denver is four+ hours, so plan on 1-1/2 to 2 hours for flight check-in when you purchase your student's tickets. Please note that there is no coordination of transportation to CRMS at the beginning or end of the school year. Please check the Community Calendar (on [www.crms.org/calendar](http://www.crms.org/calendar)) for the break dates prior to making travel arrangements. Please arrange for travel to occur on school approved dates. Exceptions may be given only in extreme circumstances if prior approval has been granted by the Academic Dean.

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 end 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 designated return travel day

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. Call the Administrative Support Assistant for any travel questions you have.

## General Travel Options

### Air Transportation

Students may fly into Denver International Airport (DIA) or Aspen Airport. Each airline has an unaccompanied minor policy, CRMS suggests checking the policy before booking tickets to avoid problems at the airport. CRMS does not provide unaccompanied minor services.

### Ground Transportation from DIA

- **EPIC Mountain Express** (1-800-525-6363 or 970-947-0504) Van service is provided from DIA to the Cowen Center 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 in Carbondale.
- **High Mountain Taxi** (925-8294) Taxi service is also available at the airport. Current fare to CRMS is approximately \$100.

## 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 outdoor orientation leaders, dorm heads, international support program assistants, and students attending pre-season soccer or bike team practice are exceptions). **CRMS does not provide transportation at the beginning of the school year.**

## Scheduled Break Times

There are two scheduled break times during the school year when the campus will be closed: 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. **It is the parents' responsibility to fill out the travel form ([www.crms.org/parents/travel-information/](http://www.crms.org/parents/travel-information/)) with their child's travel itineraries.** During these three scheduled breaks, CRMS will arrange for transportation assistance to and from DIA by charter bus [at the parent(s)/guardian(s) cost].

It is imperative that parents and students refer to the Community 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. Students who are not present for final exams will earn a "o" on missed exams.

## 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 Community 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 does not provide transportation at the end of the school year.** 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:

- Laptop
- Pillow(s)
- Bed sheets (two sets; twin size)
- Blanket or comforter
- Towels and washcloths (two sets)
- 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 and Dress Shoes

**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
- Printer
- Backpack for books
- Bike with lock, helmet, and light
- Dishes (microwave-safe)
- 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
- Gaming consoles and virtual reality accessories
- Pets of any kind
- 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

## Required Notice

As required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA), Colorado Rocky Mountain School does maintain an approved Asbestos Management Plan. The plan includes information gathered through required inspections of the facilities, the training of our staff, and the required notifications distributed by the school. Currently, there are no asbestos-containing building materials that present a hazard on campus. The plan is available for review by contacting the Business Office.



### **IMPORTANT PHONE NUMBERS**

**Main Office** ..... 970-963-2562  
 Jeff Leahy, Head of School ..... ext. 102  
 Nancy Draina, Academic Dean.....ext. 111  
 Jennifer Ogilby, Dean of Students..... ext. 110  
 Molly Dorais, Director of Enrollment ..... ext. 120  
 Diane Hackl, Director of Active Curriculum . ext. 112  
 Heath Hignight, Director of Development .. ext. 130  
 Health Office ..... ext. 159  
 Business Office .....970-963-2562  
 CRMS Attendance Line.....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.*

### **ACKNOWLEDGMENT AND RECEIPT OF FAMILY HANDBOOK**

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

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

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Family Handbook.

# MISSION

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

COLORADO ROCKY MOUNTAIN SCHOOL

500 Holden Way, Carbondale, Colorado 81623 · 970-963-2562 · [www.crms.org](http://www.crms.org)