



Colorado Rocky Mountain School

Guidelines for Boarding Students

Revised July 2025

Director of Residential Life
Dean of Students

BJ Sbarra
Jennifer Ogilby

Emergency
Sickness/Injury
Health Office

911
See Dorm Faculty
970-963-2562 x159

Residential Life Program Goal

Learning to live with others in a community that promotes respect, integrity and gratitude.

These guidelines are intended to establish and maintain a supportive community in which every member feels accepted, safe and respected. By themselves, rules are ineffective without an underlying spirit of cooperation and consideration for others. Working together within these guidelines, we believe we can create a space in which every student can thrive here at CRMS.

These guidelines work in concert with the CRMS Family Handbook and the expectation is that students are familiar with and understand both documents. Both shall be used when considering student behavior.

DORM LIFE

Evening Dorm Schedules

The following are the check-in times for all boarding students, Sunday through Thursday evening. Being late to dorm check will result in being marked tardy in RenWeb.

9th & 10th Grade:

7:30	check in / dorm meetings / dorm jobs
7:45	dorm study begins
9:30	dorm study ends
10:00	final dorm check
10:15	brush & flush / students in own rooms
10:30	lights out / wifi shuts off

11th & 12th Grade:

7:45	check in / dorm meetings / dorm jobs
8:00	dorm study begins
10:00	dorm study ends / final dorm check
10:30	brush & flush / students in own rooms
11:00	lights out / wifi shuts off

Dorm Meetings

These meetings are an important aspect of dorm life, as they are a time for the dorm residents to discuss issues of a social or interpersonal nature, as well as enjoy team building activities and other events. There will be a dorm meeting every night at dorm check, with one meeting per week led by the dorm team leader which will be dedicated to an activity or more in-depth topic. You are expected to plan ahead for nights when there are longer dorm meetings.

Dorm Jobs & Clean Rooms

An important goal of the Residential Life program is to teach students how to take care of their living environments. All boarding students are expected to help maintain cleanliness in the dorm community spaces seven days a week, including weekends (dorm jobs will happen at dorm check on Saturday and Sunday night).

The dorm and student rooms will be graded on their cleanliness Sunday - Thursday night at dorm check, with rooms graded on a pass/fail basis. The first week of school will be dedicated to teaching students what a clean room looks like. Students who fail to keep their room in neat and tidy order will lose boarding student privileges and have to meet with the Residential Council.

Rooms are also expected to be cleaned before students depart for weekends, vacations or school trips. Any rooms not left in good condition will mean a student has early dorm check the following weekend.

Study Hall

Study hall is the academic portion of the evening, a time for completing homework, working on group projects, reading ahead, etc. 9th and 10th grade students will have study hall in the common areas of the dorms. 11th & 12th grade students may study in their rooms with doors open. Anything that isn't of an academic nature should not happen during this time, including cooking food, playing video games or watching movies in the common room.

During study hall, students may seek out teachers in other dorms to ask for help on assignments, after 8:30pm. The dorm parent on duty will reach out to the teacher to see if they are available before the student leaves the dorm to meet with them.

Holden citizens are expected to be present at **dorm check**, do dorm jobs and remain on campus during study hours. Holden citizens with high enough grades are not required to study in the common area, and may study in their rooms with their doors open.

Library

The library is open at night on Sunday and Wednesdays for 11th and 12th graders who are Holden Citizens. There is a limit of three students per dorm who may use the space at night. On weekends the library is open to everyone.

Having the library open is a privilege, and students need to respect and take care of the space. This includes not moving furniture around, cleaning up any messes before leaving and keeping noise levels down.

Failure to take care of the space will result in the library being closed for the rest of the week.

Bar Fork

12th graders who are Holden Citizens may study in the Bar Fork with dorm parent permission.

Lights Out Policy

Getting enough sleep at night is incredibly important, even more so for teenagers whose bodies are still developing. Students will be expected to abide by the lights out policy. Students may request “late lights” if they feel they need more time to study. The “late-light” privilege will be suspended if a student has trouble attending morning classes or is unproductive during the study hours. Students caught being disruptive after lights out will lose boarding student privileges, and repeated offenses will warrant a meeting with the Residential Council.

After Dorm Check

Being out of the dorm between the last dorm check at night and 6:00 a.m. the following morning without permission from the Director of Residential Life is a probationary offense and may warrant a meeting with the Discipline Committee. Students who are late to final dorm check or caught out of the dorm after dorm check will be required to take a drug screening test.

Quiet Times

These are times when conditions will be favorable for sleeping or studying:

- The **first quiet time** begins at 8am and ends at 3pm. During this period, music or other loud noises should be kept to a minimum.
- The **second quiet time** begins during study hours. Students should wear headphones if they want to play music during study hours.
- The **third quiet time** begins when students are asked to be in their own rooms at brush & flush.

Dorm Visitation Policy

Dorms are closed to all guests (non-residents) during the academic day. Visitation is allowed during the following times to specific groups noted below:

Monday to Thursday, between 5:00 p.m. and 7:30 p.m.

Boarding students may visit in the common rooms of any dorm, if they have been invited by a resident of that dorm.

Students need to sign-in.

Day students are not allowed in the dorms during this time.

Friday at 5:00 p.m. to Sunday at 7:00 p.m.

Both boarding and day students are allowed to visit in dorms.

During all visiting hours:

Students may only visit in common rooms.

No visitation in individual dorm rooms is allowed.

- 9th and 12th-grade students may not visit in each other's dorms unless a faculty member is present.
- 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 must sign in to the dorm visitor log, and the student who invited them must sign them in as well.
- Students may not visit in dorms outside of the times listed above.
- Day students need to leave campus by 7pm Sunday through Thursday, and by 10pm on Friday and Saturday.

Failure to comply with the above policy is a probationary offense for being in a room that you aren't supposed to be in and will result in going to the Discipline Committee. Being in a dorm common area during an unapproved time will result in two weeks of restriction.

Locked Doors

At no time should a student be inside their room and have the door locked. Students should lock room doors whenever they leave their room.

Food Delivery

Students may order food to campus from local restaurants between the hours of 12pm and 7pm. To insure the safety of all our dorm residents, all food deliveries must be made to the Bar Fork. Delivery drivers are not allowed in dorms.

Movies & Video Games

Playing video games and watching movies is permitted in the dorm common areas from Monday – Thursday before 7pm, and on weekends from Friday at 5pm until Sunday at 7pm. Students should not be playing video games or watching movies during study hall.

Gaming consoles are not allowed for 9th and 10th grade students. Additionally, students playing games or watching videos of a graphic or mature nature will need to notify their parents and risk having their computer restricted.

Cell Phone Use

The use of cell phones is permitted during a student's free time and is prohibited during classes, active curriculum, evening study and after lights out. Responsible cell phone use is paramount and may be restricted if there is a perception of abuse. 9th and 10th grade students' cell phones will be collected at the start of study hall by the dorm parent on duty and held in their possession until the end of study hall. Students may only use

their phones during this time under supervision.

Additionally, 9th and 10th grade students will have their phones collected at night and returned in the morning by 7:30am. 11th and 12th grade students are expected to self-limit phone use after lights out, failure to do so could result in phone confiscation at night.

Weekends

Students Departing for the Weekend

Students wanting to spend the night off-campus on a Friday and/or Saturday night need to fill out a "Weekend Permission Form," available from the Welcome Center. It must be returned by Thursday. Sign outs off campus to a house/family that is not your own are allowed for 11th and 12th graders starting the weekend of September 6th. 9th and 10th graders are allowed to sign out for the weekend to a house/family that is not your own after Fall Trip. Sunday night sign outs are only allowed with your own family and only if you are a Holden Citizen. Otherwise you should be back in the dorm by dorm check on Sunday evening.

Dorm Team Leaders need to sign your weekend form, and will only grant your request if you have taken care of the following:

- You have been present at all the dorm checks.
- Your room has been kept clean.
- Your dorm jobs have been completed.
- Your attitude has contributed to the dorm in a positive manner.

Students who leave campus for the weekend with a messy room will be required to check in with the Administrator on Duty (AOD) before leaving the next time they want to sign out.

Staying on Campus

Students who stay on campus during the weekends have the following dorm check times:

9th grade - 10pm

10th grade - 10:30pm

11th & 12th grade - 11pm

Lights out is at 1:00 a.m. on Friday and 12:00 am on Saturday.

Guests & Day Students Staying Overnight in Dorms

Only current CRMS students and their families may visit the dormitories during the school year. Boarding students who wish to have guests on campus may host them in the Bar Fork. Guests and family members are not allowed to stay overnight in the dorms. Day students who wish to spend a weekend night on campus are allowed to do so during the “Sign In” events, and must get permission from BJ Sbarra and fill out a “Reverse Weekend Form,” which they can get in the Welcome Center.

Spending the Night in a Dorm that is Not Your Own

Boarding students may not spend the night in a dorm that is not their own. Dorm heads are the only exception to this, and must check in with BJ first.

Closed Weekends

Specific weekends and evenings over the course of the year will be closed and students will not be permitted to spend that time off campus. A limited number of day students are allowed to “sign in” on these weekends.

Frequent Weekend Policy

Frequent weekender status is for local boarding students who will spend every weekend at home. Students who wish to have “Frequent Weekender” status must see the Dean of Students for permission. A contract must be completed that includes the permission of the Dean of Students, your advisor and parents. 9th grade students can become “Frequent Weekendenders” starting in the second trimester.

Parents Visiting Campus

During the week (Sunday night - Thursday night), the expectation is that students are back in the dorm by dorm check. If you want to go out to dinner with your parents, there should be plenty of time between the end of active and the start of dorm check. If your parent is coming to town and wants you to stay with them during the week, they need to contact BJ Sbarra. We always want parents to feel like they can visit their students when they come, but we also want to make sure parents are aware of the disruption that taking their student out of the dorm can cause to the dorm culture and try to minimize this when possible.

Parents who visit campus should check in at the Welcome Center or with the administrator on duty. Parents may visit the dorms of their students during the following times:

Monday - Thursday - 5pm - 7pm

Friday - 5pm - 10pm

Saturday - 10am - 10pm

Sunday - 10am - 7pm

Parents are allowed in dorm common areas, **but are not allowed in the hallways or students' rooms**. The only exception to this is during move in and move out days. Special exceptions can be made by request, contact the Director of Residential Life for more information.

No other outside visitors are permitted in the dormitory unless accompanied by the Admission Office.

Travel Off Campus

Students going off campus must sign out and in at the paper sign out sheet in the Bar Fork. During the academic week, sign outs may not exceed two hours. On weekends, 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 any time they leave campus.

End of the Year

Every student will receive a move-in form when they first arrive at the dorms. It is important to make sure they thoroughly catalog any existing damage to their room so they can avoid being charged at the end of the year move-out. Fees may be assessed when rooms and common areas require a cleaning service after a student departs CRMS.

You must checkout with a dorm team leader or the Director of Residential Life before you depart and turn in your room key. Failure to do so will result in a \$250 fine and loss of your roommate selection for the following year.

DORM PROPERTY GUIDELINES

Decoration of Rooms

Students are free to decorate their rooms with posters, wall hangings and other materials with sensitivity to the tastes and values of their roommates, visitors and the CRMS faculty and staff. Tacks are the best way to hang decorations, as they can easily be painted over at the end of the year.

Decorations may not in any circumstance promote drug, alcohol or tobacco use, or contain messages that demean or objectify others.

Dorm Furniture and Screens

The dorm faculty and the maintenance department must approve any changes students want to make to their rooms. Moving any dorm furniture out of your room, or removing screens off windows is not allowed, and only school furniture is allowed in your room.

If a student damages school property in the dormitory, they will be charged the price of repair or replacement. Damage done to the furniture or fixtures in the common areas of the dorm may be billed to the dorm collectively.

Fire Safety

No flammables may be stored in, under, around, or near the dorms. Electrical circuits are not to be overloaded and no flammable decorations are allowed within 18" of any light fixture. Under no circumstances should a student use an open flame in or near the dormitory.

- Due to fire regulations and fire safety tapestries cannot block or obscure an individual's ability to quickly check a room or bed.
- Failure to comply with the fire-code may result in a meeting with the Discipline Committee and could result in permanent separation from the school.

The following items are not permitted in student rooms due to fire hazard:

microwaves, hot plates, portable grills, coffee makers, irons, incense, candles, lighters, matches, fireworks.

In the event of a fire, the evacuation areas for each dorm are as follows:

RFH - Parking Lot

Crystal Dorm - Parking Lot

Lodge Dorm - Quad Field

Sopris Dorm - Parking Lot

North Dorm - Soccer Field

Solar Dorm - Quad Field

South Dorm - Soccer Field

Campus Use & Safety

The natural setting of the school lends itself to outdoor activities. Students on or off campus must use care and judgment to ensure their own physical safety.

Fires / Grills

Under normal conditions, when the fire danger is low, fires should be limited to established fire pits on campus (by the garden, crystal river overlook and pond), and students need to let a faculty member if they are going to have a fire. Grills may be used without supervision but students must notify a dorm parent that they will be using them and should ask for help if they are unsure of how to operate them.

CONSIDERATION OF OTHERS

Healthy Relationships

At CRMS, we strive to help students develop close connections with a diverse group of peers. We expect all relationships to be healthy. We seek to create a community of kindness and respect, acknowledging that an intentionally diverse community can present opportunities and challenges involving race, class, gender, religion, sexuality, differing abilities or any other core issue of identity. We address these challenges in many contexts, including All School Meeting, dorm meetings, advisee meetings, school speakers, informal conversations and more.

Sexual Intimacy

For high school students, the issue of sexual intimacy is a complicated one. While some expressions of intimacy can be a healthy part of an adolescent relationship, there can be social, emotional, physical, and possible litigious implications to engaging in sexual intimacy - particularly during this stage of development. For these reasons, the school expects students to abstain from sexual intimacy while they are at CRMS.

Bullying, Dorm Pranks and Hazing

Bullying, dorm pranks and hazing will not be tolerated. These actions can threaten the emotional or physical health of a student or result in damage done to personal or community property. These are probationary offenses and may result in permanent separation from the school.

Personal Hygiene

- Dentists recommend that you brush at least twice a day and floss once a day
- Doctors recommend that you wash your hands frequently and shower often (at least every other day)
- You should change and clean sheets and towels weekly.

Handwashing

CRMS staff will expect students to wash their hands as appropriate, including, but not limited to:

- Before and after touching eyes, nose and mouth

- Before, during, and after preparing food
- Before and after eating food
- After using the bathroom
- After blowing your nose, coughing, or sneezing
- Entering and leaving a classroom, bus or other setting
- When hands are visibly soiled

Hand Sanitizing stations will also be established in spaces around campus, to support good hygienic practices when hand washing is not available and to ensure students and staff have the opportunity to frequently and conveniently sanitize their hands, especially after contact with frequently touched surfaces.

Illness

If you are feeling ill, it is your responsibility to proactively contact the school nurse (in person by walking to the Wellness Center) and to let your teachers know that you may be missing obligations. The school nurse will assess you and either keep you in the Wellness Center or ask that you stay in your room. You are encouraged to wear a mask in the dorm and in all indoor spaces for the duration of your illness. You will also be asked to minimize your time in the Bar Fork dining hall.

Laundry

The school has laundry machines available for use, which are located in the basement of the Bar Fork, cost \$.25 per load, and are open from 7am to 7pm. Laundry times will be scheduled by dorm to minimize the number of people using this area at one time. Laundry machines in the North and South dorm are for the residents of those dorms only.

Guns and Knives

Guns of any kind are not allowed at CRMS. This includes but is not limited to rubber band, bb, pellet and airsoft guns. The possession of one of these items may result in restriction and a meeting with the Dean of Students. Knives with a blade longer than 2" are not permitted. The possession of a knife may result in restriction and a meeting with the Dean of Students.

DORM BILL OF RIGHTS

The following is a basic list of student's dormitory rights. It is your responsibility to honor these rights so that the dormitory can function properly. Failure to uphold the following may jeopardize your status as a resident in the dormitory.

1. The right to **enter your own room** at all times.

This means that students should not lock their roommates out of the room under any circumstances. Because of fire-code safety, locking your door with anyone in the room, even if it is only yourself, is a disciplinary infraction.

2. The right to be free from **fear, intimidation, and physical or emotional harassment.**

The dorms are our homes for the school year; everyone who resides in the dormitory should feel welcome and safe at all times.

3. The right to freedom from an **unreasonable amount of noise** and other distractions.

One student's need for quiet supersedes another student's desire to play music, yell, and/or rough-house.

4. The right to sleep free from **undue disturbance** from noise, the guests of a roommate, and the like.

Roommates should respect each other's need for personal space.

5. The right to expect that a roommate will **respect one's personal belongings.**

Do not use or borrow a dorm mate's personal belongings without asking in person first. Doing otherwise constitutes theft (as explained in the Family Handbook).

6. The right to a **clean environment** in which one lives.

Dorm mates need to make sure that they do their dorm jobs and keep their personal and communal living space clean. A dirty, unsanitary room, for instance, can affect everyone if it attracts rodents and insects from outside the dorm.

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 time for a meeting with the student.
3. The student must make an appointment with the school counselor.
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.

Acknowledgement of Receiving These Guidelines

I acknowledge that I have completely read and understand the 2025-26 Colorado Rocky Mountain School Guidelines for Boarding Students.

[Follow this link to sign digitally.](#)