



# **FAMILY HANDBOOK**

[HS]<sup>2</sup> is a Program of Colorado Rocky Mountain School

# HANDBOOK FOR PARENTS & STUDENTS

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## ABOUT OUR HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you and your student may have regarding the summer session. 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 summer session and a means to avoid confusion and misunderstandings when questions arise.

[HS]<sup>2</sup> 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. [HS]<sup>2</sup> 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.

If you have any questions about the Handbook or any of

its policies, please contact the [HS]<sup>2</sup> Director.

**A pdf file of this handbook is posted on the [HS]<sup>2</sup> webpage (<https://www.hs2.crms.org/student-resources/>); simply click on Family Handbook for an electronic version.**

## THE [HS]<sup>2</sup> MISSION

[HS]<sup>2</sup> prepares a group of first-generation and / or low-income students of color to succeed in college by empowering them with STEM-based skills, a family of driven peers, and a space to see the light and power in their own voices.

## [HS]<sup>2</sup> GOALS

- Provide scholars with a strong background in science, technology, engineering and mathematics (STEM), allowing them to pursue and be successful in advanced courses in high school and college.
- Build scholars' confidence in their academic and leadership abilities so that they have the intellectual courage, grit, and resilience to manage challenges in high school, college and life.
- Cultivate a strong sense of community that offers students support and encourages them to make positive contributions in their own communities.
- Prepare scholars to attain access to, and financial support for, the college or university of their choice.

## HISTORY OF [HS]<sup>2</sup>

The [HS]<sup>2</sup> program was founded in 2007 by Fort Worth, Texas philanthropists and education advocates Mollie and Garland Lasater and the Aspen Science Center (ASC). The Lasaters are firm believers that a college education is the key to transforming lives, and for the past 40 years, they have invested their time and resources to provide students of all economic and social backgrounds with access to higher education.

The concept of [HS]<sup>2</sup> was derived from the Phillips Academy Andover summer program, *Math and Science for Minority Students (MS)<sup>2</sup>*, which has helped more than a thousand low-income, first-generation students achieve college and career success over the past four decades. As active alumni of Andover, the Lasaters were aware that many qualified students who applied each year to (MS)<sup>2</sup> had to be turned away due to limited enrollment. But it wasn't until 2005, when Mollie and Garland were introduced to Aspen Science Center co-founder Kevin Ward, that the idea of starting a program in Colorado like Andover's (MS)<sup>2</sup> began to emerge.

Through a true team effort, with Andover providing the program model and academic curriculum and the Aspen Science Center at the helm, [HS]<sup>2</sup> found a home at Colorado Rocky Mountain School (CRMS) in 2007. An independent boarding and day college-preparatory high school in Carbondale, Colorado, CRMS provided the ideal facility and location, instructors, and well-established kayaking, rock climbing, and art programs to complement academic classes. In fall 2010, CRMS commenced full administrative leadership of the program.

Founded in 1953, CRMS continues to hold true to its mission to cultivate 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. [HS]<sup>2</sup> at CRMS is committed to closing the opportunity gap for low-income, first-generation students of color by providing a program that delivers the training, experience, and intellectual path that prefigures success in college and beyond.

## VALUES

**Care** - [HS]<sup>2</sup> students show tremendous empathy towards each other and are rewarded with a community of vulnerability and trust

**Curiosity** - [HS]<sup>2</sup> students explore and expand the outer bounds of their thinking and their comfort zones

**Persistence** - [HS]<sup>2</sup> students rebound from challenges and stand firm in their desire to create incredible opportunities for themselves and for their communities

**Academic Excellence** - [HS]<sup>2</sup> students hold themselves to a high intellectual standard and shine in the classroom

## PARENT RESPONSIBILITY

By enrolling a child in Colorado Rocky Mountain School's [HS]<sup>2</sup> program, parents demonstrate a belief in and commitment to the philosophy and expectations of [HS]<sup>2</sup>, as well as to the professionalism of its faculty and administration. Therefore, parental support of [HS]<sup>2</sup>'s expectations and their enforcement must be maintained. We expect parents to reinforce school rules and standards at home.

## STUDENT DISABILITY

### ACCOMMODATIONS

We understand that there may be circumstances when

a parent/student may request that [HS]<sup>2</sup> 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 [HS]<sup>2</sup> 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 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, the parent/student must contact the Director of [HS]<sup>2</sup> about the need. The Director, along with the student/parent will make a plan to assist with the needs of the student for the 5-week program.

**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 [HS]<sup>2</sup> to contact the medical professional when necessary. In addition, if there is any cost associated with the physician's cooperation (e.g., 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 [HS]<sup>2</sup> to share and exchange information with such consultant(s) (again, the parent must agree to bear the cost of such process).

## ACADEMIC CURRICULUM

### Academic Excellence

The [HS]<sup>2</sup> learning community is dedicated to a rigorous college preparatory program. Five days per week, [HS]<sup>2</sup> scholars attend six hours per day in classroom instruction (two hours in science, two hours in math, and two hours in writing or college counseling) and an additional 1.5 hours in evening study hall.

The mathematics offerings are sequential and include geometry, algebra, pre-calculus, and calculus. The science curriculum includes a biology course that covers topics such as biochemistry and cell biology, classical genetics, and evolution; a computer science

course and a project-based physics course. Students quickly learn valuable lessons in time management and study skills while also developing a strong work ethic.

English classes focus on the development of sound writing skills, use of proper referencing, and an enhancement of their computer literacy. College counseling includes all aspects of the college admission process and entrance examinations, including an additional two hours per week of ACT/SAT preparation for students in their third year of the program.

## Homework

Students should expect at least 30 minutes of homework per night from each of their classes. The amount of time required for study will vary significantly depending upon a student's focus, reading fluency, etc. This academic load requires students to budget their time effectively and to use their time in study hall to fulfill their academic responsibilities.

## Academic Honesty

Written work must be a student's own; plagiarism, or uncited borrowing of words from printed, electronic, other media, or peers 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 result in consequences determined by the program leaders and Director. Students will earn a zero for assignments and/or exams involving any form of academic dishonesty.

## Academic Support

Students receive additional academic support if their grade average is below 70 or if they fail to turn in more than one assignment on time. Academic support is designed to assist the scholastic improvement of [HS]<sup>2</sup> scholars. Because [HS]<sup>2</sup> is in session for only five weeks, it is imperative for students to complete and turn in their work on time so that their teachers can assess their learning on a daily basis. Students who fail to turn in assignments on time or whose grade average is below 70 will receive additional academic support, including Sunday study and extra help outside the class.

## ACTIVE CURRICULUM

[HS]<sup>2</sup> students use CRMS's location and proximity to natural resources as an outdoor classroom. Four days per week for two hours each afternoon, [HS]<sup>2</sup> scholars participate in afternoon activities available on the CRMS

campus and the surrounding Roaring Fork Valley, which include introductory rock climbing, basic kayaking, fused glass, ceramics, team sports, silversmithing, and music. Weekend activities include whitewater rafting, hiking, kayaking, rock climbing and visiting the surrounding areas.

## Active Leader Qualifications

CRMS employs experienced, qualified leaders for all our Active classes. The basic qualifications for all outdoor leaders are listed below. Additional qualifications are determined by the Outdoor Program Committee for specific or technical activities (i.e., rock climbing, kayaking, etc.).

- **First-aid training:** Leaders are current in the level of first-aid required for their program. On campus activity Leaders are current in Basic First Aid and CPR. Rock climbing and kayaking leaders are current in Wilderness First Responder (WFR) and CPR. All other trip, sport, and activity Leaders have a minimum of Wilderness First Aid (WFA) and CPR.
- **Experience:** Leaders have previous supervisory experience in the type of activity they are to lead. This experience is acquired either at CRMS or in other programs such as Outward Bound, National Outdoor Leadership School, etc. In any case, the Leader has the ability and knowledge to supervise all planned activities. Leaders have an appreciation for and recognize the limitations of their own abilities and undertake activities which are within the limit of their own abilities and experience.
- **Risk Management:** Leaders have a working knowledge of general outdoor safety and risk management principles. They are capable of identifying factors and hazards which could lead to emergencies or accidents and understand techniques for potentially avoiding those situations. Furthermore, they are able to plan and execute searches, rescues, and emergency evacuations.
- **Personal skills:** Leaders embody good judgment, teaching ability, organization, group management, problem solving, initiative, and communication skills.
- **Motivation:** Leaders have the motivation and desire to genuinely and enthusiastically support

the mission, philosophy, and objectives of [HS]<sup>2</sup> and its Active Program. This, in turn, enables them to motivate students.

## ATTENDANCE

To take advantage of the richness of the [HS]<sup>2</sup> program, students must be present and engaged. Attendance at all required commitments is crucial to a successful life at [HS]<sup>2</sup>. **We expect students to be fully engaged in all commitments and activities.**

When students accept the invitation to participate in the [HS]<sup>2</sup> program, they and their families make a commitment to attend all five weeks of the program for three consecutive summers. Students are not allowed to delay their arrival date, move up their departure date, or miss any days during the program.

### Attendance Policy

Students must attend to their obligations in any given course or activity to stay in good standing with [HS]<sup>2</sup>. A warning will be issued to a student missing obligations, whether the student is excused or unexcused. If not compliant in improving their attendance record, the student may be asked to separate from the [HS]<sup>2</sup> program.

### Tardies

Three tardies in one of the two program areas (academic and active) will be counted as one unexcused absence and will result in the student's participation in Weekend Study.

## STUDENT LIFE

[HS]<sup>2</sup> is a small, intimate community. The following information will better inform students and parents about the programs, procedures, and opportunities afforded by the program, all of which facilitate a stronger sense of community and a student's ability to thrive within it.

### [HS]<sup>2</sup> Visitor Policy

Parents of [HS]<sup>2</sup> students are welcome to visit the CRMS campus on arrival or departure days, but are asked not to visit during the 5-week session. Parents of third-year students are welcome to attend the commencement ceremony and dinner on the Friday prior to departure day. More information about the commencement ceremony and lodging options can be found on page 18.

## General Information

### Sample Daily Schedule: Monday-Friday

7:00	Breakfast
8:00	Classes begin
12:10-12:50	Lunch
3:00	End of classes
3:15-5:15	Active curriculum
6:00	Dinner
7:30 – 9:00	Study hall
9:30	Dorm check and dorm jobs
10:30	Lights out

### Meals at School

All meals are served in the Bar Fork dining hall and include vegetarian options. Dairy and Gluten-free options are also available upon request. It is a student's responsibility to inform the [HS]<sup>2</sup> Director of any food allergies prior to the beginning of the summer session.

### 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. Students are also encouraged to plan weekend activities for the group alongside the weekend faculty team. Weekend activity offerings are announced, and posted in the Bar Fork dining hall. All fees associated with weekend activities are covered by [HS]<sup>2</sup>.

### Weekend Schedule: Friday-Sunday

#### Friday

3:15	Active Program
6:00	Dinner
7:00	Friday study ( <i>for students missing work</i> )
8:00	Activity
10:30	Dorm Check
12:00	Students need to be in their own rooms

*Weekend activities are offered throughout Friday evening, and include movies, stargazing, karaoke, dance, sports, etc.*

#### Saturday

9:00	Breakfast & Sandwich Bar
6:00	Dinner
11:00	Dorm check
12:00	Students must be in their own rooms

*Students are required to participate in Saturday activities, which include Welcome Picnic at [HS]<sup>2</sup> Founders' ranch, whitewater rafting, hiking Maroon Bells, and Active kayaking and rock climbing trips.*

#### Sunday

8:30	Church ( <i>optional</i> )
10:30	Brunch & Sandwich Bar

1:00	Activity ( <i>hike, relaxing movie, visit to the pool, etc.</i> )
6:00	Dinner
7:30	Study hall
9:15	Dorm Check, Weekly Dorm Meeting & Dorm Jobs
10:30	Lights out

Sunday is the one day at [HS]<sup>2</sup> when students may choose to opt out of activities. Weekend activities are offered throughout the day on Sunday, but students are not required to participate until Study Hall begins at 7:30pm.

## Departing Campus

*This policy may vary due to COVID protocols.*

Due to the full schedule during the summer session, [HS]<sup>2</sup> students have very little “downtime.” However, there are times when students are able to leave campus without an adult to go to the grocery store or explore Carbondale. Students are required to sign out in Bar Fork any time they leave campus and to sign in upon return. Students are not allowed to leave campus during the first week of the summer session. During the academic week, sign-outs may not exceed two hours. On weekends (5 p.m. Friday through 7 p.m. Sunday), students may sign out for up to two hours, but 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 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 must travel in groups of two or more.**

## Dormitory Visitation Policy

Students are not allowed to enter the dorm building of other students during the summer program. The only exception to this rule is when there is a planned gathering that has been pre-approved by the program leaders or Director, to take place in the common area of one of the dorms and is supervised by faculty for the entire duration of the gathering or when invited by a faculty member who is on-duty and will be present.

**At no time, under any circumstances, are students permitted to enter the dorm room of a student of the opposite gender or one with whom they are in a relationship with.** Failure to comply with our Visitation Policy will result in disciplinary action, with possibility of a student’s permanent separation from the program.

## Personal Property

[HS]<sup>2</sup> provides locks and keys to dorm rooms. [HS]<sup>2</sup> does not accept liability for personal belongings. It is

the student’s responsibility to keep his/her dorm room locked. 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. [HS]<sup>2</sup> does not insure any student’s personal belongings. All dorms are to be emptied by the last day of the session.

Dorm life calls for students to learn how to care for themselves and their personal belongings as well as for the [HS]<sup>2</sup> community. Dorm life also involves a high level of consideration for roommates and neighbors in the dorm, and weekly dorm meetings are held to discuss dorm issues and provide a forum for social concerns. [HS]<sup>2</sup> 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 Policy

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 session that outlines the expectations of being a boarder within our community; this handbook is reviewed with the resident assistants, 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. There is one shared refrigerator in each dormitory, as well as a microwave, kitchen sink, and limited kitchenware such as pots, pans, plates, glasses, silverware, etc. Because students eat all their meals in the Bar Fork, there is limited need for cooking 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 to the Resident Assistant or [HS]<sup>2</sup> Director. Damage beyond normal wear and tear has no place at [HS]<sup>2</sup>; those responsible will be charged for the repair

costs incurred and will volunteer their free time to help the Maintenance Department with the repairs. Students are to leave window screens in place at all times. Students will be charged for any damage to window screens that requires replacement of the screen.

Students are expected to leave their rooms clean at the end of the summer session and are responsible for packing all of their belongings before departure. [HS]<sup>2</sup> will not be responsible for lost, damaged, or missing possessions, nor for the costs of shipping any items left behind.

## Laundry

Laundry machines are available on campus at certain times for students to do their own laundry. [HS]<sup>2</sup> will provide students with quarters for laundry. Students should bring a laundry bag to transport their laundry from their dormitory to the laundry room. [HS]<sup>2</sup> will provide laundry detergent.

## Student Personal Finances

**Personal Spending Money:** Students do not need much spending money while at [HS]<sup>2</sup>. We discourage students bringing more than \$200. [HS]<sup>2</sup> covers the cost for all activities, and healthy meals and snacks are provided. Things that students typically spend money on at [HS]<sup>2</sup> include snacks and meals purchased off-campus, souvenirs, and toiletries. Students will need a debit card or cash to cover the cost of the baggage fee for their return flight. These fees vary depending upon the airline, and range between \$0-\$40, and this information will be available after flights are booked in May.

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:

**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 Orders:** Students can receive money orders via Western Union at the City Market grocery store in Carbondale. Students will need a valid photo ID to receive the money order.

**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 program. Cash and valuables may be secured in the CRMS Business Office. All dormitory rooms have locks, and students are issued keys. Students should lock their doors whenever they are not in their rooms.

## 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 or active 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 dorm parent.

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 the program, a physical examination must be completed or transferred for each student entering [HS]<sup>2</sup>. In addition, immunization record 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 [HS]<sup>2</sup> office. Students may not attend [HS]<sup>2</sup> 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 [HS]<sup>2</sup> for certain illnesses and conditions. [HS]<sup>2</sup> 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 the program. 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 [HS]<sup>2</sup> 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.

## Student Illness and Communicable Diseases

[HS]<sup>2</sup> 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, [HS]<sup>2</sup> will take all reasonable measures that may be necessary to protect the safety and health of members of the [HS]<sup>2</sup> community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. [HS]<sup>2</sup> will apply guidance from the Center for Disease Control (CDC), its affiliate, NIOSH, state and local health departments, World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. [HS]<sup>2</sup>'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, [HS]<sup>2</sup> may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. Program closure may be necessary or [HS]<sup>2</sup> may need to modify its curriculum, schedules, length of the program, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly, and [HS]<sup>2</sup> 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.

[HS]<sup>2</sup> will generally not identify an infected student to Program employees or other students and their parents, although public health guidance will guide [HS]<sup>2</sup>'s communications. It may be necessary to alert others in the community who were in certain areas at certain times that exposure could have occurred. [HS]<sup>2</sup> 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. [HS]<sup>2</sup> will comply with all federal and state laws in regard to confidentiality and privacy requirements.

## Counseling

The Counseling Office is staffed by a professionally trained social worker. The [HS]<sup>2</sup> Social Worker is available to help students and parents with personal or social concerns that may arise and 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 [HS]<sup>2</sup> Social Worker generally continues to work with such students. All students receiving mental health care should inform the [HS]<sup>2</sup> Social Worker.

Students and parents should be aware that conversations with the [HS]<sup>2</sup> Social Worker 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.

## 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 students, on and off campus. The rules, policies, and standards apply any time a student is on CRMS property, any time a student is participating in or attending a [HS]<sup>2</sup>-sponsored event, any time a student is officially representing [HS]<sup>2</sup>, and any time a student is traveling on behalf of [HS]<sup>2</sup>. [HS]<sup>2</sup> regards any behavior prejudicial to the best interests of [HS]<sup>2</sup>, 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 [HS]<sup>2</sup> deems necessary in determining a student's potential violation of the policies, rules, and expectations outlined in this handbook.

We expect [HS]<sup>2</sup> 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. [HS]<sup>2</sup> 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 [HS]<sup>2</sup> 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 the program. Students may also be held responsible for any damage or harm that they cause to individuals and/ or the [HS]<sup>2</sup> 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 [HS]<sup>2</sup>'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 [HS]<sup>2</sup>.** Any breach may be grounds for disciplinary action.
- **We expect [HS]<sup>2</sup> scholars to exercise scrupulous honesty in all matters.** There is no place in [HS]<sup>2</sup>'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 [HS]<sup>2</sup>, as it goes against our expectation of respect and individual responsibility.

- **We expect members of the [HS]<sup>2</sup> community to respect the person and property of themselves and all others.** Participation in [HS]<sup>2</sup> 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, bullying, harassment, hazing, "fun" that is not consensual, theft, fraud, vandalism, possession of unauthorized keys, unauthorized entry, or "borrowing" personal property without permission.
- **We expect [HS]<sup>2</sup> scholars 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 [HS]<sup>2</sup> scholars 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 [HS]<sup>2</sup> scholars to be on campus, and in their dormitories, when required.** Any exceptions require permission.
- **We expect [HS]<sup>2</sup> scholars to abstain completely from alcohol and other substances (including another student's medication) and to avoid proximity to these substances or associated paraphernalia.** Drug and alcohol use by students is incompatible with personal growth, scholastic achievement, and community well-being. We find no history of success for drug users and will not tolerate such use.
- **We expect [HS]<sup>2</sup> scholars to abstain from the use of all forms of tobacco on and off campus.**
- **We expect [HS]<sup>2</sup> scholars to be especially concerned with fire safety.** Tampering with smoke detectors, sprinkler system parts, and alarms will not be tolerated. Open flames including but not limited to smoking, candles, or the burning of incense are not allowed.

- We expect [HS]<sup>2</sup> scholars not to possess weapons. Firearms, ammunition, explosives, and/or dangerous instruments of any kind are strictly forbidden.
- We expect [HS]<sup>2</sup> scholars to refrain from sexual activities.
- We expect [HS]<sup>2</sup> scholars 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 [HS]<sup>2</sup> and its students in meeting [HS]<sup>2</sup>'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 and active. 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, and disrespect to self and others. This behavior is destructive for the whole community. In severe cases, if behavior does not change, [HS]<sup>2</sup> may recommend that the student separate from the program.

## **RE-ENROLLMENT**

A pattern of low grades, poor work habits, poor conduct, absenteeism or tardiness can jeopardize a student's continued enrollment. Entrance into the next summer session will be based on the performance of the student in all aspects of the [HS]<sup>2</sup> program, as well as their performance in their home high school and community.

## **POLICIES AND RULES**

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

[HS]<sup>2</sup> 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, and not blocking entrances or paths.

## **Cell Phones and Other Electronics**

The use of cell phones and other electronics is permitted only during a student's free time. Phone use is prohibited during classes, active curriculum, and evening study hall. Students must be finished with their telephone conversations by lights-out (unless permission is granted). In essence, responsible phone use is paramount. **If there is a perception that a student's cell phone use is resulting in isolating him/herself from others and/or is getting in the way of contributions to the program, then his/her cell phone use will be restricted.** A student abusing his/her telephone/cell phone privilege will meet with the [HS]<sup>2</sup> Director to determine an appropriate consequence (in all likelihood, restricted phone use). Whenever phone use is permitted, students may not use them in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take inappropriate pictures or to videotape classes, to send text messages to other students in 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 [HS]<sup>2</sup>'s mandatory reporting obligations, please consult with the [HS]<sup>2</sup> Director.

## **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 [HS]<sup>2</sup> rules. Though [HS]<sup>2</sup> need not await the outcome of law enforcement investigations to take disciplinary action, it may require a student to take leave from the program pending such an investigation. All decisions involving suspension or expulsion are subject to the final approval of the [HS]<sup>2</sup> Director.

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

Students are prohibited from engaging in inappropriate displays of affection on CRMS property (including, without limitation, in dorms or dorm rooms), or at any school-related events. In addition, any type of sexual conduct anywhere on CRMS property (including, without limitation, in dorms or dorm rooms), on CRMS buses, or at a [HS]<sup>2</sup> related event is prohibited. In addition, any unwanted or offensive sexual conduct occurring on CRMS property or at a school event must be immediately reported in accordance with the Harassment and Bullying Policy.

## Student Dress

**General Expectations and Philosophy:** [HS]<sup>2</sup> dress should be appropriate to the occasion or the task at hand. While dress is generally casual at [HS]<sup>2</sup>, 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 [HS]<sup>2</sup>: 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 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:** Students may wear a dress shirt and tie, a sport coat is optional, and dress pants (no jeans) or dresses or skirts with blouses.

**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 should be considerate and show respect toward other students, faculty, all guests, and visitors. Students should respect CRMS property and the personal property of other people. Students, whether as participants or spectators, are required to show good sportsmanship and courtesy at all [HS]<sup>2</sup>-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 [HS]<sup>2</sup>. 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

[HS]<sup>2</sup> is dedicated to fostering an environment that promotes kindness and acceptance and embraces differences among individuals. Therefore, [HS]<sup>2</sup> 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, 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 (Instagram, Snapchat, TikTok, 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 should be reported immediately to the [HS]<sup>2</sup> Director. 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 [HS]<sup>2</sup> administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from program for serious violations. 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, [HS]<sup>2</sup> 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 [HS]<sup>2</sup> Director and ask.

A student violates this policy whenever he or she 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 [HS]<sup>2</sup> Director. The failure to make such a report is also a violation of this policy.

When the [HS]<sup>2</sup> 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 be subject to disciplinary action, including dismissal from [HS]<sup>2</sup> for serious violations. 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, [HS]<sup>2</sup> does not wish to unnecessarily involve itself in a student's off-property behaviors. However, [HS]<sup>2</sup> 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 [HS]<sup>2</sup>.

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 [HS]<sup>2</sup>.

## 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 meet with the [HS]<sup>2</sup> Director. [HS]<sup>2</sup> 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 [HS]<sup>2</sup> 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 and Twitter, 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 [HS]<sup>2</sup>'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 [HS]<sup>2</sup>'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 [HS]<sup>2</sup>

conduct code if disparaging or negative comments are made about [HS]<sup>2</sup>, administration, or faculty members in a manner that is disruptive to [HS]<sup>2</sup>'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 [HS]<sup>2</sup>'s name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of [HS]<sup>2</sup>, 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 [HS]<sup>2</sup>, or otherwise disclose information online that [HS]<sup>2</sup> would find offensive or inappropriate if posted in an [HS]<sup>2</sup> publication. Finally, students are not permitted to disclose any confidential information of [HS]<sup>2</sup>, employees, students, parents, or activities online.

**Students' Identity Online:** Students are responsible for all of their online activity using a school email address, and/or which can be traced back to [HS]<sup>2</sup>'s domain, and/or which uses school assets. What a student publishes on such personal online sites should never be attributed to [HS]<sup>2</sup> and should not appear to be endorsed by or originated from [HS]<sup>2</sup>.

**School's Right to Inspect:** [HS]<sup>2</sup> reserves the right to inspect all electronic data and usage occurring over [HS]<sup>2</sup>'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

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 [HS]<sup>2</sup> Director.

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

[HS]<sup>2</sup>, 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 [HS]<sup>2</sup>'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 [HS]<sup>2</sup>) 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 [HS]<sup>2</sup> office of this fact when they report to school.

Due to the intensive nature of our program and the importance of the safety of all participants, the use of substances during [HS]<sup>2</sup> will result in immediate separation from [HS]<sup>2</sup>.

## Proximity to Substances

If a student is present where substances are being used or possessed, or where there is evidence of use or paraphernalia, [HS]<sup>2</sup> 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 and on any occasion when the students are representing [HS]<sup>2</sup> 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.

- 2.If the test shows evidence of substance use, then the student will meet with the Director and is subject to expulsion.

## Tobacco/Nicotine

Tobacco/Nicotine use is incongruent with the fundamental mission of [HS]<sup>2</sup>. All students who attend [HS]<sup>2</sup> 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 Program Director, who will contact the parents and initiate a therapeutic response. Any subsequent offense may result in disciplinary action.

## Inspection Policy

[HS]<sup>2</sup> 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, 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 [HS]<sup>2</sup>'s system or any personal account such as Yahoo, Gmail, etc.). Further, [HS]<sup>2</sup> 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 [HS]<sup>2</sup>'s rules, community standards, and/or local and state law.

## TECHNOLOGY USAGE POLICY

All persons using [HS]<sup>2</sup>'s computers, [HS]<sup>2</sup>'s computer systems, or personal computers on School property or over [HS]<sup>2</sup>'s systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPads, smart watches, smart/cellular phones, video cameras, etc.) on CRMS property or at an [HS]<sup>2</sup>-related event or used at or away from CRMS for school work on a regular or intermittent basis. Failure to abide by these rules will result in appropriate disciplinary action determined by [HS]<sup>2</sup> administration. All computers and 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 [HS]<sup>2</sup>'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 [HS]<sup>2</sup>'s educational objectives.

**Privilege:** The use of [HS]<sup>2</sup>'s systems is a privilege and not a right. Inappropriate or illegal use of [HS]<sup>2</sup>'s systems or of the Internet will result in loss of the privilege and disciplinary action.

## Internet Access

[HS]<sup>2</sup> community—students, faculty, administrators and staff—have the privilege of access to the Internet. [HS]<sup>2</sup> encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive email, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Personal files are not to be downloaded to [HS]<sup>2</sup>'s local or network hard drives.

## [HS]<sup>2</sup> Provides a Filtering System

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 [HS]<sup>2</sup> 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 [HS]<sup>2</sup> 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.

## 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 that they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. [HS]<sup>2</sup> is not liable in any way for irresponsible acts on the part of the student.

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

software. [HS]<sup>2</sup> will not, in any way, be held responsible for a student's own software brought to the program for personal use.

### **Network Access/Passwords**

Accessing or attempting to gain access to passwords, accounts, or files of others is prohibited. Attempting to impair [HS]<sup>2</sup>'s network, bypass restrictions set by the network administrator, or create links to [HS]<sup>2</sup>'s web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on [HS]<sup>2</sup>'s network is a violation of the program rules as well as a form of theft. Taking advantage of another who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying and will be treated as a violation. Guard your password. You will be responsible for any activity done on [HS]<sup>2</sup>'s system under your password.

### **School's Right To Inspect**

[HS]<sup>2</sup> reserves the right to inspect user directories for inappropriate files and to remove them if found and take other appropriate action if deemed necessary, including notification of parents. [HS]<sup>2</sup> also reserves the right to inspect any personal electronic devices brought onto campus, to an [HS]<sup>2</sup>-related event, or used at or away from [HS]<sup>2</sup> for school work on a regular or intermittent basis. In such cases, [HS]<sup>2</sup> reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to [HS]<sup>2</sup> logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Do not assume that any messages or materials on your computer/electronic device or [HS]<sup>2</sup>'s systems are private.

### **Electronic Communication**

Students are expected to use their [HS]<sup>2</sup> provided email for all [HS]<sup>2</sup> related work and communication. Students are expected to check their email daily. Electronic communication, such as e-mail and text messaging, may not be used to harass or threaten others. [HS]<sup>2</sup> reserves the right to randomly check electronic communication. Electronic communication 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 an All-School meeting.

Any person who believes that they have been harassed or threatened by any electronic communication should immediately report the concern in accordance with [HS]<sup>2</sup>'s No Harassment/No Bullying policy.

### **Viruses and Other Risks**

Every effort is made by [HS]<sup>2</sup> to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer. Further, students use [HS]<sup>2</sup>'s computers and systems at their own risk. Such risks may include loss of data resulting from delays, "mis-deliveries", or service interruptions, whether caused by [HS]<sup>2</sup>'s negligence or by a student's errors or omissions. [HS]<sup>2</sup> bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities. [HS]<sup>2</sup> will not be responsible for any damages or expenses students incur while using its computers or systems or for the transmission of any virus or for damage suffered from a virus.

### **Care of School Computers**

Members of [HS]<sup>2</sup> community will not abuse, tamper with, or willfully damage any computer or other technology-related equipment, use the computer or other technology-related equipment for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

### **Reporting Requirements/Discipline**

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

### **Online Learning Management Systems**

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital

environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our program uses several computer software applications and web-based/cloud-based education technology services operated not by [HS]<sup>2</sup> but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Aleks, Khan Academy, Scratch, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs.

## Weapons and Threats

[HS]<sup>2</sup> 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 [HS]<sup>2</sup>. Students are prohibited from bringing any type of weapon onto CRMS property or to [HS]<sup>2</sup>-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

The level of disciplinary response for any violation of program 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 program 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;
- whether the student was honest and cooperative in connection with the investigation of the behavior.

## Types of Consequences

### 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.

### Probation

Probationary offenses include, but are not limited to, lying; not acting in a manner that brings credit to themselves or [HS]<sup>2</sup>; possession or proximity to a illicit substance; flame in the dorm; academic dishonesty and/or lying to Teachers, Resident Assistants or [HS]<sup>2</sup> Director; going out after dorm check; bullying; hazing; theft; harassment; and vandalism. The [HS]<sup>2</sup> Director 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 [HS]<sup>2</sup> community.

If a student commits a second probationary infraction during the probation period, then in all likelihood that student will face permanent separation from [HS]<sup>2</sup>. Expulsion is the sole prerogative of the [HS]<sup>2</sup> Director.

### Expulsion

All expulsions are at the sole discretion of the [HS]<sup>2</sup> Director. Students may be expelled for violating their probationary status; 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 [HS]<sup>2</sup>; repeat infractions (even if not related); serious first offenses; a parent or family member causing disruption to [HS]<sup>2</sup> or [HS]<sup>2</sup>'s educational mission; not meeting academic requirements; not meeting attendance requirements; or failure to thrive.

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 [HS]<sup>2</sup>'s. The departing student is responsible for packing all of his/her belongings before departure. Students counseled out or dismissed are not welcome back on campus.

### Withdrawal

If a student is unable to meet program expectations in any area of [HS]<sup>2</sup>, [HS]<sup>2</sup> may elect to consult with the family and request that the student permanently withdraw from [HS]<sup>2</sup>.

## Behavioral Contracts

Because of their behavioral history, some students' continued retention at [HS]<sup>2</sup> will be based on a behavioral contract, terms of which will be set by the [HS]<sup>2</sup> Director and shared with the parents and student. Terms may include failure to meet obligations, attendance, and deportment.

In addition, [HS]<sup>2</sup> may report to the appropriate governmental authorities any actions that appear to violate the law.

## TRAVEL: ARRIVALS AND DEPARTURES

Students will receive their flight information in May, after all enrollment paperwork has been received. On the 2021 travel days of Monday, June 24 and Saturday, July 27, students will need to arrange for a family member or friend to provide transportation to and from their home city airport. [HS]<sup>2</sup> will coordinate travel between the closest large airport near your home city and the [HS]<sup>2</sup> campus. In general, all students travel from the closest large airport near their home, and fly to Denver International Airport (DIA), where they will be met by [HS]<sup>2</sup> staff and driven via a chartered bus to the [HS]<sup>2</sup> campus at the Colorado Rocky Mountain School in Carbondale, Colorado. The drive time between DIA and CRMS is approximately 4 hours. This process is reversed on the day students fly home.

Students from the same area are scheduled to travel on the same flight, though some students may be the only [HS]<sup>2</sup> scholar from their area. When students receive their flight information, they will also be provided with the names and contact information of other [HS]<sup>2</sup> students who will be traveling from the same area.

When traveling by airplane, it is possible to experience delays, cancelled flights, and other unforeseen events. If possible, please bring a cell phone (and charger) with you when you travel, in case your flight is delayed, cancelled, or another unforeseen event occurs. There are several inexpensive pre-paid phones available at retail stores like WalMart, Target, and Walgreens, that you can buy and use for the five-week [HS]<sup>2</sup> program. Plan ahead and save enough minutes to use when traveling to and from Colorado. Fully charge your cell phone before you travel to and from Colorado. Pack your cell phone and charger in your carry-on bag so that you will have it with you if you need it. If you cannot bring a cell phone, please bring a debit card with enough money on it, or a credit card, so that you can use the public payphones to make phone calls as needed while traveling; these cards are available at your local bank and sometimes at a retail store like

Walmart.

Please bring a debit card, credit card, and/or cash so that you can also purchase food if your flight is delayed or canceled or something unforeseen occurs.

## Baggage Fees

Students will need a credit or debit card to pay for their checked baggage fees. Information about baggage fees and weight and size restrictions can be found on an airline's website. Once students receive their travel information, they will go to their airline's website for more information. **Students should manage their money while at [HS]<sup>2</sup> to ensure that they have the amount needed for their baggage fees on departure day.**

## Flight Check-in

If you have internet access, you may be able to check-in for your flight, print your boarding pass/electronic e-ticket, and find your gate information twenty-four hours before your departure time by going to the airline's website. Click on "Check in" and follow the instructions. If you do not have internet access to check-in online, plan ahead and allow additional time to check-in at the airport; you should call the airline 24 hours before your flight to confirm your reservation. Students whose airline reservations were made as a "group booking" will not be able to check-in online, and must check-in at the airport.

## Air Transportation Contribution

The Air Transportation Contribution amount this year is \$200. If your family can afford to pay this contribution, please make a check or money order out to CRMS for the amount of \$200 and mail it to: Annie Oppenheim, CRMS, 500 Holden Way, Carbondale, CO 81623. If you cannot pay this amount, but can pay a lesser amount, please send the lesser amount. If you are unable to pay any amount toward travel costs due to loss of income or medical expenses, please call Annie Oppenheim at 970-963-2562 x134 or email [aoppenheim@crms.org](mailto:aoppenheim@crms.org) before the April 30, 2021 deadline for submitting all forms to the [HS]<sup>2</sup> Director.

## COMMENCEMENT CEREMONY & DINNER

At the end of each summer session, [HS]<sup>2</sup> celebrates our third-year students' successful completion of the [HS]<sup>2</sup> program with a formal commencement ceremony. Commencement this year will be held on Friday, July 26<sup>TH</sup> at 4:00 p.m. outside the CRMS Barn. Families of third-year students will receive information about graduation in early June from the [HS]<sup>2</sup> Director.

## LODGING

There are two hotels in Carbondale:

- **Days Inn** – 970-963-9111, [www.daysinn.com/hotels/colorado/carbondale/days-inn-carbondale/hotel-overview](http://www.daysinn.com/hotels/colorado/carbondale/days-inn-carbondale/hotel-overview)
- **Comfort Inn** – 970-963-8880, [www.comfortinn.com/hotel-carbondale-colorado-CO116](http://www.comfortinn.com/hotel-carbondale-colorado-CO116)

For information about other lodging options, visit [www.carbondale.com/lodging](http://www.carbondale.com/lodging). The city of Glenwood Spring has many hotels and is 20 minutes driving time from Carbondale.

## WHAT STUDENTS SHOULD BRING TO

### [HS]<sup>2</sup>

Students will be living at the Colorado Rocky Mountain School (CRMS), a boarding school in Carbondale, Colorado. In June and July, the temperature average is 45-50 degrees in the morning and 85-90 degrees in the afternoon. The elevation is 6,171 feet above sea level where the air is very dry and the UV index (from the sun) very high. Afternoon rain showers are common.

Please label everything with your name. [HS]<sup>2</sup> is not responsible for lost or stolen items.

The following list of items to bring will help students prepare for their 5-week stay:

### Clothing:

- Tops: short- and long-sleeved t-shirts, and sweatshirt
- Bottoms: shorts, long pants/jeans, pair of sweatpants (Bring a pair of pants you can get dirty!)
- Sleepwear
- Socks and underwear
- Swimsuit and cover-up/towel
- Outerwear
- Warm jacket (like fleece, for cool evenings)
- Lightweight rain jacket for hiking
- Hat (you will want it when you are in the sun and hiking)
- Set of clothes to get dirty in (for Active, etc.)
- You will have two occasions to dress up during “formal dinners” at [HS]<sup>2</sup>, once at the beginning of the summer session, and once at the end. We ask students to bring one (or two nice outfits, dress, skirt, or nice pants and shirt, tie and sports coat (if you have one.) Think: dressing to go out to dinner with your grandmother for a special occasion.

### Footwear:

- At least one pair of flip flops (for showers, swimming, etc.)
- Closed-toe, rugged outdoor shoes (like tennis shoes, hiking shoes, or mountain boots, for hiking, running around, soccer, getting in the mud!)
- One dressier pair of shoes for formal dinners

### Other:

- A digital thermometer
- 5 masks
- Sun protection: sunscreen, sunglasses, and a hat
- Personal care items: hair products, shampoo and bath supplies, etc.
- Laundry bag
- Backpack, or something to carry books and papers
- Spending money – please do not bring more than \$200, as there are very few opportunities to spend money. Most students only bring a small amount for buying their favorite snacks, and perhaps a souvenir.

### For Travel:

We strongly recommend that students bring a cell phone and charger and debit card so that they can make phone calls in case their flights are delayed or canceled or something unexpected occurs. Students should also bring a debit card, credit card, and/or cash so that they can purchase food at the airport as needed.

### Optional:

- Calculator (TI-82, 83, or 84), if you have one. [HS]<sup>2</sup> has some available for students who do not have a calculator to bring.
- Laptop computer, if you have one.

It’s a good idea for students to make their own checklist of all their belongings so that they remember to bring it all back home.

### [HS]<sup>2</sup> will provide:

- Bath towels
- Bed sheets, blankets, pillows
- Laundry detergent and coins for washers and dryers
- School supplies (binder, paper, pens, pencils)

## 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 [HS]². 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

Annie Oppenheim, Program Director - Year Round

Office: 970-963-2562 x134

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

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

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

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

By signing this form I acknowledge that I have read and understand all of the content put forth in the [HS]<sup>2</sup> Family Handbook. If I have questions, it is my responsibility to connect with the [HS]<sup>2</sup> Program Director prior to the start of the program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
[HS]<sup>2</sup> Student Signature

\_\_\_\_\_  
Date



500 Holden Way  
Carbondale, CO 81623  
970.963.2562  
[www.hs2.crms.org](http://www.hs2.crms.org)