

STEVENSON VACATION & TRAVEL PLANNING 2020-21

Pebble Beach Campus (Grades 9-12)

Stevenson has three major breaks during the school year when the Pebble Beach Campus is closed and all students are required to leave campus. In addition, there are two long weekend breaks when residence halls remain open.

Contents

Notes on Weekend and Vacation Passes	2
Pass Deadlines 2020-21	3
Opening of School Schedule	4
Parents Weekend	5
Fall Break	5
Winter Break	6
Spring Break	6
Spring Long Weekend	7
Summer Vacation	7
Closed Weekends	8
2020-21 Closed Weekends	8
Transportation Service to Airports	8
United and Amtrak Policies	8
Transportation Service to Airports 2020-21	9
Monterey Airbus	9

Notes on Weekend and Vacation passes

Resident students can use our Reach software to request a weekend pass to spend all or part of a weekend at home or on pass with a friend or relative. For longer vacation breaks when the residence halls will be closed, every resident student must fill out a vacation pass request.

Students submit pass requests by using the Reach app on their mobile devices or by visiting stevenson.reachboarding.com.

The software then generates emails to the parent and/or host asking for approval. Once approved, the student can sign out using any of the iPad kiosks located in each of the common rooms.

In order to request a pass, the student will be asked to provide the following information before the deadlines listed on the right:

- Leave type
- Departure and return dates and times
- Method of transportation for leaving from and returning to school
- Host
- Destination
- Any relevant notes regarding the pass

To allow as much time as possible for passes to be processed and approved, we highly recommend that students fill out their pass requests as soon as possible.

EARLY DEPARTURE / LATE ARRIVAL

For weekend or vacation passes, any student who will be missing one or more class or exam due to an early departure or late arrival must also complete an Application for Planned Absence before the student deadlines listed on the right in order to receive approval from the Dean of Students.

If plans change and a student will be returning to campus earlier or later than the time indicated on the pass request, the student should call the weekend duty phone at 831-760-2822 or contact the dorm faculty on duty in the student's dorm.

GOING HOME

If a student wishes to go home, the student's parent or guardian must approve the pass online, following the directions sent in an email from Reach. The pass approval team will then approve the pass, and the student will be able to see the approved pass in Reach. Before leaving campus, the student will need to sign out in Reach by selecting the green "sign out" button.

STAYING AT A FRIEND'S HOUSE

If a student wishes to spend the night at a friend's house, both the friend's parent or guardian and the student's parent or guardian must approve the pass, following the directions that will be sent in an email from Reach. We recommend that the student's parent or guardian also contact the friend's parent or guardian to check in and discuss the weekend agenda, though this is not required by the school. The pass approval team will then approve the pass, and the student will be able to see the approved pass in Reach. Before leaving campus, the student will need to sign out in Reach by selecting the green "sign out" button.

LARGE GROUP OVERNIGHTS

If several students are spending the night at one house, the dean of students may follow up the pass request with a phone call to the host. This phone call is to ensure that the host will be present and understands the school's expectations, rules, and regulations.

GUEST PASSES

Day students or other high-school-age students wishing to spend either Friday night or Saturday night on campus with a resident student may request a guest pass. In order for this to happen, the following requirements must be met by 3:00 pm on Thursday: the Director of Residence must receive permission from the student's parent or guardian and from the resident student's roommate (if he or she has one).

MORE INFORMATION

If you have questions, please contact the pass approval team during the week at pass@stevensonschool.org or 831-625-8351. On the weekend, please call the weekend duty phone at 831-760-2822.

Pass Deadlines 2020-21

REGULAR WEEKENDS

Wednesday, 4:00 p.m.

Student completes pass request.

Thursday, 4:00 p.m.

Parents and hosts approve or deny the pass.

FALL BREAK (NOVEMBER)

**Thursday, 11/12/20
4:00 p.m.**

Student completes pass request.

**Friday, 11/13/20
4:00 p.m.**

Parents and hosts approve or deny the pass.

WINTER BREAK (DECEMBER)

**Thursday, 12/10/20
4:00 p.m.**

Student completes pass request.

**Friday, 12/11/20
4:00 p.m.**

Parents and hosts approve or deny the pass.

SPRING BREAK (FEBRUARY)

**Thursday, 2/18/21 4:00
p.m.**

Student completes pass request.

**Friday, 2/19/21
4:00 p.m.**

Parents and hosts approve or deny the pass.

SPRING LONG WEEKEND (APRIL)

**Thursday, 4/15/21
4:00 p.m.**

Student completes pass request.

**Friday, 4/16/21
4:00 p.m.**

Parents and hosts approve or deny the pass.



Opening of School Schedule

Monday, August 10	Most preseason practices begin this week. Please click here for more information. For questions, please contact Justin Clymo '93 at jclymo@stevensonschool.org .
Wednesday, August 19	Student leader training begins for prefects. Prefects should arrive on campus any time after 9:00 a.m. and no later than 2:00 p.m. in order to pick up key cards and settle into their rooms before late-afternoon and evening meetings. Training and new student orientation responsibilities continue until the start of school. Details will be communicated to these student leaders in the early summer.
Thursday, August 20	Student leader training begins for Green Key head ambassadors and mentors, Resident Activities Committee members, Senior Forum leaders, and Student Council class officers, committee heads, dance committee members, and executive committee members. Resident student leaders should arrive on campus any time after 9:00 a.m. on Friday and no later than 3:00 p.m. in order to pick up key cards and settle into their rooms before the all-student leader opening meeting. Training and new student orientation responsibilities continue until the start of school. Details will be communicated to student leaders in the early summer.
Sunday, August 23	Registration for all new students. A detailed schedule for the opening days will be posted on Pirate Pages when available. Orientation activities begin for new students and families (parents can anticipate an early evening departure)
Monday, August 24	New student orientation activities continue Returning resident student registration; schedule will be posted to Pirate Pages when available.
Tuesday, August 25	First day of classes; all-student assembly begins at 8:00 a.m.



Parents Weekend

**Friday, October 16 –
Wednesday, October 21**

No classes. Residence Halls remain open.

Thursday, October 22

Classes resume at 8:30 a.m.

Fall Break

**Friday, October 16 –
Wednesday, October 21**

No classes. Residence Halls remain open.

Fall Break begins at 3:05 p.m. on Friday

Students may depart for Fall Break any time after their last class on Friday.

Friday, November 20

Students who are unable to travel on Friday may spend Friday night on campus.

Shuttle buses depart to San Francisco and San Jose airports at 3:30 p.m. Prior sign-up for these shuttles is required.

**Saturday, November 21
Travel day**

Students **MUST** leave the dorms by 12:00 p.m.

Shuttle buses depart to San Francisco and San Jose airports at 7:00 a.m. Prior sign-up for these shuttles is required.

Residence halls reopen at 12:00 p.m.

Monday, November 30

Resident students return to campus by 6:00 p.m.

Return transportation from airports to Stevenson must be booked independently; we recommend using [Monterey Airbus](#).

Tuesday, December 1

Classes resume at 8:30 a.m.

Winter Break

Friday, December 18	<p>Winter term exams end at 3:00 p.m. Students may NOT depart before last exam.</p> <p>Students who are unable to travel on Friday may spend Friday night on campus.</p> <p>Shuttle buses depart to San Francisco and San Jose airports at 3:30 p.m. Prior sign-up for these shuttles is required.</p>
Saturday, December 19 Travel day	<p>Students MUST leave the dorms by 12:00 p.m.</p> <p>Shuttle buses depart to San Francisco and San Jose airports at 7:00 a.m.</p>
Monday, January 4, 2021	<p>Residence halls reopen at 12:00 p.m.</p> <p>Resident students should return to campus by 6:00 p.m.</p> <p>Return transportation from airports to Stevenson must be booked independently; we recommend using Monterey Airbus.</p>
Tuesday, January 5, 2021	<p>Classes resume at 8:30 a.m.</p>

Spring Break

Friday, February 26, 2021	<p>Spring Break begins at 3:05 p.m. on Friday</p> <p>Students may depart for Spring Break any time after their last class on Friday.</p> <p>Students who are unable to travel on Friday may spend Friday night on campus.</p> <p>Shuttle buses depart to San Francisco and San Jose airports at 3:30 p.m. Prior sign-up for these shuttles is required.</p>
Saturday, February 27 Travel day	<p>Students MUST leave the dorms by 12:00 p.m.</p> <p>Shuttle buses depart to San Francisco and San Jose airports at 7:00 a.m. Prior sign-up for these shuttles is required.</p>

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Spring Break

Sunday, March 14, 2021	Residence halls reopen at 12:00 p.m. Resident students should return to campus by 6:00 p.m. Return transportation from airports to Stevenson must be booked independently; we recommend using Monterey Airbus .
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Monday, March 15, 2021 Classes resume at 8:50 a.m.

Spring Long Weekend

Thursday, April 22 – Monday, April 26, 2021	No classes. Residence halls remain open.
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Tuesday, April 27, 2020 Classes resume at 8:30 a.m.

Summer Vacation

Sunday, May 23 (Seniors - Grade 12)	Seniors must check out of the dorms by 6:00 p.m. and should not expect to spend any nights on campus after their graduation ceremony.
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**Friday, June 4
(Freshmen, Sophomores,
Juniors - Grades 9-11)
Last day AND travel day**

Students should plan to leave campus upon the completion of exams on Friday. They will be finished with exams by 11:00 a.m. and are permitted to leave once they have completed the proper check-out procedure.

Students **MUST** leave the dorms by 5:00 p.m.

If a student finishes his or her exams prior to Thursday, then he or she is permitted to leave earlier provided that the student completes the proper check-out procedure.

School-sponsored shuttles to airports are **NOT** provided at the end of the year. Please visit [Monterey Airbus](#) to make reservations for end-of-year transportation to major airports.

Closed Weekends

We designate certain weekends during the school year as “closed weekends.” No weekend passes will be issued; all resident students are required to remain on campus for study sessions or organized student activities.

2020-21 Closed Weekends

August 28-30, 2020

December 4-6, 2020

December 11-13, 2020

March 19-21, 2021

May 28-30, 2021



Transportation Service to Airports

If you have questions, please contact the pass approval team at pass@stevensonsschool.org.

Monterey Airbus

If a resident student is unable to use the Stevenson shuttle bus, we recommend contacting the Monterey Airbus. Reservations are strongly recommended, and additional information can be found on their website at www.montereyairbus.com.

United and Amtrak Policies

Please be advised that United Airlines and Amtrak have policies regarding minors that prohibit them from boarding and/or being picked up after arrival without an adult present, and some of our students who are under 16 have already experienced issues due to these policies. United's rule has also been expanded so that an adult must stay at the airport until the flight is in the air. Stevenson does not have the resources to fulfill the expectations of these travel companies. For this reason, at this time we do not recommend booking tickets with either of these companies if your student is under 16, unless he or she will be traveling with someone over 18 or is being picked up by someone over 18, and you are able to provide this contact information at the time of booking. Moving forward, if your son or daughter is under 16, we encourage you to make sure that you are aware of any policies regarding minors before you make travel arrangements with any company.

Transportation Service to Airports 2020-21

Fall Break

FRIDAY, NOVEMBER 20, 2020

3:30 p.m.	Departs Douglas Hall
5:30 p.m.	Arrives San Jose International Airport (SJC)
6:15 p.m.	Arrives San Francisco International Airport (SFO)

SATURDAY, NOVEMBER 21, 2020

7:00 a.m.	Departs Douglas Hall
9:00 a.m.	Arrives San Jose International Airport (SJC)
9:45 a.m.	Arrives San Francisco International Airport (SFO)

Winter Break

FRIDAY, DECEMBER 18, 2020

3:30 p.m.	Departs Douglas Hall
5:30 p.m.	Arrives San Jose International Airport (SJC)
6:15 p.m.	Arrives San Francisco International Airport (SFO)

SATURDAY, DECEMBER 19, 2020

7:00 a.m.	Departs Douglas Hall
9:00 a.m.	Arrives San Jose International Airport (SJC)
9:45 a.m.	Arrives San Francisco International Airport (SFO)

Spring Break

FRIDAY, FEBRUARY 26, 2021

3:30 p.m.	Departs Douglas Hall
5:30 p.m.	Arrives San Jose International Airport (SJC)
6:15 p.m.	Arrives San Francisco International Airport (SFO)

SATURDAY, FEBRUARY 27, 2021

7:00 a.m.	Departs Douglas Hall
9:00 a.m.	Arrives San Jose International Airport (SJC)
9:45 a.m.	Arrives San Francisco International Airport (SFO)