



Family Handbook

Policies, Standards, & Procedures
Bullying Prevention and Intervention
Technology & Acceptable Use Policy
Athletics Handbook
2022 – 2023

Rev. August 2022



— OUR MISSION —
DEVELOP CHARACTER
SEEK KNOWLEDGE
BUILD COMMUNITY

Portrait of a VMS Student

DEVELOP CHARACTER

- VMS students speak articulately, respectfully, and confidently to all members of the community.
- VMS students' behavior is kind, respectful, and honest.
- VMS students understand and employ empathy, recognize different perspectives, and see the value of diversity.
- VMS students are guided by an ethical framework and a strong ethical code, providing them with integrity in the face of challenges and injustices.
- VMS students possess strong self-advocacy skills and have the courage to ask for help, not for the answer.
- VMS students take responsibility for and accept the consequences of their actions and behaviors both in and out of school.
- VMS students approach life's challenges with perseverance and grit.

SEEK KNOWLEDGE

- VMS students find joy in learning, in thinking open mindedly, and in exploring areas that are important to them.
- VMS students respect knowledge; however, they also question doctrine in order to find their own answers to life's questions.
- VMS students work well both independently and collaboratively in order to achieve personal and group success.
- VMS students develop strong executive functioning skills.
- VMS students are curious and willing to engage in courageous and often uncomfortable discussions about issues of diversity, equity, inclusion and justice.

BUILD COMMUNITY

- VMS students appreciate the natural world around them as they thrive in the surrounding mountain environment.
- VMS students are kind and considerate to people of all ages, exemplified by relationships with their younger peers.
- VMS students recognize that their education provides them the opportunity and skills to serve a public purpose both locally and globally.
- VMS students choose to be fully engaged participants in (all) school sponsored activities.

Portrait of a VMS Parent

DEVELOP CHARACTER

- VMS parents foster perseverance and grit and recognize that making mistakes is a part of learning.
- VMS parents understand the school's mission and their role as positive and proactive ambassadors in all public and private interactions.
- VMS parents encourage ownership and independence in their children and their learning.
- VMS parents commit to understanding the school's DEIJ goals and to partnering with the administration and faculty to successfully implement them.

SEEK KNOWLEDGE

- VMS parents respect the core curriculum at VMS including outdoor education and commit to full participation by their child in all school sponsored activities.
- VMS parents have carefully chosen VMS as the right school for their children and entrust VMS with their children's education because they understand and support the school's mission.
- VMS parents respect the expertise, knowledge, and professionalism of the faculty and staff
- VMS parents attend parent education opportunities offered by the school.
- VMS parents are willing to have brave conversations and think critically about community issues of equity and inequality.

BUILD COMMUNITY

- VMS parents participate in fundraisers because they understand the importance of investing in their children's education.
- VMS parents regularly attend school events to support their children and to be fully informed members of the community.
- VMS parents see diversity, equity, and inclusion as positive and desirable components of the VMS community.
- VMS parents are respectful and considerate to all members of the community.

Portrait of a VMS Teacher

DEVELOP CHARACTER

- VMS teachers model the school's mission in an exemplary fashion and truly understand their role as positive and proactive ambassadors in all public and private interactions.
- VMS teachers willingly take on leadership roles in the school culture and perform these roles with honesty and integrity.
- VMS teachers believe that social-emotional and physical well-being are the foundation for all learning.
- VMS teachers commit to understanding the school's DEIJ goals and to partnering with the administration to successfully implement them.
- VMS teachers work to prepare each student for life after VMS in all of its complexities.

SEEK KNOWLEDGE

- VMS teachers strive for excellence in their subjects. They are passionate about the subject matter secure in their knowledge of the content.
- VMS teachers' pedagogical skills serve every student in the class, and they possess the flexibility to support every student.
- VMS teachers thrive on working with other teachers, sharing ideas, and collaborating on projects in a positive, inclusive, and proactive manner.
- VMS teachers bring joy into the classroom every day—inspiring, engaging, enriching and empowering their students with creative and innovative lessons. Excellence and joy are not mutually exclusive.
- VMS teachers are willing to have brave conversations and think critically about issues of diversity, equity, inclusion and justice.

BUILD COMMUNITY

- VMS teachers are deeply committed to their students and treat them all equitably at all times. They are always by the student's side - student centered not self-centered.
- VMS teachers give their best to their students when they have a healthy work life balance.
- VMS teachers are at their best when they are supported and heard by colleagues, administrators and parents.
- VMS teachers form educational partnerships with their students, parents, colleagues, and administrators. A key to this partnership is consistent, open communication based on trust and mutually understood expectations.
- VMS teachers embrace an unparalleled collaborative relationship with our community and mountain environment.
- VMS teachers actively create and reinforce a safe and welcoming environment for every student.

Introduction

The VMS Family Handbook was created as a resource for parents and students and contains detailed information about the school's policies, standards, and procedures. It is organized into four primary sections:

- 1) Policies, Standards, and Procedures
- 2) Bullying Prevention and Intervention
- 3) Technology Acceptable Use Policy
- 4) Athletics Handbook
- 5) Unforeseen Circumstances

Each family must accept the terms of Family Handbook Agreement, which can be found under Back to School Forms / Consents & Permissions on the [Veracross Parent Portal](#).

This agreement acknowledges that you and your child have read and agree to the expectations outlined in the five sections above that comprise the VMS Family Handbook.

Policies, Standards, and Procedures

1. Accountability

Vail Mountain School (VMS) seeks to promote community and develop character through holding community members accountable for their actions. Vail Mountain School's accountability policies are designed to help students understand the reality and value of being a part of a community larger than themselves. It is our expectation that students, parents, and teachers work in partnership with one another to address behavior that is not consistent with school expectations. Specific expectations and policies by division are outlined below.

2. Accountability Upper School

In the Upper School, the Homebase Advisors and Deans of Student Life implement the following accountability policies to reiterate these expectations and enforce appropriate consequences when community expectations and rules are violated. Violations of school rules outlined in this handbook will be addressed by Homebase Advisors, the Deans of Student Life, and the Honor Council in accordance with the system outlined below.

Upper School Handbook Infractions

- The Midday Advisory program provides an avenue for supporting the moral growth of students through discussions focused on building community and developing character. The goal is to provide timely, clear, consequences for rule violations that do not constitute a major discipline issue, as outlined below.
- The Homebase Advisor will note when rule violations occur and have discussions with the student about the infractions.
- After a student has accumulated **three** handbook infractions they will be required to attend midday Advisory after each subsequent infraction.
- When extenuating circumstances dictate that the student cannot attend Midday Advisory on a given day, the student must make a plan with their Homebase Advisor to attend Midday Advisory on another day within one week of the infraction.
- Habitual infractions of the rules listed in this handbook and/or repeated absence from required Afternoon Advisory sessions may result in a meeting before the Honor Council (see below).

Upper School Major Discipline

- For Upper School students, an Honor Council meeting comprised of VMS faculty and student leaders may be assembled in response to serious infractions of the law, repeated violations of the rules outlined in this handbook, or serious violations of school policies or the Honor Code as determined by the Deans of Student Life, the Division Director, and the Head of School.
- The Dean of Student Life will contact the student and parents to explain the circumstances resulting in the Honor Council meeting, the disciplinary process, and the timing of the scheduled Honor Council meeting.
- The purpose of the Honor Council meeting is to encourage, and support, student growth, and make recommendations for appropriate disciplinary actions to the Head of School. The council, composed of nominated student leaders and teachers, will discuss

why the student committed the offense, the circumstances leading up to the offense, and the student's general well-being within the VMS community. Recommendations made by the Honor Council will take into account the behavior profile of the student and the student's response to the actions in question.

- Until the Honor Council meeting occurs, the student may be asked to stay home from school (dependent upon the potential impact of attendance on the culture of the class). This student will be permitted to receive assignments and earn credit. Note that these absences are not necessarily considered a suspension and may not be recorded in the student's file (dependent upon the disciplinary outcomes).
- The school may determine that certain matters will be addressed directly by the administration without referral to the Honor Council.
- The school reserves the right to place a student on probation for a period of time; suspend a student without disrupting his/her enrollment status; separate a student from school with the right to apply for reinstatement for the following school year; or expel a student permanently.
- Any disciplinary action recommended by the Honor Council will be made to the Head of School, who will have the final say in all matters related to major discipline. The Head of School may choose to approve or amend the recommendations of the council in all major discipline cases.
- The student, parents, and the student's teachers are notified of the outcomes of the Honor Council meeting by email, which includes the disciplinary action, a personal growth plan, and instructions for reporting discipline to colleges, if necessary. Probation alone is not to be disclosed on college applications as long as the student is not on probation at the time of applying to colleges. Otherwise, all suspensions and/or separations must be reported to colleges that request the information on applications.
- While VMS does not report student disciplinary history, it is expected that any student asked about probation, suspension, and/or separation on a college application will exhibit integrity and answer truthfully. VMS complies with the *NACAC Guide to Ethical Practices in College Admission* and will respond to a college's inquiry about a disciplinary breach.

3. Accountability Middle School

DISCIPLINARY PHILOSOPHY

Middle School students are all expected to take calculated risks as a normal part of their adolescent development. At times, this means making mistakes. The Middle School faculty, Dean of Students, and Division Director use sound professional judgment in working with students who have made mistakes or failed to meet the mission of Vail Mountain School to arrive at informed outcomes, utilizing responses that are developmentally appropriate and provide for redemption and restoration.

FRAMEWORK FOR DISCIPLINE

The Middle School at Vail Mountain School is guided by restorative practices in the development of the framework for discipline. The concept of discipline is viewed as a part of

the overall development of students in their internal understanding of social-emotional skills, the importance of and rationale for rules, and the benefits of self-regulation. When students demonstrate higher levels of self-regulation, they are given more freedom and autonomy in their decision making. When students demonstrate challenges with self-regulation, they lose privileges and freedoms in order to benefit from more guidance in their decision making. Restoration and repair of harm are at the center of this framework, as the community engages students in the process and elicits ideas for reparation from the students directly involved in the situation. We believe that it is important that students understand that discipline is not something that is done to them, but instead with them to help them be positive members of the community.

Community response to student behavior that detracts from the mission of Vail Mountain School and deviates from community expectations is aimed at assisting students in being positive as well as contributing members of an environment that promotes learning and growth. In most cases when students demonstrate these behaviors and take accountability for their actions, adult community members address the expectation or portion of the mission that is not being met and redirect the student. When redirection is not effective and/or students find it challenging to take accountability for their actions, adults engage with the student in problem solving. This problem solving may include:

- Modification of classroom management strategies
- Conferencing with a Homebase teacher, teacher, Dean of Students, or Division Director
- Consultation with School Counselor, School Psychologist, or Director of Student Support Services
- Utilizing and teaching conflict resolution strategies
- Parent or guardian meeting
- Loss of privilege

If the behavior continues or has become a pattern, moving to the next step of the disciplinary process may be necessary to ensure the integrity of the community or to further develop the character of the student. Repeated violations of community expectations and the mission of Vail Mountain School are reviewed by the Dean of Students and/or the Director of Middle School. The Head of School will be apprised of these repeated issues. If a student receives multiple behavior contracts and/or suspensions throughout the school year, they may be counseled out of school through withdrawal of enrollment or denied future enrollment.

Disciplinary responses may include but are not limited to the following: Reflection, Behavior Contract, Suspension, or Expulsion (explained below). Students that receive these disciplinary responses are allowed to make up any assignments or assessments that may be missed as a result of the consequence. All community members should understand that repeated violations of community expectations will result in heightened levels of disciplinary response.

Reflection - Students are assigned to spend time individually either during the school day or outside of the school day hours to engage in a restorative justice process. Students are asked to reflect on their behavior and how it does not meet the mission or expectations of Vail Mountain School along with how they can repair any harm that has been done to the community or a member of the community. This typically includes follow up with other community members and ownership of actions.

Behavior Contract - A student placed on a behavior contract receives a formal notice from the Dean of Students and/or Division Director which identifies the aspects of the mission of Vail Mountain School or community expectations that need to be fulfilled in order to complete the contract. These are agreed upon by the student, the student's family, as well as the Dean of Students and/or the Division Director. Terms of the contract may include restriction of privileges on or off camps as the student rebuilds the trust that has been lost between the community and the student. The duration of the behavior contract is left to the discretion of the Dean of Students or Division Director. After the student has successfully fulfilled the contract and restored their standing in the community, they are embraced and viewed as a positive member of the community.

Suspension – A student is suspended from Vail Mountain School for egregious or repeated violations of the mission or community expectations. Students that are suspended can expect restrictions or loss privileges, including attendance at school events. The duration of the suspension is left to the discretion of the Division Director and Head of School.

Expulsion - A student is dismissed from Vail Mountain School when they demonstrate an inability to respond to intervention and/or their actions are cause for immediate removal. Expulsion is only enacted in consultation with and approval from the Head of School.

4. Accountability Lower School

With respect to the developmental stages of 5-12 year olds, violations of the school rules outlined in the handbook will be addressed on a case-by-case basis by the Homebase teacher and Director of Lower School. Lower School students are expected to make mistakes, and we believe in working with them to develop empathy, integrity, and responsibility. Most often, a conversation with the student and a follow-up email or phone call home will be the course of action. At times, a natural consequence or loss of privilege will be the course of action. Should a pattern develop with infractions of the handbook, a meeting with all appropriate constituents will occur. During that meeting, a decision will be made as to what further action needs to occur to ensure that the partnership between school and home can work together to ensure a change in the established pattern.

5. After School Academy

The After School Academy consists of numerous programs including academic enrichment, athletics, and club activities. It is primarily focused on Lower School, but also includes a handful of offerings for Middle School. Programs are offered for a fee on a first come, first served basis, and program sign ups are emailed to families before the start of each session. Faculty escort students to carpool for pick-up after their After School Academy Program, and any Lower School students not picked up immediately following will be sent to the VMS After School Care Program and families will be charged accordingly.

6. After School Care Program - Lower School

This service was established as a convenience for parents whose work, volunteer efforts, or other obligations require a need for childcare. Our program meets the Colorado licensure requirements and offers flexible staffing according to daily enrollment. Any unsupervised Lower School children remaining in the building after 3:30 pm will be sent to the VMS After School Care Program and parents will be charged the minimum of one hour.

7. Attendance

The Vail Mountain School classroom experience is an essential, exciting, and valuable piece to a student's learning. Therefore, we believe in the power of attendance and engagement, and when a student misses school, the classroom experience cannot be recreated and replicated. Furthermore, when a student is tardy or absent, it impacts our learning community. Clear policies, processes, and consequences ensure consistent attendance and direct students to a learning environment that fits their needs.

Teachers and administrators observe that students who miss classes experience increased anxiety and academic stress. These students commonly find themselves overwhelmed by missed work (classwork, homework, tests, and quizzes) and the process of catching up on missed content, while also trying to balance the demands of current academic work.

Vail Mountain School fully expects students to be present for the entire day, every day. While there may be rare exceptions, these need to be cleared through Division Directors. In such cases, faculty members will support students who miss school and expect that the student completes the VMS curriculum as designed. Vail Mountain School expects families to plan personal travel and family vacations during the scheduled school vacations.

A hallmark of education at Vail Mountain School is the learning that occurs during experiential programs which are often conducted "outside the walls." These include orientation trips, hut trips, ski days, service and community engagement trips, and class trips. Because these experiences form an essential part of the educational philosophy and program at Vail Mountain School, students are expected to attend. Should a student be unable to attend an experiential program due to extenuating circumstances, the parent or guardian must contact the relevant Division Director within a reasonable timeframe prior to the commencement of the program.

The school retains the right to determine what is defined as an "excused" absence and what is defined as an "unexcused" absence. Excused absences include but are not limited to illness,

approved athletic competitions cleared in advance, family emergency (such as serious illness or death in the family), or significant special events (such as a family wedding).

Any student not well enough to attend all of their classes during the school day may not participate in any co-curricular, extracurricular, or athletic activity that afternoon or evening, except with the specific approval of the Division Director and/or Athletic or Theatre Director.

In our partnership with Ski and Snowboard Club Vail, the school has established a program to support motivated students who wish to pursue competition and training. These athletes are expected to make up class work, assessments, and assignments through Vail Mountain School's full-time athlete program. We expect our students to be in school when they are not competing and training in order to be engaged with and a contributing members of our school community.

If a student has a planned absence, a medical appointment, a family event, or a sporting event, the student is asked to plan in advance with their teachers. According to Colorado State Law, parents must confirm the absence of their child. If a student misses any part of the day for any reason the parent or guardian must contact the Front Desk Manager and the student will be given a half-day absence.

After **five** total absences in one semester, the Division Director or Dean of Students will schedule a meeting with the student and parents to work to resolve the attendance issue.

After **ten** absences, families will be asked for documentation of illness, recovery, or evidence of mental health counseling or an agreement will be reached to avoid or plan for further absences.

If absences are habitual and cannot be resolved with the help of physicians or licensed mental health professionals, the Division Director, Homepage Advisor and Head of School will meet with the family to determine if the student is best served in their education by Vail Mountain School.

The following is a list of the different categories into which absences fall:

Students who arrive late must enter through the front door and check in with the Front Desk Manager.

Tardy Excused

If a student is tardy, and the reason is known and approved (e.g., doctor/dentist appointment, PT, traffic/weather conditions, etc.) it will be considered excused. In all cases, the parent or guardian must contact the Front Desk Manager to share the reason for tardiness and expected arrival time.

Tardies that do not meet the criteria above are considered unexcused.

Absent Excused

Excused absences include but are not limited to illness, significant family events or emergencies (e.g., weddings, memorial services, graduations, a death in the family etc.), college and school

visits, religious events, approved extracurricular competitions or events cleared in advance. In all cases, the parent or guardian must contact the Homebase Advisor and Front Desk Manager to share the reason for the absence.

Absent Unexcused

Absences that do not meet the criteria above are considered unexcused.

Early Departure

The parent or guardian must notify the Homebase Advisor and Front Desk Manager if a student needs to leave early for an urgent off-campus appointment (e.g., medical appointment).

8. Awards & Recognition

The school recognizes students in Upper School with awards that are given at Commencement, Class Night, throughout the year at Town Meetings, and at the all-day Academic Symposium held in May. Middle School students receive awards at a ceremony during the Middle School Awards Ceremony at the end of the school year.

Upper School Merit Awards

Merit awards are bestowed at Commencement. A “Nomination Committee” is appointed to make recommendations of students who best meet the specific criteria for a Merit Award (Citizenship, Intellectual Curiosity, Scholar Athletes, Service to the School Community, and Sally Johnston Award). Each spring, Upper School faculty meet to review the nominations and vote on an award recipient or recipients. All VMS Upper School students are eligible, and awards shall be based on a body of work. Students’ embodiment of the VMS mission, most importantly character, will underscore the evaluation and final selection.

Upper School Departmental Academic Awards

Academic Excellence Awards will be rewarded to scholars at Town Meetings throughout the year. Top Scholar will be awarded in every department in May: English, history, science, mathematics, world languages, visual arts, performing arts and technology. Individual departments will be solely responsible for selecting the award recipients based on predetermined criteria. Only one award will be given to the top scholar in each department, selected from the entire Upper School.

9. Back to School Night

Each academic year begins with an evening meeting during which teachers share details about the school’s programs and expectations. Parents are expected to attend, but students do not attend Back to School Night.

10. Birthdays

When planning an after school or weekend gathering, please be sensitive to the feelings of all children who would want to be included. When one or two students are excluded from the event, feelings may be hurt and difficult social situations may arise. Therefore, certain expectations are designed to diminish this possibility. You are asked to consider these options: invite all children from the class, or every girl or every boy from the class, or two to three close friends if you prefer a small gathering.

If you choose to bring snacks or treats to school to celebrate, please bring enough for the entire Homebase or grade and discuss the appropriate time to distribute these with the teacher, as well as any food allergies that exist among the students. Please also see the Nut Awareness section of this handbook. We do not acknowledge “half birthdays” formally at the school.

11. Board of Trustees

As reflected in the National Association of Independent Schools’ *Principles of Good Practice*, the “board is the guardian of the school’s mission. It is the board’s responsibility to ensure that the mission is relevant and vital to the community it serves and to monitor the success of the school in fulfilling its mission.” As such, members of the board hold a purely fiduciary responsibility, accepting accountability for both the financial stability and the financial future of the school. They do not serve as administrators, nor manage any aspect of the day-to-day operations of the school, nor play any role in disciplinary or other operational matters. They do, however, fulfill a vital role with respect to the school’s financial well-being. Trustees serve up to three consecutive three-year terms and are selected according to criteria following best practices, including areas of skills and expertise, experience with other non-profit boards, and a willingness to serve the school as a whole by making a substantial time commitment on a purely voluntary basis.

12. Carpool Drop-Off and Pick-Up

Students use a carpool system to arrive and depart from school. The only drop-off and pick-up area for students is through the school parking lot. In order to maintain our good relationship with the Town and our neighbors, please do not use the Town of Vail Bus Stop, Katsos Ranch Road, Frontage Road, or the Cabin for drop-off or pick-up.

Safety is the priority. The speed limit on campus is five miles per hour. The use of cell phones and texting in carpool, even while stopped, is prohibited because it distracts drivers from their primary responsibility. It is important that everyone stays in their lane during carpool as changing lanes endangers children and teachers! Cars should never pass if the line is slow. During morning drop-off, students should remain in vehicles until a teacher approaches the vehicle to unload.

Children must be able to enter and exit a car without adult help and buckle their car seat/seat belt without assistance. In order for carpool pick up and drop off to run as efficiently as possible, parents must stay in their vehicle and not get out to assist children accessing the automobile

There is no parent parking in the lot on school days before 8:20 am. After that time, parking is permitted in available spaces or as directed by the school. Afternoon carpool begins at 3:15 pm. If parents are discouraged from arriving prior to 3:15 pm, they must be present in their vehicles in the carpool lanes by 3:00 pm.

13. Care of School Property and Equipment

Textbooks, library books, athletic equipment, calculators, electronic devices, and certain other materials are loaned to students during the academic year. Those who lose or damage loaned items will be required to pay replacement costs. At the end of each semester, students with unreturned or damaged school property and/or equipment will be billed for replacement costs.

14. Cell Phone Use by Students

Students are not allowed to use cell phones on campus unless permission has been granted by a teacher. If a student is using a cell phone during school hours without permission, it will be taken for the rest of that day and held by the Division Director, Dean of Student Life, or the Homebase Advisor. Violations of this rule will be handled in accordance with the school's Accountability Policy (Please refer to the VMS Acceptable Use Policy).

15. Class Trips

Students participate in a number of school trips during their time at VMS, including, but not limited to, the following:

- **Day Trips** – Students participate in day trips around Eagle County and Denver, including but not limited to trips to the Vail Library, Vilar Performing Arts Center, and Walking Mountains.
- **Division Culminating Trips** – Students in grades 5, 8, and 12 participate in culminating class trips. Class trips outside the state of Colorado may require additional fees.
- **Hut Trips** – Students in grades 4-12 participate in hut trips through the Outdoor Education Program.
- **Orientation Trips** – The start of a new school year begins with a variety of purposeful activities that prepare students for the academic school year. We aim to enhance social emotional connection and increase independence and self confidence through these activities that occur before the first day of classes. Lower schoolers enjoy cross age team and trust activities on campus, while students in grades 6-12 trek into the wilderness of our region. These trips cultivate friendships, encourage problem-solving skills, grit, and resilience and instill an appreciation for the backcountry as a resource to be revered and protected.

16. College Recommendation Confidentiality and Partnership

It is VMS policy that a faculty, administrator, or staff member's recommendation of a student is confidential and is not to be shared with any students or families. A college trusts VMS to be candid in our reflections of students. Students and families can trust the faculty to be positive in their confidential recommendations.

Individual teachers or administrators will not reach out to a college/ university regarding a current or past student or their application without the express consent and partnership of the VMS college counselors.

17. Communications

Parents are encouraged to contact the school with suggestions, requests, or concerns. Being an advocate for your child is valued by the school as part of parenting, and parents may also request to meet in person if the nature of the concern is better communicated face to face. Our teachers' primary focus must be on the students and thus, parents are asked to communicate in a manner that is respectful of both the teachers and their time. The first point of contact should be a student's Homebase Advisor, or subject teacher followed by the appropriate Division Director if the situation is not resolved.

Teachers will contact families periodically by phone or email to comment on student progress. To the extent possible, VMS employees shall acknowledge parent email communication through the employee's VMS email account in a timely manner (within 24 hours on school days, if possible).

Emergency Notifications

The school will use an automated system to notify parents via telephone, email, and text message of important information that must be delivered in a timely fashion, or unforeseen short-term changes to the schedule due to weather, problems with facilities, a town emergency, or other circumstances beyond the school's control. Examples include: early dismissal, delay of school, closure to school, cancelation of events/activities, or other safety concerns.

Newsletters and Weekly Emails

Vail Mountain School and Homebase Parents work together to distribute periodic communications that help families stay informed about the school, and to promote partnership in support of students and the VMS community. Acceptance of this handbook constitutes permission for the school to send email to the email addresses on file for each family. In addition to individual and small-group emails from VMS faculty and staff, members of the VMS community should expect to receive the following periodic communications:

- **Homebase Class Weekly Email** – This message is sent by the class Homebase Parent(s) to all parents in a given Homebase. It is generally sent on Sunday night to help parents prepare for the week ahead, and to help build community within the grade. The email is focused on matters related to each specific class.
- **VMS Weekly** – This weekly email is sent each Friday to parents, faculty, and students. It includes highlights from the week including student stories and successes, Athletics, Admissions, Advancement, and important dates for the upcoming week.
- **Summer Communications** – There are four email communications sent over the summer to help families prepare for the upcoming school year. These emails include information about summer reading lists, supply lists, health forms process, and more. All resources, forms, and information will also be accessible at all times on the Back to School page of our website.

Directories & Privacy

The addresses and phone numbers of families are available through the Veracross and in Schoology by parents, students, faculty, and staff.

The school also provides each household with a printed copy of the VMS Directory. The information contained in the directory is confidential and provided **only** to facilitate contact between VMS families about school matters or school-sponsored events. Directory information should never be shared with individuals outside of the school community nor used for solicitation or business purposes.

Media Release

Through the mandatory back to school forms, parents are asked to make a choice regarding the use of images and recordings of their child in promotion of the school and its mission. The accompanying Media Policy reads: "Vail Mountain School uses images and videos, including recordings of voice, of students to promote the school and its mission through a variety of media including, but not limited to, newspaper stories, television, radio, posters, social media, advertising, web sites, school publications, and publications by partner organizations, both printed and electronic. To protect the privacy of VMS students and families, the school does not typically identify images or videos of students by name unless a student is being recognized for achievement or involvement in VMS related activities." To make changes to privacy choices or discuss specific concerns, parents should contact the Marketing and Communications Director.

Social Media and Privacy

All parents and extended family members are encouraged to follow VMS on Facebook and Instagram. These social media platforms will be utilized to highlight happenings around VMS.

Publicity of School Events & Athletics

All publicity, marketing, communication, and promotion of school events/matters is managed by the Advancement Office. While the school acknowledges that word of mouth is its strongest communications and marketing tool, any contact with the media or marketing/communications efforts related to Vail Mountain School must be authorized by and coordinated through the Advancement Office. This includes creation of social media groups, pages, accounts, and/or events using the name Vail Mountain School, Gore Rangers or the acronym VMS.

School Publications

The school creates printed and electronic publications throughout the year including, but not limited to, the Annual Report, Directory, Calendar, periodic email newsletters, student literature publications, and the yearbook. The school reserves the right to modify or omit content in all school publications.

Websites External & Internal

The school's internal website and related applications (Veracross Portals, Schoology, Homeroom App, and Google Drive/Sites) are intended as a communication tool for the VMS community. This site is distinct and different from the school's external website which is accessed at www.vms.edu. Parents, students, and teachers receive a unique username and password to enter the internal website where they will be able to access relevant information.

18. Computer, Chromebook, iPad, and Internet Use by Students

Membership on the VMS network is a privilege, not a right. Students using the VMS network are required to sign an agreement adhering to the school's position on proper use. The care of personal computers, Chromebooks and iPads is the responsibility of each student. They should be properly carried and stored, and clearly identified with the name of the student/family to which the equipment belongs. (Please refer to the VMS Acceptable Use Policy.)

19. Conduct

Attending a school that operates on trust places a great responsibility on students to behave in ways that are conducive to a learning community. Our standards are high. Concern for others, rather than fear of punishment, sets the tone for our expectations.

Part of the responsibility of being a Vail Mountain School student is representing oneself in the community in a way that reflects the school's values. Therefore, Vail Mountain School expects that conduct both on and off campus and online will be consistent with the values and policies explained in this handbook and accepted by the family when parents sign the Enrollment Agreement. This includes conduct on social media and in electronic communications including, but not limited to, email, messaging platforms, and file sharing applications, whether closed or open, public or private, school-provided or personal.

Additionally, students may be held accountable for behavior at any time during the year, whether school is in session or not. The school expects students to comply with local, state and federal laws. Violations of the law and reports of infractions of the law or of policies of the school may result in disciplinary action by the school.

20. Conferences

Parental attendance at meetings held on behalf of students is essential to their progress. Conferences occur in all three divisions in the first and third quarters. This forum encourages open dialogue about a student's academic performance and social and emotional growth.

Families are strongly encouraged to attend conferences on the designated conference days offered by the school and to avoid requesting rescheduled conferences. Additionally, parents, teachers, or students may request an additional conference with a teacher or Homebase Advisor whenever a specific concern arises.

21. Conflict of Interest

A potential conflict of interest exists when families employ faculty or staff in their homes to serve in capacities separate from school responsibilities. VMS is not responsible for the actions of employees engaged by families in capacities separate from school responsibilities. We have asked our teachers not to offer services such as babysitting and house sitting that would create a conflict of interest for the students they teach.

Prior to any referrals for tutoring from teachers, the school will exhaust all of its resources to meet that student's needs. Additional services to students provided by faculty (e.g., private

tutoring, summer instruction, music lessons), for which a fee would be charged, require written permission from the Division Director. Because of the potential conflict of interest, teachers in Middle and Upper School may not tutor students who are currently enrolled in any of their classes.

22. Discrimination and Harassment

It is the policy of Vail Mountain School to maintain a learning and working environment that is free from discrimination and harassment for all students and staff. It is expected that every student and staff member assist and support the school in reaching this goal. Discrimination on the basis of race, color, religion, sex, age, disability, marital status, national origin, sexual orientation or any other characteristic protected by law is unacceptable and will not be tolerated. Harassment based on race, color, religion, sex, age, disability, marital status, national origin, sexual orientation or any other characteristic protected by law constitutes discrimination and is also prohibited by this policy. This policy covers staff, students, parents, or visitors on school property, or at school-sponsored activities and events where staff and/or students are in contact with each other.

As used in this policy, the term harassment includes sexual, racial and sexual orientation harassment as well as harassment based on any other protected class. Some examples of what may be considered harassment, depending on the facts and circumstances, include the following:

Verbal harassment: derogatory comments regarding a person's race, color, gender, sexual orientation, religion, ancestry, ethnic heritage, mental or physical disability, age, appearance or other classification protected by law; threats of physical harassment or distribution of written or graphic material having such effects.

Physical harassment: physical contact including touching, hitting, pushing or other aggressive contact. Derogatory gestures or the display of signs or pictures that may be offensive to others may also be examples of physical harassment.

Sexual harassment: unwelcome verbal or physical conduct of a sexual nature such as sexual advances, demands for sexual favors or other unwelcome verbal or physical conduct of a sexual nature.

Sexual or other harassment can occur intentionally or unintentionally. A student who feels harassed by another student or staff member, or a third-party non-employee (such as a parent, family member, or vendor) should make this concern known by:

- Telling the person who is engaging in the conduct or communication that their actions are offensive to you and that those actions must stop.
- If the offensive behavior does not stop, or the student is not comfortable communicating directly with the person, the student should report the concern to their Division Director, Human Resources, or Head of School in writing or in person.

All complaints of discrimination or harassment will be kept as confidential as possible. A prompt and thorough investigation of all complaints will take place. Outside resources may be used for investigations if deemed necessary. No retaliation or adverse action against a student making a complaint will be tolerated. Retaliation against students who report discrimination or

harassment or participate in the investigation of a report is strictly prohibited. Any incident or suspected incident of retaliation should be reported immediately.

VMS prohibits discrimination on the basis of sex in its education programs and activities. It is part of the VMS mission that employees and all students in our charge are respected equally and individually and that they are free from bias communicated through attitude, comment, or behavior.

23. Dress Code

We expect all students' daily attire to reflect personal pride and good judgment. Students are required to adhere to the dress code for all school events, experiences on and off campus, and at all times of day while in the building.

We believe certain items to be inappropriate for our K-12 learning community. These items include, but are not limited to:

- tattoos that are extreme or explicit in nature
- hats and hoods worn indoors at any time
- clothing with references to tobacco, drugs, alcohol or inappropriate behavior, or that is offensive to any race, gender, sex, religion, and/or culture
- ripped clothing
- pajama pants
- shirts that expose the midriff
- visible undergarments

24. Driving/Parking (Parents)

There is no parent parking in the main parking lot before 8:20 am on school days. After that time, parking is permitted in available spaces or along the curb in lane 1. Parents are asked not to park on Booth Falls Road, Katsos Ranch Road, or the Frontage Road, except when an approved parking variance allows cars on the north side of Frontage Road.

Parents who drive children on field trips must first complete paperwork (which includes a background check), and have a valid driver's license and proof of insurance.

25. Driving/Parking (Students)

Vail Mountain School has three parking lots: the main lot, the Cabin parking lot, and the faculty housing parking lot. VMS allows all employees a parking space and must allocate parking spaces for school vehicles, admission visitors, handicap and ADA accessible parking, snow removal equipment, and Sage Dining employees. Therefore, student parking spaces are limited.

Only members of the senior class will be able to park on campus for the academic year.

- Seniors must apply for their parking pass.
- Students must have a current and valid, VMS issued, parking pass to park on campus.
- Student parking is only permitted in the main parking lot. Students may not park in the Cabin lot nor in the faculty housing lot.

Expectations of Student Drivers

- Parking at VMS is a privilege. Student drivers are expected to act courteously.
- Driving to school and parking on campus requires ongoing family conversations about safety, winter driving conditions, and sharing a small parking lot with many other constituents at VMS.
- The speed limit in the VMS parking lot is five miles per hour and the traffic pattern is one way from west to east. Cell phones should never be used while driving on campus.
- Parking passes must be displayed at all times.
- Parking passes are non-transferable.
- From time to time, students will be asked to park elsewhere due to events on campus. In these cases, a shuttle service will be provided.
- Students who leave campus unexcused may have their parking pass temporarily suspended. If a student continues to leave campus when not authorized, they may have their parking passes revoked.
- Students should not return to their cars during the school day. If a student forgets an item in their car and needs to retrieve it during the day, they must ask their Homepage teacher for permission and then check back in with the Homepage teacher within 5 minutes.
- If a student who drives to school frequently arrives late, the student's parents will be informed and the family may be required to make other arrangements to guarantee prompt arrival.
- Students will be required to sign a parking contract agreeing to these and additional expectations and acknowledging their commitment to responsible and courteous driving.

26. Drugs/Alcohol/Tobacco

Drugs, alcohol, and tobacco are illegal for all students and therefore have no place on our property. Additionally, any related paraphernalia is also prohibited. This also includes, but is not limited to vaporizers and e-cigarettes. Sharing of prescription medications is also prohibited, and illegal. These policies apply equally to students and all persons on campus, and at any school sponsored activity both on and off campus. From time to time, the school may sponsor adult-only events where alcohol may be served, which is the only exception to this policy. Any breach of this policy will be dealt with on a case-by-case basis and may lead to expulsion. Visitors who fail to comply with the school's policies may be asked to leave campus. See also Conduct.

27. Early Dismissals

- **Noon Dismissals** – Lunch is not served on noon dismissal days (e.g., immediately prior to Winter Break).
- **1:00 pm Dismissals** – The school dismisses for faculty professional development at 1:00 pm several times during the academic year (typically on the 1st Wednesday; see Master Calendar). Lunch is provided on 1:00 pm dismissal days.
- **After School Care** – After School Care is not provided on any early dismissal days.

28. Emergency Response Plan

Periodic drills, including fire drills and other safety scenarios, are held with the participation of law enforcement, fire department, and emergency services. In the event of an emergency, a team of school and outside personnel exists to assist in responding. An Emergency Response Plan has been developed in conjunction with the Town of Vail Police and Fire Departments.

29. Examinations: Semester and Cumulative Finals

Tests, assessments, and other demonstrations of mastery based upon content covered during the term are scheduled at the end of each semester. Projects and/or cumulative final exams occur at the end of the academic year in Middle and Upper School. The regular daily schedule is modified to accommodate this process in grade eight during final exam weeks, and students in grades nine through twelve report to school for exams only.

30. Front Desk

The Front Desk Manager monitors all visitors to the building. Access to the building during school hours is made by ringing the doorbell for admittance and checking in at the front desk. Items forgotten by students and delivered by parents during the school day (lunches, sports equipment, ski passes, homework, etc.) should be marked clearly with the student's name and left at the reception area. Parents are asked not to interrupt class to make such deliveries. Students are encouraged to take responsibility for needed materials and equipment and are discouraged from phoning parents to bring in forgotten items.

For security reasons, exterior doors around the building are kept locked. We ask parents to use the front door at all times. For the same reason, ALL visitors during school hours must stop at the reception desk upon entering to sign in and obtain a visitor's pass that must be visible at all times while in the building.

31. Fundraising – VMS Fund & Events

VMS families, as well as alumni families, grandparents, faculty and staff, and friends of the school are invited to participate in a variety of fundraising efforts throughout the year. Philanthropic gifts make up about 10% of the school's operating budget. VMS hosts events to raise funds while building community spirit through parent participation. We encourage all parents to volunteer through Parent Partners. Any fundraising effort on behalf of VMS students, teams, or other VMS groups must be approved in advance by the Director of Advancement.

32. Gift Giving

Because of the potential conflict of interest that exists in a teacher/student relationship, parents are advised to use discretion when showing appreciation for teachers.

33. Grades and Report Cards

Report cards are posted on the Veracross Parent and Student Portals on the last day of each semester.

- **Lower School** – Feedback regarding student work is provided on report cards following the close of each quarter.

- **Middle School** – Midterm grades without comments are provided at the end of the first and third quarters. Comments are written at the end of the second and fourth quarters.
- **Upper School** – Progress reports at the end of the first and third quarters contain a grade with a comment where a teacher reports on a student's progress in class. Report cards for first and second semester will include letter grades (A-F) earned in all major subjects, reflecting the teacher's evaluation of the student's written and oral work throughout the semester and their work on the semester examination, if one is given. Comments are written at the end of the first and third quarters. Year-end final grades are recorded on the transcript.

34. Grading System

Our letter grade conversions to numerical equivalents (used in grades six through twelve) are as follows and are designed to conform to the expectations of colleges:

$$A = 93 - 100 = 4.00$$

$$A- = 90 - 92 = 3.67$$

$$B+ = 87 - 89 = 3.33$$

$$B = 83 - 86 = 3.00$$

$$B- = 80 - 82 = 2.67$$

$$C+ = 77 - 79 = 2.33$$

$$C = 73 - 76 = 2.00$$

$$C- = 70 - 72 = 1.67$$

$$D+ = 67 - 69 = 1.33$$

$$D = 65 - 66 = 1.00$$

$$F = \text{below } 65$$

35. Grading System – Advanced Placement Courses

The grading scale for Advanced Placement (AP) courses are weighted 1.1%. While each core subject in our curriculum is rigorous, the AP classes demand extra coursework and assignments, which consequently will receive more weight in the grade point average. Only students who receive an endorsement from the teacher, complete the summer prerequisite work, and have demonstrated proficiency in the subject matter may enroll in AP courses. Our AP courses meet the criteria of the College Board. Students who enroll in and complete AP Courses are required to take the AP Exam in the spring.

36. Graduation Requirements

To graduate from Vail Mountain School, a student must complete the following: (1) receive acceptance to a four-year college; (2) participate in interscholastic sports; (3) complete four years of English, history, science, mathematics, and Intraterm and three consecutive years of a world language; and (4) complete any additional departmental requirements.

37. Gum Chewing

In an effort to keep the campus clean, gum chewing is not allowed at school.

38. Gym Usage

The VMS Gymnasium is a valuable resource utilized throughout the day by all divisions. Student initiatives, in conjunction with the school's administration, may schedule "open gym" times when students may use the gym for recreational purposes. Otherwise, student use must be authorized by the Athletic Director and must be supervised by a faculty member or coach.

Students who wish to use the fitness room must have a current waiver on file with the Athletic Director.

39. Health and Illness

In an effort to keep the VMS community well, please be considerate of other students, their families, and faculty and keep your child home when showing the signs of illness below. It is often difficult to determine when a child should stay home, the 2022-2023 guidelines from the Health Department (Should My Child Go to School Today), listed here, can help you make that determination. When in doubt, please delay bringing your child to school and seek the assistance of the school nurse in making that determination. This information is subject to change based on current circumstances, best practices, and recommendations from Eagle County Health Department or as deemed necessary by VMS leadership to best serve our community.

When your child has these symptoms of illness, please keep them home for the first 24 hours. It is likely that if symptoms have not resolved within 24 hours, testing for COVID-19 will be requested after 24 hours of symptoms. With a negative COVID test if one is recommended, in most cases your child will be able to return to school.

Symptoms of illness to keep your child home from school:

- Concerning cough, fever of 100.4 within 24 hours, feeling feverish, chills loss of taste and/or smell, trouble breathing
- Nausea, vomiting or diarrhea within 24 hours
- Severe sore throat or severe headache
- **If your child/student is unvaccinated:** known exposure to COVID-19 outside of school, household member testing for COVID-19 due to exposure or symptoms, or has tested positive
- Child does not feel well enough to take part in normal school activities

In some cases of illness, a child may not return to school within the first 24 hours of illness. Cases of illness that are not potentially contagious will be handled on a case by case basis. Regardless of circumstances, a child should stay home until fever, vomit, or diarrhea free for a minimum of 24 hours without fever reduction or other medications. While the above list of symptoms can be an indication of Covid-19, they can also be an indication of other contagious diseases (strep throat, flu, norovirus) which easily spread from person to person.

When a child will be sent home:

- Child becomes ill while at school with symptoms listed above
- Unvaccinated or not fully vaccinated child has been exposed to a COVID positive person outside of school

- Parents are asked to pick up their sick child from school within 60 minutes of being called.

Quarantine VS Isolation:

- Quarantine is for the unvaccinated or not fully vaccinated child who is exposed to COVID-19 outside of school. After 5 days, with a negative COVID-19 test, and symptom free since exposure, the child can return to school.
- Isolation is for those with a positive COVID-19 test for a minimum of 5 days. If symptoms are improving, the child can return to school but with a mask for the subsequent 5 days.

VMS may request documentation of clearance prior to the student returning to school.

Should there be changes to the aforementioned policy, it will be shared with the community in a timely manner with instructions for how to access the most relevant version.

40. Homebase Program

Our Homebase Program is designed to:

- Support the school's mission to develop character, seek knowledge, and build community.
- Build positive bonds and encourage collaboration.
- Provide structure and organization for students.
- Create a safe platform for communication.
- Build trust and uphold the mission and expectations of the school.
- Assist in the daily transition between home and school.
- Help students understand that each of us in the school community is responsible for their own actions.
- Help students develop an acceptance of individual strengths and weaknesses.
- Build positive relationships among all members of the school community.
- Develop a sense of belonging through respect, understanding, and tolerance.
- Provide students and parents with an advocate who takes a personal interest in their well-being.

Morning Homebase is designed to provide students a time to discuss issues pertinent to class and, in doing so, develop a deeper appreciation for the ideas and uniqueness of classmates. It is a mandatory class for the day and begins promptly at 8:10 am. A greater Homebase goal is that each year is made more meaningful through interaction outside of the academic arena. The school views this fifteen minutes as integral to its mission and asks that students arrive promptly and participate earnestly; however, the Homebase concept extends beyond the morning meeting.

41. Homebase Parents

There are many facets to the role of Homebase Parent, foremost of which is to facilitate communication between school and home regarding class efforts and events. The Homebase Parent provides assistance to the classroom teacher as needed by contacting parents to help with class trips and special class activities. Homebase parents also work to build community within the class and encourage volunteerism for school needs. The Homebase Parent is asked to serve in this capacity for one year. All families are asked to support the efforts of Homebase Parents whose work benefits all members of each class.

42. Honor Code

A student should make every effort to get assistance from teachers rather than giving in to dishonesty when feeling overwhelmed. Plagiarism and similar behaviors have no place in a college preparatory program and in a school where trust is meant to set the standard. Students are asked to consider the following honor statement with each assignment they submit:

"I pledge to conduct myself in a trustworthy manner with compassion and integrity. All work I complete will be my own and I will give credit where it is due. I will hold myself accountable and will accept any consequences for my actions. I will not condone any breach of the Honor Code and I will help my peers to develop a greater sense of moral integrity and academic honesty. I will strive to represent the VMS community as a respectful, responsible, and caring individual both inside and outside of school."

This applies to homework, research, laboratory experiments and reports, quizzes, exams and all other items that are turned in as the work of an individual student. A breach of honor may result in referral to an Honor Council meeting. In the event of a second offense on any assignment, there will be an automatic Honor Council brought together to make a decision about the consequences, which may include a suspension from school. An offense on a major assignment (test, exam, final project) will prompt an automatic Honor Council meeting where the committee will make a decision about consequences, which may include a suspension from school.

43. House Program

To strengthen our core value of Building Community, VMS students of all grades will participate in the "House" program, increasing camaraderie and connection throughout the academic year. Each House will consist of students from across grade levels and two to three faculty members. This grouping will provide every student with a familiar face across the entire school population.

On House meeting days, students will start the day with their House group. Activities that build rapport between students and excitement for the day will be coordinated at first by the adults, but eventually by the older students, reinforcing leadership and mentorship. At times, Houses may combine during meeting time for fun competitions and character building activities. Other House activities throughout the year include All School Ski Day and the capstone end of year Field Day.

44. Immunizations

The school is required by Colorado law to keep an updated immunization form on every student. An immunization card or Statement of Exemption must be completed in each student's file. In accordance with Colorado law, failure to provide immunization records will result in separation from school until such time that the records are produced. VMS strongly advises all eligible students and teachers to be vaccinated for COVID-19.

45. Intraterm

Intraterm is a special program that takes place in February for all students and faculty. All classes are put on hold, giving students the opportunity to participate in intensive explorations of subjects beyond the regular curriculum and, perhaps, beyond their normal scope of interest. For Middle and Upper School students, Intraterm may include domestic or international travel. Intraterm also allows faculty to teach outside of their primary discipline and share personal passions or areas of expertise with students. Middle and Upper School Intraterm experiences may require additional fees when occurring outside the state of Colorado.

46. Logos, Wordmarks, & Representations of the School

Any use of the VMS logos, the name Vail Mountain School, Gore Rangers, or the acronym VMS must be approved by the Advancement Office. VMS is represented graphically by the VMS Seal, the Gore Rangers Crest, the hybrid Mountain Logo, and the Vail Mountain School wordmark and is also represented anytime the words Vail Mountain School, the acronym VMS, or the words Gore Rangers are used in print or online communications, including social media. Electronic versions of the logos and wordmark have been designed for specific applications, including print, web, etc. Logos must be used as designed and may not be altered or combined with other elements.

Additionally, any online usage of the above representations, including the creation of social media accounts, webpages, or other electronic accounts, must be approved by the Advancement Office.

All usage of logos, wordmarks, the name Vail Mountain School, and the acronym VMS is at the discretion of the school and the right to usage may be revoked at any time.

47. Logowear

VMS has an online apparel store that will be open all year. The link to the online store will be announced via email, on the website, and on social media. Items will be shipped to your home.

48. Lost and Found

It is strongly recommended that all belongings of students K-12 be labeled in some fashion. Unclaimed items will be placed in Lost & Found near the locker rooms. Periodically these items will be recycled within the Valley community. Parents will be notified prior to provide them an opportunity to claim the items before they are removed from campus. It is not recommended to leave bicycles and skis on school grounds overnight. The school is not responsible for lost or stolen items.

49. Lunch

Lunch is included in the cost of tuition and is catered by Sage Dining. Several hot entrees, including gluten-free and vegetarian options, along with a salad, soup and sandwich bar are provided daily. The menu can be found on the [VMS website](#).

50. Medications

The school infirmary does not provide prescription or over-the-counter medications of any kind unless a signed School Medication Administration and Health Form is provided. If the student is of sufficient age and maturity to carry and administer their medication independently, the physician will provide permission on this form which requires a licensed health care provider's signature.

Medication should be hand delivered to the front desk or infirmary and must be signed in and properly accounted for by the school nurse. Medication must be in its original pharmacy container labeled with the student's name. **Never** place medication into a child's backpack unless he/she has self-administer permission from their physician.

51. Nut Awareness

Though nut allergies affect a relatively small number of students, we must all work in partnership to be advocates for these children. Because missteps can be life threatening, the school asks for nut awareness regarding food that is served to students on campus by the school, our caterers, and our faculty/staff. Food brought to school by parents to be served to students may not contain nuts.

Many foods contain trace amounts of nuts as a result of being prepared in a facility that uses nuts and it is fine to serve foods labeled as such, but please make sure that these items are identified clearly when served.

52. Parental Engagement

The school believes that a positive and constructive working relationship between the school and a student's parents or guardian is essential to the fulfillment of the school's mission. Thus, the school reserves the right not to continue enrollment or not to reenroll a student if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

53. Parenting Plan

If a Parenting Plan exists for your family, it must be shared with the registrar when Back to School forms are submitted.

54. Parent Partners

The VMS Parent Association, Parent Partners, is committed to building community within Vail Mountain School in alignment with the VMS mission statement. From community development to teacher appreciation and grade level communications, Parent Partners provides leadership

and organization for the volunteer efforts that are at the heart of our school. Members play critical roles in the Homebase Parent Program, Gala, Book Fair, and Hullabaloo and coordinate more than a dozen events that provide meaningful opportunities to volunteer and engage with other parents. If you have questions, please feel free to contact the Director of Advancement.

55. Personal Property

All personal property on campus or present during school events or trips is subject to search.

56. Academic Probationary Status

Four specific steps constitute the academic probation process at Vail Mountain School: mandatory student support, academic probation, academic restriction, and potential advise to withdraw.

The steps are structured to respond to increasingly serious academic difficulties.

Any Upper School student who receives one C- or below on a semester transcript in the core academic classes will be required to have mandatory student support through the school. Any student who receives two C- grades or lower, or an F in a class on a semester transcript in the core academic classes, is placed on academic probation. Academic probation initiates a process aimed to identify problems and offer solutions. Interventions may include but are not limited to: loss of free periods, after school study sessions, peer tutoring, and work with Student Support Services. If a student has successive semesters of two or more grades of C- or below, they will be placed on restriction where more academic supports are put in place. After three semesters of two or more grades of C- or below, a student and their family will meet with the Head of School and the Upper School Division Director to discuss if Vail Mountain School is the right fit for their education moving forward.

57. Psychological Support Services

A team including a staff psychologist, school counselor, and consulting psychologist serves the school by working with teachers and administration, observing classes, and assisting with K-12 Homebase programming focusing on social and emotional development. They provide consultation and short-term counseling (with parental consent) for students, assist with referrals to off-campus professionals, and serve as liaisons between external providers and the school.

Psychological Support Services is unable to provide evaluations for families in the midst of divorce proceedings or make any statements about custody, placement, visitation, or parental fitness. In addition, they do not provide therapeutic services for students/families engaged in legal disputes with each other but will assist with connecting families to professionals who can provide those services. A parental consent from both parties will be required to provide any in-school psychological support services to students under the age of 15 in divorced or divorcing families.

Canine Assisted Interventions are also provided by a Facility Dog certified through Assistance Dogs International (ADI) and trained by Canine Companions for Independence to support

students' social, emotional, and academic growth. All interventions happen under the supervision of a mental health professional who has received training to offer these services.

58. Reenrollment

In an effort to be both green and efficient, VMS uses Continuous Enrollment, which means that once the initial enrollment agreement is completed, enrollment will continue until a student graduates or the family opts out. Each year in advance of the enrollment deposit coming due, families will receive a "Dates & Rates" sheet that contains important dates and tuition rates for the coming year. At this point, families will be asked to select a payment plan and notify the school of any intention to apply for tuition assistance.

Enrollment at the school is not guaranteed from year to year. A student must demonstrate the ability and desire to participate in our program in order to continue at Vail Mountain School. At the discretion of the faculty, Division Director, and the Head of School, formal reapplication to the school may be required of a student. In addition, VMS reserves the right to require withdrawal at any time or deny reenrollment if behavior by the parent, guardian, or student is deemed unacceptable to the school.

59. School Ski Days

"School Ski Days" have long been a signature VMS program providing a unique opportunity for students and teachers to bond outside the classroom through shared outdoor adventure. No matter which day they are held, School Ski Days are a valuable part of our experiential education program, and students are expected to participate unless they are injured. The teacher's primary responsibility during School Ski Days is ensuring the safety of the group and creating an experience that builds rapport and cultivates relationships.

Teachers do not provide instruction in skiing or snowboarding. The school expects that students build the necessary skills to make controlled turns on green runs before the first School Ski Day of the year.

Discounted Vail Resorts season passes are typically offered to local students. Such passes may be purchased from Vail Resorts with proof of VMS enrollment, i.e. a VMS student ID card.

On School Ski Days, afternoon carpool typically takes place at a designated snow/street location. Lower School students must be picked up by an adult and will not be released on the mountain without a parent or guardian present.

Middle and Upper School students may be released on the mountain or may walk home with written permission from a parent. Otherwise, they must be picked up by a parent at the designated pick up location.

60. School Store

The School Store is managed by students in the Philanthropy Service Group to raise funds for non-profit organizations. The School Store sells snacks during the daily break time.

61. School Trips

Curriculum-enhancing trips will occur during the academic year for grades five, eight, and twelve. Middle and Upper School students may also participate in travel during Orientation and Intraterm. There is no cost to families for trips within the state of Colorado. When Vail Mountain School partners with an outside organization for a course or a trip, the school adheres to the medical and vaccination requirements of third party providers.

62. Semester or Year Off

Should a family choose to send a student to a semester abroad or similar program, the family will still be responsible for payment of tuition while the student is gone. If a family chooses to spend an entire school year away from the school, readmittance will be based on availability and fit.

63. Service/Volunteerism

Students volunteer their time through service learning projects throughout the year. A few of the organizations with which our students have been involved in the past include: Loaves and Fishes, Roundup River Ranch, Vail Veterans, Rocky Mountain Horse Rescue, Adopt-a-Trail Booth Falls, Salvation Army, Summit County Animal Shelter, United Way, The Community Market in Edwards and Gypsum (Community First Foundation), Senior Citizens in Minturn and Vail, and Children's Garden of Learning.

64. Shared Spaces

We acknowledge at VMS that shared spaces are central to our value of community. Shared spaces include but are not limited to: Homepage classrooms, locker rooms, common spaces, and the library. Students are expected to use shared spaces respectfully, which includes cleaning up after themselves, being courteous to other users, and not claiming a space for oneself.

All students are given a cubby to hold their personal property. Students must demonstrate respect for each other's personal property. No one should remove items from another student's cubby. Theft will not be tolerated in our community.

65. Ski and Snowboard Club Vail Partnership

The school works in partnership with Ski and Snowboard Club Vail to provide a productive and positive experience for students in the three divisions of the school who pursue their winter snow sport objectives with the Club. If you have questions, please feel free to contact Student Liaison and Ski Program Director.

66. Student Leadership Board – Upper School

We share a responsibility to lead one another, promote the development of each individual child, and use leadership to improve the collective well-being of our community. We believe every student has the capacity and responsibility to lead. Formal Upper School leadership roles include: Student Life Representatives, Honor Council Members, Philanthropy Service Group Leaders, Wellness Committee Members, Cross Age Mentors, Club Leaders, and Athletic Team Captains. This group of leaders together forms our Upper School Student Leadership Board,

which meets monthly to discuss effective leadership strategies and address pertinent community issues. The Deans of Student Life, along with faculty advisors for each leadership group, support these leaders and facilitate the election, nomination, and selection of leaders each spring.

67. Summer Reading

The school announces summer reading lists for all grades via our Summer Communications emails. The summer reading information can also be found on our website in the [BTS \(Back To School\) section](#).

68. Testing

Lower School students are administered the MAP Assessment three times throughout the academic year. Middle School students are administered the MAP Assessment. Upper School students take the following tests: ninth grade - PSAT 8/9; tenth grade - PSAT and PreACT; eleventh grade - PSAT/NMSQT and as recommended ACT and/or SAT for college admissions. Appointments to discuss testing results may be made with the Division Director or Director of College Counseling.

The school provides materials for juniors and seniors to register for college entrance exams: SAT, ETS Achievement and AP Tests, and the ACT. Vail Mountain School is often a test center for college entrance exams several times per year.

69. Transcript Requests

- **Official Transcript** – Official transcript requests must be made one week in advance and in writing. A Vail Mountain School official transcript represents a record of work completed at the school. Only full and complete transcripts will be issued. Official transcripts will not be given to the student or parent, but sent directly to the receiving institution. Official transcripts will be issued only when accounts are paid in full.
- **Unofficial Transcripts** – Unofficial transcripts are available by calling or emailing the registrar at vwilcox@vms.edu.

70. Transportation To and From Sporting Events

Students participating in athletic competitions off campus are to be driven by coaches, teachers, or parents. Athletes may not drive themselves to sporting events in which they are participants beyond Eagle County without prior permission from the Athletic Director or their Division Director. In the event of championship play, VMS may offer transportation for Upper School students. Lower and Middle School students may attend championship play with their families. Students missing school to attend VMS championship play will receive an excused absence.

71. Tutoring

Prior to any referrals for tutoring from teachers, the school will exhaust all of its resources to meet that student's needs. Additional services to students provided by our faculty (e.g. private tutoring, summer instruction, music lessons), for which a fee would be charged, require permission from the Division Director. Because of the potential conflict of interest, teachers

may not tutor any current students without prior approval from the Division Director. Any non-VMS employee tutoring a student on campus must provide a current background check and proof of liability insurance to the appropriate Division Director.

72. Unsupervised Children in the Building

All Lower School unsupervised children remaining in the building after 3:30 pm will be sent to the VMS After School Care Program and parents will be charged the minimum fee of one hour. Any Middle and Upper School students remaining in the building after 3:30 pm must be engaged in school related work (e.g., homework, tutoring, projects, athletics, music, theater) and shall exhibit responsible behavior.

Bullying Prevention & Intervention Plan

1. Introduction

At Vail Mountain School, we expect that all members of our school community will treat each other with civility and respect. It is the policy of VMS to provide and maintain a learning environment that is free of bullying and any other verbal, physical, or digital misconduct which disrupts the learning environment or makes it unsafe.

VMS will promptly investigate any report of bullying or retaliation. Upon determining that a case of bullying or retaliation has taken place, we will immediately take action to stop the behavior and address the safety concerns for any member of the community who has been victimized.

VMS's Bullying Prevention and Intervention Plan, set forth below, is published in alignment with Colorado law against bullying and is an integral part of our efforts to promote learning and to prevent behavior that can impede the learning process. Our Plan spells out VMS's comprehensive approach to addressing bullying, cyberbullying, and retaliation.

This Plan is consistent with broader protections at VMS against discrimination, harassment, bullying, and retaliation that appear in our Family Handbook and our Faculty/Staff Personnel Handbook.

It is important that this Plan be well understood by all members of the VMS community. Division Directors, Deans, and/or the Head of School are responsible for the implementation and administration of the Plan.

VMS will provide written notice of the relevant student-related sections of this Plan to students and parents/guardians at least annually. The notification to students will be in age-appropriate terms. Relevant portions of the Plan will be included in the Family Handbook.

The Plan is included in the faculty and staff handbook.

2. Policy Against Bullying, Cyberbullying, and Retaliation

VMS will not tolerate any form of bullying or cyberbullying, nor will we tolerate retaliation against any person who reports bullying or who in good faith provides information during an investigation of bullying.

Bullying and cyberbullying are prohibited on school grounds and at school-sponsored events, activities, functions, and programs. Bullying and cyberbullying also are prohibited at carpool, on VMS buses and other vehicles owned, leased, or used by the school, and through use of technology or an electronic device owned, leased, or used by the school.

In addition, bullying and cyberbullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for

a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

What constitutes bullying? Colorado has adopted a law related to bullying in schools, which broadly defines bullying as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional hardship to any student. Colorado Revised Statutes Title 22 Education, Section 22-32-1091.

Cyberbullying: Cyberbullying is bullying (as defined above) through the use of technology or electronic devices such as telephones, cell phones, computers, tablets, and the internet. It includes, but is not limited to, email, instant messages, text messages, internet postings, or social media, whether on a webpage, in a blog, or otherwise.

Hostile Environment: A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, hazing, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation: Retaliation is any form of materially adverse action such as intimidation, reprisal, or harassment directed against a student who reports bullying or who provides information during an investigation of bullying.

3. Prevention of Bullying and Cyberbullying

From the earliest grades at VMS, students learn that as members of our community they have a right to be treated with civility and respect. Our curriculum emphasizes respect for differences, and teachers are clear in their expectations for student behavior. As stated in our Family Handbook, parents are expected to reinforce the standards for membership in the VMS community.

The administration and faculty recognize it is essential that expectations for student conduct extend to corridors, locker rooms, lunch, recess, carpool, buses, and the like. VMS strives to ensure that ample adult supervision is provided on school premises, at lunch and at recess, and on school-provided transportation at school-sponsored events.

4. Reports of Bullying, Cyberbullying, or Retaliation

Any student who is the target of bullying or cyberbullying or has witnessed an incident of bullying or cyberbullying or otherwise has relevant information about bullying or cyberbullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Division Director. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible. Students who knowingly make false reports of bullying, cyberbullying, or retaliation will be subject to disciplinary action.

A parent of a student who is the target of bullying or cyberbullying or of a student who has witnessed or otherwise has relevant information about bullying or cyberbullying is strongly

urged to promptly notify their Division Director. Furthermore, any parent who has witnessed bullying or cyberbullying or has relevant information concerning such an incident is strongly urged to come forward to the proper Division Director. A parent should also report any incident of retaliation in violation of this policy to the proper Division Director.

Any member of the faculty or staff of VMS who witnesses or otherwise becomes aware of bullying or cyberbullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to one of the Division Directors. There are to be no exceptions. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs them of an allegation of bullying, cyberbullying, or retaliation.

Faculty and staff may not make reports under this policy anonymously. VMS urges students and their parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Students and parents are encouraged to bear in mind that VMS takes its policy against retaliation seriously. Also, while VMS cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, VMS releases information concerning complaints of bullying, cyberbullying, and retaliation only on a legitimate need-to-know basis.

5. Responding to a Report of Bullying, Cyberbullying, or Retaliation

A. Preliminary Considerations: When a complaint of bullying, cyberbullying, or retaliation is brought to the attention of a Division Director or Dean, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyberbullying, or retaliation during an investigation.

B. Obligation to Notify Parents: It is the policy of VMS to notify the parents of any student who is an alleged target of bullying, cyberbullying, or retaliation and the parents of any student who may have been accused of engaging in such behavior promptly after a complaint has been made.

C. Investigation: The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of one of the Division Directors: The Division Director or their designee will conduct an investigation on all reports of bullying or retaliation. The investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyberbullying, or retaliation, with the person or persons against whom the complaint was made, with the parents of the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident.

D. Resolution, Notification, and Follow-up: Following interviews and any other investigation undertaken, as VMS deems appropriate, the Division Director, Dean and/or Head of School will

determine whether and to what extent the allegation of bullying, cyberbullying, or retaliation has been substantiated. If it is determined that the policy set forth in this Plan has been violated, the Division Director or Dean will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented. In all circumstances where dismissal is considered as a disciplinary action, the Head of School will be consulted and will make the final determination.

The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Colorado law, law enforcement or another appropriate government agency will be notified.

Upon completion of the investigation, the Division Director or Dean who conducted the investigation will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made. Parents will then be informed of the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, the steps that will be taken to correct the situation. The Division Director or Dean will comply with applicable laws regarding disclosure of confidential information when informing students and parents.

Any disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior, and no disciplinary action may be taken against a student solely on the basis of an anonymous report. The Division Director or Dean who conducted the investigation, in consultation with VMS's Staff Psychologist, may refer perpetrators, victims, and family members of such students for counseling or other services as appropriate. The Division Director or Dean will ensure that there is follow-up contact made with any student found to have been targeted in violation of this policy and their parents to inquire as to whether there have been any further incidents.

The Division Director or Dean will keep a file on all reports of bullying or retaliation, the investigation, and any actions taken in response to a finding of bullying or retaliation.

E. Conclusion: This Plan is intended (1) to prevent bullying and cyberbullying among our students; (2) to encourage students and their parents to have confidence in the VMS procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other VMS policy; and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

Acceptable Use Policy

1. Introduction

Vail Mountain School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills — collaboration and teamwork, creativity and imagination, critical thinking, and problem solving.

To that end, we provide access to technologies for student and staff use and allow students in grades 8-12 to bring their own devices (BYOD). Technology use at school is a privilege not a right and each classroom teacher has the authority to design times of instruction during which no technology may be used.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. It also outlines the consequences that certain online behaviors can have outside of VMS while attending as a student or working as an employee.

- The Vail Mountain School network is intended for educational purposes.
- All activity over the VMS network may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline and both inside and outside of school.
- Misuse of school resources, which includes the internet, may result in disciplinary action.
- Damage or loss of school-issued property may result in repair/replacement costs.
- Vail Mountain School makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Students, staff, and other users of school technologies or the VMS network are expected to alert technology staff immediately of any concerns for safety or security.
- Please be aware that you are still held accountable for your actions outside of school if they have an adverse effect on or pertain to students, staff or business at VMS.

2. Technologies Covered

Vail Mountain School may provide Internet access, desktop computers, mobile computers or devices, digital cameras, video conferencing capabilities, online collaboration capabilities, message boards, email, personal devices and more.

As new technologies emerge, Vail Mountain School will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

3. Usage Policies

All technologies provided by the school and BYOD technologies used at the school are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

4. Web Access

Vail Mountain School provides its users with access to the internet, including websites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. **If families have not read and agreed to abide by the Family Handbook within two weeks from the start of school, VMS internet privileges may be revoked.**

The school implements various filters and security controls to prevent access to certain settings and Internet sites. Any attempt to circumvent security filters or settings, including the use of proxy servers, is prohibited. If a site is blocked and a user believes it shouldn't be, the user should contact a technology staff member.

5. School Accounts

Vail Mountain School may provide users with various accounts for the purpose of **school-related communication**. Availability and use may be restricted based on school policies. VMS reserves the right to monitor and access any school account assigned to students.

Users who are provided with accounts should use them with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people during school hours as allowed by VMS faculty and staff.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

6. Student Use of Email Distribution Lists (DLs) & Google Groups

Vail Mountain School's Distribution Lists and Google Groups, including those that include students and/or faculty/staff, have been created to facilitate and promote communication related to Vail Mountain School programs and events, and those of our partner organizations.

Authorized Uses by Students

Students are authorized to send messages to Distribution Lists and Google Groups that include all members of their grade. Students must obtain approval from a Division Director if they wish to use a Distribution List or Google Group of greater scope including, but not limited to, multiple grade Distribution Lists or Google Groups or combinations of individual grade level

Distribution Lists or Google Groups; Distribution Lists or Google Groups that reach all students; or the Faculty/Staff Distribution Lists or Google Groups.

Acceptable Use of Distribution Lists & Google Groups

Generally speaking, students may use the above Distribution Lists or Google Groups for communication of information related to school matters, student/class fundraising which also must be approved by the Director of Advancement (colleen@vms.edu), or academic assignments such as surveys. The school has outlined its policy for support of student advocacy below and students may use Distribution Lists to advocate for issues beyond the scope of regular school matters, but the messages they send must align with the policies outlined in the VMS Family Handbook. In addition, any such message must be approved by a Division Director and include an acknowledgment of such at the end of the message.

Procedure for Obtaining Approval of Use of Distribution Lists & Google Groups

Students must obtain approval for each message they wish to send from their Division Director. If a message is to include reminders or multiple messages over time, this must be indicated in the request. Requests must be submitted in writing by email a minimum of one week in advance of the send date. Requests must include: 1) who will send the message, 2) what the subject will be, 3) the audience to which it will be sent and the Distribution List or Google Group that will be used, and 4) the body of the message including any links and attachments that will be sent.

Procedure for Sending Messages

Once approved by the Division Director, the student is then authorized to send approved content. Any substantive changes subsequent to approval must be reapproved by the authorizing Division Director.

Violations of Policy

Any unauthorized use will be brought to the attention of the Division Director and Deans of Student Life, depending upon division. As a component of the Family Handbook, violations of this policy may result in disciplinary action depending on the nature and severity of the situation.

Statement on Civic Engagement by Students

Vail Mountain School's mission speaks directly to developing character and building community. As such, Vail Mountain School encourages active engagement in our community as a civic duty for our students. We celebrate community service, encourage respectful dialogue and debate, and we teach about our political system's design that promotes differences, legal protests, and compromise as a means toward forward movement and social change. If our students choose to become involved in election campaigns and local or national issues, we will support their involvement. If an event, such as a demonstration, is well planned and part of thoughtful and intentional political engagement, we will support our students. We also commit to our students that if they choose not to become active in an issue, Vail Mountain School will support them. Our mission and vision allows us to support any effort toward political engagement that is not contrary to our school's core values or anti-discrimination statement. Thus, students who wish to advocate in favor of or against a particular issue will

receive equal support from our school. While the aforementioned support of student civic engagement is clear, Vail Mountain School will not advocate or endorse a particular political party, social issue, or economic policy.

7. Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, Vail Mountain School may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users for the purpose of school-related communication. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline and in school as well as out of school. Posts, chats, sharing, and messaging may be monitored in school. Users should be careful not to share personally-identifying information online.

8. Mobile Devices Policy

Students are prohibited from using personal mobile devices such as cell phones or smart watches during school hours unless given permission by a teacher. If using a mobile device during school hours for non-academic purposes, Division Directors, Deans or Homebase Advisors may confiscate the device for a period of time. When one connects their personal cell phone to the VMS network, one assumes the same network policies as one's personal computer.

Vail Mountain School may provide users with mobile computers or other devices to promote learning inside and/or outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user's care. Users should report any loss, damage, or malfunction to technology staff immediately. Users may be held financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored. Use of the network on your personal device may be monitored.

9. Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert Mr. Chambers at dchambers@vms.edu. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

10. Downloads

Users will not download or attempt to download or run any programs over the school network or onto school resources without express permission from technology staff.

You may be able to download other file types, such as images, videos or software as instructed by a teacher. For the security of our network, download such files only from reputable sites, and only for educational purposes.

11. Netiquette

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that along with the valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources and employ lateral reading when conducting research via the internet.

Users should have explicit consent of subjects when posting media on the internet, in particular on social media. Minors cannot give consent; consent must be gained from their guardians. Vail Mountain School asks for written consent to use students' images on their website and social media, but this does not extend to students' use. Therefore, posting images of younger students on personal social media pages, without approval from their guardians, is a digital privacy and consent violation. Students should also employ the same level of caution when posting images/video of their friends on their pages. Sharing something with one person does not give consent to have that shared with others or publicly. Digital privacy violations are taken seriously at Vail Mountain School.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. While one can and should use privacy settings on social media, that is not a guarantee something will stay private. Once something is online, it's out there — and can sometimes be shared and spread in ways you never intended.

12. Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author. Please note that some images cannot be used even if cited depending on your intended use and the distribution allowed by the creator. It is your responsibility to be aware of fair use copyright laws when it comes to using the creative material of another.

Transmission of any material in violation of the laws of the United States of America or the state of Colorado is prohibited. This restriction includes, but is not limited to: copyrighted material; material protected by trade secrets; and threatening, violent, harassing, or obscene material.

13. Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated

risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

14. Cyberbullying

Cyberbullying will not be tolerated. Harassing, disrespecting, denigrating, misrepresenting, impersonating, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails, post comments or share photos online with the intent of scaring, hurting, or intimidating someone else.

Furthermore, spreading misinformation or hate speech is not tolerated. Sharing, liking, or creating a harmful meme, post, etc. (even if not intending to target a specific person) can cause deep harm and real impact in our community. Lack of malicious intent or thoughtlessness does not negate this harm, nor does it erase content that future colleges or employers will look unfavorably upon.

Engaging in these behaviors, or any online activities that harm (physically or emotionally) another person, will result in disciplinary action and also may include loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Please also see the school's Bullying Prevention and Intervention Plan, which precedes this section of the VMS Family Handbook.

15. Examples of Acceptable Use

I will:

- Respect others by using headphones when computer volume is needed.
- Use school technologies for school-related activities.
- Use discretion when using school printers and will not print large volumes of material without permission from a teacher or staff member.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Check multiple sources to prevent the spread of misinformation.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.

- Be respectful of others' digital privacy and gain their consent before sharing content that features them.
- Help to protect the security of school resources.
- Put my best digital footprint forward both inside and outside of school.

This is not intended to be an exhaustive list. Users should employ their own good judgment when using school technologies.

16. Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Search for inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to get around the school's safety measures and filtering tools.
- (During school hours) Play games, watch movies, t.v. shows, download audio or video unless an exception has been made by a faculty or staff member for a specific educational purpose.
- Plagiarize content I find online.
- Unplug, modify, or move any school equipment, including computers, keyboards, mice, and scanners.
- Post personally-identifying information about myself or others.
- Use language online that would be unacceptable in the classroom.
- Participate in any illegal activities on my computer or pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should employ their own good judgment when using technology at school.

17. Limitation of Liability

Vail Mountain School will not be responsible for damage or harm to persons, files, data, or hardware. While Vail Mountain School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Vail Mountain School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

18. Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including, but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents and/or called to a disciplinary committee
- Financial responsibility for damages caused by misuse or negligence
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Athletics

1. VMS Athletic Department Philosophy

In keeping with Vail Mountain School's mission, the athletic programs at VMS provide a positive and inclusive atmosphere where participants will grow emotionally, intellectually, and physically. Through the investment of athletes and coaches, this growth will continue after students leave VMS as healthy and active citizens.

Athletic programs are an extension of the classroom at VMS; important characteristics and skills such as teamwork, sportsmanship, integrity, and grit are ingrained through team building exercises, practices or workouts, and games.

2. Athletic Requirement

Although we recommend year-round activity for all of our students, Upper School students are required to have one season (fall, winter, spring) of sports-related activity each year. If a student does not have a VMS sport, club sport, or waiver for a sports-related activity (i.e. horseback riding, ice skating, dance, etc.) for at least one season, they must participate in 10 out of 12 on-campus fitness classes or climbing club sessions in order to receive PE credit for one season (fall or spring only). Waivers will not be granted for non-sport related activities such as art/music classes, speech & debate, etc.

3. Academic Accountability of Athletes

VMS uses an academic system of accountability for students participating in all sports to ensure that students are reaching their potential. As a part of this system, and to meet CHSAA eligibility requirements, VMS collects and reports grades every other week throughout the year for CHSAA athletes as well as Middle and Upper School students participating in the SSCV training partnership.

Any Vail Mountain School student athlete who has a grade of 70% or below on the reporting date will be notified via email that they have two weeks to bring up their grade(s). On the next consecutive reporting date, if a student athlete's grades have not improved, he/she will be required to attend a meeting with the Upper School director, the Athletic Director, the SSCV Liaison Program Director (if applicable) and the teacher of the class in which the student has a grade of 70% or below.

A formal plan will be created at that time to help the student improve their grade in class and may include:

- Limited or revoked practice time
- Addition of study hall sessions
- Inability to miss classes to travel to off-campus athletic events

Once a plan and timeline have been established, the Upper School Director will share it with the student's parents and will stay in contact with the family until the athlete's grades meet the VMS standard.

The first round of grade reports will be run in late September and will continue every other Tuesday throughout the year.

We are hopeful that by setting a higher standard for our athletes, they will excel both in the classroom and on and off the field, court, or mountain.

4. VMS Athletics Communication Guidelines

Parenting and coaching are difficult vocations. If we understand each of these roles and establish good communication, we are better able to accept our respective responsibilities and support our student athletes. Effective communication is vital and requires participation, dedication, sacrifice and commitment from parents, student athletes, and coaches.

The protocol for resolving an issue between student athlete and coach is outlined in the following steps:

- The student athlete should advocate for him or herself by talking to the coach at an appropriate time.
- The student athlete (and parent if necessary) will make an appointment with the Athletic Director.
- If an issue continues, the Athletic Director will set up a meeting with the necessary individuals to handle the situation.

If you have any questions or circumstances arise where this protocol cannot be followed, please direct questions and concerns to the Athletic Director.

5. VMS Athletics Community Standard of Conduct

The Athletic Department at VMS hopes to provide a positive experience for all student athletes. Players, parents, and coaches have to work together and model these important behaviors in order to reach this goal.

The Players

Positive attitude and behavior of student athletes is essential to a successful athletic program.

The following is expected of athletes as participants or spectators in order for the department to be successful:

- Respect coaching decisions.
- Team first — “The star of the team is the team.”
- Strive to improve by setting team and personal goals.
- Be a positive role model and mentor for younger students at VMS.
- Be a positive representative of the VMS community by respecting opposing players, coaches, fans, and officials.
- Take a leadership role within your team and school community.

The Parents/Spectators

Parents and spectators represent the school and play a vital role in teaching VMS student athletes lifelong lessons of sportsmanship, teamwork, and integrity.

The following is expected of parents and spectators:

- Be a source of encouragement.
- Avoid negative comments to game officials.
- Be respectful to opposing players, coaches, and fans.
- Take part in the learning process – do your best to learn the rules of the game.
- Take a leadership role in the community – censor VMS fans who are acting inappropriately.
- Encourage participation.

The Coaches

Coordinating and planning for the program is the responsibility of the coaching staff. As the face of the program, the coaching staff is expected to represent the philosophy of the athletic program.

As such, he/she is expected to:

- Exemplify the highest moral character, behavioral, leadership, and ethical standard.
- Respect the integrity and personality of the individual athlete.
- Respect officials.
- Represent VMS by welcoming opposing players and coaches.
- Model sportsmanship — modest in victory and gracious in defeat.
- Empower athletes by creating an environment where players motivate themselves.

6. Coach Evaluations

Coaches will be evaluated throughout the year by the Athletic Director and Division Directors. Players are also asked to evaluate their coaches at the end of each season. These evaluations will provide the Athletic Department and coaches with relevant information to improve performance, as well as direct our coaching staff to meet the mission and philosophy set by the department.

7. SSCV and VMS Nordic Programs

The Athletic Department will offer a Nordic program through SSCV and VMS. Please note that the SSCV program and the VMS Upper School program are competitive. The VMS MS/LS programs are non-competitive and will not compete in events. If you have any questions, please contact the Athletic Director at VMS.

In order to formally sign up for SSCV's Nordic program, athletes must contact Dan Weiland at SSCV directly. Please find his contact information below.

Daniel Weiland Ski & Snowboard Club Vail - Nordic Program Director
598 Vail Valley Drive; Vail, CO 81657 Office: (970) 476-5119 Cell: (970) 376-3815
Fax: (970) 476-7287 Email: dweiland@skiclubvail.org Web Site: www.skiclubvail.org

8. Team Communication

To be consistent with other modes and standards of school communication, email and Schoology are the preferred means of communication for athletics teams. The only other approved means of communication is through TeamSnap. Teams may not use any other forms of communication or social media for communications, and specifically, may not establish social media pages, groups, or presences for teams.

In case of a school closing (e.g. weather) or change in schedule, the following will be contacted by the Athletic Director:

- Coaches or a representative from the Athletic Department. Coaches/AD will contact players and parents via email, PowerLearning, TeamSnap or text message
- Opposing team/school
- Vail Daily
- Officials/volunteers
- Steadman Clinic trainer

9. Conflicts in Extracurricular Activities

Students may attempt to participate in several extracurricular activities which can create a conflict of obligations and interests. The Athletic Department recognizes that each student should have the opportunity for a broad range of extracurricular experiences, and thus will attempt to schedule events in a manner that minimizes conflicts. Due to the small sizes of rosters at VMS, the Athletic Department feels priority should go to a VMS team in a time of conflict to ensure we are able to play all of our scheduled games and matches.

Families have a responsibility to do everything possible to avoid creating conflicts. Positive efforts might include being cautious about participating in too many activities where conflicts are unavoidable. It also means notifying and immediately involving the parent and the faculty sponsors/coaches when a conflict arises.

10. Sports Eligibility Policy

VMS follows CHSAA eligibility regulations. VMS reserves the right to limit sports participation for those students who fall under VMS's Academic Restriction policy. (See Probationary Status).

11. Attendance

Unless an exemption is given by the Athletic Director and Division Director, an athlete must arrive at school no later than 12:30 pm to participate in any athletic competition or practice.

12. Late Returns

Students who leave school early for athletic competitions are expected to have all assignments ready the next day. Students who will miss class for athletic competitions that prevent the student from returning home before 9:00 pm should:

1. Notify the teacher the day before that they may be arriving home after 9:00 pm.

2. Students may then request one extra day to complete make-up work that includes tests and quizzes.
3. Due dates for long-term assignments, assigned prior to an absence, will not be adjusted, VMS expects that you will plan ahead for large assignments and projects to compensate for athletic events.

13. VMS Athlete Behavior Policy

Being a VMS athlete means that your conduct outside and inside the lines reflects the stated and implied values of Vail Mountain School.

Should a behavior issue arise (e.g., unexcused absence, unsportsmanlike conduct, drugs/alcohol), the situation will be evaluated by coaches, who may ask for input from captains and teammates. The following panel may be assembled if a resolution cannot be reached:

- the Athletic Director
- the athlete's Division Director
- the coach(es) of the team

Each situation will be dealt with as a separate case, and the course of action shall be appropriate for the behavior.

14. Playing Time Criteria

VMS guarantees all athletes the opportunity to participate. Playing time at the Upper School Varsity level will be based on ability and effort (coach's discretion). Development (Junior Varsity) programs at the Upper School level will give equal playing time. This does not mean equal playing time for every game, but players should receive equal playing time by the end of the year. In Middle School sports, all athletes are expected to receive equitable playing time during the regular season.

15. Uniform Policy

Complete uniforms must be laundered and turned in within one week of the final match of the season. Any athlete who does not turn in the complete uniform issued to them will be charged a \$100 replacement fee or the full value of the replacement of the uniform (whichever is higher). If a uniform is turned in after the deadline, the athlete will be charged a \$25 late fee. Missing pieces of uniforms will be dealt with on a case-by-case basis and charged accordingly.

16. Orange and Postseason Athletics

The tradition of wearing orange in the postseason began in the early 2000s when the relatively small VMS boys soccer team coached by Bob Bandoni advanced into the postseason beating out much larger schools. In 1988, the Dutch National Soccer Team, whose color is orange, had won a similarly unlikely European Championship competing against much larger and better funded national teams. Beginning in the late 1980s, the VMS soccer program adopted many of the same philosophies and training tactics used by the Dutch and even worked with visiting coaches from Holland during summer months. In the early 2000s, Coach Bandoni began the tradition of wearing orange postseason uniforms to provide additional motivation for the team. Over the years, the tradition grew to include the girls soccer team as well, and the successes of

these now legendary teams became the foundation of the VMS soccer legacy and the color orange.

Nearly two decades later, as the VMS Upper School enrollment grew and our athletics programs began to achieve success not only in soccer, but also in other sports like golf, basketball, and lacrosse, other teams embraced the tradition of wearing orange in the postseason. In recent years, as a result of the enthusiasm of the students, the use of orange by VMS Athletics has evolved to become emblematic of postseason success in all sports.

Upper School teams that have earned the privilege of advancing to the postseason as defined below may collaborate with the Athletics Department and the Advancement Office to design a celebratory orange performance t-shirt using the Gore Rangers logo. Shirts will be provided to all varsity team members and coaches by the school. Orange t-shirts with the Gore Rangers logo will be available to the community for purchase through the school's logowear program. Any additional orange clothing must be approved by the Athletics Department and Advancement Office.

Qualifying Postseason Criteria

- Volleyball: advancement beyond the district tournament
- Soccer: entry into the postseason State Championship bracket
- Golf: individual state qualifiers
- Tennis: individual state qualifiers
- Basketball: advancement beyond the district tournament
- Climbing: individual state qualifiers
- Alpine/Nordic Skiing: individual state qualifiers
- Lacrosse: entry into the postseason State Championship bracket

17. Varsity Letters

Varsity letters will be awarded at the end of season banquet for each Upper School sport. In order to receive a varsity letter, student athletes must be a member of the varsity team. Any student that participates in a varsity sport at another school will receive a varsity letter from VMS. In addition, all participants will receive certificates for each sport that they participate in.

18. Spirit of Sport Award

This award celebrates athletes who have shown dedication to education-based athletics during four years of Upper School at VMS, through contribution to a competitive team each of the three seasons. Students who participate in CHSAA/education-based sports not offered at Vail Mountain School are also eligible for this award.

19. Scholar Athlete Award

The Scholar Athlete Award is given to two Upper School students each year at graduation. This award is given to athletes who uphold the standards of VMS athletics, while excelling in multiple sports during their career at VMS and also achieving academic excellence.

20. VMS Athletic Apparel Policy

All VMS logowear must be approved by the Athletic Director and coordinated with the Advancement Office. Students and parents must obtain prior approval before ordering clothing that references VMS, VMS Athletics, or the Gore Rangers.

21. Fundraising

Any fundraising effort on behalf of VMS students, teams, or other VMS groups must be approved by the Director of Advancement.

22. Middle School Sports/Activities

Sixth, seventh and eighth grade students are encouraged to participate in athletics and activities at VMS and with outside teams or clubs. The philosophy of Middle School athletics is to provide a fun, safe, inclusive environment where athletes of all skill levels are given a platform to improve in a given sport. Middle School coaches work with VMS Upper School coaches to create practice and game plans that build the skills necessary to compete at a high school level. All offerings (other than rock climbing and Nordic skiing) will compete against other Middle School teams.

Fall Session (Late August – Early October)

- Cross Country (coed)
- Boys Football (PEAKS League Program)
- Girls Volleyball
- Boys Soccer

Winter Session I (Mid October – Mid December)

- Boys Basketball
- Rock Climbing (coed)

Winter Session II (Mid December – Early March)

- Nordic Skiing (coed)
- Alpine Skiing (coed)
- Girls Basketball
- Rock Climbing (coed)

Spring Session (Mid March – June)

- Rock Climbing (coed)
- Boys Lacrosse
- Girls Soccer
- Track & Field (PEAKS League Program)

23. Upper School Sports/Activities

VMS Upper School athletics offers programs for ninth through twelfth grade students. For our team sports that compete at the CHSAA level, we typically offer a development (junior varsity) level program as well as a varsity program. Our development programs serve as a platform for our younger student athletes and those new to a sport to develop the skills necessary to play for our varsity level teams.

Fall Season (Mid August – November)

- Girls Development and Varsity Volleyball
- Boys Development and Varsity Soccer
- Boys Development and Varsity Golf
- Boys Development and Varsity Tennis
- Boys Development and Varsity Football (through CHSAA reciprocity)
- Dance Team (through CHSAA reciprocity)
- Coed Cross Country (through CHSAA reciprocity)
- Coed Fitness
- Coed Climbing Club

Winter Season (December – Mid March)

- Coed Alpine Varsity Skiing
- Coed Nordic Varsity Skiing
- Telemark Development and Varsity Skiing (coed)
- Boys Development & Varsity Basketball
- Girls Development Basketball
- Wrestling (through CHSAA reciprocity)
- Boys Ice Hockey (through CHSAA reciprocity)
- Dance Team (through CHSAA reciprocity)
- Coed Climbing Team

Spring Season (Late February – Early June)

- Girls Development and Varsity Soccer
- Girls Development and Varsity Tennis
- Girls Development and Varsity Golf
- Boys Development and Varsity Lacrosse
- Girls Development and Varsity Lacrosse (through CHSAA reciprocity)
- Dance Team (through CHSAA reciprocity)
- Baseball (through CHSAA reciprocity)
- Track and Field (through CHSAA reciprocity)
- Coed Fitness
- Coed Climbing Club

24. Drug and Alcohol Use

Participation in Vail Mountain School athletics is a privilege, not a right. Any underage use of alcohol, drugs, or tobacco is against the law and may result in suspension from VMS athletics. A second offense will lead to dismissal from the athlete's current team and may affect the ability of the athlete to participate on future VMS athletic teams.

25. Athletic Contract

Upper School students who participate in extracurricular sports and activities will be required to sign and abide by the following Athletic Contract.

"As a participant in extracurricular sports or activities I represent my team, school and community. Therefore, I understand that participation in Vail Mountain School athletics is a

privilege, not a right; and that underage drinking, drug use, and/or tobacco use are against the law and I will not partake in those activities.

Any violation of the above policy will include, but is not limited to, suspension from the team. A second offense will lead to dismissal from the athlete's current team and may affect the ability of the athlete to participate on future VMS athletic teams.

I understand that my personal acceptance of these standards is important to the strength, openness, and trust of the whole VMS community. I further understand and agree that my fellow teammates, by their participation in VMS athletics, have also agreed to these standards; and my expectations of them are the same as those of myself. I agree to uphold the reputation of my team, school, and community, and agree to follow the Athletic Code of Conduct as outlined in the VMS Handbook."

26. Concussion Protocol

If an injury occurs:

1. Family responsibilities:

- a. Student should be assessed by a healthcare provider.
- b. Notify school that a concussion has occurred and provide written diagnosis and recommendations. This should be sent to the Athletic Director, Division Director, and Student Support Services.
- c. Additional information should include date of injury, symptoms, IMPACT scores, and eventual clearance date.

2. School responsibilities:

- a. Athletic Director removes student from physical activities and notifies coaches.
- b. Student Support Services creates a Formal Accommodation Plan when needed. Academic adjustments are made on an individual basis. The student academic adjustments should gradually decrease as students return to their normal academic rigor. If there is ongoing medical care, Student Support Services will serve as the point of contact for families and healthcare professionals. There will be differences between short-term and long-term recovery plans. Student Support Services will notify the Homebase teacher and current teachers of ongoing status and Formal Accommodation Plans.

The Steadman Clinic, VVMC's ThinkFirst program, and local doctors from Eagle County have teamed up to create the Youth Sport Initiative for Concussions. This group is dedicated to educating and implementing best practices for parents, youth, coaches, and administrators on the risk, assessment, symptoms and return to activity of mild traumatic brain injuries.

The Jake Snakenberg Youth Concussion Act was passed into Colorado law in January 2012. This law states that any youth athlete who is suspected of sustaining a concussion must be removed from the field of play immediately. The athlete may not return to athletic activity until they are evaluated by the appropriate healthcare provider and receive written clearance to return to play from the healthcare provider.

A brief description of the management of a youth sustained concussion is described below. It is written in accordance with the Youth Sport Initiative's management of return to play protocol

for a concussed athlete. It is important to remember that a doctor cannot predict the course of recovery at the time of injury; recovery depends on the resolution of symptoms with consistent monitoring. No concussion is the same, and everyone recovers in different lengths of time, depending on a multitude of factors.

- Athlete is removed from field with symptoms of a concussion and is NOT allowed to return to competition/practice/athletic activity that same day.
- If emergency medical care is needed, the athlete will be transported to the hospital as soon as possible.
- If an athlete is not transported, a sideline assessment of a concussion will be administered by the sports medicine staff.
- The athlete's concussion will be discussed with the parent(s)/guardian(s) and appropriate personnel, a form will be signed (by ATC, parent, AD) for acknowledgment of a concussion. A copy of the form will be taken to the initial doctor's visit.
- A symptoms list will be completed by the athlete every day until symptoms resolve.
- After 24 hours of being symptom-free, the athlete may begin a PROGRESSION to return to activity (not sport/competition) while being supervised by ATC. If at any point symptoms return, the athlete will stop with the progression of activity. Once symptom-free and nearing the end of the return-to-activity progression as determined by ATC, the athlete will be administered the Impact Test and will follow up with the doctor.
- Return to sport progression can occur once the athlete has been medically cleared with a written note from their doctor and they remain symptom-free.

For the complete protocol of concussion management that will be implemented at the school, or for more information on concussions, please contact Brandie Martin, Director of the Athletic Trainers Fellowship at The Steadman Clinic, at (970) 479-5865.

For more information on concussions, please visit the listed websites:

- <https://rockymountainhospitalforchildren.com/specialties/concussion-treatment/>
- <https://chsaanow.com/>
- <https://biacolorado.org/>
- <http://www.cde.state.co.us/HealthAndWellness/BrainInjury.htm>

27. Health Services and Safety

Steadman Clinic Fellowship Director

Brandie Martin MS, ATC, OTC

(970) 479-5865 bmartin@thesteadmanclinic.com

Medical Directors of Scholastic Sports

Dr. Provencher

The Steadman Clinic

(970) 476-1100

Unforeseen Circumstances

Force Majeure

The School's duties and obligations under the Enrollment Contract and this Handbook shall be suspended immediately without notice during all periods that the School is closed or must deliver instruction remotely because of force majeure events including, but not limited to, any fire, act of God, weather event, war, governmental action, act of terrorism, disease, epidemic, pandemic, natural disaster, or any other major upheaval event beyond the School's control. In such an event, the School's duties and obligations under the Enrollment Contract and in this Handbook may be immediately suspended without notice until such time as the School, in its sole and absolute discretion, may safely resume performance. If the School is unable to provide in-person learning for an extended period of time due to any of the foregoing, the School reserves the right to provide on-line learning in lieu of in-person learning. In this event, the Parents/Guardians will be expected to facilitate the on-line services, including but not limited to providing the facilities, equipment, goods and services required for online learning, and to participate as needed in order to support students with online instruction. In the event that the School provides online learning and/or cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition or fees paid.